



**THE CHAMPION
ZONE
AFTERSCHOOL**

Champion Zone Summer Camp

Parent Handbook

Updated April 2020

Champion Zone Summer Camps established in April 2015 is a part of the Champion Zone LLC afterschool programs located in the Central Texas area. We believe children learn by experiencing the environment through their senses (seeing, hearing, tasting, smelling, and feeling), by physically moving around and through social interaction. CZ Summer Camps believe that when a young person develops skill literacy they will gain confidence and competence.

Each student is treated as an individual and encouraged to reach their full potential, physically, intellectually, emotionally, socially, and spiritually.

The staff at Champion Zone will use developmentally appropriate guidance and nurturing practices to ensure that your child's journey will be stimulating as well as healthy and safe. Since each child grows individually, their creative and expressive abilities will be encouraged and appreciated.

Our goal is to provide each child the opportunity to discover their world in a happy and safe learning environment and to promote appropriate physical development in a way that is exciting for young children.

Mission Statement

The mission statement of Champion Zone is to promote, impact, and empower the lives of young people by helping them realize their potential.

Our goal at CZ is to equip each child in the areas of mental, emotional, social, spiritual, and physical development to prepare them for future life experiences. We believe in self discipline and structure that will create in the life of the child a sense of worth, a sense of belonging, and a sense of competence.

Eligibility

Champion Zone Summer Camp is designed and equipped to meet the needs of healthy children in the 5th year of life. Enrollment is open to any child regardless of sex, race, color, or spiritual belief, as long as the child meets the requirements set by the State in the Minimum

Standards. CZ is not equipped to handle the “special needs” of children with serious or chronic health conditions (blindness, deafness, or severely handicapped). Children who cannot acclimate into our program because of physical, emotional, social, or intellectual conditions will be asked to withdraw from Champion Zone. Every available means to work with parents will be used to seek an environment that is appropriate for that child.

Enrollment and Withdrawal

Before enrollment is official and complete, it is necessary to have the following forms on file: Some of these requirements are included in our online registration process.

- a. Medical Enrollment Form**
- b. Registration Form**
- c. Emergency Information Form**
- d. Parent's acknowledgment**
- e. Signature page from Handbook**
- f. Monitor release form**

All records must be completed during the enrollment process prior to attendance. Parents are responsible to complete the necessary forms as required by the Texas Department of Family and Protective Service, Minimum Standards. Failure to complete the necessary forms will be cause for dismissal.

Hours

Champion Zone Summer Camp is open from 7:30 am to 5:30 pm. Monday through Friday. Specific dates will be posted to our website with an updated calendar of events when registration opens.

Holidays

If camp will be closing for any holidays, parents will be notified prior to the first day of camp.

Arrival

When your child arrives at camp, they may enter the Family Life Center through the two glass doors at the side entrance. Please check in at the front table and sign your child in on the admission sheet. Children will be listed alphabetically by last name.

All children will be offered an opportunity upon arrival to have a breakfast snack from the "Breakfast Bar" if they choose. It is also permissible to bring in breakfast to the facility from home if desired. Breakfast bar and eating will be wrapped up by 8:30 am to begin our scheduled day.

Departure

Only authorized persons may pick up your child. Unauthorized persons will be asked to show ID and driver's license, and parents must write in or phone in anyone who is not on the Authorization Form. Parents are asked to collect their child's belongings and sign out before leaving each day.

Champion Zone strives to keep your child safe all day, so with that in mind, we advise parents to use the seat belt restraints and follow car seat guidelines as they leave.

When your child takes your hand to leave camp, you are responsible for them at that time. Please watch carefully as you leave and enter the parking area. Please do not allow your child to run out the door into the parking area.

Weekly Tuition

All tuition is due in advance of care. We will run accounts every Monday morning for tuition. The weekly cost for the camp is \$150.00. A late fee of \$15.00 will be added to your bill if not paid on time. If you

register your child for a camp online and decide not to attend, you will still be charged a \$150.00 fee for CZ holding a spot in the camp and not being in attendance. CZ will not take payments at the front desk.

We are currently accepting:

Credit Cards and debit cards through the online system.

Champion Zone Afterschool will not accept cash payments for tuition.

Your account is considered delinquent if not paid by the due date, and you will be asked to withdraw your child/children for failure to pay.

Please discuss any financial difficulties with the Director.

Late Pick-up Fees

A late fee of \$1.00 per minute per child will be charged after closing time. This fee will be charged to your account.

Financial Assistance (Scholarships)

Financial Assistance can be available for families. Parents are required to first seek funding through Child Care Services. If you do not qualify for CCS funding you can submit a request for scholarship through contacting the Executive Director.

Meals and Nutrition

Children are provided an opportunity to have breakfast at the "breakfast bar" or bring breakfast from home. Champion Zone will provide lunch and an afternoon snack everyday. A weekly menu will be posted for you to look at. Children may bring in lunch if they choose not to eat what the camp provides. Please keep in mind that meals brought in from outside the facility should be nutritionally balanced providing more than half of daily food requirements including vitamins A, C, and D.

Children are encouraged to eat and try foods and will occasionally prepare snacks and meals themselves as a learning experience. They are encouraged to use good manners and clean up after themselves. Teachers will model these behaviors as well.

Medications

Medications are only administered by designated Champion Zone Directors who have completed the required training for administering medication. All medications must be in the original bottle and parents must fill out a medication form authorizing staff to give the medicine. Asthma inhalers will be allowed if noted on the medical information sheet filled out by the parent or guardian.

Safety

Please help us keep our center and grounds safe. Parents are asked to secure gates and doors upon arriving and leaving. Report any unsafe conditions you see. While children are at play, minor bumps, and bruises will be cared for by teachers and noted on an accident report form. You will be informed at the end of the day of any accidents that have occurred. If a serious injury occurs, you will be called immediately: therefore up-to-date emergency information must be kept in your child's file at all times.

If you or another authorized person cannot be reached, we will transport your child to the nearest medical facility that you requested on your enrollment form.

Please consider hair clips, small objects, toys, and money as potential choking hazard. Dress your child for a safe and happy day. Insist that they leave their small possessions at home or in the car.

All Coaches and teachers at our facility are trained in CPR and First Aid

All children at the center are covered by liability insurance. Parents are asked to pay deductible in case of claim.

Incidents

Champion Zone provides indoor as well as outdoor activities. The staff will take all necessary precautions to ensure your child's safety but active children do and will get hurt! However, if an accident should occur at the site, parents will be notified with an incident report. If necessary, a child will be transported by staff or ambulance to the nearest medical facility or to the facility indicated on the medical authorization form. Parents may be

called in regards to certain accidents and be given the choice of picking the child up.

It is important that you and your child communicate with us for any accident you have questions about.

- 1) Please encourage your child to report all accidents no matter how small to their group leader or coach. Children tend to wait till they get home to report an accident, if staff did not see it, they don't know.
- 2) All incidents are to be documented by staff, for parents. Ask if you do not receive an incident report.
- 3) In the event of serious injury requiring medical treatment from an accident received at Champion Zone, please contact an After School Coordinator ASAP.
- 4) Champion Zone is required to notify T. D. F. P. S. as to the extent of incidents requiring medical treatment.
- 5) If incident requires visitation with a physician, parent is required to bring within 24 hours after incident the following information:
 - a) Contact information for parent
 - b) Physician or emergency Room verification form

Emergency/ Disaster Plan

If for any reason we should have an emergency evacuation situation, you are asked not to enter the building or remove your child from the center. You may meet on the driveway and help us to a safe place, but please do not remove your child from the group. Stay with us until you have been released by the Director. This policy is necessary to prevent confusion. Our relocation site will be located across the street at the cemetery entrance. If for any reason we need to leave the premises we will walk to the track located on the Bosqueville School Campus. We will walk to the campus and use cell phones provided by Champion Zone or personal cell phones that belong to staff members.

Fire Drills are practiced once a month and tornado drills twice a year.

Parents are asked not to smoke or use tobacco products on premises. Any parent who has the appearance or behavior of drug or alcohol use will not be allowed to leave with their child. Proper authorities will be called if necessary.

Outdoor Play Equipment

Staff inspects playground equipment daily to ensure its safety. Playground equipment located on the church property or public playgrounds may not meet the requirements of DFPS licensing standards.

Behavior Plan

To facilitate communications of behavior expectations and guidelines among staff, parents, and children, the following progressive steps will be implemented when disciplinary problems have occurred:

1. Staff will notify parent verbally of emerging problems with their child and ask for assistance in behavior management. Incident reports may be filled out.
2. A child/parent/Site Director conference will be held resulting in a written agreement for behavior improvement.
3. Suspension from the program for a designated period of time may be implemented if the child can not follow camp rules.
4. After continued efforts have been made to work with the child and the family, the child may be released from the program at the discretion of the Site Director and Executive Director.
5. At the request of the parents, the Executive Director may review the case. If re-admission is granted, a written agreement will be made covering expected behavior prior to the child's return to the program.

Severe disciplinary problems may result in immediate dismissal from the program.

These problems include but are not limited to:

- a) Behavior, which endangers the physical well being of the child
- b) Possession of a weapon
- c) Possession of illegal substances and/or paraphernalia.
- d) Aggressive physical contact to any child or staff
- e) Continually attempts to run away from staff

Discipline problem: Is defined as one in which a child is hampering the smooth flow of the program by either requiring constant one-on-one

attention; inflicting physical or emotional harm on other children physically and/or verbally.

Fighting and Foul Language

Please help your child to understand that fighting and the use of foul language will not be tolerated.

- 1) Fighting or intentionally hurting another child or repeated use of foul language will result in suspension and/or termination, based on excessiveness and severity.
- 2) All suspensions/terminations will be upon the approval and/or agreement of the Site Coordinator and Executive Director.
- 3) Champion Zone strives to be a positive experience for your child. If your child is having a problem with another child or a staff member, please do not hesitate to contact your Site Manager or the Executive Director.

Parental Visitation and/or Participation

Champion Zone welcomes parental visitation at any time. We have an open-door policy. Champion Zone welcomes the involvement of parents and guardians in any activity. From time to time we will be working on projects and enrichment activities. During these times parents may be asked to help with bringing items and volunteering. A close working relationship between child, parent, and staff will only enrich the children's development. Our program will be a teaching/ service driven opportunity for us as a community reach out and help others.

Health

Hand washing is our most effective way of controlling germs and the spread thereof. All staff will model and instruct healthy hygiene practices.

If your child shows signs of illness you will be contacted. We will provide a quiet place for your child to rest until you arrive. It is important that you have alternate arrangements for caring for your child when they become ill. Sick children cannot remain at camp.

You are asked to keep your child at home until all symptoms of illness have passed and the child is no longer contagious. Please be considerate of other children and families and do not bring a sick child to camp.

If your child has a communicable disease, please notify the center immediately. Notices will be posted on the bulletin boards near classroom doors

Children must be free of fever, vomiting, and diarrhea and all symptoms before returning to Camp. Champion Zone reserves the right to deny daily participation even with a Doctor's Note.

CZ reserves the right to withhold your child from all training if they are exhibiting signs of fatigue or sickness.

Curriculum

Children learn by experiencing their environment through their sense of sight, hearing, touching, smelling, feeling, and tasting, by physically moving around and through social interaction.

Older children are involved in a balance of activities to meet their individual needs and help them adjust socially. Children are allowed to learn and to reason, solve problems, and to be self-directed. They will be encouraged to express their own ideas, make comparisons, express feelings and discover new things in an individual and developmentally appropriate setting.

Teachers will create a happy, safe learning environment. You will notice that our programs have a lot of bustle and noise that children are up doing things: talking, playing and exploring.

Research and experience tell us that to be effective with young children, teaching practices need to be "developmentally appropriate". That means that teachers of young children need to understand what

young children are like and then create an environment with experiences that are in tune with children's characteristics.

Children 5-6 learn far better through direct interactive experiences than through just listening to someone talk, filling in color sheets, and doing "refrigerator art". They learn extraordinary amounts through play and exploration. The younger the children are, the more what they learn needs to be relevant and interesting on the day they learn it, not just in the context of some future learning. We at Champion Zone do not try to fit children into a mold or redesign them. Instead, we design our day to fit the child.

A developmentally appropriate program is also age-appropriate. We strive to create an environment and activities that relate to our community and families involved in our center. We are eager to learn as much as we can about each child's family, cultural background, past experience, and current circumstances. With this information, we work to create a program that fits the children and the families we serve.

Champion Zone offers a physical and life skill development program that is unlike any currently offered in the United States.

Learning stations consist of the following:

- Sensory Exploration
- Group activities and team work
- Science and discovery
- Theme Enrichment
- Service Projects and helping hands
- Arts and Crafts
- Music
- Cooking and Nutrition
- Character Development
- Bible Study
- Woodworking
- Gardening
- Community Service
- Physical Development/ Recess

Outdoor Skills
People Management

Dress

Champion Zone will not have uniform dress. It is appropriate for children to wear the same clothes they wear to school or physical education programs. Please wear clothes to have fun in. Parents will be notified if a change of clothes will be needed in case we are planning a messy activity. Shoes must be worn at all times.

Children who are expected to stay clean all day are put under undue stress because they cannot participate in planned class activities. For some children, it is an impossible task. Parents need to understand and expect that their child will be dirty at the end of the day. Children are required to wear socks and tennis shoes every day. Due to the enrichment activities in the gym area, children will need good supportive shoes for success.

Confidentiality

Our program is supportive of each child's individual needs. We will strive to work with parents and maintain professional relationships. Parents are asked to direct concerns or questions to the teacher or Director. It is best that conversations about the center, your child or caregivers be done out of the presence of the child. Please keep in mind that at all times, your child is of the utmost importance to us.

Champion Zone is interested in your child and family. Please help us in caring for your child by making us aware of any problems at home that could affect your child's behavior. Any change that occurs may be stressful or cause fear in your child. (Death in the family, loss of a pet, moving, changing rooms or sleep patterns, family dynamic changes)

Personal Belongings

Champion Zone is NOT responsible for personal items lost or stolen. Please mark all personal belongings with your child's name.

- 1) Toys - Bringing toys is not permitted unless it is requested for a special day or project.

- 2) Make-up, game systems, trading cards, cell phones etc. are not allowed in any programs unless requested for a special event.

Photographs

Photographs of the children are taken during the day on occasion and used for educational purposes, to enhance self-esteem, and to encourage participation. If for any reason you do not want your child's picture taken, please inform staff and indicate on the enrollment forms that are provided.

Discipline

At Champion Zone Afterschool we do not spank, threaten, or ridicule children. Positive reinforcement and re-direction are used as discipline measures. Time-Out is used only as a last resort in cases where children are in danger of harming themselves or others. Physical restraint, sitting in a teacher's lap or a special thinking place may be used in extreme cases. Teachers will handle the situation using negotiation and problem-solving skills so that the child/children involved understand how to cope with conflict. The Director is called into the situation when the Teacher feels necessary. Parents will be called if a problem persists and the child is interrupting the program.

Champion Zone maintains a structured and consistent discipline policy. CZ utilizes a "Time Out Zone" to enforce behavior that is negative or disruptive. Discipline is always administered with love toward your child. Our goal in discipline is to teach appropriate behavior, while maintaining a sense of worth, a sense of competence, and a sense of belonging for all our children.

Corporal punishment (Spanking), is never considered, displayed, or a part of Champion Zone Afterschool discipline policy.

The following protocol has been adopted for use regarding placing a child in the Time Out Zone for disciplinary reasons.

1. The child is made aware of inappropriate behavior.

2. If inappropriate behavior is maintained, the child is warned a second time and made aware that if the particular behavior is addressed again the child will be placed in Time Out.
3. On the third display of inappropriate behavior, the child is escorted to the time out zone.
4. The child will remain in the Time Out Zone for no longer than 1 minute per year of age. At this point, the child will be escorted back to the class period his/her group is a part of. If the inappropriate behavior is displayed again, the child will make another trip to the Time Out Zone and the procedure mentioned above will be followed.
5. The Time Out Zone is always supervised and children are under observation while they are in the zone. The only activity that children are allowed is to look at or read books.
6. The following behaviors are considered inappropriate; *

Striking or attempted physical abuse toward a fellow student; foul language; continued talking when silence is the classroom rule; talking back to a teacher; not following instructions; refusal to participate, screaming or unnecessary fits. This list is not inclusive of all inappropriate behaviors or situations that might arise.

7. Parents are informed of inappropriate behavior when their children are picked up at the end of the day.
8. Calls during the day to parents will only be made in extreme or emergency situation.

Complaint Procedures

Parents are encouraged to discuss any problems with the teacher. Communication is vital. However, if you feel that you are not getting the satisfaction that you need in any matter, please feel free to contact the Director and set up an appointment for a meeting with the teacher (coach) and the director or a private meeting with the Director only.

Many issues that may be of great concern to you as a parent can probably be handled with a united effort to do what is best for the child.

After your meeting with the Director and or teacher, if you still do not feel that CZ has addressed the issue sufficiently, you may be asked to withdraw your child and seek other arrangements for their care. We strive to meet every need of the child as well as the parent and welcome any suggestions. Please remember that Group Care is very different from how you may run your household and that we have to create an environment that is sufficient for all the children.

Policy Changes/Parental Notification

All policy changes will be added to the parent handbook and a letter will be sent to all parents regarding changes in policies. All notes, letters, accident reports or any other notes will be given by staff to parents at the time of check out. All notices and letters will be posted on the bulletin board or display board of each site.

Absences

There will be no refunds provided for absences. Parents are required to pay weekly for their child regardless of the number of absences. You are paying for the position that your child holds.

If your family has a crisis due to illness or death please discuss with the Director your particular situation, and we will decide together what is best for your particular family situation. Please do not hesitate to communicate these issues with your child's teacher or the director.

Staff

All staff must pass a criminal history check, FBI fingerprint check and meet First Aid and CPR certification guidelines. Staff must also have completed the correct number of annual child care training hours as required by Child Care Licensing.

Champion Zone is an equal opportunity employer and does not discriminate against anyone, regardless of sex, race, color or spiritual belief. The employee must meet the requirements set by the State of Texas and the requirements required by our employee standards.

Discrimination

If you believe you or your child have been discriminated against, call or write the Texas Commission on Human Rights - 1-800-735-2989.

Minimum Standards for Child Care Centers

A copy of the Texas Minimum Standards for Child Care Centers is available at each school site during normal business hours or you may access the TDFPS web site at <http://www.dfps.state.tx.us> to read or print out a copy of the minimum standards. A copy of the center's most recent licensing report is posted at the center or can be found online at www.txchildcaresearch.org

Contacting the Department of Protective and Regulatory Services

Local Licensing Office: 750-9336

Texas Abuse/Neglect Hotline: 1-800-252-5400

Web Site for DFPS: <http://www.dfps.state.tx.us>

CZA Health Policy

Guidelines for Determining Ill Children

One of the most important steps in avoiding the spread of disease at CZ is observation. We advise taking the following actions if your child has the accompanying symptoms:

1. If your child's temperature registers 100.4 degrees or more orally, then he/she should stay or go home.
2. If your child's temperature is 99.0 - 99.8 degrees with any symptoms listed below, or if any of the symptoms marked in bold are present regardless of fever, he/she should stay or go home:

- a) **Diarrhea is: An increase in the number of stools over what is normal for that person, and stools that are unformed**

Diarrhea diseases are caused by germs (bacteria, parasites, or viruses) that multiply in the intestines and are passed out of the body in the stool. If you get a diagnosis from your physician, please call the center to let us know so we can inform other parents.

It is very important to wash your child's hands and your hands to prevent the spread of microscopic diarrhea germs. Except for exclusion, hand washing and maintaining a clean environment are the only other measures we have to help prevent diarrhea diseases.

- b) **Sore and reddened throat with raspy cry**
- c) **Reddened eyes with discharge or crusted eyelids**
- d) **Earache, sometimes indicated by child rubbing or pulling at ear**
- e) **Stomach ache, especially if your child doubles over or seems very restless**
- f) **Nausea and/or vomiting**
- g) **Listless and no appetite**
- h) **Rashes in any form (small pinpoint or large blisters located in abdominal areas or possibly covering the total body**
- i) **Coughing, sneezing and runny nose**
- j) **Swelling and pain along jaw line and in front of ears (possible mumps)**

(This information taken from "Healthy Young Children" by Abby Shapiro Kendrick, Roxanne Kaufmann and Katherine P. Messenger A Cooperative Manual compiled for Programs by: American Academy of Pediatrics Administration for Children, Youth and Families Division of Maternal and Child Health, U.S. Department of Health and Human Services, Georgetown University Child Development Center, Massachusetts

Department of Public Health, National Association for the Education of Young Children.)

Other problems requiring a child to stay or be sent at home:

- a) *Lice* - a small grey insect, accompanied by eggs that attach to the hair shaft
- b) *Scabies* - a mite living under the skin surface appearing as small red dots, usually between the fingers, causing intense itching
- c) *Ringworm* - a fungus of the scalp or body causing intense itching
- d) *Pinworms* - an intestinal worm depositing eggs visible to the eye on the perineum or in feces causing rectal itching
- e) *Impetigo* - one single or a cluster of small blisters that will break, drain, and become clustered.

Using the above guidelines, if the teacher determines that your child should leave the center, you will be contacted and asked to pick him/her up. He/She will be isolated from the other children, if possible, until he/she is picked up.