



15255 North Eldridge Pkwy
Cypress, Tx 77429
281.655.7272
www.k2academy.com

K2 Campus Camp Parent Handbook

Welcome to Camp at K2 Academy!

Dear Parents,

This Parent Handbook is designed to familiarize you with policies, procedures and other important information about our Camp Program.

If you have any questions not covered in this Handbook, please call 281.655.7272 or stop by and a K2 Academy Team Member will assist you.

We are looking forward to having you and your child with us at K2 Academy of Kids Sports!

Sincerely,

Christi Rinn, K2 Campus & Camp Director

crinn@k2academy.com

Kay Rodgers, K2 Academy Owner

krodgers@k2academy.com

Table of Contents

- I. General Facility Information
 - a. Contact information
 - b. What Does K2 Academy offer?
 - c. Hours, days, and months of operation including holidays
 - d. Lost and Found

- II. Camp Admissions Information
 - a. Admissions
 - b. Enrollment
 - c. Tuition
 - d. Membership and other applicable fees
 - e. Make-Up policy
 - f. Cancellation/account credit policy
 - g. Waiting List

- III. Camp Program Information
 - a. Hours, days, and months including holidays
 - b. Transportation, drop-off and pick-up
 - c. Attendance
 - d. Meals and snacks
 - e. Schedule/Daily Activity
 - i. Preschool (18m-Kinder)
 - ii. 1st Grade -7th Grade
 - f. Discipline
 - g. Electronics

- IV. Camp General Procedures
 - a. Release of children
 - b. Parental notifications
 - c. Field Trips: Off-Campus, In-House
 - d. Dress Code

- V. Medical and Emergency Related Procedures
 - a. Dispensing medication
 - b. Handling injuries and medical emergencies
 - c. Illness
 - d. Immunization/Hearing/Vision requirements
 - e. Emergency drills

- VI. Parent Related Procedures
 - a. Parent questions or concerns
 - b. Observation and visitation
 - c. Parent participation

- VII. Child Care Licensing
 - a. Minimum standards
 - b. Licensing inspection report
 - c. Child Care Licensing contact information

I. General Facility Information

a. Contact information:

K2 Academy of Kids Sports
15255 N. Eldridge Parkway
Cypress, TX 77429
Phone (281) 655-7272

Email frontoffice@k2academy.com

Web www.k2academy.com

b. What Does K2 Academy offer?

K2 Academy of Kids Sports offers a wide range of activities for ages walking thru 13. We offer licensed after school care and preschool programs, recreational and competitive gymnastics, recreational cheerleading, tumbling, open play/open gym, adaptive gymnastics, birthday parties, school holiday camps, summer camp, and parent's night out.

c. Hours, days, and months of operation

K2 Academy of Kids Sports operates 7 days a week all year round.

Hours of Operation: M – Th 6:30am – 8:00pm, Fri 6:30am – 6:30pm, Saturday 10am-3pm. We are open Sunday for private workouts only.

d. Lost and Found

K2 Academy has a lost and found container located to the left of the vending machine in the lobby. Any items left in the facility at the end of the day will be placed in the lost and found. The lost and found container will be cleaned out on the last Friday of each month and unclaimed items will be given to charity.

K2 Campus has lost and founds located in each classroom. The lost and found will be cleaned out on the last Friday of each month and unclaimed items will be given to charity.

e. Gang Free Zone

According to Texas Penal Code, an area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

f. Gun Free Zone

K2 Academy does not allow guns of any type, on our property, unless they are carried by law enforcement.

II. Camp Admissions Information

a. Admissions

Our admission process includes an explanation of our program and associated costs as well as a tour of our facility. You are more than welcome to talk with our teachers and/or directors before making your decision to enroll your child in our program. It is our policy to consider each child's admission and placement individually – regardless of race, religion, color, gender or national origin.

b. Enrollment

Enrollment forms will be provided to you and must be filled out completely. K2 can only process complete enrollment packets, which also includes immunization records and the doctor signed health

statement if enrolling a child in the preschool program. In addition to the enrollment forms, you will receive a copy of this parent handbook. ***Please sign the last page and submit it with your other paperwork.***

c. Tuition

Day Camps:

Payment for day camps is due at the time of registration. Your credit card on file will be charged upon your enrollment request via phone or online.

Summer Camp:

Tuition for each child's first week of Summer Camp, including applicable membership fees and t-shirt fees, are due in full at time of registration. The remaining balance for each week Can be paid on a) the 1st of the month b) the 15th of the month or c) weekly.

Camp balances that are more than 3 days past due may result in your child being dropped from their camp.

Please see front desk for current tuition rates.

d. Payment options

You are required to put a credit card on file for your camp tuition and extras such as field trip fees, catering, missed lunches etc. If you prefer to not put a credit card on file, then a deposit of \$150 per child is required at time of sign up. At the end of the camp term any unpaid balance on your K2 Account will be taken out of your deposit and the remaining deposit amount will be returned to you.

e. Membership Fees

A \$30 membership fee is due at time of enrollment. Your membership fee is valid for 12 months.

Summer Camp Only:

Field Trip/Activity Fees: The cost of field trips is not included in your weekly tuition. We will notify you of the cost associated with each field trip in advance. Field trip/activity fees range from \$2-\$20 per child.

f. Make-Up Policy

K2 does not offer make-up classes for missed camp days. No exceptions.

g. Cancellation/Account Credit Policy

Notification must be given by 5:00pm, on Thursday the week prior to a day of camp that will be missed the following week to receive account credit. No refunds will be given for camp.

You are allowed 3 enrollment change requests per family for summer. After that each change request is billed at \$3 per request.

h. Camp Waiting List

Your child can be placed on a waiting list if a camp you request is full. If a space becomes available, you will be called and notified by email, your child will be enrolled and your card on file charged. You have 24 hours to call and cancel. After the 24 hours has passed, your child will be considered enrolled and his/her enrollment will be held to our normal drop procedures.

When placing your child on the waiting list, you can choose if you would like your child to be enrolled individually for days or if you want them only to be enrolled if they get in for every day requested. In

summary, you can choose to be on the wait list for individual days or a 2 day, 3 day, 4 day or 5 day only situation.

III. Summer Camp Program Information

a. Hours, days, and months including holidays

2016 Summer Camp begins Monday, June 6th and ends Thursday, August 18th. Friday, August 19th is a teacher in service day and there is no camp offered. K2 Academy may close during inclement weather. Please pay close attention to the media during a time of inclement weather as we use this source to determine whether or not we will be open. For closures due to inclement weather or force majeure, refunds are not issued.

Summer Camp operates Monday thru Friday from 6:30am-6:30pm. Students may choose from a variety of camp packages to help them create a customized camp day, ranging from 5 to 12 hours per day, for two to five days per week.

K2 will be closed Monday, July 4th.

b. Transportation, drop-off and pick-up

K2 Academy does not provide transportation to or from its facility for day camp*. It is the parents' responsibility to arrange for dropping off and picking up their child from our facility.

* In the event your child is attending a field trip with K2 Academy, transportation will be provided for school age campers to and from the field trip only.

Drop-Off Times: Students may be dropped off up to **10 minutes prior** to their regular scheduled start time of 9:00am at no extra charge. Any camper enrolled in our 9-2 or 9-4 program that is dropped off prior to 8:50 will incur an AM Camp charge of \$10/hr. Full time campers may be dropped off as early as 6:30am.

Pick-Up Times: Students may be picked up any time throughout the day. Camp day ending times are 2pm, 4pm and 6:30pm. Any student that is still at K2 more than **5 minutes after** their scheduled 2:00 or 4:00 end time will incur a charge of \$10/hour. Students picked up after 6:30pm will be charged at a rate of \$1/minute for each minute after 6:30pm.

Space in extended care is limited. If your child is not enrolled in extended care hours, please notify K2 as soon as possible so staffing arrangements can be made if needed.

c. Attendance

Your child's attendance is very important to us. If you know in advance that your child will not be attending a day of summer camp for any reason, please notify the front desk as soon as possible.

We do not offer make-ups or a refund/credit for days missed which include but are not limited to illness, vacation, inclement weather and force Majeure. However, account credit can be issued with proper notification of absence. Please notify us by 5:00pm, on Thursday the week prior to a day of camp that will be missed the following week to receive account credit. No refunds will be given for camp. Note* the student must maintain the 2 day minimum for all camp weeks.

d. Meals and snacks

Breakfast: We provide a light breakfast each day from 6:30 am to 8:00 am. If your child is not here before 8:00 am, they can still bring their own. Please refer to the snack calendar posted on the parent information board to see what breakfast is being provided. You may pack a different breakfast for your child if you know that they will not eat the scheduled breakfast.

Lunch: You are responsible for packing your child a nutritious lunch including something to drink. Lunch should be brought to K2 in a lunch box or bag that is clearly marked with the child's name. All food should be ready to eat. We are not able to refrigerate or heat up any food. Please also pack utensils if something in your child's lunch requires a fork or spoon.

Snacks: K2 Academy *will* provide snacks for *ALL* campers. The snack schedule* is as follows:

- Preschool: All Preschool campers eat snack around 9:30
 All Midday Preschool Campers snack between 2:15 & 2:45pm
 All PM Preschool Campers snack at 4:30 pm
- Kinder-7th: All 1st -8th Campers snack between 10:00 & 10:30
 All 1st -8th Campers snack between 2:00 & 2:30
 All PM 1st -8th Campers snack at 4:30pm

*snack times may vary depending on age groups

If your child has food allergies or is on a special diet, please inform K2 Academy by filling out the Allergy and/or Medication forms.

e. Schedule/Daily Activity

The camp activities will vary from day to day according to the weekly theme. Each day students will participate in gymnastics instruction, sports-related games, arts and crafts, outdoor play time and nap/movie/quiet time.

A daily schedule and the week's activities will be posted on the Parent Information Board. Please see sample daily rotation schedule by age group below:

General Daily Schedule for School Age*

- 6:30-7:45 Breakfast, Gym time
 7:45-8:50 Class room activities
 8:50-9:10 Check-in (in gym)
 9:10 – 11:30 Gym Activities/Outside Time
 11:30-12:00 Lunch
 12:00-2:00 Gym Time/Classroom activities
 2:00-3:30 Movie
 3:30-4:15 Gym Activities
 4:15-4:30 Snack
 4:30-6:30 Classroom Activities/Outside Time

General Daily Schedule for Preschool*

- 6:30-7:45 Breakfast, Morning activity
 7:45-8:50 Gym

8:50-9:10	Check-in
9:10 – 11:30	Morning snack/Academic Activities/Outside Time
11:30-12:00	Lunch
12:00-2:00	Quiet Time/Nap/Centers

Midday Schedule (students who stay after 2pm): all ages combined

2:00-2:45	Snack/Classroom Activities
2:45-3:15	Gym Time
3:15-3:45	Craft/Fine Motor Activity
3:45-4:15	Outside Play
4:15-4:30	Snack
4:30-6:30	Classroom Activities

f. Discipline

Camp:

At K2, our teachers use positive reinforcement, re-direction, behavior charts and other means of rewarding children to encourage an environment that encourages self control, responsibility and respect for others.

On the occasion that a consequence is required we use time out/thinking spot. If time-out is not effective, the child may be asked to write classroom or gym safety rules. The child is always given an explanation as to why he/she is being disciplined. In addition to time out and writing rules, other privileges may be removed depending on the individual situation.

K2 Campus has the right to terminate enrollment to any child that poses a danger to themselves, other students or the teacher in the classroom and/or displays behavioral patterns that prevents others from learning.

g. Electronics

Cell phones, iPods, gaming devices, and/or electronics of any kind are not permitted at K2 Academy during Summer Camp. If your child brings any electronics to K2 they must remain in your child's backpack at all times or they will be taken up and returned to a parent or guardian at the end of the day. K2 Academy is not responsible for any lost, stolen or damaged electronics.

IV. Camp General Procedures

a. Release of children

Children will only be released to a parent, guardian or person listed on the Emergency Contacts form. If you wish to add or delete an authorized person from your child's file, please notify the front desk in writing so your child's file may be updated.

All persons attempting to pick up a child will be required to show a picture ID until our front desk personnel becomes familiar and confident as to their identity. This is for your child's safety. Please do not be upset if you, the parent, are asked to show a picture ID when picking up your child. We may have new faces in the classrooms that are unfamiliar with you. Thank you for your cooperation and understanding.

All campers must be checked in and out of camp each day at the front desk iPod using a personalized pin. Each authorized adult will be given their own pin # when they pick up the child for the first time. You will also be given a pick-up card with your child's first initial and last name on the front & the door code on the back. Your child's teacher will ask to see this card each day until they have become familiar with you. In the event that you will not be the one picking up your child, you can simply take a picture of the front and back of the card and text/email it to the person that will be picking up. That individual will also need to be listed on the authorized pick-up list.

K2 Academy will not release your child to anyone under the age of 18 unless it is a sibling, relative or nanny listed on the authorized pick up sheet.

b. Parental notifications

Parents will be notified in writing or by email of any policy or procedure updates or changes. Please make sure to keep a current email address on file with K2 at all times.

Summer Camp Only:

c. Friday Field Trips: In House and Off Campus

In order for your child to attend a field trip with K2 Academy, all applicable forms, waivers, permission slips, etc must be filled out and signed prior to the field trip date.

Students who attend 1st-7th grade summer camp will have an opportunity to participate in a Friday Field Trip. If you choose not to send your school age camper to the off campus field trip, he/she will stay with the group at K2.

A t-shirt must be purchased if your child will be attending camp on a Friday regardless if your child attends the off campus field trip or stays at K2.

School age campers must wear their K2 Summer Camp shirt on Fridays. If your child does not wear a camp t-shirt on Friday, and is attending the off campus field trip, you have the option of going home to get the shirt or your child will be given another camp t-shirt and your account will be charged \$15.00. K2 does not loan t-shirts. There are NO exceptions to this rule. Campers must wear a camp t-shirt to be identified as part of our group as required by the Texas Department of Family and Protective Services.

d. Dress Code

Children should wear comfortable clothes to camp. Gym shorts, t-shirts and tank tops are great for a day of camp. Due to the camp games and gym activities, all clothing should be free of buttons and zippers whenever possible. Please, no jeans at summer camp.

V. Medical and Emergency Related Procedures

a. Dispensing medication

K2 Academy is only allowed to administer medications to your child with your written permission. The medication must be in its original packaging with dosage information stated clearly. No exceptions will be made.

A new medication form must be filled out for each week of camp.

b. Handling injuries and medical emergencies

We do our best to ensure your child's safety while at our facility however we cannot always guarantee that accidents will not occur. In the event of a minor injury such as a bump or scrape, we will apply ice and/or a band-aid if necessary. In the event of a major injury, we will contact you or a person listed on the emergency contact form immediately. Your child's file contains information on your medical preferences in the event of such an occurrence. If we are unable to contact anyone we will follow directions written in your child's file as to where to transport him/her if necessary. If we are still unable to contact anyone, we will follow the recommendations of the attending physician.

In either occurrence, an incident report will be filled out by a K2 Staff Member and we will get a parent/pick-up person's signature on the Incident Report. Upon request, a copy can be sent home with the child.

c. Illness

If your child becomes ill at our facility you will be notified immediately. If your child is running a fever of 100.4 or higher, he/she will not be allowed to stay at our facility. Vomiting and 3 diarrheas' will be treated the same. In situations that a child is sent home for the day, a parent or designated person should pick up the ill child within 1 hour.

Your child must be free from fever, vomiting, and/or diarrhea for at least 24 hours before they will be readmitted. Therefore, if your child is sent home they are not allowed to return the next day.

d. Lice

K2 has a no live lice and a no nit policy. Although some schools allow kids with nits, we follow the recommendation of the National Pediculosis Association which is that schools do not allow children with nits. Children that are sent home with lice will be checked each time upon their return. If nits are found, you will be asked to come and pick up your child within a timely manner. We understand the effort to rid your child of nits can be very time consuming, however, for the health of other students and our staff we have this procedure in place.

If there is an outbreak of a communicable disease at our facility, you will be immediately notified in writing or via email.

e. Immunization/Hearing/Vision requirements

Preschool Campers (18mos-Kinder): We are required to have a copy of your child's current immunization record on file. Your child must be current on all immunizations in order to participate in our Summer Camp Program. Your child's physician is required to sign a statement of health specifying the results of your child's hearing and vision screening once age appropriate. These documents may be emailed to frontoffice@k2academy.com.

School Age Campers (1st-7th grade): Your child must be current on all immunizations, hearing, and vision requirements as maintained by your child's public/private school. You must sign the Immunization Waiver stating that these results are on file with your child's public/private school.

f. Emergency drills

Fire drills will be conducted and documented once a month as required by licensing. Severe weather drills will be conducted and documented every three months as required by licensing. Each room in our facility has a specified emergency evacuation plan posted.

VI. Parent Related Procedures

a. Parent questions or concerns

If you have any questions or concerns regarding your child or our facility please do not hesitate to talk to your child's coach, our K2 Campus Director, Courtney Rendon or one of our front desk personnel. You may speak to them in person, by phone, or by email.

K2 Phone: 281-655-7272

Email: frontoffice@k2academy.com or crendon@k2academy.com,

b. Observation and visitation

Parents are allowed to observe or visit their child any time during their stay at our facility.

c. Parent participation

You will be notified in advance by email of any activities requiring or suggesting parent participation.

VII. Child Care Licensing

a. Minimum standards

The *Minimum Standards for Licensed Child-Care Centers* are a conglomeration of rules and regulations that were created by the Texas Department of Family and Protective Services (DFPS). Child-care centers must maintain compliance with these standards at all times in order to avoid citations and further investigations by the state. A copy of these standards can be made available for your review at our facility by asking our front desk personnel or you may view them online at: http://www.dfps.state.tx.us/Documents/Child_Care/Child_Care_Standards_and_Regulations/Centers746.pdf

b. Licensing inspection report

You may view a copy of the most recent Childcare Licensing Inspection Report by visiting the following website and searching our facility by name:

http://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilitySearchDayCare.asp

c. Child Care Licensing contact information

You may contact the local Child Care Licensing office at:

P.O. box 16017

Houston, TX 77222-6017

(713) 940-3009

To report suspected child abuse you may either call the PRS child abuse hotline (800) 252-5400 or report it online at www.txabusehotline.org

d. CPS addendum

K2 Academy cooperates with Child Protective Services in all matters of safety regarding children. In the event that CPS requests an interview with your child we will not deny access to the child unless we have written notice from a parent or guardian stating not to allow access. By denying them access to speak with your child, K2 Academy would be interfering with an ongoing investigation.

Please note, CPS does not share findings with us and we will not have any information to share with you regarding their investigation. K2 Academy will not contact the parent or guardian if an investigation does take place. CPS is responsible for contacting the parent or guardian after they have interviewed a child. We will get the investigators name, badge number and method of contact at the time of the visit.