



Champion Zone Parent Handbook

Champion Zone Afterschool is an afterschool care center for children enrolled in a public or private school from Pre-K to age 13. 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 Afterschool believes 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 Afterschool is to promote, impact, and empower the lives of young people by helping them realize their potential. Our goal at CZA 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.

Champion Zone Afterschool is in a partnership with your local school district. The goal for CZ is to provide a great afterschool program for children in the community and to give back to the children in the area in which the children live. A percentage of proceeds from the business are donated back to the school.

Eligibility

Champion Zone Afterschool is designed and equipped to meet the needs of healthy children in the 4th 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 Afterschool. 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:

- Medical Enrollment Form
- Registration Form
- Emergency Information Form
- Parent's acknowledgment
- Signature page from Handbook
- Monitor/photo release form
- Shot record on file at the school.

The enrollment process takes place online. All records are kept online and can be assessed through the parent portal. A paper copy will be available on site for emergency purposes. 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.

A two-week **written** notice is required before withdrawal. This notice can also be sent by email through the parent portal. This allows **Champion Zone Afterschool** to maintain staffing adequately. Any policy changes will be posted and a written notice will be sent within ten days.

Hours

Champion Zone Afterschool is open for approximately 3 hours Monday through Friday when school is in session. Our hours are normally 3-6 pm. We will allow until 6:00 pm daily for child pick up. Each site will have hours of operation that may vary slightly.

Holidays

Champion Zone Afterschool is open for business every day that the local school district is open and receiving students. We normally are closed on all school holidays. Champion Zone will provide care for children on Early Release Days at no extra charge. Each School has a district specific calendar that is developed by school officials. Champion Zone does not set the school calendar.

Arrival

When your child arrives at the afterschool program check in point, your child will be signed in with the local center director. Champion Zone will make sure everyone checks in from school employees to our afternoon program. The children are listed by grade/age group. All children will be offered a nutritious snack upon arrival at the afterschool program. Weekly snack menus are posted for you to view. If you desire something other than what is being served, then your child will need to bring an alternative snack with them.

Allergy Forms and food intolerance forms are attached to this handbook. If your child has a food allergy or intolerance, please complete the forms and return on site before school is in session.

Parents are responsible for remembering to check for newsletters or parent information through each school districts web page. We will also use parent newsletters and emails to communicate important information with parents.

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 Afterschool 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 CZA, **you** are responsible for them at that time. We ask that you gather their belongings and exit the building, holding their hand. 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 and registration fees will be made through the online draft system. Weekly tuition is due Monday morning and will be drafted by CZ director. There is no need to do anything weekly to ensure your payment is received. Tuition is not based on attendance. If your child is absent from school, you will still be charged. This is to insure a spot in the program for each child. If the school is releasing early, for any reason, Champion Zone will continue to provide care from the time of dismissal until normal pick-up time. There will not be an extra cost for extended days. Also, for any reason, if the school calendar reflects a "holiday" during the week or only operates for a partial week, tuition will still be the normal rate. This equals out with early release days and makes it's easier to keep record. The **ONLY** time tuition will not be charged is when the school is closed for a full week. This is typically Thanksgiving, 1 or 2 possible full weeks at Christmas, and the week of Spring Break.

Credit Cards and debit cards through the online payment 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**. Two weeks notice is required for withdrawing children. Monthly statements may be requested before the last day of the month. Yearly statements will be sent via email. An enrollment fee is necessary to help cover the cost of supplies. The enrollment fee is an annual non-refundable fee.

Fees

A non-refundable enrollment fee of \$50 is due annually. Please note this is due when you register online. Payments for the initial enrollment fee and first week of school will be drafted together the first day of school.

A late fee of \$25.00 per week will be assessed on all accounts not paid by 6:00 pm Wednesday afternoon of each week. \$25.00 fee will be added for NSF. Late Fees for picking up children after the closing time will be \$1 per minute.

Meals and Nutrition

Children are served a nutritious snack upon arrival. 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. We will allow children to have food after school from their lunch boxes if they choose. We will not allow candy or sodas and the children will not be allowed to share foods from home.

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

No medications are administered by Champion Zone Afterschool Personnel. Asthma inhalers will be allowed if noted on the medical information sheet filled out by the parent or guardian. Epi-Pens and other emergency medication will be given as needed. Please have extra epi-pens and inhalers to keep with Champion Zone staff. We are not able to access medications located

in the school nurses office. Daily medications will need to be given by the school nurse before the child is checked in with the Champion Zone staff. Champion Zone will allow sunscreen and insect repellent if needed. A form will be attached to this handbook. If necessary the form will need to be completed and returned to CZ staff before products will be available during care.

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.

Champion Zone will use the playground and outside facility that is provided by the school district. It is policy set forth by TDFPS that we inform parents that the playground, and outside facility is not governed by an agency for safety. Champion Zone staff will inspect the playground daily; any hazards will be reported to the school district. In other words..... IF the children play on the playground at a public school during the day we will do the same in after care. 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.

If for any reason we should have an emergency evacuation situation, you are asked not to enter the classroom 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. Each site will have a specific relocation place for children to move to in case of complete evacuation from the school premises. 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.

Parents Responsibilities

Champion Zone expects parents to work with staff on site to make sure children are cared for in an appropriate and respectful manner. In some instances, parents do not cooperate or work together. This makes situations hard for our staff and the children. If a specific custody arrangement is ordered and legal paperwork is involved, Champion Zone will need a copy of said paperwork before the children are in Champion Zone care. Champion Zone Staff will follow legal guidelines set in place for custody of children. Champion Zone will not get involved in personal matters between parents. We also will not split up accounts to make payment accommodations other than what is implemented normally. Parents will need to work together to keep our program operating free from relationship drama. If you feel you need further assistance please talk to your site director or program manager.

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 the center. 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 send a sick child** to school. Children that appear sick at the end of the school day and during the transition to after care will not be allowed to stay in Champion Zone. They will be escorted to the school nurse and parents will be notified.

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 for before returning to the center. **Champion Zone Afterschool** reserves the right to deny daily participation even with a Doctor's Note. **CZ reserves the right to withhold your child from all activities if they are exhibiting signs of fatigue or sickness.**

Outside Play

Daily outside play is essential to a healthy growing child. Weather permitting; we will go outside all appropriate days. Please dress and send appropriate clothing for the changing Texas weather everyday. Children are encouraged to participate in group and individual activities and guided to use all their senses while outdoors.

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 to 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 classrooms have a lot of bustle and noise that children are up doing things: talking, playing, and exploring. Children have been in a structured classroom for the day so we will strive to provide a more relaxed environment and allow the children to spend time playing and socializing with friends. 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 ages 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.

A developmentally appropriate program is also age-appropriate. We strive to create an environment and provide activities that relate to our community and families involved in our center. We're eager to learn as much as we can about each child's family, cultural background, past experiences, and current circumstances. With this information, we work to create a program that fits the children and the families we serve. Our goal after school for the children is to give them a time to relax and enjoy friends and activities at the end of the day. Oftentimes the children are "over the day" by the time they make it to us in the afternoon. We like to do art and sensory projects and spend some time doing things that the school day may not provide.

Our Daily Routine

When the school day ends children are ready to relax and have fun with friends. We normally have the children divided into grade/age specific groups. Each group will have a group leader or teacher and we have assistants as needed. The children rotate though the school campus in groups. We normally use the school's cafeteria, gym, library, multipurpose areas, and the outside playgrounds. Remember each school is different and every Champion Zone program is

designed to meet the needs of children in the facility that is provided, so the concept is the same, but locations are sometimes operated a little differently.

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. Your child is of the utmost importance to us. We do communicate with teachers and school staff about children and important information that may be helpful in caring for the children. At times CZ staff will participate in ARD meetings and school meetings to better support children.

Champion Zone Afterschool 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) We require court paperwork and documentation for divorced/split custody arrangement for children in our care. This paperwork will need to be on file prior to starting the CZ after school program.

Birthday Parties

Champion Zone Afterschool will distribute birthday invitations if they include your child's entire class. Special refreshments may be provided by the parent as long as the teacher is informed beforehand. Please keep it simple-cupcakes or large cookies work well.

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. On occasion we may use pictures on our website or school newsletters. If you do not wish for your child to be photographed, please make sure to express this on initial paperwork. A form is provided on site for permission.

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. It is important that families understand Champion Zone provides "group care" we are unable to provide one-on-one care. We will attempt to acclimate children into the program, but if we are unable to meet the needs of a child and keep them safe, our program may not be the best fit for your child.

Incident Reports – Reports will be made to parents verbally upon pick up if incidents of inappropriate behavior are repetitive. Forms may also be used to provide a way of communication between staff and families.

Our Discipline Policy is as follows:

Champion Zone Afterschool maintains a structured and consistent discipline policy.

CZA 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 10 minutes. At this point, the child will be escorted back to the particular 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 or teacher; foul language; talking back to a teacher; uncontrollable crying; not following instructions; refusal to participate, screaming or unnecessary fits. Running from or hiding from staff. 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. If, however, 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. CEO and owner may be reached by phone or email.

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 **CZA** 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.

Absences

There will be no refunds provided for absences. Parents are required to pay weekly tuition for their child regardless of the number of absences. You are paying for the position that your child holds. Excessive absences hinder the ability of your child to freely participate in planned activities and have a sense of security. The routine of attending also establishes their relationship with teachers and other staff that they come to depend on each day, therefore, we discourage chronic absences.

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. It can sometimes be stressful for children to have an inconsistent schedule. We encourage parents to continue to send children to after school care daily and if they need to be picked up early for some reason, just pick up early from Champion Zone. This makes transitions so much easier. This also allows the end of day departure from school to stay the same.

Parent Conferences/Participation

Please make an appointment with the Director for any matters of concern regarding your child's that may affect their ability to function in our program. You, as a parent, may be called for a conference if the Director deems it necessary. We encourage your input and are pleased to share the opportunity of supporting and nurturing your child.

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.

Staff

All staff must pass a criminal history check, and meet First Aid and CPR certification guidelines. All Staff members at **Champion Zone Afterschool** are required to attend an annual seminar and workshop that is a minimum of 20 hours in child development and afterschool care. Our Center Directors go through an intense director's training and stay current with all regulations and rules to make sure our programs are providing the best care for children. Champion Zone requires all staff and employees to follow guidelines required by the health department and stay current with required immunizations. CZ does not require employees to take vaccinations that are not "required" by the Health Department.

Champion Zone Afterschool 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

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.

Dear Parents:

The Minimum Standards for Child Care Centers is now requiring that we have a Food Allergy Emergency Plan on file for all children in our care that have food allergies. This form will need to be filled out by your child's health care professional and signed by both the health care professional and the parent/guardian. When the forms are completed, they will be posted, not only in your child's classroom, but anywhere your child goes in our facility and on field trips. If your child does not have a diagnosed food allergy, but has an intolerance to a certain food, then there will be a separate form for you to fill out that does not have to be signed by a health care professional. The same will be true if your child has any other allergy, other than food (i.e. medicines, insects, latex, etc.).

Forms must be completed and turned in with all your admission paperwork prior to starting at _____ and updated if any allergies become known in the future.

If you have any questions, please stop by the office to speak with the Director.

Sincerely,

Director

____ I have had the opportunity to read the above letter. I will gather the required documents and return them to the Director.

____ I have had the opportunity to read the above letter, but my child has no diagnosed food allergies.

Child's Name: _____

Parent's Name: _____

Food Allergy Plan

Child's Name: _____ Date of Birth: _____

Please complete one form FOR EACH known Food Allergy

Food child has an food allergy to: _____

Possible Symptoms, if exposed to this food: _____

Specific plan to take if your child has an allergic reaction to this food: _____

Parent's Signature: _____

Date: _____

Physician's Signature: _____

Date: _____

Food Intolerance Plan

Child's Name: _____ Date of Birth: _____

Please complete one form FOR EACH known Food Intolerance

Food child has an intolerance to: _____

Possible Symptoms, if exposed to this food: _____

Specific steps to take if your child has a reaction to this food: _____

Parent's Signature: _____

Medication and Insect Allergy Plan

Child's Name: _____ Date of Birth: _____

Please complete one form FOR EACH known Medication/Insect Allergy

Medication/Insect your child is allergic to: _____

Possible Symptoms, if exposed to this medication/insect: _____

Specific steps to take if your child has a reaction to this medication/insect: _____

Parent's Signature: _____

Date: _____

Physician's Signature: _____

Date: _____