

KIDVENTURE AFTER SCHOOL PARENT HANDBOOK 2024-2025



PURPOSE OF THIS HANDBOOK

We understand how trying and uncertain things continue to be right now in just about every aspect of our lives. We also understand the part we as Kidventure play in the lives of our families in supporting working parents and supporting the emotional, social, and physical health of our kids. After school needs to be a safe place first, this is our number one goal. This Handbook is designed to lay out our policies and procedures for Kidventure After School.

KIDVENTURE MISSION STATEMENT

It is our mission to help build the self-esteem and self-worth of every child through our every action. Every child possesses the innate ability to learn and succeed. Our goal should simply be to lead children towards a happy, healthy, and responsible lifestyle. While succeeding in building physical skills is important, teaching children to love themselves and learn is one of life's greatest lessons. At Kidventure, we are more than just a camp!

OUR 2024-2025 PRIORITIES FOR YOU AND YOUR CHILD

We believe that after school should be the FINALE of your child's day. At Kidventure, we have five clear and distinct priorities for this school year. They are as follows:

1. Provide kids with an environment that is safe, kind, and loving. This is our foundation.
2. Give kids the opportunities to be a child, explore their world, try new things, and gain confidence in the process, and in doing so, tamp down the fear.
3. Provide an example through their counselors and directors of how to come together in unity, with respect for one another, and celebrate the best of what makes us human beings.
4. To provide a place where kids can complete, or minimally, get a great start on their homework with the support of our after school team.
5. To provide our kids a place to have fun, and create lasting friendships and memories.

OUR BACKGROUND

Kidventure Camps, Inc. has been running quality summer day camps, overnight programs, and after school for the past 30 years throughout Texas. Last year, Kidventure served over 10,000 children in the Houston, Austin and Dallas areas. Our first-rate programs, our commitment to excellence, and our genuine care for children and families have made us the premier choice for families. Our all-adult counselors and staff, composed 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.

REGISTRATION

To register for Kidventure After School please go to kidventure.com. Registration must be complete in full, inclusive of supporting documents, to attend the after school program. Upon registering you must certify that your child attends the school you are registering for, and certify the following:

- Current immunization records are on file with the school
- All required immunizations and/or tuberculosis tests are current
- Vision and learning screenings are on file with the school

PAYMENTS

All payments will be made through our registration system, ACTIVE Network. You can log in to your account on our website, kidventure.com Please see our billing policies below for more details.

HOURS AND PRICING

LOCATION	ADDRESS	HOURS	PRICING
Kidventure Holy Spirit	12535 Perthshire Road, Houston, TX 77024	3:15 - 6:00 p.m.	\$105 per week/semester \$30 per day drop-in rate
Kidventure Kinkaid	201 Kinkaid School Drive Houston, TX 77024	2:00 - 5:30 p.m.	2-3 pm \$35 per wk/sem. 3-5:30 pm \$85 per wk/sem 2-3 pm \$10/day drop-in 3-5:30 pm \$30/day drop-in
Kidventure Oak Forest	1401 W 43rd Street, Houston, TX 77018	2:50 - 6:00 p.m.	\$105 per week/semester No Drop-ins
Kidventure St. Michael	1801 Sage Road, Houston, TX 77056	3:15 - 6:00 p.m.	\$105 per week/semester \$30 per day drop-in rate
Kidventure St. Rose	3600 Brinkman Street, Houston, TX 77018	3:00 - 6:00 p.m.	\$105 per week/semester \$30 per day drop-in rate
Kidventure St. Theresa	6500 Durford Street, Houston, TX 77007	3:15 - 6:00 p.m.	\$105 per week/semester \$30 per day drop-in rate
Kidventure Travis	3311 Beauchamp Street, Houston, TX 77009	2:50 - 6:00 p.m.	\$105 per week/semester \$30 per day drop-in rate

*After School will not run on holidays or whenever school is closed

**All programs have a \$10 deposit per child per school year due at the time of registration.

REFUND AND BILLING POLICIES

All After School payment plans have a \$10 deposit per child per school year. This fee is nonrefundable.

If you cancel a semester installment plan, any paid weekly installments are non-refundable. Any future payments will be canceled.

After School Automatic Billing (Semester Installment Option)

The balance for the fall and spring semester installment plan will be automatically charged weekly with the credit or debit card on file. Payments will be auto-billed on each Thursday of the prior week. Once a weekly payment has been processed it is non-refundable for any reason. Failure to pay may result in your student not being allowed to attend Kidventure After School until payment has been received.

Automatic Billing (Drop In Option)

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 of every month and will be automatically billed on the 7th 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 drop in 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. Please note that drop in options are not available at Oak Forest Elementary School.

Early Release Days

Kidventure will provide care on designated early release days at some of our schools. These days are

included without additional charge for students registered for the semester rate.

ENCORE Registration

The deadline to register for Encore is August 30th (Fall). Payments for any Encore classes are due in full at the time of registration. 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 before the class begins, a full refund will be issued. To receive the discounted rate on Encore tuition, students must be enrolled in the after school program at the semester rate (installment payment plan). *Please note: Oak Forest does not have a discounted rate because only after school families are allowed to participate.*

Cancellation Requests for All Kidventure Programs

Cancellation requests must be submitted to our office in writing, either via email or fax. Prorated rates are not available for After School sessions.

IS KIDVENTURE A GOOD FIT FOR MY CHILD?

Though our goal is to include all students, if a child's needs are so great that they are not able to participate in meaningful ways, Kidventure After School may not be a good fit for them. Parents should be aware that most staff have not received training in working with students with special needs and may not have the experience needed to best fit each child's needs.

- Kids should fit into the existing program's format including the staff to student ratio based on their age group.
- Kids should be able to take care of their own personal needs (such as toileting) without assistance.
- Kids should be able to communicate their needs to the after school staff.
- Kids should be comfortable with loud noises or have a successful method in place to cope with loud noises.
- Kids should not wander away from their group or run away.
- Kids must be able to abide by the set program policy for conduct and behavior.
- Any physical altercation with another child or staff member that poses a safety threat will be treated on the three-strike system unless the severity of the altercation is determined to be extreme.

If a student is unable to comply with these expectations or if their behavior is an endangerment to themselves or others, Kidventure reserves the right to send the student home and/or remove them from the program.

BEHAVIOR MANAGEMENT

Kidventure seeks to prevent behavioral issues with children through positive reinforcement and setting clear expectations. It is our goal to acknowledge and reinforce wanted behaviors. Discipline should be viewed as a teaching moment and counselors are responsible for helping students understand why a behavior is inappropriate, what the appropriate behavior is, and how it can be accomplished. Kidventure will use positive guidance to respond to behavior challenges and not negative means of response.

Kidventure follows a three-strike (three-step) method in handling behavioral issues. Kidventure has the right to dismiss a child without refund for any disruptive, disrespectful, or threatening behavior that jeopardizes the safety of themselves, other students, or staff. The three-strike method looks something like this

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

When there is an incident at Kidventure that may involve multiple children, please know that the safety and privacy of our children is our priority. Due to this, specific children's names will not be used or given; however, know that Kidventure is working with all families involved to resolve the issue and appropriate consequences given.

We work closely with each school and the principal as needed for discipline and conduct issues. If the child is consistently having disciplinary issues, suspension or expulsion from the program may be necessary. These offenses are but not limited to:

- fighting
- using vulgar language and/or demeaning any other child or adult
- running away or posing a threat to themselves or anyone else

These actions may result in immediate suspension or expulsion from the program. If a child is suspended or expelled from the program, the Program Coordinator will always be in contact with the parents and/or principal to determine the appropriate consequence.

WHAT WE DO DURING THE DAY

Once the school's carpool is complete, all children will be dismissed to the Kidventure After School Program. Children who do not have a completed registration form on file will be unable to participate in Kidventure and/or Encore and a parent will be notified to come pick up their child.

Once all children registered for the Kidventure After School Program are signed in, students will participate in a variety of daily themed activities including homework, art, science, athletics, and games, and daily snack. We will utilize areas such as the field, classrooms, multi-purpose rooms, and playgrounds. Children will be separated into age-appropriate groups and divided into separate areas.

Most of our programs utilize the outdoor fields and playground/outdoor equipment. Counselors will set clear boundaries and maintain line of sight at all times.

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

SNACKS

Kidventure provides a snack and drink to kids every day. Snacks are purchased through Labatt Food Services and are peanut and peanut by-product free.

MEDICATION

If your child will be taking medications of any kind during the Kidventure After School Program, a Medical Dosage Form must be filled out. This form must be turned in to the Site Director with the medication. All medications MUST be in the original container to be accepted.

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. Students with allergies that require an epi-pen must have an allergy emergency plan (FARE Form) completed and on file.

Note: Our staff is not trained to administer insulin, open-ended needles, or Diazepam for seizures.

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 before attending After School.

SICK CHILD

The following steps will be taken for any child or staff member who demonstrates symptoms of sickness during after school.

1. The child or staff member exhibiting symptoms of illness during after school will be isolated in our designated First Aid Station.
2. The child will be assessed to better determine if the child needs to go home or can stay at after school.
 - a. Temperature
 - b. How they feel
 - c. Understanding symptoms (headache, stomachache, etc...)
 - d. General appearance and demeanor (are they lethargic, pale, etc...)
3. The child's parent/guardian will be called and updated on how their child feels and what we are seeing.
4. Determining if a student has to go home.
 - a. In some instances, for the health and safety of the child and those around them, the student must go home:
 - i. Fever
 - ii. Vomiting
 - iii. Persistent coughing or sneezing
 - iv. First aid emergency
 - b. After assessing the child and giving them a minute to rest, the child may feel better and is cleared to return to after school from both the parent and staff.
 - c. After assessing the child, the child may not feel better and chooses to go home in unison with the parent/guardian.
5. If your child is confirmed to have a communicable illness during or after the after school day, please contact the Kidventure Office and the school nurse so that we may notify the necessary people.

PICKING UP YOUR CHILD

A family number will be given to those individuals on the first day your child attends the after school program who will need to use this number to sign out their child(ren). Please be prepared to show ID to ensure the safe release of all children.

Please note: Any child in attendance after hours 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 increase the \$1.00/min/child late fee payment and/or expulsion from the After School Program.

QUALIFICATIONS OF 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, Safe Haven (sexual abuse prevention) certified, and wear the Kidventure uniform. In addition to our counselors that are counted in ratio (1:10 for 1st-8th grade and 1:8 for Early Childhood) we have a wayfinder that maintains day-to-day operations on site. We also have an After School Program Coordinator who is responsible for creating the program curriculum, ensuring that all supplies are on-site, and ultimately responsible for the successful operation of the Kidventure After School Program. 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.

MONTHLY COMMUNICATIONS

All major communication will come through the Active 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, Kidventure 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 Kidventure After School Program for the afternoon is necessary, we will announce any cancellations in conjunction with the school and communicate through Active via email and/or text message.

Should you have any questions, please contact the office directly at 713.960.8989. Please see the Emergency Operations Plan located at after school.

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 Kidventure.

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.

Note: The Kinkaid School and Holy Spirit Episcopal School are exempt from Texas licensing.

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>

TECHNOLOGY

Although calculators are allowed in the After School Program, we do not allow the possession of handheld gaming devices, cell phones, iPods, iPads and any other electronic devices not used for educational purposes. Laptops are only allowed if the students are actively participating in the completion of homework while their screen is visible at all times.

HOW TO CONTACT US

You may call the Kidventure After School Program Director Kathleen Vigreux 713-960-8989 who then can relay any needed information to the after school staff. Kidventure After School Program Director by email: kathleen@kidventure.com

If further questions or concerns arise after reading this document, please do not hesitate to contact us.