



2011-2012

Enrollment and Registration Packet

Guidelines:

- Registration is open to all Cypress-Fairbanks ISD students in kindergarten through 5th grade.
- Enrollment forms may be turned in only at the main office of community programs, either in person or by mail.
- The office is located at the Cy-Fair High Annex Building, 22602 Northwest Freeway, Cypress, Texas 77429.
- For your convenience a “drop box” is located at the north side of the Annex building, specifically marked with the Club Rewind logo. The “drop box” may be used for evenings and weekends.
- Forms will NOT be accepted by email or fax.
- The registration/supply fee must be included with the enrollment form (money order or checks only; cash will NOT be accepted). Checks must include a valid phone number on the front and temporary checks will not be accepted. Please make checks payable to CFISD – Club Rewind.
- Enrollment forms must be complete and include all signatures before they can be processed. A complete form includes: the enrollment form (including the tuition statement) and the registration/supply fee.

Please note:

- * The registration/supply fee is non-transferable and non-refundable.
- * Forms may be turned in at any time year-round; however, we will need a minimum of three business days to process the form, after the day the form is received.
- * Forms are processed in the order received. Parents/guardians will receive a phone call or email confirmation as to the child’s actual start date.

***If you choose to mail your form, we cannot be responsible for delays in postal delivery.

Questions regarding enrollment may be directed to: (281) 807-8900; Email at clubrewind@cfisd.net or <http://www.cfisd.net/campuses/clubrewind/>

We know you have a choice in child care and thank you for choosing Club Rewind.

**Si usted desea recibir una copia de este paquete en español, sírvase contactar a la oficina de la escuela de su hijo. Sabemos que tiene diferentes opciones de servicio de guardería y le agradecemos que haya escogido a Club Rewind.*

Club Rewind Overview

Cypress-Fairbanks ISD developed Club Rewind in order to provide quality before/after school care at all elementary schools. The fee-based program, which begins with the 2010-11 school year, will be located on-site at each elementary campus and staffed by CFISD personnel. Each program is staffed with the following:

Program Manager – oversees the program

Assistant Program Managers will be hired in the event a program exceeds 100 students in enrollment.

Program Clerk – clerical support to maintain attendance, accept payments, and check identification for pick up

Program Leaders – conduct specific activities with smaller groups of children

Support Staff – staff members 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.

In addition, Club Rewind strives to employ certified professionals to help with one hour of academic support and homework completion.

Club Rewind offers a variety of activities for members ranging from healthy living, arts/culture, math/science, literacy, recreational games, and leadership. Activities are designed with educational enhancement in mind; however, the main vehicle for delivery is fun! Students are engaged and learning is integrated within the program.

Each program may be limited to 200 students, depending on the campus, for security purposes. If a program enrollment is capped, priority will be given to CFISD employees' children.

Parents must inform their child's campus regarding enrollment in Club Rewind, so the campus staff know where to direct their child after school.

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. Breakfast is not served through Club Rewind; however, children may be dropped off with food that does not require heating or refrigeration/storage. Students may access the regular breakfast line at the campus when it opens each morning. Before-school care is staffed at a 1:20 (staff-to-child) ratio.

If your child is enrolled only in the before-school program, please continue to review the rest of this packet as all policies will apply.

After-School Care

After-school care begins immediately after school and ends at 6:30 p.m. Children are provided a snack/drink and follow a set schedule of games and activities. They are grouped by age/grade. A child's group may be rotated or changed, as appropriate. The program is staffed at a 1:16 (staff-to-child) ratio. During homework time (Rewind the Mind), we strive to hire certified professionals in addition to program staff, to provide academic support. There is not a guarantee that all homework will be completed during the program, although it is our goal.

Tuition/ Rates/ Drops

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 no part-time or daily rate for the program. The monthly tuition is calculated based upon an annual rate and divided by the months of service, September through May. August is paid separately. The rates from September through May do not fluctuate and are not calculated based upon the number of days in the month, but an overall number of school days in the school year.

In the event tuition is received on the 6th through the 10th, a late fee of \$20 will be assessed. In the event tuition is received from the 11th through the 15th, an additional \$20 will be assessed (total \$40). Late fees apply regardless of the day of the week that the first day of the month falls or the reason it is late.

In the event the account continues to hold a balance by 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 from the program, 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 will receive a special discount on tuition. Proof of this qualification must be turned in with the enrollment form.

Regular monthly tuition is paid at the campus program. The only fee due at the time of enrollment is the registration and supply fee. Depending upon your start date, the month your child begins can be pro-rated and paid at the campus with the program staff.

Parents may request a monthly receipt from the Program Clerk at the specific campus where their child is enrolled. As a courtesy, annual tax statements will be provided upon written request. Requests are processed in the order received starting on 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 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 in order to address the situation. If a person 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.

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 for the final two weeks in the program, as well as any fees left on the account at the time of withdrawal. Any balances left on an account will prevent future enrollment in programs conducted by the Office of Community Programs.

In the event a child is dropped from the program and a parent wishes to re-enroll at a later date, the registration/supply fee must be paid again in order to update records and process the enrollment.

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 care	\$260	\$240	\$220	\$200	\$180
Employee before-school only	\$40	\$35	\$35	\$35	\$35
Employee 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

Attendance & Child Pick Up

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 or ride a bike home 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. All doors will be secure and the Program Clerk will allow entrance. Parents must present picture 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, beginning at 6:36 p.m. according to the school clocks. 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.

Communication

Program staff members will send short notes called Rewind Notes in order for parents to “rewind back” through your child’s time in the program. The note may include information regarding homework time, positive choices, or other similar information. Although safety is a priority at Club Rewind, we recognize that children will get minor scrapes, bruises, or other “ouches” at times. The Rewind Note may also be used to indicate occurrences such as these.

At any time, parents may set up an appointment 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 Club Rewind program. The main office of community programs is also a support for basic questions regarding enrollment, tuition and such.

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

Behavioral Guidelines

Club Rewind staff members are trained in positive strategies for communicating with children to prevent and manage behavior. In the event a concern regarding a child’s behavior occurs, the program staff member will contact the parent. Staff members will utilize a variety of interventions to address the concern; however, if a child’s inappropriate behavior continues or if the behavior becomes unsafe for him/herself or others, the parents will be contacted to pick up their child immediately.

A child may be suspended temporarily or permanently from Club Rewind. A parent will NOT be reimbursed for tuition paid if their child is suspended from the program. Club Rewind does not have the staffing to host an “in-program” suspension. Any child suspended from the program must be picked up immediately and may not return until the suspension ends. It is the parent’s responsibility to find other before/after-school care during the time of the suspension.

If a child’s behavior is a severe violation of the CFISD Student Code of Conduct, information will be shared with the campus principal.

Day Camps

Club Rewind will be offered at three or four campuses during specific days that schools are closed to students 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 Club Rewind programs at the campuses, on the website or at the main Office of Community Programs.

Each Day Camp is \$20.00 per day for Club Rewind members and \$25 per day for non-members. There are no reduced rates for siblings or other situations, due to the supplies included with the program. Day Camps are open from 6:15 a.m. to 6:30 p.m. Parents may turn in enrollment forms to the Club Rewind staff at their child’s campus.

Children are to bring a lunch that does not need refrigeration/heating. A morning snack will be offered to those who arrive before 8:30 a.m. and an afternoon snack will be provided to all children present. 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.

Summer Programs

Club Rewind offers an all-day summer program offered at two or three locations. Summer enrollment is by-the-week and is separate from our regular before/after-school program. Please visit the website for updates. Enrollment typically begins in early March.

General Information & Enrollment

Due to budget, staffing and program restrictions, Club Rewind does NOT maintain a school nurse or other health professional on staff. Club Rewind Program Managers are trained in basic first aid and CPR. All staff members are trained in procedures for handling incidents and monthly drills are conducted for fire, lock downs and tornadoes. Parents who have children with medication **must complete an Authorization for Dispensing Medication form prior to the child attending the program.** Forms may be obtained through the Club Rewind website, the Club Rewind program at the campus or through the Office of Community Programs. Club Rewind staff members will NOT share medication with the school nurse.

Students 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.

Club Rewind has a Parent's Guide in order to provide families with the full description of policies and procedures. This enrollment and registration packet provides a summary, but it is the parent's responsibility to become familiar with all of the policies and procedures of the program.

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 1:16 (staff-to-child) ratio, 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 date turned in and the order in which it was received.

Club Rewind welcomes your input. All questions and concerns regarding the actual program should be addressed with the Program Manager at the campus. Please do not contact the campus principal or campus staff, as the program is managed separately from the school. Club Rewind is not a licensed day-care and has received exemption from the governance of Child Care Licensing. It is associated with Cy-Fair ISD and is operated by Cy-Fair ISD employees.

For more information regarding Club Rewind policies and procedures, please refer to the Club Rewind Parent Guide, visit the website at <http://www.cfid.net/campuses/clubrewind/>, email clubrewind@cfisd.net, or call (281) 807-8900.