



# KIDVENTURE

## 2022-2023 Kidventure After School Program Parent Handbook

### Who is Kidventure?

Kidventure Camps, Inc. has been running quality summer day camps and overnight programs for the past 27 years throughout Texas. Last year, Kidventure Camps served over 10,000 children in the Houston, Austin, and Dallas areas. Our first-rate camps, our commitment to excellence, and our genuine care for children and families have made us the premier choice for Houston families. Our all-adult counselors and staff, comprised of teachers and students, have made us a hit with so many children and parents. Our goal is to lead children toward a happy, healthy, and responsible lifestyle through success in their activities with us.

### What is Kidventure's After School Program?

Kidventure Camps, Inc. has provided after school programs for over 20 years! Patterned after our summer camp program, the Kidventure After School Program will provide a safe, wholesome, and fun environment during the school year. Curriculum will include homework time, arts and crafts, science, as well as, indoor/outdoor games. \*Snack: Kidventure provides a snack and drinks to kids every day. Snacks are purchased through Labatt Food Services and are peanut and peanut by-product free.

Finale Hours: Monday-Friday 2:50-6 p.m. (Kidventure will not run on holidays or whenever school is closed.)

### ENCORE CLUBS!

Encore Clubs are enrichment programs that are run by professional instructors and approved by Kidventure. Encore will consist of various clubs for the school year that will run during after school. Encore for Early childhood and 1<sup>st</sup>-5<sup>th</sup> grade will be held at different times. Please see Kidventure.com for more specific rates, locations and times. Please note if a child is only registered for the Encore Clubs that the non-finale Encore rate will include care for that specific day.

You will have 3 participation options for the after school program in 2022 - 2023. Please see registration form for more specific and detailed information.

1. Participation in the Finale After School Program ONLY and NO Encore Club
2. Participation in the Finale After School Program AND Encore Club(s)
3. Participation ONLY in Encore Club(s) and NO Finale After School

### How Do I Sign Up?

To sign up for Finale After School please go to [kidventure.com](http://kidventure.com). If these forms are not turned in your child will be unable to attend the after school program until all necessary forms are turned in. Upon registering you must certify that your child is enrolled at one of our participating locations and that their immunization record is on file at the school and all required immunizations and/or tuberculosis tests are current. Vision and learning screenings are also on file.

### How Do I Pay?

Billing for Finale After School and Encore will be done through Kidventure. You may visit our website, [kidventure.com](http://kidventure.com), which explains all billing and cost information, and to register your child(ren) for Finale After School or Encore. Parents will be notified as soon as possible via email of any policy changes.

### Refund & Billing Policies

#### Semester

There is a one-time \$10 registration fee per student per school year. The semester plan is billed on a weekly installment. Refunds or transfers of sessions may be granted on a case-by-case basis pending approval of the

Kidventure office. Prorated rates are not available for Finale sessions.



### **Daily**

There is a one-time \$10 registration fee per student per school year. Days attended will be tracked throughout the month and billed at the beginning of the following month. Specifically, invoices for days used will be sent to your email address on file on the 5th (or next business day) of every month and will be automatically billed on the 7th (or next business day) of every month.

\*If your student attends Kidventure for 10 minutes or longer and is not registered for either the semester or monthly plan, a daily rate will be accounted for. Failure to pay may result in your student not being allowed to attend Kidventure After School until payment has been received.

Refunds, transfers & payment plans of sessions may be granted on a case-by-case basis pending a written approval of the Kidventure office and the parent. Prorated rates are not available for Finale sessions.

### **Encore After School**

A 10% deposit is required for all Encore Clubs at the time of registration. The remaining balance will be auto-billed on September 20th. Payments are non-refundable after billing has been processed for an Encore Club. Prorated rates are not available for any Encore Club. If the Encore Club is canceled for any reason, a full refund will be issued. To receive the discounted rate on Encore tuition, children must be enrolled in the Finale program at the semester or monthly rate for the entire semester.

### **Cancellation Requests for All Kidventure Programs**

Cancellation requests must be submitted to our office in writing, either via email or fax.

### **Location and Activities For Children During Finale?**

Once carpool is complete, all children enrolled are dismissed to the Finale After School Program from their classroom. Children that do not have a completed registration form on file will be unable to participate in Finale and/or Encore and a parent will be notified to come pick up their child.

Once all children registered for the Finale After School Program and Finale Encore are signed in they will participate in a variety of monthly themed activities including homework, art, science, athletics and games. We will utilize areas such as the field, classrooms, and multi-purpose rooms. Children will be separated age appropriately and divided into separate areas.

Children will be utilizing the playground/outdoor equipment on campus at the school, which may not meet minimum standards. When utilizing the outdoor garden area, children will walk in a straight line with one counselor in the front and one in the back to maintain line of sight at all times. Children will not be in contact with surrounding foliage. Children will not run, jump, climb or participate in any high activity game while in the garden area. Counselors will set clear boundaries and maintain line of sight at all times.

These activities will include: Art, Science, Homework, Indoor/Outdoor Group Games, Daily Snack\*.

Early Childhood will follow their own schedule and be separated from the 1<sup>st</sup>-5<sup>th</sup> grade children. 1<sup>st</sup>-5<sup>th</sup> graders will be split into age appropriate groups throughout the afternoon and follow their own schedules.

Children who are ONLY registered and paid in full for the Encore Club Program will be dismissed to Finale on Encore specific days and have a snack prior to participation in the specific club.

### **Medication**

If your child will be taking medications of any kind during the Finale After School Program, a Medical Dosage Form must be filled out. This form must be turned into the Lead Counselor on site with the medication in its original container before medication will be dispensed.

All medications will be dispensed by the Site Director as per your instructions. This includes over the counter medications such as Tylenol and Benadryl. Medical Dosage Forms will be made available upon request.

Student immunizations are kept on file at the school and are not required to be re-submitted to Kidventure.



\*Per Kidventure policy, Kidventure After School staff members are not permitted to apply sunscreen or bug spray to students. We highly encourage that sunscreen and bug spray be applied prior to attending After School.

### **Sick Child at Finale After School**

From time to time, children may become ill or do not feel well. At Finale we have a designated First Aid/ Sick Station, where he or she will be isolated from the other children and allowed to rest. If your child is sick, we will notify you and in some cases we will ask you to pick up your child.

### **Picking Up Your Child**

Pick up for all programs (Finale and Finale Encore) will take place in Cafeteria. A family number will be given to those individuals designated on the after school registration form and will need to use this number to electronically sign out their child(ren) using the Kid Kiosk system. Please be prepared to show ID to ensure the safe release of all children.

Finale After School and Finale Encore will run until 6pm each day we are in session. Encore will run until 5pm on specific days.

Please note: Any child in attendance after 6pm will be charged a \$1/minute fee per child. This fee will be paid directly to the staff (cash or check) that stayed with that child. Habitual lateness may result in an increase in the \$1.00/min/child late fee payment and/or expulsion from the After School Program.

### **Discipline and Conduct**

We understand that children are tired after a long day of school, but the same courtesy and respect practiced throughout the day should remain consistent in the After School Program. Kidventure's disciplinary action is a three-strike system, which is age appropriate.

1. Warning
2. Consequence (Time out-1 minute per age, sit out of activity, etc. )
3. Call Home

We work closely with school staff and the principle on needed discipline and conduct issues.

If the child is consistently having disciplinary issues, suspension or expulsion from the program may be necessary. Certain offenses including but not limited to: fighting, using vulgar language and/or demeaning any other child or adult, running away or posing a threat to himself or anyone else, may result in immediate suspension or expulsion from the program. \*If a child will be suspended or expelled from the program, the Program Coordinator will always be in contact with the parents and/or principal in deciding the appropriate consequence, but it is ultimately up to the Program Coordinators discretion.

### **Parent Visitation**

Parents are welcome to visit the Finale After School Program at any time during normal hours without prior notice or approval to observe their child, observe the operation and/or program activities. If parents would like to participate in program activities, you must coordinate with the Kidventure Office or the Site Director before participating.

### **What are the Qualifications of the Finale After School Staff?**

The most important part of your child's after school experience is their staff. Kidventure prides itself on selecting experienced, active and caring individuals for its programs. All counselors are First Aid and CPR trained, Virtus (sexual abuse prevention) certified, and wears the Finale uniform. In addition to our counselors that are counted in ratio (1:10 for 1<sup>st</sup>-5<sup>th</sup> grade and 1:8 for Early Childhood) we have a lead counselor that maintains day-to-day operations on site. We also have an After School Program Coordinator that is responsible for creating the program curriculum, ensuring that all supplies are on site and ultimately responsible for the successful operation of Finale After School Program. Counselor's must be free from Tuberculosis but are not required to be vaccinated. Our staff is committed to your children and encourages you to offer your comments and suggestions.

\*We do not require employees to have disease-preventative vaccinations.

### **Who Are Our Encore Club Vendors?**



Encore instructors will lead the weekly classes and our Finale After School staff will be there to assist in any way necessary. All Encore information is available online at our website: [kidventure.com](http://kidventure.com).

### **How Do I Contact the After School Staff?**

You may call the Kidventure Finale After School Program Director Kathleen Vigreux 713.960.8989 who then can relay any needed information to the after school staff.

### **Communications**

All major communication will come through the Kid Kiosk system via email or text. Please make sure all contact information is up to date. A monthly newsletter will be emailed providing updates and notes of what activities are happening.

### **Emergency Procedures**

In the event of severe weather or any other potentially threatening situations, Finale will make every effort to notify you immediately regarding your child's safety. Please make sure all contact information is correct and up to date. If cancellation of the Finale After School Program for the afternoon is necessary, we will announce any cancellations in conjunction with the school and communicate through Kid Kiosk via email and/or text message.

Should you have any questions, please contact the office directly at 713.960.8989. Please see Emergency Operations Plan located at on site at the Kidventure After School Program.

### **Medical Emergencies**

All our staff is First Aid/CPR certified and will follow appropriate protocol according to Kidventure and the First Aid/CPR certifications. Parents will be notified by phone immediately of major medical incidents. Minor injuries and incidents will be communicated to parents either by phone or upon pick up. Please ensure contact information is up to date with Finale.

### **Texas Department of Family and Protective Services**

Parents are welcome to review a copy of 'Minimum Standards for School Age and Before or After School Programs' from the Texas Department of Family and Protective Services. This outlines all minimum standards that all licensed before and after school programs must follow. A copy is available at the Finale After School Program for parents to review. Also, onsite you will find a copy of the Finale After School Program's most recent inspection report. Information on this can also be found at the CPS website, [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

### **Contacting the Texas Department of Family and Protective Services**

The Texas Department of Family and Protective Services Local Licensing office is located at 2221 W. Loop South Houston, TX 77027. Phone number is 713-940-3009 Fax: 713-928-7644. The PRS child abuse hotline is 1-800-252-5400. The PRS website is <https://www.txabusehotline.org/PublicMain.asp>

### **Additional Information**

Children can bring a change of clothes for athletics and games.

Although calculators are allowed in After School Program, we strongly discourage the possession of Nintendo DS, cell phones, IPODs, IPADS and any other electronic devices not used for educational purposes.

If further questions or concerns arise after reading this document, please do not hesitate to contact the Finale After School Program Director by email: [kathleen@kidventure.com](mailto:kathleen@kidventure.com) or by phone: 713.960.8989