



3211 Fry Rd. Katy, TX 77449 281-492-2411
www.akasportscamp.com

Katy's BEST Before & After School Sports Camp and Summer Camp
"Your Daycare Alternative"

PARENT HANDBOOK

AKA is *THE alternative* to daycare for your child. Specifically designed for active children in grades K - 5 (or age five through thirteen for Summer Camp). We believe that fitness and fun are a healthier and more appealing option than what is offered at your average daycare facility. Our philosophy at **AKA** is to use Christian and Martial Arts values to help improve attitude, health, coordination, concentration, discipline, confidence, and awareness your child can lead a happy, healthy and productive life. At **AKA**, children can earn their Black Belt in Tae Kwon Do while learning courtesy, integrity, perseverance and self-control. One of the main objectives of each student is to understand that Respect is an imperative element in the achievement of their goal.

At **AKA**, we not only have our frequent field trips (during school holidays and Summer Camp), but we also provide an active and entertaining atmosphere at our facility.

Some of our activities & field trips include:

Bible Study	Indoor & Outdoor
Homework Club	Rock Walls
Tae Kwon Do	Arts & Crafts
Park visits	Museum visits
Dodgeball	Swimming
Skating	Bowling
Cookouts	10,000 Sq Ft.
Sports	Facility
(Basketball, Football, Volleyball & more!)	2½ Acre outdoor play area



Did you know?

- We have activities for each age group - even on rainy days.
- Our Summer Camp includes 3-4 field trips per week.
- We offer optional Tae Kwon Do classes with our Before & After School program (*for an additional weekly fee*)

AKA is a state-licensed facility dedicated to providing the highest quality of care services for your family. You may ask to see the Minimum Standards for Childcare, which is kept at the Front Desk. Our most recent inspection reports are on the bulletin board in the Lobby, as well as our Emergency Procedures. Our local DFPS office phone # is 713-940-3009, and their website is www.dfps.state.tx.us. The Abuse Hotline number is 1-800-252-5400.

**** WE ARE REQUIRED BY LAW TO REPORT SUSPECTED CHILD ABUSE OR NEGLECT. ****

Your Director is required to complete at least 30 clock hours, and other staff are required to obtain at least 24 clock hours of childcare training *each year*, including annual training on identifying and reporting child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect.

GENERAL POLICIES AND PROCEDURES FOR ALL STUDENTS

Described below are the basic policies necessary for us to manage the center in which your child is enrolled. Please read the following agreement and discuss any questions you may have with your Director. Your signature on the enrollment form will signify that you understand and accept these policies. Any changes will be as an “amendment”, until we update the handbook, usually each fall. Parents will be required to sign each amendment, and a copy will be placed in the child’s record. Changes to our policies will be posted in the lobby and in our newsletter.

*****ENROLLMENT:** Enrollment forms must be completely filled out, including all emergency information, health and medical information, physician or hospital location and phone numbers. This information is required by the state. You may pick up the forms at the front desk or download them from our website at www.akasportscamp.com. We must have complete original enrollment forms before we can accept your child into the facility.

Immunization Records – If your child is enrolled in either of the school districts that we service, and their immunization records are on file at that school, we do not need a copy. You will just need to initial the appropriate section of the enrollment form. If the child does not attend public school, you will need to have Physician’s Statement filled out and returned to AKA.

******At this time, we do not require our Coaches to provide their immunizations record; nor do we require them to have specific vaccinations, i.e. flu shot. If the child does not attend public school, you will need to have Physician’s Statement filled out and returned to AKA.

AGE GROUPS: We have 3 different age groups, which are subject to change during Summer Camp:

A Group - 5 and 6 year olds

B Group - 7 , 8 and 9 year olds

C Group - 9 - 13 year olds

Your child will be placed in the group according to his or her age at the time of enrollment. When your child “ages up” to the next group, we reserve the right to keep your child in his or her assigned group if they do not show the maturity, discipline, or self-control needed to handle being in the older group. We also reserve the right to advance your child into the next group a little early if he or she shows maturity, discipline or self-control above their current group.

*****HOURS OF OPERATION:** For your convenience, the center is open from **6:00 a.m. – 7:00 p.m.** Monday through Friday, please **make sure your child is picked up no later than 7:00 p.m.** **

*****Drop-off Procedures:** The parent or guardian is required to sign in the child LEGIBLY when the child has entered our facility. **School year drop-off is no later than 7:15 a.m., and in summer no later than 9:00 a.m.** Entrance to our facility in the mornings will be at the back door. PLEASE DO NOT STOP, DROP, AND ROLL. The sign-in sheet is the official record of your child being in our facility. The sign-in sheet is used to make sure all children are accounted for if there is a fire or other emergency.

*****Pick-up Procedures:** Pick-up is in the front of the facility. Please have your ID available as we may have different staff at the front desk at any time. We will page your child to come to the front. Please be patient, as sometimes they are in the back field, or they are gathering their belongings. An **authorized** parent or guardian must legibly sign out all children. An authorized sibling, 18 and older, is allowed to pick up as long as ID is shown. The children will stop and wait for you at the glass partition door in the hallway. You will need to physically open the door for them and escort them out of the building. This is for the protection of your child, as we may have many Tae Kwon Do students and/or parents in our lobby during the evening, and we want the children separated from those not involved in the child care area of our facility.

Issues involving non-custodial parents must be addressed outside of American Kids Athletics. AKA staff will not be placed in the middle of custody issues. If there is an official change of custody arrangements, we must have a copy of the orders and a written directive detailing which days the non-custodial parent is authorized to pick up the child.

We will not accept a phone call stating that a non-custodial parent is no longer allowed to pick up a child.

This puts our staff in a potentially dangerous position as being the one who has to inform and then enforce this request. If you need another person to pick up your child, you must call ahead and provide us with the name of the person picking up your child and their driver's license number. Positive ID is required before allowing the child to be signed out. It is against AKA policy for our staff members to pick up your child or provide care during off hours. This is for the protection of all involved.

****If you are late picking up your child, there is a charge of \$10 for each 15-minute increment (or portion of), payable in CASH ONLY at the time of pick-up to the Coach on duty. * Although we do charge you a late pick-up fee, that fee is intended to be a deterrent – not an elective after-hours tuition supplement.***

Exceptions to the Late Pick-Up Fee will not be made, as our Staff Members must remain with your child beyond their normal work hours and must be paid for their time. AKA Reserves the right to terminate care for those who continually pick up late

AKA is not responsible for traffic, weather conditions, personal scheduling issues or other situations that may cause you to be late in picking up your child

The safety of your child is our first priority, therefore, if the person picking up your child appears to be under the influence of alcohol or other drugs or unable to drive safely, the following procedures will be implemented:

1. Child care staff will offer to call a taxi or another driver.
2. If the person/parent insists on driving with your child, the staff person will call 911 to report the concern and provide information to ensure the child arrives home safely.

***** TUITION IS DUE NO LATER THAN MONDAY EVENING.** If payment is not received by Monday evening, there will be a \$25 late fee added to the weekly tuition. If you cannot or will not pay your tuition on time, you have to contact us on Monday to make arrangements. **The enrolling parent is responsible for payment of tuition.** Child support or other "alternate week" payment issues are to be worked out between parents – AKA will not contact the "other" parent on your behalf in order to get tuition money, as there are many ways for each parent get the tuition paid. **We accept cash, debit/credit cards, personal checks, and PayPal payments.** During the school year and on holiday weeks (Christmas, Spring Break, etc.), **AKA does not offer "partial week" rates. If your child attends any part of the week, or misses some days, full tuition is still due.**

During the summer, if you sign up for part-time, your tuition rate will be for 2 days or less. If you sign up for full time, your tuition rate is for 3 days or more. You will be responsible for paying your weekly tuition whether or not your child attends every day. For those paying monthly or 1st/15th billing, you have 5 calendar days to make payment before the late fee is applied. This includes NCI parent co-payments.

There will be a **\$35** charge for each returned check. Two returned checks will result in your account being placed on "cash/credit only" status.

***A supplementary fee of **\$25** is charged for school children when they are at the center due to teacher workdays or any other single school holidays. This does not include any activity fee for field trips. If there is an activity fee, it will be passed on to the parent.

***A supplementary fee of **\$22** will be charged for early dismissal days, regardless of what time the child is picked up from AKA. This does not include any activity fee for field trips. If there is an activity fee, it will be passed on to the parent.

*** **Absences:** Anyone attending AKA at any time during the week will be paying the full regular or holiday fee. During the school year, ***one-half normal tuition is due for any full week your child is not here.*** After a student has missed 10 days of camp (with the exception of holiday weeks) with no communication from the parent, the student will be disenrolled, and will be required to pay the full registration fee (\$50 per child) before returning to AKA. ******A two-week notice of cancellation for your membership is required for refund of any advance tuition paid.*** *Registration fees are non – refundable

*** **Notification of Absence:** We maintain separate roll call sheets for the morning and afternoon bus runs. If your child will not be here in the morning only, it is not necessary to contact us. We will, however, be expecting your child in the afternoon unless you notify us that he or she will not be here. **You must call us by 2:30 if your child will not be coming to AKA in the afternoon.** Our drivers are on a tight schedule, and if the driver has to wait at the school and send the teacher to find out what happened to your child, it puts them behind getting to the next school, and late getting back to the facility. **We charge \$22 if your child is not there and you have not notified us.** You may leave a message if you call and get the voicemail, as we are not always available to answer the phone during the day. AKA reserves the right to terminate care for students whose parents continually neglect to call in absences.

*** **HOLIDAYS:** We do close for the following holidays:

- ◆ New Year's Day, Good Friday, Memorial Day, Independence Day, and Labor Day. Full tuition is due for these weeks.
- ◆ We will also be closed for Thanksgiving Day and the day after. **If your child will not be present for any Holiday week, only ½ normal tuition will be due (except Mornings Only students) – this is to guarantee your child's spot at AKA.** A special tuition rate will be charged for Spring Break, Thanksgiving Week, and the weeks the kids are out of school during the Christmas Break.
- ◆ We will be closed for Christmas and normally the day after. AKA may also be closed or close early on Christmas Eve and New Year's Eve, depending on which day Christmas and New Year's Day falls on. Any closures will be posted on the board in the lobby and in our monthly newsletter. A special tuition rate will be charged for these weeks.
- ◆ ***Lunch and snacks are required when the kids are here all day, unless notified otherwise.***

*** **Roll Call:** All students need to be at the school for roll call **no later than 7:00 a.m. (during the school year) or 9:00 AM (during Holidays and Summer Camp)** and must be picked up by 7:00 p.m. However, please monitor the schedule closely on student holidays and during summer, as we may have an early field trip.

*** **Toys and other Personal Items:** Due to the distracting and disruptive nature, we do not allow the students to have electronics at AKA. **If you feel your child MUST have a cell phone, it is to be turned OFF and kept in his or her backpack. If we see the student with it, we will confiscate it and return it to the parent at the end of the day.** Toys and other games are only allowed on "In-House" days, Fridays, and designated "AKA Fun Days" only. Please do not allow your child to bring these items on other days. Talk to them about being responsible with their belongings, and most importantly:

MAKE SURE YOUR CHILD'S NAME IS ON EVERYTHING! AKA STAFF IS NOT AND WILL NOT BE HELD RESPONSIBLE NOR WILL THERE BE ANY REIMBURSEMENT FOR LOST OR STOLEN ITEMS!

*** **Parent/Facility Communication:** All special notices and announcements will be posted in the lobby, sign-in area, and announced in the monthly newsletter. Occasional informational emails are sent, and we are also on Facebook, which is our quickest means of communication. Please search for American Kids Athletics and "Like" our page.

*** **Parent/Teacher Conferences:** Conferences can be scheduled for lengthy discussions; however, short conversations may be discussed with the appropriate staff member if they are available and can safely leave their group. Please call to make an appointment with our staff, if needed.

*** **Homework Club:** During the school year, at 4:30 – 5:15 Monday through Thursday, we make available time, space and opportunity for your child to do their homework. **It is your child's responsibility to go to homework club when it is announced.** We will have a Coach supervising homework club who can offer basic homework help, but we do not offer one-on-one tutoring. We do not check to see if each child has homework, nor do we check to see if they finish it. *We believe it is the parent's job to review and check their child's homework.*

*** **Records:** Daily attendance will be kept on file as well as notification of sickness, accidents, and any special development.

*** **Visitation:** We invite you to visit our center at any time, however, you must check in with the front desk, and a member of our staff will escort you back. No visitors may enter the back area without an AKA Staff escort. If you wish to go on a field trip with AKA, you must arrange it with the Director. You will be advised of our minimum standards and may be subject to a criminal history background check and fingerprinting.

*** **Tae Kwon Do:** Tae Kwon Do instruction is available on Mondays and Wednesdays (during the school year only) from 4:30 – 5:15 pm. At the beginning of every month, all new students, and those wishing to sign up for TKD will be evaluated by the Instructor to see if they are mature and committed enough to be in the class. Parents will be notified of the determination. If the Instructor feels your child is mature and capable enough to participate in the program, **you will be required to sign an enrollment form and pay an additional fee per week, purchase a uniform (\$30), enroll in the Amateur Athletic Union (\$16 – online only) and ensure that your child has his/her uniform on class days. They must be able to dress out on their own. * Female students must wear a t-shirt or tank top under their uniform.**

If your child does not have a full uniform, he/she will still be required to go to class (at the instructor's discretion). The Instructor reserves the right to drop any student from class who is frequently missing their uniform, those who continually have to be found for class, or misbehave/disrupt the class.

*** **Belt Tests** are held every other month, and your child will be eligible to test after having attended 17 classes. **Testing Fee is \$30 for After-School students. When your child gets their orange belt, they will be required to have sparring gear and to attend Friday night Sparring Class from 6:15 – 7:15 p.m.** There will be no "after school" TKD on school holidays or during summer camp. During Christmas Break and Spring Break, after school TKD students may attend the regular night time classes. Please check with the front desk for the schedule. During these holiday weeks, the night classes will be announced, and it is your child's responsibility to get themselves dressed and in class on time.

- For your child's safety, and the safety of other students, no jewelry of any kind is to be worn in class.

***** Illness:** To protect all children enrolled in the center, as well as our Staff, **your child will not be allowed at AKA if he/she exhibits any signs of the following symptoms:**

- An oral temperature of 100 degrees or higher
- Intestinal disturbance accompanied by diarrhea or vomiting
- An undiagnosed rash
- Sore or discharging eyes (possible pinkeye)
- Profuse or discolored nasal discharge not attributed to allergies.

If your child develops any of these symptoms while at the center, we will contact you to pick up your child.

If your child is sent home from school or AKA for illness, he/she will not be able to return until 24 hours after the symptoms have diminished, including fever (without medication). For instance, if your child is sent home with a fever, he or she will not be allowed back the next day. Even if the fever disappeared the minute you got home, you would still have to wait 24 hours before bringing him or her back to AKA. This measure is necessary in order to avoid the spread of infection to other children and staff. **PLEASE do not put the rest of the children and our staff at risk by asking us to make exceptions.**

Should your child require medication while on our care, the staff will only be able to administer it when accompanied by a medication form that has been completed and sign by you. This is a requirement of the Texas Dept. of Health & Human Services. Please do not keep or send medications in your child's backpack.

Prescription or OTC medication will be administered only if the medicine is in the original container with original labeling and has not exceeded the expiration date. We reserve the right to not administer certain medication, such as those that have to be administered other than orally.

***** Injuries:** Due to the nature of our camp, the activities and the field trips we do, chances are your child may get injured at one time or another. Bumps, bruises, and scratches are common. We do our best to make sure that your children are safe, but accidents happen, just as they would at home and in your care. If we have to administer any type of first aid, you will be notified either in writing or with a phone call, depending on the severity of the injury. For instance, we will not call you for a scratch that requires a band-aid. If your child sustains an injury that requires more than basic first aid, such as severe sprain, uncontrolled bleeding, broken bone, loss of consciousness, etc. we will contact the parent as well as 911/Emergency Services. Sometimes children fall, get hit, or bump into things and never tell a coach, or not show noticeable signs of an injury or indication of injury. We inform the kids to tell a Coach if they get injured, no matter how insignificant it may be, so we can keep them under observation.

***** Dress Code:** We follow the same guidelines as the local school districts. Please make sure your child is dressed appropriately – no short-shorts, no baggy pants without a belt, no tank tops/spaghetti straps or bare midriffs, etc. Hats are permitted but must be worn correctly – not backwards or sideways. During the school year, AKA shirts are not required for field trips, but highly encouraged if you have them.

***** Lost and Found:** Our lost & found box is in the Activity Room. We make every effort try to get belongings with names on them back to the owner; however, we are not responsible for your child's belongings. On Fridays, all that is remaining will be given to charity.

*****Transportation:** Facility buses or any teacher vehicles in compliance with state regulations will provide transportation. Drivers will be provided by the facility. Children must obey the bus rules for their safety, as well as the safety of the other children and staff. If they disregard the rules and continue to put themselves and others at risk with their behavior, they will not be allowed on our buses. If your child is suspended from the bus, your child may still come to AKA, but you must arrange for alternate transportation, and tuition will not be modified.

***** Field Trips:** Field Trips are considered an integral part of our program and the children will be taken to nearby places of interest or activity, including water parks or other locations with water activities. Scheduled Field Trips will be posted in our Lobby, in the sign-in areas, and Summer Camp field trip schedules will also be available on our website. Facility buses or any teacher vehicles in compliance with state regulations will provide transportation. Drivers will be provided by the facility. Children must obey the bus rules for their safety, as well as the safety of the other children and staff. If they disregard the rules and continue to put themselves and others at risk with their behavior, they will not be allowed on our buses. **If you do not wish for your child to go on any particular field trip, please make alternative arrangements for care on that day, as there will be no staff available at the facility to care for your child.**

***** Sunscreen & Insect Spray:** Sunscreen or insect repellant must be supplied by the parent/guardian and must be in spray form only. Coaches will assist in spraying if needed.

***** Meals and Snacks:** During the school year, students may bring their own afterschool snacks, but we will have fresh fruit or another small snack available for those who do not bring their own. We occasionally make popcorn or bring in ice cream or other treats as well. Just a reminder that AKA is not a peanut-free facility.

***** Emergency Preparedness Plans:** Emergency Preparedness Plans are posted in each room in our facility, near the entrance/exits.

We reserve the right to search all personal belongings at any time to insure the safety of our students and protection of school property

NOTICE

Please be aware that as a result of House Bill 2086 that passed during the 81st Legislature, **AKA is now considered a "Gang-Free Zone"**. What this means is that a Gang-Free zone is a designated area around a specific location where certain gang-related activity is prohibited and is subject to increased penalty under Texas law. For example, gang-related criminal activity that occurs within 1000 of a school or day care center is a violation of the law.

Please report any suspicious activity to local law enforcement.

SUMMER CAMP PROCEDURES AND POLICIES

Our Summer Camp program is an all-day, all summer program. At the time of summer camp registration, parents will be required to sign a contract, committing to which weeks their child will attend. We will be basing our staff needs on these commitments. Parents are responsible for the full weekly tuition of these weeks *whether or not the child attends*. If you are not sure of the week(s) of vacation, you can leave a couple weeks blank, note it on the paperwork, and make changes later. **AKA does offer a part-time rate for 2 days or less, and a full-time Rate for 3 days or more. You will be required to commit to either of these plans when enrolling for Summer Camp.** If your child attends any part of the week, or misses some days, for whatever reason, your full weekly tuition rate is still due (either full or part Time, whichever you signed up for at time of enrollment.) You cannot go back and forth between plans. *For example, if you signed up for full time, and one week your child only comes for 2 days, you will still be charged the full time Rate.* If you sign your child up for part time, there is no guarantee that space will be available if you need care for more than 2 days per week.

The following Procedures and Policies are in addition to those set forth above:

***** Activities:** Students will be participating in many indoor and outdoor activities. During the summer and on school holidays, we may be participating in swimming, instructional sports outings, indoor play centers, bowling, roller skating, ice skating, parks, movies, etc. For your convenience, a notice will be posted in the lobby if there are any changes in the published schedule. Changes may be made due to cancellations, weather, bus issues, or other factors beyond our control. On some occasions, we will be doing water activities or other activities that may result in your children becoming wet or dirty. Some of these activities may be unannounced (such as a spontaneous water balloon or chocolate marshmallow toss game). Please do not send your child wearing something that you will become upset about if it gets dirty (i.e.: expensive sneakers)

We make no guarantee as to the cleanliness of your child upon pickup 😊

***** Clothing:** AKA shirts are to be worn **every day (during summer)**, even if it is an “In-House” day. **If your child is dropped off without his or her T-shirt, we will issue a new one at a cost of \$12 to you.** Please anticipate the weather and field trip conditions and dress your child appropriately. We do not allow halters, midriff or low-cut tops or extremely short shorts - they must be mid-thigh or longer. We also do not allow any piercings other than earrings (for girls only). Children are to wear tennis shoes or other comfortable walking shoes with socks unless other footwear is needed. Sandals and flip-flops are not allowed as we often participate in athletic games. Long pants are required for Ice Skating. **We do not allow “heelies” or other wheeled shoes at any time in our facility.**

***** Lunches and Snacks:** It is the responsibility of the parent to provide a nutritious lunch, snacks, and refillable water bottle **every day during summer camp and school holidays**, unless specified otherwise on the activity schedule. **Please no Lunchables** (unless it is for snack only), soda, or red juice drinks; Lunchables are very high in fat, sugar, and sodium, and are not filling. In our experience, those who eat Lunchables for lunch are starving an hour later. For your convenience, we do have vending machines with crackers, fruit snacks, trail mix, etc. We also have ice cream novelties (.50/\$1 each) on certain days, and free popcorn, ice cream sundaes or snow cones on occasion.

AKA utilizes a first come-first serve policy. Children are admitted to our center as space requirements permit without regard to race, religion, or national origin. However, we will only guarantee the membership of a student whose tuition is paid on time. We assure you that we will do our very best to provide your children with a safe physical environment and atmosphere where they can feel secure and free to grow at their own pace. We sincerely thank you for entrusting us with your child!

HANDBOOK RECEIPT AND AKA DISCIPLINE POLICY ACKNOWLEDGMENT

AKA DISCIPLINE POLICY

Any child presenting a discipline problem will be made aware of his/her actions in a respectful yet strict manner. We monitor the kids' "take home folder" from school to keep abreast of their actions, attitude and consequences that carry over into AKA. We also use moderate physical activity such as jumping jacks and push-ups, as well as age-appropriate time-outs as discipline/punishment tools. We also have "In-Camp Suspension" (ICS), in which case a child with a more severe discipline incident that doesn't warrant a suspension will be excluded from play/fun activities and will spend the day doing homework, reading, reflecting, and/or given the opportunity to volunteer helping Coaches with chores and light cleaning tasks (trash pick-up, sweeping, dusting, etc.). Parents will receive an incident report for any disciplinary infraction that might involve the injury of another child, failure to follow rules and regulations, or destruction of property. In the event of three (3) disciplinary write-ups, your child will be suspended for the following business day, including TKD. Also note, if your child should become suspended from school, he or she will also not be allowed at AKA on the suspension day, including TKD Class.

We also reserve the right to terminate the enrollment of any student at any time if he/she has a continual problem following school policies (especially concerning inappropriate language and touching), those whose action(s) jeopardize the safety of other students or staff, or those who we feel would require one-on-one supervision, which we cannot accommodate. It is at the Owner or Director's discretion, depending on the circumstances, to suspend for one day any child who becomes involved in a physical altercation with another child or who physically assaults our staff (kicking, hitting, spitting at, etc.).

If children are involved in a physical altercation, both children will have an incident report given to their parent. It is our policy that if a child gets hit, kicked, etc., they are to walk away and tell a Coach. You may have a different policy about your child "defending himself", but understand that ***hitting back is not defense, it is retaliation.*** Your child will be disciplined/punished if involved in a fight, and both parents will be notified.

If your child is repeatedly causing disturbances on the bus and cannot or will not comply with our bus rules, he/she may be suspended from the bus. Your child may still come to AKA, but you must arrange for alternate transportation, and tuition will not be modified. Also note, if your child should become suspended from school, he or she will also not be allowed at AKA on the suspension day, including Tkd class.

We reserve the right to search all personal belongings at any time to insure the safety of our students and protection of school property.

By signing below, I/we acknowledge that I/we have received a copy of the American Kids Athletics Parent handbook, have read and understand its contents, and agree to abide by the policies and procedures therein, including the AKA Discipline Policy.

Student(s) Name (Printed LEGIBLY) _____

Parent/Guardian Signature

Date

Parent/Guardian Printed Name