



CAMP CAPTIVATE 2023

PARENT HANDBOOK



Overview

Camp Captivate is operated by the CFISD Community Programs department and serves as a tuition-based program for students enrolled at the camp location. We provide a safe and engaging environment for children entering Kindergarten through 8th grade. Camp Captivate is a specialty program offering technology, STEAM, cooking, arts, science, and other specific topics throughout each weekly camp.

Program Guidelines

We strive to create an environment where children explore a specific interest while having fun. Staff members encourage children to participate and are trained to implement each activity in a positive, engaging manner; however, children may choose to opt out of any 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.

The Program Coordinator is the main point of contact for concerns regarding Camp Captivate. The Program Manager is the main point of contact for concerns regarding the before and after school 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, and verify the identity of persons picking up children.

All Camp Captivate staff members receive a criminal background check and initial CFISD orientation along with Camp Captivate training upon being hired. Camp Captivate hires teachers from CFISD to work with students in each camp, and Club Rewind employees support the operation of the before and after camp program. Customer service is important, as we know you have a choice in child care.



Enrollment Guidelines

Each child's application is individually reviewed for acceptance into the program and registering online for Camp Captivate does not automatically enroll a child into the program. Camp Captivate does not discriminate against applicants on the basis of race, color, national origin, sex, age, religion or disability status.

Because Camp Captivate is a fee-based ancillary program outside of the regular instructional day, certain restrictions may apply for enrollment. If requested accommodations for a child create an undue burden or fundamentally alter the program, Camp Captivate may not be a suitable option.

Camp Captivate staff members are employees of CFISD and, as such, are school officials who have access to CFISD student records. Because Camp Captivate is not part of the CFISD academic program, student records reviewed by staff members will be utilized for reference only. In the event a child's enrollment form or CFISD records indicate a child has a medical or special need, the enrollment process will include an individualized review. The review will be conducted before determining enrollment to ensure the child's success within the program model. The review may take up to two weeks, depending on the time the registration occurred and the order in which it was received.

Before-Camp Care (6:30 a.m. until the start of Camp Captivate)

Before-camp care starts at 6:30 a.m. according to the program's clock. Children are grouped by age/grade and programming is conducted in designated areas of the campus. Activities include STEM, team building, games, art, and critical thinking.

After-Camp Care (Dismissal of Camp Captivate until 6:30 p.m.)

The after-camp program begins immediately after Camp Captivate and operates until 6:30 p.m. according to the program's clock. Children are grouped by age/grade and programming is conducted in designated areas of the campus. A child's group may be rotated or changed, as appropriate. A snack and water are provided. Activities include STEM, team building, games, art, critical thinking, and physical movement.

Registration

Camp Captivate utilizes the Club Rewind online registration system, EZ Childtrack. Registration can take place online or at the main office of the Community Programs department, where a



computer will be available for registration. Parents will be able to select camp weeks and themes during the registration process. Only one camp theme may be selected per week. Registration for each camp must be completed at least two weeks in advance. It is the responsibility of the enrolling parent or guardian to update their information online should any changes occur. A deposit of \$50 per camp (Non-Refundable) is due at the time of registration and will be applied to your tuition for that week’s selected camp.

Once the registration application is submitted, please allow 3-5 business days for review. If the registration application indicates that a child has any medical or special needs, the review process may take up to an additional two weeks. Once reviewed, an enrollment confirmation email will be sent to the email address indicated, confirming the child’s program information and start date. Please note that a child will not be able to attend the program until the parent or guardian receives the enrollment confirmation email with the start date.

Program Changes

To request changes or modifications to a child’s enrollment, a program change must be requested by email to clubrewind@cfisd.net and received before the cancelation deadlines for the camp week. Due to limited space in each camp, all program changes are subject to review based on enrollment and may not be able to be accommodated. Please allow 1-3 business days to process the request.

Cancellation Deadlines (\$50 Deposit Non-Refundable)

WEEK	CAMP DATES	CANCELATION DEADLINE
WEEK 1	June 12 – June 16	May 28, 2023
WEEK 2	June 19 – June 23	June 4, 2023
WEEK 3	July 10 – July 14	June 25, 2023
WEEK 4	July 17 – July 21	July 2, 2023



Tuition & Fees

TUITION & FEES		WEEKLY RATE
TUITION		\$170 \$50 (non-refundable) deposit per camp is due at time of registration.
BEFORE-CARE		\$35
AFTER-CARE		\$65
OTHER FEES		
LATE PICKUP FEE		\$2/Min per Child
RETURN CHECK FEE		\$35
PROCESSING FEE (CC)		\$2.50 per Transaction
PROCESSING FEE (ACH)		\$1 per Transaction

Invoices for each summer camp week are available in the EZChildTrack system two weeks prior to the camp start date for the weeks you are registered. All payments are due by the following Sunday one week prior to the start of the camp. Failure to make payment by the payment deadline will result in cancellation of the camp for that week and forfeiture of the camp deposit.

WEEK	CAMP DATES	INVOICE/BILLING DATE	PAYMENT DUE
WEEK 1	June 12 – June 16	May 29, 2023	June 4, 2023
WEEK 2	June 19 – June 23	June 5, 2023	June 11, 2023
WEEK 3	July 10 – July 14	June 26, 2023	July 2, 2023
WEEK 4	July 17 – July 21	July 3, 2023	July 9, 2023

Returned Payments

In the event a payment is returned for any reason, the account will be assessed a **\$35.00** returned payment fee. Your account will be placed in suspension until the payment has been made for the outstanding balance on the account. While the account is in suspension, the child(ren) will be unable to attend the program until payment has been received for the outstanding balance on the account.



Payments & Receipts

Payments for tuition and fees can be made online through the Club Rewind Parent Portal by credit card or electronic check. A processing fee of \$2.50 per credit card and \$1.00 per electronic check is assessed per transaction. In addition, payments via money order can be made in our main office. If paying by money order, the money order must be received prior to the payment due date.

Enrollment in automatic payments can be set up through the Club Rewind Parent Portal. If enrolled in automatic payments, payment for the balance due will be drafted on the payment due date of each camp week. All invoices, account statements, and payment receipts can be accessed through the Club Rewind Parent Portal.

Authorizations for Pick-Up

The parents of the child, or the primary person in the online system, has the right to list who is authorized to 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, signed by the judge, to determine who can add/change information in the system. Corrections or amendments to the court order must be provided in writing and signed by a judge or by both parties. Camp Captivate/Club Rewind needs a separate copy of the court document since the staff does not have access to school records.

All persons allowed to pick up the child must be entered online, and each individual must have a Personal Identification Number (PIN), which can be assigned by the parent or guardian through the registration system. Staff members will not allow a child to leave with a person who is not listed in the online system. In the event a person not listed arrives to pick up a child, a staff member will call the parent(s) or guardian(s) listed to provide written authorization. Should a parent request that a child be signed out of Camp Captivate by a sibling/minor (under 18 years of age), the parent must complete a Consent to Release to a Minor form, which can be obtained from the Program Clerk. 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.



Arrival/Dismissal

Camp Captivate staff take daily attendance during the morning, Camp Captivate and after school programs. Children may only be signed out from Camp Captivate by an authorized individual as designated by the parent or guardian through the online registration system.

Camp Captivate students can be picked up in the front line in the car rider line upon the dismissal of the camp. Parents will be given a car rider number and asked to place this in the windshield of their vehicle.

Upon arrival for the after school program, parents or guardians must press the buzzer at the Club Rewind designated entrance of the campus as all doors remain secure at all times, and the Program Clerk will allow entrance to the school. During drop-off, children must be walked into the building to be signed in for before-care. Parents or guardians may complete a Consent to Drop Off form if they would like to drop a child off at the entrance and allow the child to walk in without an adult.

Anyone authorized by a parent or guardian to pick up a child must enter a previously assigned PIN in order to sign out the child. While the use of the PIN allows for individuals to sign a child out, staff members may require photo identification at any time. It is the responsibility of the parent or guardian to ensure their online account is updated for any changes in pick-up information, address or contact phone numbers.

If a parent or other authorized person arrives at the program smelling of alcohol or exhibiting erratic or suspicious behavior, staff members will not release the child to that person. Staff members are instructed to contact the CFISD Police Department.

Late Pick-Ups

The After-Camp Care program ends at 6:30 p.m. In the event a parent arrives late to pick up a child, the account will be charged \$2 per minute per child. A parent is considered late any time after 6:30 p.m., according to the program clock. Exceptions to the late pick-up fee will not be made as the program staff members must be compensated for their time. We recognize emergencies arise at times, however, the program cannot be held responsible for traffic, weather, personal scheduling issues, or any other situations. In the event that a child is picked up after 6:30 p.m. more than twice in a month, your child's enrollment status may be subject to review.



Notice of Cancellation

If you wish to cancel your camp registration, you must submit your request in writing to clubrewind@cfisd.net before the cancellation deadline for that camp week. Be certain to include your child's name, week, and camp you wish to cancel. The \$50 deposit is non-refundable/non-transferable regardless of the reason, however tuition paid for the week being cancelled is refundable if received by the cancellation deadline.

Cancellation of Camp Weeks

Please note that specific camps may be canceled due to low enrollment. If one of your selected camps is canceled, you will be contacted by email to select another camp. In the event you do not want to select another camp, our office will coordinate a refund of your initial deposit for that camp.

Inclement Weather/ Emergencies

In the case of inclement weather and CFISD closes campuses, Camp Captivate 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 Camp Captivate staff members to get home safely before the conditions are not suitable for driving. In the event CFISD delays school start times in the morning, our before-school program will be closed. Please monitor www.cfisd.net for updates during inclement weather. In the event of unexpected closure, for any reason, tuition for the days we are closed is non-refundable and non-transferable.

Camp Captivate staff members are trained in basic emergency procedures and follow the CFISD procedures for handling a crisis. Fire drills, as well as periodic crisis drills (including inclement weather, secure the building, lockdown, and reverse evacuation), are conducted at each program.

Should a power outage occur during Camp Captivate, 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.



Behavioral Guidelines

Camp Captivate staff members are trained in positive strategies to encourage appropriate behavior. In addition, staff members are trained to communicate with parents/guardians regarding behavior through verbal feedback.

Should a concern arise regarding a child's behavior or needs, parents will be contacted to discuss and review the situation. If inappropriate behavior continues, or if a child's behavior becomes unsafe for him/herself or others, he/she may be suspended temporarily or permanently from the program. In the event a parent is contacted to pick up a child due to behavioral concerns, the parent must make arrangements to pick up as soon as possible, as Camp Captivate does not have an "in-school suspension" area. Camp Captivate adheres to the CFISD Student Code of Conduct and will assign consequences based upon those guidelines. In addition, if a child's needs are greater than can be met within the program model, Camp Captivate may not be a suitable option.

A child who is suspended from Camp Captivate may not attend the program on the days of suspension and parents must make other arrangements for care. Refunds will not be given for days missed due to suspension.

Any situations that occur regarding behavior during Camp Captivate are handled separately from the school utilizing the Student Code of Conduct and program procedures and guidelines. Program staff will notify the CFISD Police Department in the event a law is broken during the program.

Camp Captivate staff members are not permitted to discuss children, other than your own, with you. Likewise, the staff is not permitted to discuss your child with anyone other than parents or guardians of children in Camp Captivate. Please note that guidelines and procedures are consistent for all children enrolled in Camp Captivate.



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 Camp Captivate staff members attempt to help children stay organized, the program is not responsible for lost personal property. Children are discouraged from bringing personal toys, electronics, money or other items not necessary for program activities to Camp Captivate. In the event a child's personal items become a distraction to others or the program, they may be confiscated by staff members and stored until parents arrive to claim them.

Dress Code

We encourage children to wear appropriate attire for physical activities such as running and jumping. We recommend closed-toe shoes such as tennis shoes.

Child Health

Camp Captivate 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 when enrolling a child.

Parents may be called in the event a child becomes ill 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 the child. For the protection of all children in the program, your child must be fever free for 24 hours before returning to the Camp Captivate program. A child may be separated from other children and parents called for any of the following symptoms:

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



Medication

Camp Captivate does not maintain a school nurse or other health professional on staff. We strongly recommend that regular/on-going medication be administered outside of the program. All medication administered at Camp Captivate must be brought in the original container with the prescription with the child's name, the exact dosage, and must be given according to physician directions/label instructions. Over-the-counter medication can only be accepted in the original sealed container. In addition, the parent must turn in a completed "Authorization for Dispensing Medication Form" to the Program Clerk before medication can be administered. Forms for medication administration may be obtained from the Program Clerk, and are separate from forms filled out for the school. We do not administer herbal or dietary supplements to children in Camp Captivate. If the parent does not provide an emergency plan or medication as recommended by a doctor, they will be asked to complete an acknowledgment form at the campus site.

In addition, we are unable to administer or store medication that needs refrigeration, as we do not have secure access to a refrigerator. Camp Captivate staff does not have access to the school nurse's office.

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

Injuries/Accidents

Safety is a priority at Camp Captivate/Club Rewind, although we recognize that at times children will get minor scrapes, bruises, or other "ouches" during the program. To address this issue, the program is equipped with first aid supplies. All staff members are trained in handling minor

injuries but are not necessarily certified in first-aid care. At least two staff members per site will be trained in CPR, First Aid, and using an AED. In the event of a minor injury, Camp Captivate staff members will utilize an "Ouch Report," 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 of clothes. Camp Captivate does not keep extra clothes on site.

Child Abuse and Neglect

All Camp Captivate 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 maybe, abused or neglected or is a victim of indecency with a child. Camp Captivate 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.

Communication

At any time, parents may meet and/or talk with the Program Manager or Coordinator on site. The Program Manager would be the best point of contact for concerns regarding the actual program. The Community Programs department may also provide support for basic questions regarding enrollment, tuition and similar.

Camp Captivate staff members welcome your feedback and input. All questions and concerns regarding the actual program should be addressed with the Program Manager or one of

the Coordinators at the main office of Community Programs. General questions, cancellations, change requests, feedback or any other concerns should be emailed to clubrewind@cfisd.net.

Club Rewind is not a licensed child-care program and is associated with CFISD and is operated by CFISD employees.



The Camp Captivate program has a direct line to speak with staff during program hours. Please note, the phone line is only answered during program hours, although messages may be left at any time.

Application of Pesticides

As part of an Integrated Pest Management program, CFISD has a policy that requires the use of non-chemical 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.

Records Requests

The Community Programs department has procedures in place regarding records requests. You may request educational records (i.e. sign-in/out sheets); however, only legal guardians may submit these requests. Records requests for the current school year will be provided within 10 working days of your written request unless you are notified otherwise. Please note that if you are requesting records for previous years, and the records are not maintained on-site, it may take up to 45 business days from the date of the written request. All educational records requests made will incur a \$.10 redaction charge per sheet. The Community Programs department is not required to provide any non-educational records, including financial records. Any records requested that are non-educational will incur a research, copy, labor and redaction charge of \$15 per hour if the request exceeds 50 pages. If records do not exceed 50 pages, there will be no charge.

Acknowledgment of Parent Handbook

During the registration process, the registering parent or guardian electronically acknowledges their responsibility for reading and reviewing all sections of the Camp Captivate Parent Handbook, as each parent or guardian will be held accountable for abiding by all policies and procedures outlined for Camp Captivate. Any questions or concerns may be made to the Community Programs department at 281-807-8900 or clubrewind@cfisd.net.



Camp Captivate Contact Information

Spillane Middle School
13403 Woods-Spillane Blvd
Cypress, TX 77429
281-213-1696
Program Hours: 6:30 am – 6:30 pm

Department Contact Information

Community Programs Department
(located in the Cy-Fair Annex)
22602 Northwest Freeway, Suite 1
Cypress, TX 77429
281-807-8900
Fax 281-517-6840
clubrewind@cfisd.net

Office hours: 7:30 a.m. – 4:00 p.m.



1. Write the Car Rider Number you received via email in the box on the other half of this sheet. Please make sure to write large enough to be visible to staff.
2. Fold this sheet in half and place it on the dashboard of your car so that it can be seen by camp staff.
3. Follow the route in green on the map. Once you have entered the school, you will form two lines for pickup.
4. After you have picked up your child, follow the route in red to exit the campus.

CAR RIDER INSTRUCTIONS



FOLD HERE



CAR RIDER NUMBER