



POLICY AND PROCEDURE AGREEMENT

Dear Families,

This policy statement and agreement contained herein was written in an effort to better acquaint you with Summer Camps at Win Kids, our goals, and our commitment to the families we serve.

This agreement is entered into by the Parents or Legal Guardian and Camps at Win Kids, and will be enforced until the agreement changes or the child is no longer enrolled. The terms and conditions are agreed to by all parties involved, and are subject to changes with prior written notification.

Purpose and Philosophy

Summer Camp at Win Kids is dedicated to providing a warm and inviting atmosphere that allows children to develop at their own pace. We believe that children need to have a positive self-image. We foster that image, along with their developmental growth in the areas of intellectual, social, physical and emotional skills, through a variety of group activities, individual play, and quiet periods. Our program makes use of many play and learning materials that help the children gain confidence in their abilities to do and make things. At Summer Camp, we are parent-friendly. We welcome parent visits anytime during our hours of operation to observe your child from outside the classroom or gym. Additionally, we seriously consider all parent suggestions and comments.

Age Grouping and Group Size

Summer Camp at Win Kids provides a Mother's Day Out style program for children ages 2-1/2 to 12 years. To enhance the quality of the care we provide, we have limited the number of children in each group and are following guidelines to maintain the staff/child ratios as set out by the licensing board.

Tuition

The registration and tuition fees are due at time of registration and prior to attending. NO REDUCTIONS are made for absences. We staff our facility based on the number of children enrolled, and for that reason we cannot give a refund of tuition if your child is absent.

Hours of Operation

Win Kids is open Monday – Thursday 7:30 AM – 8:30 PM, Friday 7:30 AM – 10:30 PM, Saturday 8:30 AM – 10:00 PM and Sunday 12:00 PM – 7:00 PM. Win Kids follows the school year schedule of Lewisville ISD and is closed on all of the same holidays. During the summer Win Kids is closed on Independence Day.

Inclement Weather

Any closing of our facility due to inclement weather, a natural disaster, or other such emergencies will be announced via email and text notification.

Health Policy

Each child enrolled must have an initial health examination not more than one year prior to and no later than 7 days after being admitted to Summer Camp at Win Kids and a follow up health examination at least once a year after admission. The health examination report should be signed and dated by a physician, physician assistant or health care provider.

Summer Camp at Win Kids requires each child to be current with their immunizations, or have a signed immunization waiver. This should be on file by the first day of attendance. As your child receives additional immunizations, please remember to provide Win Kids updated documentation. In all cases the child's confidentiality is protected.

Illnesses

We are under very strict guidelines with regards to disease control, hence there may be times we are either forced to send an ill child home, or not accept an ill child into care. For that reason, parents would be wise to have a plan for alternate care. If a child becomes ill at the center, we will do everything possible to comfort them until the parent or emergency contact person arrives to take the child home. The child will have to be isolated from the other children.

Summer Camp will not accept a child for care if any of the following symptoms are present or have been present within the last 24 hours.

- Fever over 100
- Runny nose that is green or yellow
- Conjunctivitis (pink eye)
- Flu
- Unusual rash
- Severe cough
- Rapid or labored breathing
- Severe cold
- Vomiting
- Yellowish skin or eyes
- Diarrhea
- Head lice
- Contagious illness of any sort that results in the child being too ill to participate in daily activities

The child may return to camp 24 hours after his or her temperature has returned to normal, 24 hours after the child is no longer vomiting, or 24 to 48 hours (depending on the illness) after the first dose of an antibiotic. If the child receives an antibiotic for an ear infection, he or she may return to school immediately if he or she has been free of other symptoms mentioned for at least 24 hours. Teachers and administrators are subject to generally the same wellness guidelines as its students.

Communicable Disease Policy

Summer Camp will not accept a child for care if he or she has a communicable disease of any sort (e.g., chicken pox), or if any of the symptoms discussed earlier are present or have been present within the last 24 hours. A doctor's release must be provided for a child to return to the program after experiencing a communicable disease.

Parents will be notified of contagious diseases affecting the children at the center. A child with a communicable disease will NOT be readmitted into care until the period of contamination has passed or until the child has fully recovered from his/her illness.

Medication Policy

If your child is on medication that needs to be administered while he or she is at Summer Camp, the medicine must be in the original container and labeled with the child's name, doctor's name, the name of the medication, dosage, expiration date, and when the medicine is to be given. A Medication Permission form must be filled out and signed, giving Win Kids permission to give the medication to your child. Your child's teacher will be responsible for dispensing the medicine, and you must discuss any medications with the teacher and director directly, to make certain there is no confusion about dispensing the medication. This is particularly true if your child has a substitute teacher for the day. Medication will be administered at the time you specify and a written record kept.

Emergencies

Emergency telephone numbers are posted at each telephone, as are the emergency evacuation plans. Parents are requested to review these plans.

In the event of a serious accident or illness, the parent will be contacted immediately. If the parent is not available, we will notify the emergency contact person of the problem. Parents must fill out an Authorization for Emergency Medical Care Permission Form, which will allow Win Kids to seek emergency aid for their child.

The teaching staff is trained in the usage of infant/pediatric CPR and First Aid. Any child who received a minor cut or bruise will be tended to by first aid certified personnel. A report of such accident will be filled out by the staff member in attendance, and one copy of the report will go to the parent and one copy will be placed in the injured child's file.

Child Guidance Policy

The staff at Win Kids believe that children need guidance, understanding, and a few easy-to-follow rules in order to learn appropriate behavior. It is our policy to help children learn appropriate behavior by establishing clear limits, and explaining those limits in a positive way when it is necessary for a child to understand why the limit is there. We also believe very strongly in managing a child's behavior by using preventative techniques before behaviors become problematic.

Active and happy camps are the keys to a good early childhood education. Win Kids teachers plan and implement stimulating learning programs designed to keep children challenged and constructively active. Our main goal is to stress the importance of respect: both for other people and for material possessions.

1. The teacher assesses the child's immediate needs, and attempts to satisfy them.
2. The teacher uses playful distraction to interrupt disruptive behavior.
3. The teacher talks with the child, explains the problem, clarifies our expectations, and redirects the child to an alternative activity.
4. The teacher moves the child away from the sticky situation in order to discontinue the behavior and gives a brief explanation.
5. If the child's behavior is out of control to the extent that he/she cannot stand or sit independently, the teacher will assist the child in calming down, either by standing behind the child and resting their hands on the child's shoulders or by holding the child on her lap.
6. In extreme cases, when the child is so out of control that he or she disrupts the classroom activities, the teacher will take the child to the office. We will work with the child to help him or her regain composure, and help the child understand why they are acting out. We will work together to discover the underlying trigger, and work to discover better ways to correct the problem.
7. If a child becomes a disciplinary problem by repeatedly committing the same offense, teacher and parents will work with the child to resolve the situation. In extreme cases, the child's enrollment may be reassessed.

Releasing a Child from Care

Unless we are instructed in writing to do otherwise, Win Kids will only release a child to the child's parents, or any other guardian to whom the parent, by way of written authorization, allows us to release the child.

Children will only be released to a designated person after verification of identification. We reserve the right to keep a child at the center if we are not completely certain about any person who has come to pick up the child. The parents will be contacted immediately if this happens. For the safety of the child, we will also not release a child to a parent/guardian who appears intoxicated or who does not have the proper child restraint seats in their vehicle.

Things to Bring

Parents must provide an entire change of clothing (pants, top, underwear, socks) each day for the use in the event of spills or soiling. Please mark each item with the child's name and check daily for clothing in need of laundering. If your child needs a change of clothing and none is found in the child's cubby, you will be called and asked to bring a set.

Children should arrive dressed and ready for hands on learning. We like to have fun while we learn, and that involves play and lots of messy activities. Make sure that your child is dressed appropriately. Please don't dress your child in nice clothing and expect them to remain spotless. Clothes should be comfortable and seasonably appropriate for play.

If a child requires medications of any sort, parents must make arrangements with the child's teacher. Children are not allowed to self-medicate, and should not bring any medicines with them.

Parents must provide a snack for the morning and afternoon, as well as a lunch each day as well as a refillable water bottle with the child's name on it. Lunch can be ordered from Jason's Deli through Win Kids. Parent must make arrangements and fill out a written notice of these arrangement in advance. Charges acquired from ordered lunches will be billed to the card on file. If a child does not have a snack or a lunch, parents will be notified immediately and asked to bring one. Parent can leave money for their child to purchase a snack from the Win Kids Snack Shack. If the child has any dietary restrictions, the parent must inform the teacher and the front desk.

During Splash Camp weeks parents must bring their child in a swim suit with sunscreen already applied with extra sunscreen packed in their bag for reapplication. Parents will also need to pack a towel and a change of clothes. If the child does not have extra sunscreen for reapplication, they will be provided with Banana Boat spray on sunscreen.

Swimming at Emler

Students are taken to Emler Swim School on Tuesdays and Thursdays for 1 hour in the afternoon every week during the summer. Parents must fill out a waiver for Emler online prior to camp releasing their child to swim. A swim test will be conducted by the Emler lifeguards and if the child does not meet the requirements, they will be provided at life jacket that they are required to wear the entire time campers are in the pool.

Trial Period

Because we are dedicated to providing only quality care, and because we care deeply for all children, there may be times, unfortunately, when the care we provide is not suitable for certain children or families. Therefore, we must be very stringent in imposing a trial period of three weeks, after which, if we deem the care inappropriate for the child for whatever reasons, we will decline from providing the care. If, regrettably, we must decline the provision of care, we will do what we can to help the parents find alternate care. However, the responsibility of finding alternate care rests solely with the parents.

Guardian Rights

As the parent or guardian of a child enrolled in Summer Camps at Win Kids you have the right to request and review a copy of Win Kids' most recent licensing inspection report. You may also review the minimum standards online by visiting the following link:

https://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/default.asp.

You may contact the local licensing office by going to https://www.dfps.state.tx.us/Child_Care/, access the Texas Abuse and Neglect Hotline by calling 1-800-252-5400 and access the HHSC website by going to <https://www.hhs.texas.gov/>.

Parental Notification

If there are any updates about our program, we will inform you immediately via email and text notification. Should parents or guardians have any questions, contact the front desk at Win Kids (972-355-9988) and ask to speak to a Manager. You may also email info@winkids.net.

Emergency Preparedness Plan

Emergency Preparedness Plans are available for review upon request at the front desk.

CAMP POLICIES AND PROCEDURES

PLEASE SIGN BELOW AND RETURN THIS PAGE WITH YOUR CAMP PAPERWORK.

I have read the foregoing information and understand the terms of enrollment. These policies are subject to change. Parents will be notified promptly in case of an amendment to the policies outlined above.

Failure to comply with the Policy and Procedure Agreement can result in dismissal of your child from Summer Camp at Win Kids.

Parent Signature _____

Date _____