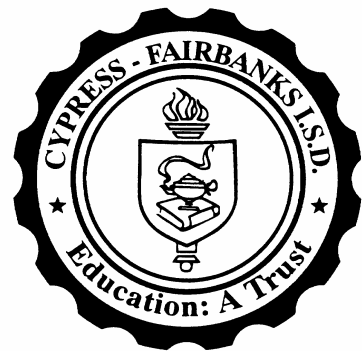


CLUB REWIND



Parent Guide

Cypress-Fairbanks ISD Before/After-School Program



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Before-School Care

Before-school care starts at 6:45 a.m. according to the school's clock. Children are grouped by age/grade and programming is conducted mainly in the cafeteria. Programming includes Good Morning Games, board games, puzzles, books and other social activities. Breakfast is not served through Club Rewind; however, children may be dropped off with food that does not require refrigeration/storage. Children may access the regular breakfast line at the campus when it opens each morning.

Before-school care is fee based and is located at all elementary schools. Before-school care staff members are employees of Cy-Fair ISD and will serve children at a 1:20 (staff-to-child) ratio. In the event severe misbehavior occurs during the before-school care program, the campus staff may be notified, along with the parent. A child may be removed from the before-school care program due to repeated, severe behavior or behavior that does not respond to intervention.

In the event of inclement weather and CFISD determines to delay the morning start times, the before-school care program will be cancelled. Before-school care only operates starting at 6:45 a.m. on regular school days with no delay.

Please refer to the Finance section of this guide to review the costs of the before-school care program. The finance policies outlined in this guide apply to those families enrolled in the before-school care program, as well as any of the other programs offered through Club Rewind.

After-School Care

Club Rewind's after-school program is fee-based and located at each elementary campus. The after-school program begins immediately after school and operates until 6:30 p.m. Children remain on site, as field trips are not offered during the regular school year. Children are divided by age/grade and the program is staffed at a 1:16 (staff-to-child) ratio. A child's group may be rotated or changed, as appropriate.

After attendance is taken, the program begins with a snack and drink that is provided by Club Rewind. Children are asked to go to the bathroom, prior to snack time, to wash their hands. Snack time continues until homework time ("Rewind the Mind") begins.

"Rewind the Mind" time is up to one hour of educational enhancement time. Children who have homework are encouraged and supported in completing assignments. We strive to hire certified professionals in addition to program staff, to provide academic support. There is not a guarantee of homework completion, but staff members do make this a daily goal. A weekly note will be sent home to report on homework praises and concerns to parents. Children without homework participate in educational activities (i.e. reading books, journal writing, educational games, workbooks, computer projects, and related activities). Children in kindergarten will only stay in "Rewind the Mind" time for approximately forty minutes. They will begin a routine of reading and math games and complete any "specified" homework from their teachers.

After homework, children rotate in groups divided by age/grade through a variety of activities. Activities include recreational games, leadership, arts/culture, math/science, literacy and healthful living.

All activities include an educational objective, masked within a hands-on activity or game. We strive to create an environment where children can apply concepts learned in school and practice skills, while having fun at the same time. Many of our activities focus around social skills and learning to work with others. At any time, parents may ask staff to view program plans. Children are never forced to participate in all activities, as Club Rewind holds a "right to pass" policy. Staff members do encourage children to participate and are trained to implement each activity in a positive, engaging manner.

Activities will also rotate from active to non-active, as children respond to the time of day. In order to obtain a realistic view of the program, parents are encouraged to visit at various times. Picking up your child at the end of the program may only allow parents to see end-of-the-program activities.

Children may not use cell phones during the program. In addition, personal games, toys and electronics are not allowed. Staff members will not be responsible for lost, damaged or stolen items. In the event a personal item becomes a distraction to the program, it will be taken to the Program Clerk and returned to the parent only. Children will have a designated space to keep belongings, but they are not able to keep items locked.

Program Staffing

Each program is staffed with the following:

- **Program Manager** – oversees the program
 - **Assistant Program Manager** – hired in the event a program exceeds 100 children in enrollment

- **Program Clerk** – clerical support to maintain attendance, accept payments and check identification for pick-up
- **Program Leaders** – conducts specific activities with smaller groups of children
- **Support Staff** – trained in all positions to fill in for absences, coach new staff members, and support a program in the event program enrollment grows before a regular staff member is hired
- **Mind Benders** – certified professionals to help with “Rewind the Mind” time; one hour of academic support and homework completion

The Program Manager is included in the ratio of 1:16 (staff-to-child), except for sites with enrollment numbers over sixty. As enrollment numbers change, staff may also change to maintain the ratio. While consistency is important to us, we recognize that staff changes may occur throughout the year.

The Program Manager is your main point of contact for concerns regarding the program. Each site also has a Program Clerk, who remains near the front doors of the campus to check daily attendance, allow parents to enter, accept payments, and verify identification of persons picking up children. The Program Clerk will keep track of enrollment on site and answer the Club Rewind phone line.

Club Rewind employs Support Staff who fill in for all positions. Until they become familiar with each program, they will ask to check photo identification when substituting as a Program Clerk, even though the regular staff may know you. Please be patient, as it is for your child’s safety that we maintain strict security policies at all times.

All Club Rewind staff members receive a criminal background check and initial CFISD orientation along with Club Rewind training upon being hired. This training includes, but is not limited to, policies/procedures, communication with children, activity implementation, behavior management, overview of special needs, supervision of children, developmental stages of children, reporting child abuse/neglect and confidentiality of records.

Club Rewind strives to hire a diverse staff and encourages parents to get to know the personnel working at their child’s program. Customer service is important, as we know you have a choice in after-school care. **Club Rewind does not plan to make staff changes, although recognizes that changes may be made at any time to either accommodate the program, and/or adjust for staff resignations/hirings.**

Mind Benders

As extra support for “Rewind the Mind” time, Club Rewind strives to employ certified professionals to be available during this hour. The role of the Mind Bender is to monitor completion of homework and provide educationally related activities to those children who do not have homework. They serve as a resource for the children and encourage brains to “keep working”. Mind Benders are not counted in the regular staff-to-child ratio. They are an added benefit to being a part of Club Rewind. The majority of our Mind Benders are also teachers from the same campus as the program, and they are considered Club Rewind employees during the time in the program.

Behavioral Guidelines

Club Rewind Guidelines for Behavior include:

Always Try Your Best
 Make Good Choices
 Be Considerate and Respectful
 Stay in Control
 Have a Positive Purpose

Club Rewind staff members are trained in positive strategies for preventing and managing inappropriate behavior. In addition, staff members are trained to communicate with parents/guardians regarding behavior through program notes or verbal feedback.

Should a concern arise regarding a child’s behavior/needs, parents will be contacted to discuss/review the situation. Staff members will utilize a variety of appropriate interventions to address the inappropriate behavior. If inappropriate behavior should continue, or if a child’s behavior becomes unsafe for him/herself or others, he/she may be suspended temporarily or permanently from membership. **Fighting or hitting of any type will result in suspension.** In the event a parent is contacted to pick-up his/her child due to behavioral concerns, the parent must

make arrangements to come to the program as soon as possible, as Club Rewind does not have an “in-school suspension” area or enough staff to provide a one-on-one ratio.

Temporary suspension may be from one to three days of the Club Rewind program. When a child is suspended, parents will be contacted to pick-up the child from the program. A child who is suspended from Club Rewind may not come to the program on the days he/she is suspended and parents must make other arrangements for before/after-school care. Refunds will not be given for days missed due to suspension.

A meeting with a Coordinator of Club Rewind will be held to determine permanent suspension. In addition, if a child’s needs are greater than can be met in a 1:16 (staff-to-child) ratio, Club Rewind may not be a suitable option for before/after-school care.

Any situations that occur regarding behavior during Club Rewind are handled separately from the school utilizing Club Rewind procedures and policies. CFISD staff members are notified should a child’s behavior lead to permanent suspension from Club Rewind or the behavior is a severe violation of the CFISD Code of Conduct. Club Rewind utilizes CFISD security and local police in the event a law is broken during the program.

Club Rewind staff members are not permitted to discuss children, other than your own, with you in regard to behavior or any other aspect of the Club Rewind program, just as staff are not permitted to discuss your child with other parents/guardians of children in Club Rewind. Please note that policies and procedures are consistent for all children enrolled in Club Rewind.

Personal Belongings

Children’s personal belongings (i.e. backpacks, books, coats, etc.) must be cleared from the program area after each day. Any personal property which remains will be placed in the school’s lost and found. Although Club Rewind staff members attempt to help children stay organized, the program cannot be responsible for lost personal property. Children are discouraged from bringing personal toys, electronics, money or other items not necessary for school activities to Club Rewind. In the event a child’s personal items become a distraction to others or the program, they can be taken by staff members and stored until parents arrive to claim them.

Dress Code

Children are expected to continue with the CFISD dress code in Club Rewind. In addition, they must wear shoes during our program. In the event your child is wearing sandals, Crocs or other shoes that are not deemed safe for gym games, your child may be asked to sit out. Children are not allowed to participate in gym time with bare feet.

Attendance

If your child will not be attending the after-school program because of an appointment, vacation or other planned absence, please notify Club Rewind staff well in advance. If your child is ill, going home with a friend or being picked up early, please send a note to be placed in the Club Rewind mailbox in the school office, email clubrewind@cfisd.net or call the Club Rewind phone line at the actual campus to leave a voice message. **Absences without prior notification may be mistaken for a missing child and cause unnecessary concern and time searching for the child.**

Children are not allowed to walk home or ride a bicycle once checked into Club Rewind. Should a parent request that a child be checked out of Club Rewind by a sibling/minor, the parent must complete a special permission slip. It is not recommended that a child be picked up by a minor; however, we recognize this may be the only option for some families.

If your child participates in other after-school activities (i.e. tutoring), you must notify the Club Rewind staff at your child’s campus for attendance purposes. Parents may pick-up their child(ren) at any time once the program begins, using the MAIN ENTRANCE of the school building, or other designated entrance. All doors will be secure and the Program Clerk will allow entrance. Parents must present photo identification (drivers license or similar) in order to sign-out their child. A parent will NOT BE ALLOWED to sign-out his/her child without proper identification. It is the parent’s responsibility to ensure the forms are updated for any changes in pick-up information, address or contact phone numbers.

In the event a parent arrives late to pick-up a child, the account will be charged \$1 per minute/per child, beginning at 6:36 p.m. according to the school’s clock. Exceptions to the pick-up fee will not be made as the program staff members must be paid for their time. Club Rewind cannot be held responsible for traffic, weather, personal scheduling issues or other situations that arise.

Failure to comply with attendance policies may result in termination of your child's enrollment in Club Rewind.

Child Health

Club Rewind recognizes that a child's health/immunization information is kept current at the school and it is not necessary to duplicate these records. Although, parents are asked to include allergies, special diets, and/or emergency health information on our enrollment forms.

Parents may be called in the event a child becomes sick and is not able to participate in our regularly scheduled activities. A child who becomes ill will be separated from other children and the parent will be contacted immediately to pick-up him/her. In addition, a note will be given to the campus nurse to ensure communication is open regarding the child's illness. **For the protection of all children in our program, your child must be "symptom free" for 24 hours before returning to the Club Rewind program.** A child may be separated from other children and parents called for one or more of the following symptoms:

- Intestinal disturbance accompanied by diarrhea or vomiting
- Temperature of 100.0 or greater
- Any undiagnosed rash
- Discharge from the eyes/ears or profuse nasal discharge
- Symptoms of possible communicable disease (such as sniffles, red eyes, sore throat, headache and abdominal pain with fever)
- Other symptoms that rise to the level of discomfort and a child is unable to participate in the program

Due to budgetary, staffing and programmatic restrictions, Club Rewind does not maintain a school nurse or other health professional on staff. Regular/on-going medication will not be administered during Club Rewind and arrangements with the school nurse must be made. Only temporary or emergency medications for specific health conditions (i.e. asthma) will be administered.

Parents with children who have temporary or emergency medications must complete an "Authorization for Dispensing Medication Form". All medications administered at Club Rewind must be brought in the original container with a completed "Authorization for Dispensing Medication Form" to the Program Clerk. Forms for medication administration may be obtained on-line or from program staff members.

Club Rewind has a zero tolerance policy regarding the possession of medication at any time (prescription or non-prescription). Children may not keep medications in their possession without a doctor's written permission and authorization form turned in to the Club Rewind staff members in advance.

Club Rewind staff members are NOT allowed access to the medication administered at school. In the event a child takes medicine at school and the same medicine needs to be taken at Club Rewind, the parent will have to provide a separate supply of medicine for Club Rewind in an original container.

Safety is a priority at Club Rewind, although we recognize that at times children will get minor scrapes, bruises, or other "ouches" during the program. To address this issue, each site is equipped with first aid supplies. All staff members are trained in handling minor emergencies, but are not necessarily certified in first-aid care. Two staff members per site will be trained in CPR/First Aid/Defibrillator. In the event of a minor injury, Club Rewind staff members will utilize an "Ouch Report," which are short forms used to communicate information to parents.

In the event that a child receives an injury to the head, eyes or ears, parents will be contacted immediately to notify them of the situation. Should the child experience any changes in behavior, signs of dizziness, headache, nausea, staggering, bleeding from the eyes/ears, difficulty breathing, vomiting or similar, 911 will be called.

Should a child soil his/her clothes, parents/guardians will be contacted and given the choice to come and pick-up the child. Parents are encouraged to send an extra set of clothes in the child's backpack to provide them with a change. Club Rewind does not keep extra clothes on site.

All Club Rewind staff members are trained in recognizing and reporting child abuse and neglect. This reporting is required by law should the staff member have cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse, neglect or is a victim of indecency with a child by any person. The call is typically made immediately, but must be made no later than 48 hours after the hour the staff member first suspects that the child has been, or may be, abused or neglected or is a victim of indecency with a child. Club Rewind staff members may not delegate to, or rely on, another person to make the report. The report is made to the Child Protective Services Hotline.

Enrollment/ Child Pick-Up

Turning in an enrollment form does not automatically enroll a child into the actual program. Each form is individually reviewed for acceptance. Club Rewind does not discriminate against applicants on the basis of race, color, national origin, sex, age, religion or disability status.

Due to staffing, budgetary and programmatic restrictions, and because Club Rewind is not a part of the Cy-Fair ISD academic program, certain restrictions apply for enrollment. If a child's needs are greater than can be met in a ratio of 1:16 (staff-to-child), Club Rewind is not a suitable option for before/after-school care.

Club Rewind staff members are employees of Cy-Fair ISD and, as such, are school officials who have access to Cy-Fair ISD student records. Because Club Rewind is not part of the Cy-Fair ISD academic program, student records reviewed by Club Rewind staff members will be utilized for reference only. In the event a child's enrollment form or Cy-Fair ISD records indicate a child has a special need, the enrollment process will include an individualized review. The review will be conducted before determining acceptance to ensure the child's success in a 1:16 (staff-to-child) ratio. The review may take up to two weeks, depending on the time turned in and the order in which it was received.

Enrollment forms are collected at the main Office of Community Programs. Parents will be contacted by phone or by email to confirm a start date. Forms will not be received at the campus or the actual programs. Program Clerks will ask parents throughout the year to check forms for current information. It is the responsibility of the enrolling parent to update the form should any changes occur in phone, work or other information.

The parent who enrolls the child in Club Rewind, and signs the enrollment form, has the right to list who can and cannot pick-up the child from the program. In the case of shared custody or visitation rights, we must have a copy of the court document to determine who can add/change forms. Corrections or additions to the form must be made in writing. All persons allowed to pick-up the child must be listed on the enrollment form, along with identification numbers (i.e. driver's license) – this includes parents. Staff members will not allow a child to leave with a person who is not listed on the form. In the event a person not listed arrives to pick-up a child, we will call the parent(s) listed.

Authorized persons may pick-up children at any time once the program starts, using the main doors of the school. **All doors are secure. Parents must knock at the Club Rewind designated entrance of the campus and be let in by the Program Clerk. Parents must present photo identification (driver's license or similar) in order to pick-up their child. Authorized persons must sign the child out before leaving.**

If a parent or other authorized person arrives at Club Rewind smelling of alcohol or exhibiting erratic behavior, staff members will not release the child to that person. Staff members are instructed to contact the local police department.

Tuition/ Fees/ Payments/ Receipts

The non-refundable/non-transferable registration and supply fee is due at the time of enrollment.

\$80 for the first child

\$140 per family

Monthly tuition is assessed per child, per month. Monthly tuition is due on the 1st and is late after the 5th (regardless of the day of the week that the first day or the fifth day falls each month). There is not currently a part-time or daily rate for the program. In the event tuition is received on the 6th through the 10th, a late fee of \$20 will be assessed/per family. In the event tuition is received from the 11th through the 15th, an additional \$20 will be assessed (total \$40)/per family. Late fees apply regardless of the day of the week that the first day of the month falls or the reason it is late. The main office of community programs has a drop box located on the west side of the CyFair Annex building in order to make payments convenient, if unable to pay at the program site.

In the event the account continues to hold a balance on the 16th of the month due to unpaid tuition, or any other program fees, a payment plan must be arranged or your child will be removed from the program. If your child is removed, the registration/supply fee will be required upon re-enrollment. In addition, any outstanding balance from the previous enrollment must be resolved.

Children who qualify for the reduced or free lunch program may receive a special discount on tuition. Proof of this qualification must be turned in with enrollment.

Regular, monthly tuition is paid at the campus program starting in September. The only fees due at the time of enrollment are the registration and supply fee and the pro-rated August tuition if your child is starting in August. Parents may request a monthly receipt from the Program Clerk at the specific campus where your child is enrolled.

Annual tax statements will be provided upon request no later than January 31, 2012 from the main Office of Community Programs.

Tuition and fees must be paid by check or money order only; cash WILL NOT be accepted. All checks must include a valid phone number on the front and temporary/altered checks WILL NOT be accepted. In the event a check is returned as insufficient, the check is sent to Checksmart, a collection agency contracted by the school district. Parents must contact Checksmart directly at 1 (888) 851-6634 to address the situation. If a parent has two insufficient checks, he/she will be required to pay tuition and fees utilizing a money order for six months following the district's notification of the second insufficient check.

At this time, we do not have an option to pay with credit cards. We will provide parents with updates as this process is reviewed.

Monthly Tuition Rates:

Rates	1 st Child	2 nd Child	3 rd Child	4 th Child	5 th Child
Before-school only	\$80	\$75	\$75	\$75	\$75
After-school only	\$220	\$200	\$180	\$160	\$140
Combo – before/after-school care	\$260	\$240	\$220	\$200	\$180
Employees before-school only	\$40	\$35	\$35	\$35	\$35
Employees after-school only	\$200	\$180	\$160	\$140	\$120
Employee Combo before/after-school care	\$215	\$195	\$175	\$155	\$135
Student qualifies for Reduced Lunch – before-school only	\$35	\$35	\$35	\$35	\$35
Student qualifies for Reduced Lunch – after-school only	\$160	\$140	\$120	\$100	\$80
Student qualifies for Reduced Lunch – combo before/after-school care	\$195	\$175	\$155	\$135	\$115
Student qualifies for Free Lunch – before-school only	\$25	\$25	\$25	\$25	\$25
Student qualifies for Free Lunch – after-school only	\$140	\$120	\$100	\$80	\$60
Student qualifies for Free Lunch – combo before/after-school care	\$165	\$145	\$125	\$105	\$85

Notice of Withdrawal

In the event a parent wishes to discontinue enrollment, a two-week notice must be given in writing, by either email to clubrewind@cfisd.net or handed to the Program Clerk on site. The notice MUST INCLUDE the last day the child will attend the program on the campus. The parent will be responsible for paying any fees left on the account at the time of withdrawal including the two weeks of notice. Any balances left on an account will prevent future enrollment in programs conducted by the Office of Community Programs.

If notice is given after a child has left the program, full tuition will be charged for the month. If written notice is received after the monthly tuition has been received, a pro-rated refund will be sent to the address on record based on the two-week notice. If a parent wishes to re-enroll his/her child into Club Rewind at a future date, a new enrollment form with registration/supply fee must be submitted to the main Office of Community Programs.

Inclement Weather/ Emergencies

In the case of inclement weather and CFISD closes campuses, Club Rewind will also be closed. If the weather begins to worsen throughout the day and road conditions are poor, we ask that you try to pick-up your child as soon as possible. This will allow the children in our programs and Club Rewind staff members to get home safely, before the conditions are not suitable for driving. In the event CFISD delays a start in the morning, our before-school program will be closed. Please monitor www.cfisd.net for updates during inclement weather.

Club Rewind staff members are trained in basic emergency procedures and follow the CFISD procedures for handling a crisis. Monthly fire, shelter-in-place and tornado drills are conducted at each program.

Should the electricity go out during Club Rewind, staff members are trained to move children into a lighted area and continue the program as planned. Parents will only be called to pick-up their child(ren) early, should the facilities be deemed unsafe.

Communication

Program staff members will send short notes called “Positive Choice Reports” in order for parents to receive information regarding their child’s time in the program. For updates on homework time, “Rewind the Mind” notes are sent home weekly. This note will indicate how your child utilizes his/her time in academics and if there are successes or struggles.

Safety is a priority at Club Rewind, although we recognize that at times children will get minor scrapes, bruises or other “ouches”. Staff members may utilize “Ouch Reports” to communicate small incidences that occur.

At any time, parents may set up some time to meet and/or talk with the Program Manager on site. The Program Manager would be the best point of contact for concerns regarding the actual program. The main Office of Community Programs is also a support for basic questions regarding enrollment, tuition and similar.

Parents may visit the program on campus; however, parents must sign in and be escorted by Club Rewind staff members into the actual program areas for security purposes.

Club Rewind staff members welcome your feedback and input. All questions and concerns regarding the actual program on campus should be addressed with the Program Manager, or one of the Coordinators at the main Office of Community Programs. Please do not contact the campus staff or principal, as the program is managed separately from the school.

Club Rewind is not a licensed child-care and has received exemption from the governance of Child Care Licensing. It is associated with CFISD and is operated by CFISD employees.

Each Club Rewind program has a direct line to speak with staff. Please note, the phone line is only answered during program hours, although messages may be left at any time. Parents are encouraged to use this line for Club Rewind and not the main school phone number, which may not be answered after school hours. Absences from Club Rewind may be reported by leaving a message on this line.

Day-Camps

Club Rewind will be offered at various locations throughout the district during specific days the schools are closed to children within the school year. Enrollment for the Day-Camps is SEPARATE from the regular program. Forms may be obtained at least a month in advance through the actual programs, on the website or at the main Office of Community Programs. A list of Day-Camps is attached to this guide.

Each Day-Camp is \$25.00 per day/per child for non-members and \$20.00 per day/per child for regular Club Rewind members. There are no other discounts for siblings, employees, etc. due to the supplies included with the program. **Day-Camps are open from 6:15 a.m. to 6:30 p.m.** Parents enroll their child in the location to which their regular campus is assigned (see attached list). Parents must register their child in advance in order to enroll in the Day-Camps. Regular enrollment in Club Rewind does not automatically enroll a child in the Day-Camps. A child may attend the Day-Camps and not be a regular member of the before/after-school Club Rewind program. All policies of Club Rewind apply to Day-Camps.

Registration for Day-Camps is accepted up to **the enrollment deadline (see attached list for dates)**. Late forms or drop-ins will only be accepted if space and supplies are available. Forms turned in after the enrollment deadline are subject to an additional charge of \$15 per child (above the regular price). Once a parent registers for Day-Camps, their child’s account is charged. A parent may cancel attendance only up to **the enrollment deadline**. Refunds or transfers will not be given and/or charges will not be removed once the deadline has passed, regardless as to whether the child actually attends the Camp or the reason needing to cancel.

After the enrollment deadline, forms will only be accepted through the main Office of Community Programs.

In the event a parent shows up to leave their child at a Day-Camp and did not enroll the child by the deadline, staff may or may not accept the child depending on attendance. If the Program Manager has room in the program, the additional charge of \$15 (above the regular price) must be paid in order for the child to stay for the Day-Camp. Should the program already be at capacity for the staff to child ratio, the Program Manager can refuse

to allow the child to stay at the Day-Camp. Registering by the deadline is important to ensure your child has a spot in the program.

Children attending Day-Camps must bring a lunch, which does not require heating or refrigeration. A morning snack is offered to all children that arrive before 8:30 and an afternoon snack is provided to all children in attendance. In the event a child arrives without a lunch, parents will be charged \$8 for a provided lunch.

Day-Camps are designed around a specific theme and children are divided by age/grade. Team-building games are conducted in order for the children to become familiar with new children or children from other campuses. All supplies associated with Day-Camps are included in the cost, as programs are theme-related and include special projects. Examples of themes are: Science Blast, Art Frenzy, Team Spirit, and much more.

In the event registration for Day-Camps is less than 30 children per site, sites may be combined. Parents will be contacted by phone should this occur.

Club Rewind Summer Camp

Club Rewind will offer options for Summer Camp in 2012. At this time, the programs are being designed and information will be shared through our website. Please visit the website for updates.

Fire Lanes & Basketball Courts

Parents/guardians are NOT allowed to park cars or pull up in fire lanes and/or basketball court areas. It is recognized that many parents/guardians may prefer to pull up and park their vehicles for check-in/out purposes; however, it is not legally appropriate and the vehicles may be ticketed. At any time, staff may direct parents/guardians to move their vehicles and use appropriate parking spaces.

Should a parent/guardian try to park near the “park” areas, on the basketball courts, or near the fields (i.e. soccer fields), staff members may try to identify the owners to have the vehicles moved for safety reasons.

Application of Pesticides

As part of an Integrated Pest Management program, Cypress-Fairbanks I.S.D. has a policy that requires the use of nonchemical pest control tactics whenever practical. However, pesticides may periodically be applied indoors and/or outdoors.

The district applies only pest control products that comply with state and federal guidelines. All persons performing Pest Management at this district are required to receive special training in current pest management practices and pesticide application. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area or who have further questions about pesticide use, including types and timing of treatments, may contact their IPM Coordinator, Jon Hale, at (281) 897-4297, or email at jon.hale@cfisd.net.

<p>For additional questions regarding policies/procedures or any other concerns, please contact the main Office of Community Programs at (281) 807-8900, email clubrewind@cfisd.net or visit the website at http://www.cfisd.net/campuses/clubrewind.</p>
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Day-Camp Schedule School Year 2011-2012

- Parents register for Day-Camps in advance through each Club Rewind program.
- Parents may choose the Day-Camp campus they wish to enroll their child; however, enrollment is limited per campus.
- Parents must pay in advance in order to register their child for a Day-Camp. Day-Camp forms may also be obtained through our website.
- Hours for Day-Camps are from 6:15 a.m. to 6:30 p.m. ***note, new start time
- The cost for a Day-Camp will be \$25 per day/per child for non-members and \$20 per day/per child for regular Club Rewind members. Parents register only for the days they need care.
- Children must bring a lunch that does not require refrigeration/heating. Morning and afternoon snacks are provided. Morning snack is offered for those children arriving before 8:30 a.m.
- Regular CFISD dress code will continue for Day-Camps. Children are highly encouraged to wear regular athletic/tennis shoes for gym games.

Date/ Day of Week:	Deadline for Sign-Up:
Monday; October 10, 2011	Wednesday; October 5, 2011
Monday and Tuesday; November 21 – 22, 2011	Wednesday; November 16, 2011
Wed and Thursday; December 21 – 22, 2011	Wednesday; December 14, 2011
Tues through Friday; Dec. 27 – 30, 2011	Wednesday; December 14, 2011
Monday and Tuesday; January 2 – 3, 2012	Wednesday; December 14, 2011
Mon through Friday; March 12 – 16, 2012	Wednesday; March 7, 2012

***Club Rewind is NOT open on any other days the campus is closed.**

****If forms are received past the deadline, there is an extra charge of \$15 per child.**

*****Once the enrollment deadline has passed, additional forms are only accepted through the main Office of Community Programs. In the event a parent tries to drop their child off on the day of the camp, Program Managers may or may not accept the child depending on the current staff-to-child ratio.**

Day-Camps will only be open at specific campuses on the above listed days. Information on the campus locations will be available with the Day-Camp registration forms.

Club Rewind Acknowledgement Parent Guide

My signature acknowledges that I am aware that the Club Rewind Parent Guide is accessible at <http://www.cfid.net/campuses/clubrewind/>. I recognize that it is my responsibility to read and review all sections of the handbook, as I will be held accountable for abiding by the policies and procedures outlined. If I have any questions concerning the policies/procedures, I will direct them to the main Office of Community Programs. I recognize the program operates separately from the campus.

Signature of Parent/ Guardian

Printed Name of Parent/ Guardian

Date

Name(s) of Child(ren)

Campus

Please initial ONE of the following options:

Initials

Please provide me with a printed copy of the Club Rewind Parent Guide.

Initials

I am aware that the Club Rewind Parent Guide can be accessed at <http://www.cfid.net/campuses/clubrewind/> and I do not need to be provided with a printed copy.