

PLANET KIDS OPERATIONAL POLICIES



Planet Kids is a licensed school-age program that offers after-school care, summer day camps, and school-year day camps

FACILITY

The Planet Kids program is located at Northwest Kids Sports Complex (NWK). The main "big" gym is a Junior Olympic gymnastics facility equipped with a spring floor, tumble track, air floor, foam pit, climbing ropes, balance beams, bars, and other gymnastics equipment. The second building, the "small" gym, has a preschool gym, locker/snack room, and an acro and tumbling gym equipped with a non-spring gymnastics floor. There are 2 outdoor areas, the pool and outdoor play area/field. For safety reasons, each area is fenced separately from one another.

GENERAL INFORMATION

Planet Kids (#546080)
Northwest Kids Sports Complex
12212 Leopard Street
Corpus Christi, TX 78410

web: www.nwksports.com
phone: (361) 241-0952
email: nwk@nwksports.com

Director Information

name: Michelle Sanders
email: msanders@nwksports.com
phone: (361) 241-0952

HOURS OF OPERATION

AFTER-SCHOOL CARE

After-school care is offered during the months of August through June on Calallen ISD school days. Hours of operation are from the end of the regular school day until 6:00 PM. After-school care is also provided on early release days.

SCHOOL-YEAR DAY CAMP

Day camp is offered August through June, during the Calallen ISD school year breaks. Hours of operation are weekdays, Monday through Friday, from 7:30 AM until 6:00 PM. Planet Kids is closed on nationally recognized holidays.

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SUMMER CAMP

Summer camps are offered May through August, during the Calallen ISD summer break. Hours of operation are weekdays, Monday through Friday, from 7:30 AM until 6:00 PM.

ACTIVITIES

OUR SPECIALTY ACTIVITIES - *WHAT MAKES US DIFFERENT*

★Gymnastics ★Tumbling ★Swimming ★Cheerleading ★Dance ★Ninja Kids ★Sports Cross Training ★Kid Fit Challenge ★Team Sports ★Team Building Activities ★Individual & Team Games

WATER ACTIVITIES

Participation in water activities requires parental consent which can be given on the Planet Kids Enrollment Form. General water play activities include sprinkler play, splash pads, and wading pools. Swimming pool activities take place at the NWK outdoor pool. The NWK pool is typically open during the months of April through October. The outdoor pool area is enclosed by a fence and is separated from the other outdoor areas.

GENERAL SWIM

Eligible children have the opportunity to participate in an open swim rotation. For the safety of all children, Planet Kids requires a child to pass a basic swim test that demonstrates their ability to safely swim in the deep end of the pool without assistance or use of a flotation device.

SWIM LESSONS

NWK Sports offers swim private lessons. Click the [Swim Lesson Enrollment](#) link to view schedules and enroll.



ENROLLMENT

CHILD ELIGIBILITY

- A child must be 5-12 years old.
- A child must be able to take responsibility for and handle his/her own personal hygiene.
- A child must be able to follow instructions and comply with all rules and guidelines.

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- A child must be able to take responsibility for and handle his/her interaction with others.
- A child is required to have his/her immunization records, tuberculin test, hearing and vision screenings on file at their school.

REQUIRED REGISTRATION PROCEDURES

Planet Kids requires each parent to complete following enrollment steps:

Step 1 Create a new account and/or login to your existing parent portal account. The after-school enrollment link is located under the "classes" tab. Camps are located on the main tab list.

Step 2 Submit all Planet Kids Enrollment Forms.

ADDITIONAL REQUIREMENTS

- A parent must have completed the required registration procedures and paid all required tuition and fees prior to a child attending.
- A parent must have a recurring electronic payment method stored on file in the myNWK Parent Portal.
- A parent must ensure that all enrollment information on file is current and up to date.

DISCIPLINE AND GUIDANCE

DISCIPLINE AND GUIDANCE IS INDIVIDUALIZED AND CONSISTENT FOR EACH CHILD, APPROPRIATE TO EACH CHILD'S LEVEL OF UNDERSTANDING, AND DIRECTED TOWARDS TEACHING ACCEPTABLE BEHAVIOR AND SELF-CONTROL. BEHAVIOR ISSUES ARE RECORDED IN THE CHILD'S RECORD AND PARENTS WILL BE NOTIFIED WHEN THEY ARISE.

ACCEPTABLE DISCIPLINE & GUIDANCE METHODS

Staff use only positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction. Planet Kids positive discipline methods include:

- Praise and encouragement of good behavior;
- Reminding children of behavior expectations daily through clear, positive statements;
- Redirecting behavior using positive statements; and
- Supervised time out which is no more than one minute per year of a child's age.

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PROHIBITED DISCIPLINE & GUIDANCE METHODS

Planet Kids prohibits the use of discipline and guidance methods that include the harsh, cruel, or unusual treatment of a child including:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed or open; and
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

DISCIPLINARY MEASURES FUNDAMENTAL TO SKILLS DEVELOPMENT

Children have the chance to learn and develop fundamental gymnastics, acro, and tumbling skills. Staff use various techniques to achieve maximum safety and skills progression such as assigning sit-ups to strengthen the core muscle groups associated with various acrobatic skills. We encourage parents to ask questions regarding their child's skill development and how fundamental strength, flexibility, and endurance exercise relates to specific skills.

SUSPENSION & EXPULSION

ON OCCASION, PLANET KIDS STAFF MAY HAVE TO REMOVE A CHILD FROM THE PROGRAM. REASONABLE EFFORTS WILL BE MADE TO WORK WITH A CHILD AND THEIR FAMILY TO PREVENT THIS FROM HAPPENING.

TYPES OF ACTIONS

CHILD ACTION NOTICE

Depending on the severity of the infraction, a first time offense may warrant permanent suspension from the program. Examples of child actions that result in suspension/expulsion are as follows:

- Failure to adjust behavior within a reasonable amount of time,
- Uncontrollable tantrums and/or anger outbursts, or
- At risk of causing serious injury to others and/or their own self.

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If it's determined staff can no longer safely and/or reasonably accommodate a child, the parent will be contacted to pick up the child immediately.

PARENT ACTION NOTICE

Parents are held responsible for their actions and the actions of all persons listed on the enrollment form. The following list contains examples of parent driven actions that result in suspension/expulsion:

- Violating policies and procedures,
- Unresolved custody disputes,
- Excessive late pick-ups,
- Offensive conduct or language, or
- Threatening staff, children, and/or other families.

NO REFUNDS OR CREDITS WILL BE GRANTED WHEN A CHILD IS SUSPENDED OR EXPELLED.

FOOD SERVICE

SUMMER CAMP DAYS

- Camp meal times include morning snack, lunch, and afternoon snack.
- Meals are served cafeteria style and are not prepared at the facility.
- Menus are available in the Planet Kids binder located in the small gym.
- FULL WEEK CAMPERS need to bring a morning snack/breakfast. Planet Kids provides a healthy lunch and afternoon snack.
- PART-TIME CAMPERS need to bring a morning snack/breakfast, lunch, and afternoon snack.
- Meals brought from home should not require any refrigeration or warming.

SCHOOL YEAR CAMP DAYS

- Camp meal times include morning snack, lunch, and afternoon snack.
- Parents should send their child with a morning snack and sack lunch that does not require refrigeration or warming.
- Planet Kids provides an afternoon snack.
- Meals are served cafeteria style and are not prepared at the facility.
- The daily menu is available in the Planet Kids binder located in the small gym.

Summer Camp FAQ Who provides my child's meals?		
Meal	Full-Week Campers	Part-Time Campers
AM Snack	Parent	Parent
Lunch	NWK	Parent
PM Snack	NWK	Parent

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AFTERSCHOOL CARE

- Planet Kids provides an afternoon snack.
- Snack is served cafeteria style and is not prepared at the facility.
- The daily menu is available in the Planet Kids binder located in the small gym.

VENDING MACHINE

You may provide your child money to purchase snacks and/or drinks from the vending machines. Reloadable vending machine cards are also available for purchase. Vending machine cards are kept on file in the main office.

ILLNESS & INJURY

MINOR INJURIES

Parents will be notified when a child sustains a minor injury. Parents must sign an incident report. A copy will be made available upon request.

ILLNESS EXCLUSION CRITERIA

Planet Kids will not allow a child to be in care if any of the following conditions exist:

- The illness prevents the child from participating comfortably in the activities, including outdoor play;
- The illness results in a greater need for care than staff can provide without compromising the health, safety, and supervision of the other children in care;
- The child has an oral temperature above 101 degrees that is accompanied by behavior changes or other signs or symptoms of illness such as lethargy, abnormal breathing, uncontrolled diarrhea, vomiting, rash, and mouth sores with drooling; or
- A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate the child is no longer contagious.

RETURN TO CARE

A child may return to care when free of any symptoms of illness for 24 hours, or after staff has received a statement from a health-care professional indicating the child no longer has an excludable illness or disease.

ILLNESS WHILE IN CARE

Should a child becomes ill while in our care, they will be separated from the other children. A parent will be contacted to pick them up. If unable to reach a parent, staff will call the emergency contact listed on the enrollment form. Staff will provide

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appropriate attention and supervision until child is picked up. All children should be picked up within a 1/2 hour from the time of notification.

MEDICAL EMERGENCIES

In the event a child comes down with an illness or sustains an injury requiring the immediate attention of a health-care professional, staff will:

- Contact emergency medical services by calling 911 and/or transport the child to the nearest emergency room;
- Give the child first-aid treatment and/or CPR when needed;
- Contact the child's parent, or emergency contact if the parent can't be reached;
- Contact the health-care professional identified in the child's record; and
- Ensure the safety and supervision of other children in the group.

CHILD SAFETY PRACTICES

DISPENSING MEDICATION

Staff does not administer medication. Medications should be taken as required before arrival, after pick-up, and/or administered onsite by parent during operating hours.

SUNSCREEN & INSECT REPELLENT

Staff does not apply, nor provide sunscreen, and/or insect repellent. If desired, these should be applied prior to arrival. Sunscreen and insect repellent may not be brought to the facility.

EMPLOYEE VACCINATIONS

Staff is not required to receive vaccines for vaccine-preventable diseases. This decision is left up to the sole discretion of each staff member.

SIGN IN AND OUT POLICIES

- Children must be signed in and out daily.
- Children will only be released to a parent or a person designated by the parent on the Planet Kids Admission Form after verification of ID.
- Parent will be contacted by phone if person picking up child is not on the pick-up list.
- With parent permission, children may be released to the care of a sibling under 18 years. Permission must be given on the Planet Kids Admission Form.
- Person signing out child will be responsible for relaying daily information to parent.

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- Planet Kids reserves the right to refuse to release a child to any person if circumstances so warrant.
- Late Pick-Up Fees: Children must be picked up no later than 6:00 PM. Late pick-up fees will be assessed, \$5 for every 5 minute increment. Payment is due the next day.

GYMNASTICS EQUIPMENT

The facility is a fully equipped gymnasium. It's equipped with a foam pit, bars, balance beams, spring floor, vault, a tumble track, air floor, spring boards, mini tramps, rings, climbing ropes, training mats, and various other training aids. This equipment is fundamental to the core development of many activities and is not subject to the safety requirements specified in the childcare minimum standards. For a child to participate, a parent must provide written consent on the Planet Kids Enrollment Form.

WHAT TO WEAR

CLOTHING

Planet Kids recommends children wear a t-shirt and athletic shorts each day. A swim suit and towel is required to participate in scheduled water and/or pool activities.

FOOTWEAR

Athletic shoes are required for participation in outdoor activities. Children are required to remove shoes and socks during all indoor activities. Removing socks and shoes helps alleviate slips and falls on equipment.

PERSONAL PROPERTY

LOCKERS

Each child is assigned a locker for their personal belongings. The lockers do not "lock" and should remain "unlocked." Personal locks brought from home are prohibited.

LOST & FOUND

If an item is missing, a parent should check the lost and found. If unsuccessful, an email should be sent to the office. The email should include the child's name, program, parent name, contact number, and a brief description of missing item.

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PERSONAL PROPERTY POLICY

Planet Kids strongly recommends children do NOT bring a cell phone, tablet, I-pod, or other personal electronic device. The operation is not responsible and will not replace ANY items damaged, lost, and/or stolen.

TRANSPORTATION

TRANSPORTATION

AFTER-SCHOOL CARE

The after-school program provides transportation from the school to the facility. Pick up is available at Magee Intermediate, Woodriver Primary, and East Primary. A parent must give consent to transport. This is located on the enrollment form. Children transported by Planet Kids must adhere to strict safety rules. Children must remain seated and follow the staff's directions at all times. Because of our safety requirements, any violation of this transportation policy may result in the restriction of your child being transported.

If your child does not need to be transported from school nor will not be dropped off, you must notify the front desk by 1:00 p.m. If your child will be routinely absent one day a week for activities such as tutoring, school plays, etc., inform the front desk of the day and duration; this will alleviate the necessity of calling each week. We ask you to contact us so we can ensure the safety of each child. There are no refunds or credits for absenteeism.

PARENT INFORMATION

VISITING THE FACILITY

Parents are always welcome to visit during program hours. For safety and security reasons, parents will not be allowed to participate in activities and must remain in designated observation areas. Visiting parents must check in with the main office at time of visit to obtain authorization.

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NOTIFICATION OF POLICY CHANGES

Parent will be notified of program changes through the primary email address listed on the parent portal family account. Parents should verify and validate the primary email address associated with their family.

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PARENT CONCERNS

The director is available to discuss questions or concerns a parent may have regarding operational policies and procedures. A parent may schedule an appointment through the main office, and/or email the director.

CHILD CARE LICENSING

MINIMUM STANDARDS

Parents may review a copy of the most recent Licensing inspection report in the main office. Minimum standards are available online at https://www.dfps.state.tx.us/Child_Care/.

CONTACT INFORMATION

Texas Abuse and Neglect Hotline	(800) 252-5400
Local Licensing Office	(361) 878-3471
Department of Family & Protective Services	www.dfps.state.tx.us

EMERGENCY PREPAREDNESS PLAN

In the event of an emergency the FIRST responsibility of the staff is to move the children to a designated safe area or emergency relocation site.

DESIGNATED SAFE AREA

DESIGNATED SAFE AREA ONSITE (Indoor)

In the event of either a weather related emergency, shelter in place, and/or a lock down situation, children will be relocated to the main "big" gym and/or preschool "kinder" gym as required.

DESIGNATED SAFE AREA ONSITE (Outdoor)

In the event of an emergency situation where the children need to be taken out of the building, staff will use the closet fire exit and escorted to the final meeting location next to the bus and/or outdoor play area.

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DESIGNATED RELOCATION (Offsite)

In the event of an emergency situation where the children need to be taken to a different location, children will be relocated :

Journey Church (
12150 IH 37
Corpus Christi, TX. 78410
361) 242-2272

LOCKDOWN/ACTIVE SHOOTER

In the event of an active shooter situation, children will be escorted to the safest possible area. Staff will move children from one building to the next and/or exit the building as the situation requires.

ACCOUNTING FOR CHILDREN DURING EMERGENCY

ACCOUNTING FOR CHILDREN

Children in attendance at the time of the emergency will be accounted for using the daily online attendance records and/or the hard copy back up files.

ESSENTIAL DOCUMENTATION

All essential documentation, including parent and emergency contact numbers and authorization for emergency care will be accessed through our online form system. A hard copy binder of each form will be evacuated with the children in case there is no available internet connection or cellular service. The director or designated person in charge, will evacuate the binder.

COMMUNICATION

Staff will communicate with local authorities such as the fire department, law enforcement, emergency medical services, health department, and the Texas Department of Family and Protective Services through the use of cell phones, internet, and landlines if available. Parents and/or the designated emergency contact will be called as well.

During an emergency, the director may be contacted by cell phone at 361-548-1732.

In the event the director is not available at the time of an emergency, the following list indicates the next person in charge:

Shane Sanders (361) 548-1725
Laura Lochner (530) 415-0701
Jessica McComb (361) 960-5694

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EMERGENCY EVACUATION ROUTE

