



2021 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 summer experience that 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 8 – July 30 **(No Camp on June 7 & July 5)**

2021 Club Rewind Summer Camps will be held at the following locations.

<p>Arnold Middle School</p>	<p>Matzke Elementary School</p>
<p>11111 Telge Rd, Cypress, TX 77429</p>	<p>10002 Mills Road, Houston, TX 77070</p>
<p>Monday - Friday 6:30 a.m. - 6:30 p.m.</p>	<p>Monday - Friday 6:30 a.m. - 6:30 p.m.</p>
<p>Grades Incoming K-8</p>	<p>Grades Incoming K-8</p>
<p>281-897-4472</p>	<p>281-897-4460</p>



CAMP THEMES

WEEK	CAMP DATES	THEME
WEEK 1 (4-DAY)	June 8 – June 11	Ahoy Mates! Time to Set Sail for Summer Camp
WEEK 2	June 14 – June 18	Passport to Summer Camp- Let’s Travel the World!
WEEK 3	June 21 – June 25	Sports of All Sorts....the Ultimate Camp Experience!
WEEK 4	June 28 – July 2	Camp America the Beautiful! Say Can You See...all the Fun this Week!
WEEK 5 (4-DAY)	July 6 – July 9	Camp H ₂ O Woah! Wonders Under the Sea!
WEEK 6	July 12 – July 16	Super Hero Camp, Avengers Assemble!
WEEK 7	July 19 – July 23	There’s No Business Like Show Business! Rock the Red Carpet at Camp!
WEEK 8	July 26 – July 30	Aloha! Welcome to Hawaiian Island Camp...Your Adventure Awaits.

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.



ON-SITE SPECIAL ACTIVITES

Club Rewind Summer Camp provides special on-site activites each week.

DATE	Arnold Middle School	Matzke Elementary
June 11	Exotic Animal Virtual Tour	Exotic Animal Virtual Tour
June 18	Field Trip Around the World	Field Trip Around the World
June 25	Snapology	Snapology
July 2	Virtual Art Camp	Virtual Art Camp
July 9	Ceramic Painting	Ceramic Painting
July 16	Virtual Yuck Science	Virtual Yuck Science
July 23	Yuck Science On-Site	Yuck Science On-Site
July 30	Exotic Animal Virtual Tour	Exotic Animal Virtual Tour

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.



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. CFISD Nutrition Services will be providing lunch at each camp site at no additional charge. A menu will be provided for each week.

ENROLLMENT PROCEDURES

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

WEEK	CAMP DATES	REGISTRATION DEADLINE	CANCELLATION DEADLINE
WEEK 1 (4-DAY)	June 8 – June 11	May 23, 2021	May 30, 2021
WEEK 2	June 14 – June 18	May 30, 2021	June 6, 2021
WEEK 3	June 21 – June 25	June 6, 2021	June 13, 2021
WEEK 4	June 28 – July 2	June 13, 2021	June 20, 2021
WEEK 5 (4-DAY)	July 6 – July 9	June 20, 2021	June 27, 2021
WEEK 6	July 12 – July 16	June 27, 2021	July 4, 2021
WEEK 7	July 19 – July 23	July 4, 2021	July 11, 2021
WEEK 8	July 26 – July 30	July 11, 2021	July 18, 2021



TUITION RATES & FEES

REGISTRATION FEE - \$30 Per Child (Non-Refundable)

WEEKLY RATES	5-DAY WEEK	4-DAY WEEK*
CAMP RATE	\$165	\$132
CFISD EMPLOYEE RATE**	\$150	\$120
FREE & REDUCED LUNCH RATE**	\$135	\$108
LATE REGISTRATION RATE	\$200	\$160

* Weekly rates are based on the number of days in the camp week. The 4-Day weekly rate is **only** for the weeks of June 8 and July 6.

** To qualify for discounted tuition rates a parent must be either a current CFISD employee or your child must have qualified for free or reduced lunch during the 2020-2021 school year.

OTHER FEES

LATE PICKUP FEE	\$2 per minute per child
RETURNED PAYMENT FEE	\$35
E-CHECK PROCESSING FEE	\$1 per transaction
CREDIT CARD PROCESSING FEE	\$2.50 per transaction



LATE REGISTRATION

Late registration will open via the online system after the registration deadline, space permitting.. 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 non-refundable, non-transferable and is due at the time of registration.

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/cfisdclubrewind/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 payments may also be made 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 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 your child's enrollment for that week.

If a payment is returned for any reason, your account will be charged a \$35 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 8 – June 11	May 24, 2021	May 30, 2021
WEEK 2	June 14 – June 18	May 31, 2021	June 6, 2021
WEEK 3	June 21 – June 25	June 7, 2021	June 13, 2021
WEEK 4	June 28 – July 2	June 14, 2021	June 20, 2021
WEEK 5 (4-DAY)	July 6 – July 9	June 21, 2021	June 27, 2021
WEEK 6	July 12 – July 16	June 28, 2021	July 4, 2021
WEEK 7	July 19 – July 23	July 5, 2021	July 11, 2021
WEEK 8	July 26 – July 30	July 12, 2021	July 18, 2021

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 the designated camp week. Please remember to include your child's name and the week you wish to cancel. The \$30 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 8 – June 11	May 23, 2021	May 30, 2021
WEEK 2	June 14 – June 18	May 30, 2021	June 6, 2021
WEEK 3	June 21 – June 25	June 6, 2021	June 13, 2021
WEEK 4	June 28 – July 2	June 13, 2021	June 20, 2021
WEEK 5 (4-DAY)	July 6 – July 9	June 20, 2021	June 27, 2021
WEEK 6	July 12 – July 16	June 27, 2021	July 4, 2021
WEEK 7	July 19 – July 23	July 4, 2021	July 11, 2021
WEEK 8	July 26 – July 30	July 11, 2021	July 18, 2021



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 \$2.00 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 removal 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 to pick up from the program. Updates to your account must be made online. All individuals authorized to pick up the child must be entered into the EZChildTrack system by the primary account holder. Each person must have an identification number (i.e. driver's license number) 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.

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 to pick up a child. PINs 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.

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.

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 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 concerns regarding a child with a parent/guardian, and they may not discuss information about other 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 and must be provided by the parent/guardian. 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 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 if 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 him/her up. For the safety 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 operational 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, a 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.



If a child receives an injury to the head, eyes or ears during program hours, 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 may 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 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 case 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.

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 who are certified in first aid and CPR.

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 CFISD 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.

If a parent wants 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 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 to 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. If a child requires medical attention; the parent will be contacted immediately. For this reason, parents must 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 by calling 911 if deemed necessary..

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.

If there is a power outage during Club Rewind Summer Camp, 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 if power outage presents health or safety concerns.

In the case of inclement weather, the Summer Camp program 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.

PARENT 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 pick-up.

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 and other visitors are not permitted to enter the program at this time for the safety and security of our campers.

Club Rewind Summer Camp does not utilize volunteers, including parent volunteers, on-campus or during field trips.



ANIMALS

No animals are present at the summer camp location regularly. 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 campsite 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:

1330 E. 40th Street
Houston, TX 77022
713-287-3238

The operation's 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.