

2019 SUMMER CAMP PARENT HANDBOOK

PROGRAM OVERVIEW

Club Rewind Summer Camp is designed to give parents and children a safe and engaging daycamp option, while providing a fun and engaging summer experience children will remember for years to come. Club Rewind Summer Camp is a licensed childcare program through the State of Texas Health and Human Services Commission - Child Care Licensing Division and meets or exceeds the standards set by the state.

CAMP INFORMATION & DATES

June 4 – August 2

2019 Club Rewind Summer Camps will be held at the following locations.



A. Robison Elementary

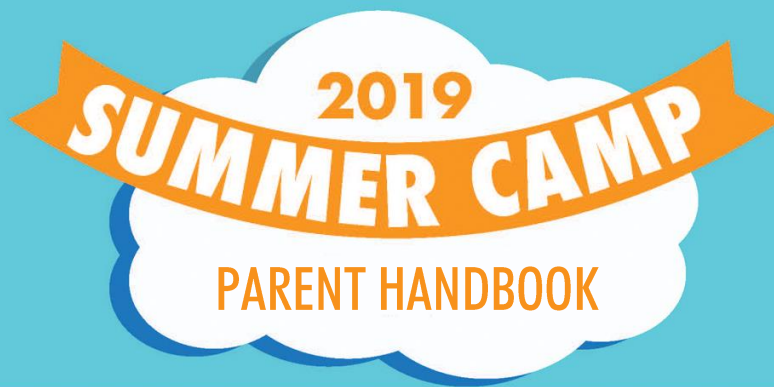
17100 Robison Woods Road, Cypress, TX 77429
Monday - Friday
6:30 a.m. - 6:30 p.m.
Grades
Incoming K-5



Matzke Elementary

10002 Mills Road, Houston, TX 77070
Monday - Friday
6:30 a.m. - 6:30 p.m.
Grades
Incoming K-8

***No Camp June 3, July 4, & July 5**



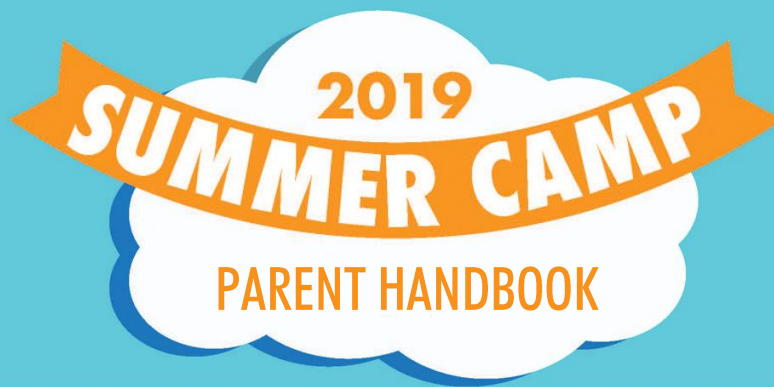
WEEK	CAMP DATES	THEME
WEEK 1 (4-DAY)	June 4 – June 7	Cruisin' into Camp
WEEK 2	June 10 – June 14	Goin' on Safari
WEEK 3	June 17 – June 21	Mission: Pets!
WEEK 4	June 24 – June 28	Space Jammin'
WEEK 5 (3-DAY)	July 1 – July 3	Stars and Stripes
WEEK 6	July 8 – July 12	The Outback
WEEK 7	July 15 – July 19	Glow Party!
WEEK 8	July 22 – July 26	GAME ON!
WEEK 9	July 29 – August 2	Aloha to Summer

ACTIVITIES OFFERED

Club Rewind Summer Camp offers a variety of activities to engage and educate children throughout the summer. Arts and crafts, team-building activities, indoor and outdoor games and STEM challenges are just a part of the weekly curriculum. Each week is theme-based with lessons specifically designed to build connections for children throughout the week.

FIELD TRIPS AND ON-CAMPUS EVENTS

Club Rewind Summer Camp provides off-campus field trips or on-campus events each week. All children in attendance are required to attend off-campus field trips. Should your child arrive after buses depart, the parent is responsible for making other arrangements for the day, as there is no staff on site once the buses have departed. If your child does not attend the field trip for any reason, there will be no adjustment to tuition. Children cannot be dropped off or picked-up at the field trip locations and parents are not allowed to attend. Your child will be provided with a t-shirt to wear on field trips. T-shirts must be worn in order to attend. If a child arrives on a field trip day without a t-shirt, a new shirt will be provided at a cost of \$10 which will be charged to your account.



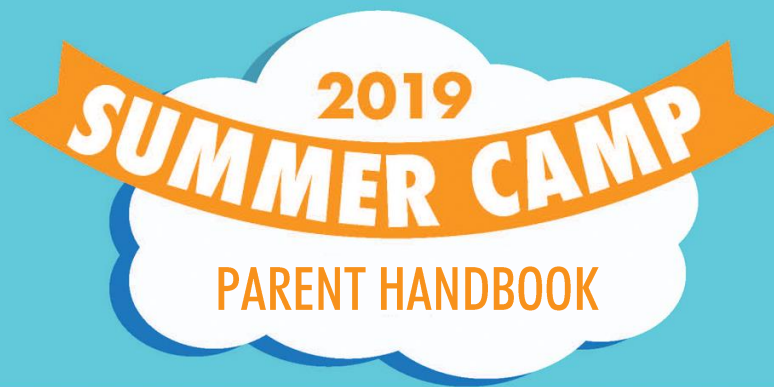
Date	A. Robison Elementary	Matzke Elementary
June 14	Science Resource Center (On-Campus)	Discovery Dome (On-Campus)
June 21	Cinemark Movie Theater	Cinemark Movie Theater
June 28	Discovery Dome (On-Campus)	Science Resource Center (On-Campus)
July 12	Science Resource Center (On-Campus)	Field Day (On-Campus)
July 19	GlowZone	GlowZone
July 26	Field Day (On-Campus)	Science Resource Center (On-Campus)

WATER ACTIVITIES

During some daily activities (i.e. sponge relays) and on-campus events (i.e. field day), water activities may take place. As part of the enrollment process you are asked to give permission for your child to participate in any water activities. Swimming is not part of the Club Rewind Summer Camp program.

TRANSPORTATION

Transportation is provided to and from off-campus field trips. Children are grouped by age and supervised on the bus at all times by Club Rewind Summer Camp staff members. Buses are driven by trained and licensed CFISD bus drivers. All Club Rewind Summer Camp behavior expectations and consequences are enforced while children are on the bus.



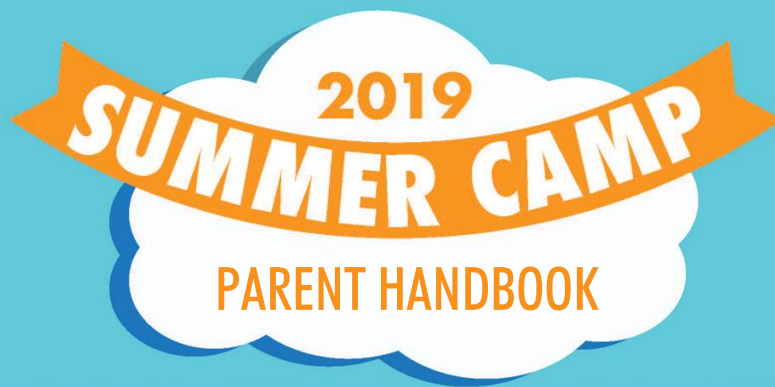
MEALS AND SNACKS

Children enrolled in Club Rewind Summer Camp are provided a morning and afternoon snack. Children arriving before 7:30 a.m. will be provided a light breakfast. All children will need to bring a lunch from home that does not require refrigeration or heating. If a student forgets their lunch, an Uh-Oh lunch will be provided at a cost of \$8 which will be charged to your account.

ENROLLMENT PROCEDURES

Space is limited and availability is on a first come, first served basis. The registration for each week closes the Sunday two weeks prior to the week's start date, as indicated below.

WEEK	CAMP DATES	REGISTRATION DEADLINE	CANCELLATION DEADLINE
WEEK 1 (4-DAY)	June 4 – June 7	May 19, 2019	May 26, 2019
WEEK 2	June 10 – June 14	May 26, 2019	June 2, 2019
WEEK 3	June 17 – June 21	June 2, 2019	June 9, 2019
WEEK 4	June 24 – June 28	June 9, 2019	June 16, 2019
WEEK 5 (3-DAY)	July 1 – July 3	June 16, 2019	June 23, 2019
WEEK 6	July 8 – July 12	June 23, 2019	June 30, 2019
WEEK 7	July 15 – July 19	June 30, 2019	July 7, 2019
WEEK 8	July 22 – July 26	July 7, 2019	July 14, 2019
WEEK 9	July 29 – August 2	July 14, 2019	July 21, 2019



TUITION RATES & FEES

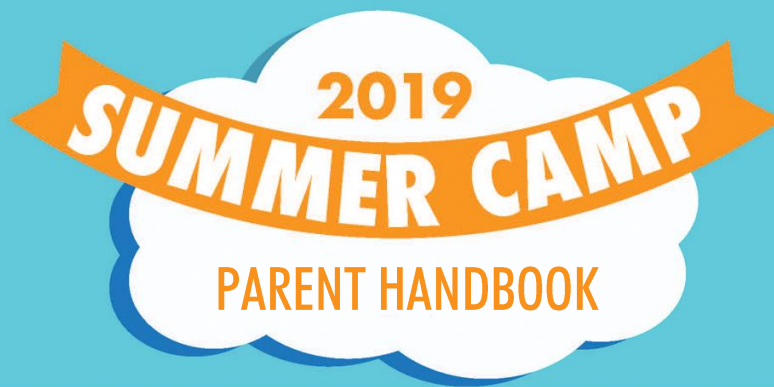
REGISTRATION FEE - \$25 Per Child (Non-Refundable)

WEEKLY RATES	5-DAY WEEK	4-DAY WEEK (JUNE 4 – JUNE 7)	3-DAY WEEK (JULY 1 – JULY 3)
CAMP RATE	\$165	\$132	\$99
CFISD EMPLOYEE RATE	\$145	\$116	\$87
FREE & REDUCED LUNCH RATE	\$125	\$100	\$75

* To qualify for discounted tuition rates you must be either a current CFISD employee or your child must have been approved by CFISD or another school district for free or reduced lunch during the 2018-2019 school year.

OTHER FEES

UH-OH LUNCH	\$8
EXTRA T-SHIRTS	\$10
LATE PICKUP FEE	\$1 per minute
RETURNED PAYMENT FEE	\$35
E-CHECK PROCESSING FEE	\$1 per transaction
CREDIT CARD PROCESSING FEE	\$2.50 per transaction



LATE REGISTRATION & ONSITE REGISTRATION

After the registration deadline, space permitting, late registration will open online. Late registration will end the Sunday one week prior to the start of the camp week. Tuition for late registration is \$200/week regardless of discount eligibility. Payment for late registration is due at the time of registration. After online late registration closes, if there is still space available, onsite registration will be available the first day of each camp week. Tuition for onsite registration is \$225/week regardless of discount eligibility. Credit and debit cards are the only forms of payment accepted for onsite registration. Late and onsite registrations are non-refundable/non-transferable.

PAYMENT OPTIONS

Payments are made online via electronic check (\$1.00 Processing Fee) or credit/debit card (\$2.50 Processing Fee) through the Club Rewind Parent Portal at www.ezchildtrack.com/cfisclubrewind/parent. If you are enrolled in automatic payments, payments for summer camp are deducted on the payment due dates as outlined on Page 7.

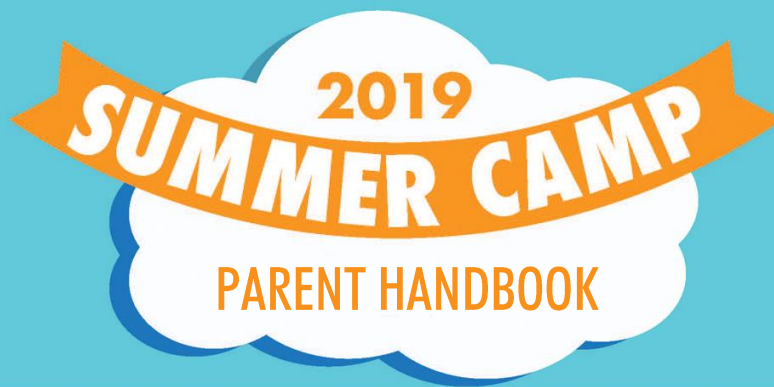
If you are unable to pay online we accept payments in the form of money orders in person at the Community Programs office located at:

22602 Northwest Fwy, Suite 1
Cypress, Texas 77429

INVOICES

Invoices for each summer camp week generate in the EZChildTrack system two weeks prior to the camp start date. All payments are due the 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.

In the event a payment is returned for any reason, your account will be charged a \$35.00 returned payment fee. The account will be placed in suspension, and your child will not be able to attend camp, until the account balance has been paid.



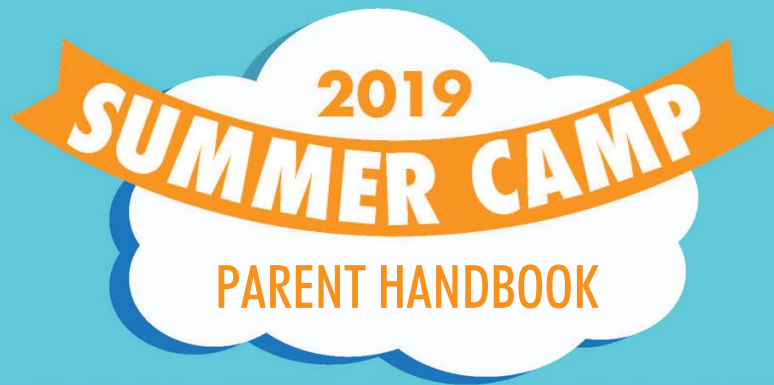
BILLING & DUE DATE INFORMATION

WEEK	CAMP DATES	BILLING DATE	PAYMENT DUE
WEEK 1 (4-DAY)	June 4 – June 7	May 20, 2019	May 26, 2019
WEEK 2	June 10 – June 14	May 27, 2019	June 2, 2019
WEEK 3	June 17 – June 21	June 3, 2019	June 9, 2019
WEEK 4	June 24 – June 28	June 10, 2019	June 16, 2019
WEEK 5 (3-DAY)	July 1 – July 3	June 17, 2019	June 23, 2019
WEEK 6	July 8 – July 12	June 24, 2019	June 30, 2019
WEEK 7	July 15 – July 19	July 1, 2019	July 7, 2019
WEEK 8	July 22 – July 26	July 8, 2019	July 14, 2019
WEEK 9	July 29 – August 2	July 15, 2019	July 21, 2019

CANCELLATIONS

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 and the week you wish to cancel. The \$25 registration fee 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.

WEEK	CAMP DATES	REGISTRATION DEADLINE	CANCELLATION DEADLINE
WEEK 1 (4-DAY)	June 4 – June 7	May 19, 2019	May 26, 2019
WEEK 2	June 10 – June 14	May 26, 2019	June 2, 2019
WEEK 3	June 17 – June 21	June 2, 2019	June 9, 2019
WEEK 4	June 24 – June 28	June 9, 2019	June 16, 2019
WEEK 5 (3-DAY)	July 1 – July 3	June 16, 2019	June 23, 2019
WEEK 6	July 8 – July 12	June 23, 2019	June 30, 2019
WEEK 7	July 15 – July 19	June 30, 2019	July 7, 2019
WEEK 8	July 22 – July 26	July 7, 2019	July 14, 2019
WEEK 9	July 29 – August 2	July 14, 2019	July 21, 2019



LATE PICK-UP

Club Rewind Summer Camp operates from 6:30 a.m. until 6:30 p.m. Children may not be dropped off prior to 6:30 a.m. in the morning. Parents arriving after 6:30 p.m. according to the school clock will be charged a \$1.00 per minute per child late pick up fee regardless of the reason for the late pickup. Multiple late pickups over the course of the summer, or late pickups of 30 minutes or more, could result in your child being removed from the program.

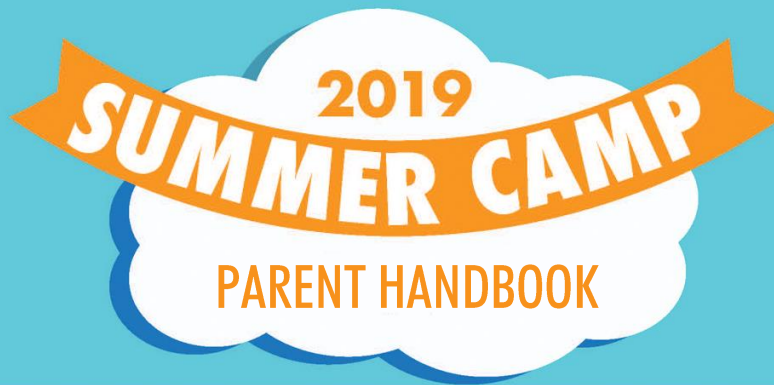
ARRIVAL, DEPARTURE AND RELEASE PROCEDURES

The parent enrolling the child in Club Rewind is the primary account holder and has the right to authorize or restrict individuals for pick up from the program. Updates to your account must be made online.

Parents/guardians should provide official court orders indicating custody terms and days/times of possession or visitation to help the staff determine who may sign out the child each day. Such documents must be signed by a judge and emailed to communityprograms@cfisd.net. All individuals authorized to pick up the child must be entered in the EZChildTrack system by the primary account holder. Each person must have an identification number (i.e. driver's license) and a phone number in the system. Staff members will not release the child to a person who is not an authorized person in the EZChildTrack system.

Per state licensing standards, the name, address, and telephone number of another responsible individual (friend or relative) must be listed as an emergency contact when the parent(s) cannot be reached. In addition, at least one other person besides the parent(s) must be designated to release the child to in case of an emergency.

Authorized persons may pick up children at any time once the program starts, using the main doors of the school. Parents must ring the bell at the main entrance of the campus and await entrance by the clerk. All authorized persons must enter their unique pin number in order to pick up a child. Pin numbers must be created in the EZChildTrack system by the primary account holder for any person who is authorized to pick up the child. This allows us to document who checked out the child each day.



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

DISCIPLINE AND GUIDANCE PROCEDURES

Club Rewind Summer Camp Guidelines for behavior include:

Always Try Your Best

Make Good Choices

Be Considerate and Respectful

Stay in Control

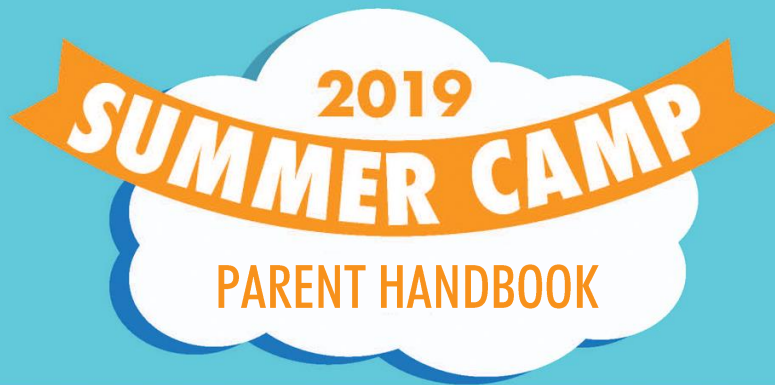
Have a Positive Purpose

Club Rewind Summer Camp staff members are trained in positive strategies for encouraging and reinforcing appropriate 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 and needs, parents will be contacted to discuss the concern. Staff members will utilize a variety of appropriate strategies 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 the program.

In the event a parent is contacted to pick-up his/her child due to inappropriate behavior, the parent must make arrangements to pick up the child as soon as possible, as Club Rewind does not have an "in-school suspension" area or staff to provide one-on-one supervision.

A child who is suspended from Club Rewind Summer Camp may not attend the program on the day(s) he/she is suspended and parents must make other arrangements for their child's care. If a child is suspended, parents will be contacted to pick-up the child from the program. Temporary suspension from the program may be from one to three days or indefinitely, pending a meeting with the parent. Refunds are not given for days missed due to suspension.



In the event of severe or ongoing concerns, a meeting with a Club Rewind program administrator will be held to discuss permanent suspension from the summer program. In addition, if a child's needs are greater than can be met without fundamentally altering the program, Club Rewind Summer Camp may not be a suitable option for summer care.

Any situation that occurs regarding behavior during Club Rewind Summer Camp is handled according to Club Rewind procedures and policies. Club Rewind notifies the CFISD police department in the event a law is broken during the program.

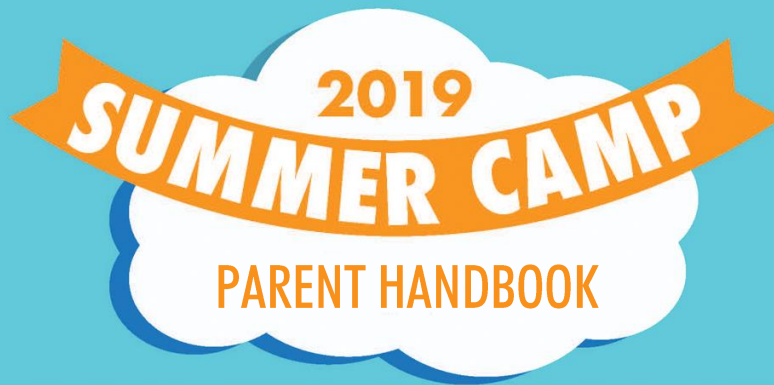
To respect and maintain confidentiality, Club Rewind Summer Camp staff members may only discuss your child with you and they may not discuss information about children with you.

VACCINATIONS

Children attending Club Rewind summer camp must have all vaccinations required for enrollment in public schools or be eligible for an exemption.

Club Rewind recognizes a child's immunization information is kept current at the school and it is not necessary to duplicate these immunization records for the summer camp program. If a child is enrolled in summer camp and attends school in another school district, immunization records are required. Immunization records are also required for incoming kindergarten children who have not yet enrolled for the fall semester.

Club Rewind Summer Camp staff members over the age of 18 are required to be current on all vaccinations recommended by the CDC for adults ages 19 and older, with the exception of the influenza and HPV vaccines. These vaccines include MMR, Tdap, and Varicella. Any employee under the age of 19 is required to be current on all vaccines required for public school enrollment. In addition, staff members are required to stay current with required vaccines as a condition of employment. Exceptions are made for individuals that have had a previous infection, making the vaccines unnecessary and for employees that are eligible for an exemption.

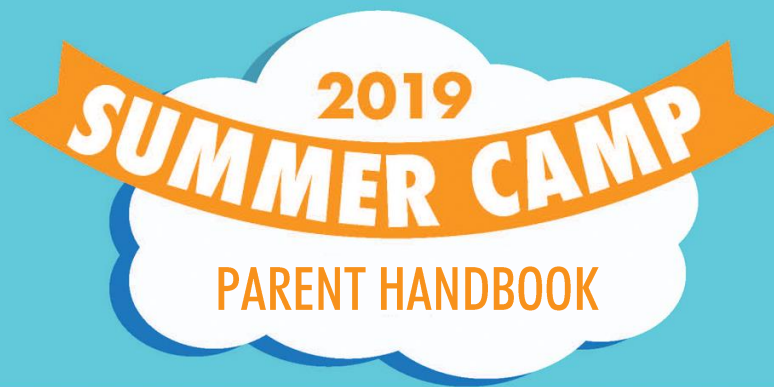


HEALTH/SAFETY GUIDELINES, ILLNESS AND EXCLUSION

Parents may be called in the event a child becomes sick and is not able to participate in the 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. For the protection of all children in the program, children must be "symptom free" for 24 hours before returning to the Club Rewind Summer Camp program. A child may be separated from other children and parents called for one or more of the following symptoms:

- The illness prevents the child from participating comfortably in the operation activities including outdoor play;
- The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;
- The child has one of the following (unless a medical evaluation by a health-care professional indicates that you can include the child in your operation's activities):
- An oral temperature above 101 degrees that is accompanied by behavior changes or other signs or symptoms of illness;
- A tympanic (ear) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness;
- An axillary (armpit) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness; or
- Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or
- A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

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 receive first aid training upon hire and CPR/AED training within 90 days of employment. 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, and be unable to clean him/herself or change clothes independently, parents will be contacted to come and pick-up the child immediately. Parents are encouraged to send an extra set of clothes in the child's backpack to provide them with a change of clothing in the event it is needed. Should a child soil him/herself multiple times during the program, a meeting with a program administrator will be held to determine if the child's needs are greater than can be met within our staff-to-child ratio. If Club Rewind is deemed to be an unsuitable option for summer care, your child may be removed from the program. Refunds will not be given for days missed due to removal from the program.

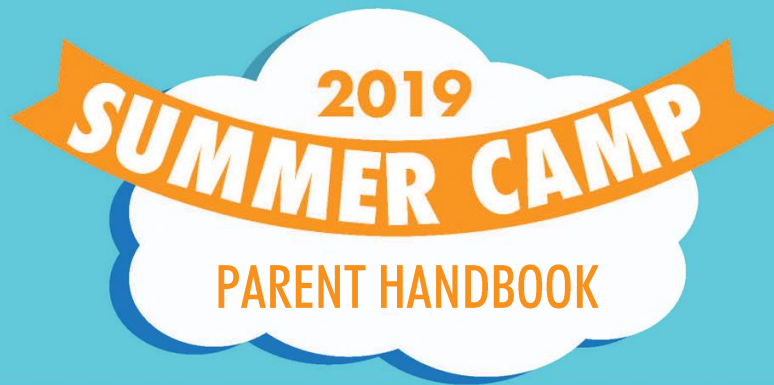
MEDICATION POLICY

Club Rewind Summer Camp does not maintain a school nurse or other healthcare professional on staff. Medication will be administered during camp hours by Club Rewind Summer Camp staff members.

Each summer camp location employs staff members trained in the administration of medication. If a child requires medication to be administered during camp hours, or has emergency medication of any kind, a "Request for Administering Medication" form must be completed. This form is available online at the time of registration and can be uploaded to the child's account. The form can also be completed at the summer camp location. The form must be completed in its entirety before medication can be administered and medication should be given to the Program Clerk by the parent. Children are not permitted to deliver or pick up medication.

All medications administered at Club Rewind Summer Camp will be given per board policy and in accordance with the Minimum Standards for School-Age and Before or After-School Programs.

Prescription medications must be in the original container with the child's name and dosage. Prescription medications will be administered per the instructions on the pre-printed label.



Over-the-counter medications will only be given on a temporary basis and the parent's directions must match the instructions on the medication's label. We do not administer herbal or dietary supplements. Over-the-counter medications must be in the original, unopened/sealed, container. Over-the-counter medications will be administered per the instructions on the label unless accompanied by doctor's orders indicating different instructions.

We are unable to administer or store medications that need refrigeration, as we do not have secure access to a refrigerator and cannot share the school nurse's office. Original labels must be intact on all medications.

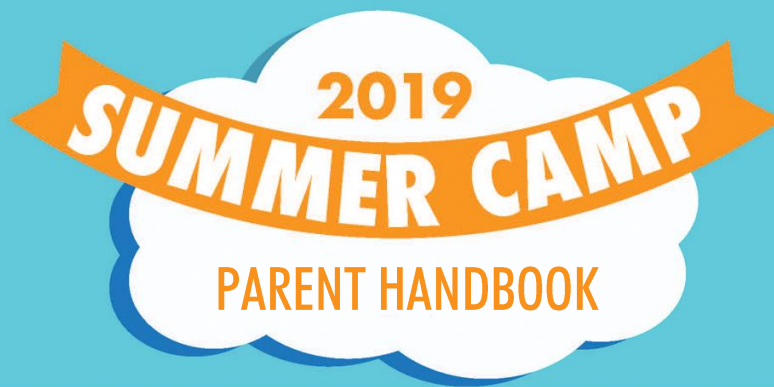
Should a parent want a child to utilize sunscreen or insect repellent during camp hours the parent may provide the product, along with written permission and instructions on when they would like the product applied. Children may apply their own lotion or wipes under the supervision of a staff member with written permission from the parent. If a parent wants a staff member to apply the sunscreen or insect repellent, we ask the parent specify so in writing and provide spray sunscreen and insect repellent. Staff members will not apply lotion or wipes to children.

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.

ACCIDENT OR MEDICAL EMERGENCY

Our number one priority is the safety of the children. In the event a child requires medical attention; the parent will be contacted immediately. For this reason, it is imperative that parents update telephone numbers and addresses as soon as possible when there is a change. If the parent(s) or emergency contact(s) cannot be reached, the summer camp staff members have the authority to seek medical attention for a child at the parent's expense.

If the situation is a medical emergency a program staff member will call 911 immediately. The parent(s) will assume costs associated with emergency care and transportation.



EMERGENCY PREPAREDNESS PLAN AND INCLEMENT WEATHER

Club Rewind Summer Camp employees are trained in basic emergency procedures and follow CFISD procedures for handling a crisis. Monthly fire, shelter-in-place and inclement weather drills are conducted at each camp location. An emergency preparedness plan is kept onsite should a parent wish to review it.

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.

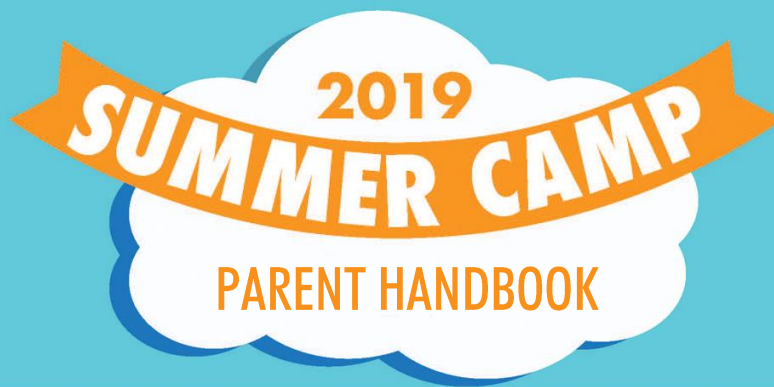
In the case of inclement weather, Club Rewind may close. If the weather begins to worsen throughout the day and road conditions are poor, we ask that you pick your child up as soon as possible. This will allow children, as well as Club Rewind staff members to get home safely.

In the event of an unexpected closure, for any reason, tuition for the days the program is closed is non-refundable.

PARENTAL COMMUNICATION

Open communication is essential for the success of your child's summer camp experience. Please check daily for posted notices, fliers and other information. A Coordinator and/or General Manager is available to speak with you and answer any questions at drop-off or pick-up each day. If a parent would like to schedule a conference to discuss questions or concerns about the policies and procedures of the operation they may call the campus or schedule a meeting with the Coordinator or General Manager at drop off or pickup.

Should there be any changes, additions or deletions to our guidelines or policies, parents will be notified in writing and asked to acknowledge they understand the change.



VISITORS AND VOLUNTEERS

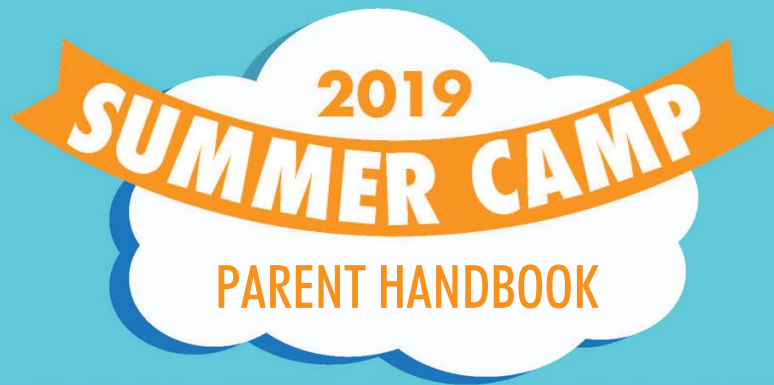
Parents are welcome to visit the summer camp program at any time. Upon arrival parents must sign-in and be escorted into the program. The visit will be structured as a tour of the program in order for the parent to observe the activities and programming areas of the camp. Parents are not permitted to participate in the camp activities.

Visitors who do not have a child currently enrolled in the camp must schedule an appointment with the Coordinator in order to tour the program.

Club Rewind Summer Camp does not utilize volunteers, including parent volunteers, on campus or during field trips. Exceptions to the volunteer guideline may be made for high school students wishing to volunteer to earn volunteer hours for a group or organization. In this case volunteers will be supervised at all times and never be left alone with a child or group of children. In addition, volunteers must meet all licensing requirements in order to be present at the campus.

ANIMALS

No animals are present at the summer camp location on a regular basis. The Cypress-Fairbanks ISD Science Resource Center (SRC) will be on campus twice throughout the summer conducting activities, including educational sessions involving live animals. All animals cared for at the SRC are current on vaccinations. Pets are not permitted in the building at any time. Service animals are always welcome.



TEXAS DEPARTMENT OF HEALTH AND HUMAN SERVICES – CHILD CARE LICENSING

Club Rewind Summer Camp is licensed through the Texas Department of Health and Human Services – Child Care Licensing Division. A copy of the Minimum Standards for School-Age and Before or After-School Programs is available at the summer camp site or online at <https://hhs.texas.gov> for your review. You may also request a copy of these standards from your local child care licensing office. The HHS website also has additional information about child care operations and requirements in the state of Texas. The local office for child care licensing is located at:

9702 Bissonnet
Houston, TX 77036
713-940-3309

The operations most recent licensing report is available for your review at the summer camp location.

CHILD MALTREATMENT AND NEGLECT

All Club Rewind staff members are trained in recognizing, reporting and preventing child maltreatment 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.

Any person who has a suspicion that a child is being abused or neglected can file a report by calling the Texas Abuse and Neglect Hotline at 1-800-252-5400 or online at www.txabusehotline.org.