



PLANET KIDS OPERATIONAL POLICIES

**PLANET KIDS IS A LICENSED SCHOOL-AGE
BEFORE & AFTER-SCHOOL PROGRAM**

AFTER-SCHOOL CARE | SUMMER CAMPS | SCHOOL-BREAK 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 kinder gym, locker/snack room, and ninja warrior gym. There are 2 separately fenced outdoor areas, the pool and outdoor play field.

GENERAL INFORMATION

OPERATION NAME/#" PLANET KIDS #546080	OPERATION ADDRESS: 12212 LEOPARD STREET, CORPUS CHRISTI, TX 78410	
OPERATION WEBSITE: NWKSPORTS.COM	OPERATION PHONE: (361) 241-0952	OPERATION EMAIL: NWK@NWKSPORTS.COM
DIRECTOR NAME: MICHELLE SANDERS	DIRECTOR PHONE: (361) 548-1732	DIRECTOR EMAIL: MSANDERS@NWKSPORTS.COM

HOURS OF OPERATION

AFTER-SCHOOL CARE: After-school pick-up, transportation, and care is offered during the months of August through May. School pick-up days coincide with 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: School-year day camps are offered during the school year, August through May. Day camps coincide with 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.

SUMMER DAY CAMP: Summer day camps are offered May through August. Summer camp start and end dates coincide with Calallen ISD summer break. Hours of operation are weekdays, Monday through Friday, from 7:30 AM until 6:00 PM. Planet Kids is closed on July 4th.

ENROLLMENT REQUIREMENTS

CHILD ELIGIBILITY

- A child must be 5-13 years old.
- A child must take responsibility for and handle their own personal hygiene.
- A child must follow instructions and comply with rules and guidelines.
- A child must responsibility for and handle interactions with others.
- A child must have their immunization records, tuberculin test (when required), hearing and vision screenings on file with their school.

ENROLLMENT PROCEDURES

STEP 1:

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- A parent must login to their existing, or create a new, PARENT PORTAL ACCOUNT;
- Verify the information on file and make changes if needed. Verify the saved payment method
- Families are required to authorize and save a recurring electronic payment method to their account;
- Search and select the after-school and/or camp enrollment sessions the child plans to attend;
- Complete the checkout process.

STEP 2: PLANET KIDS ENROLLMENT FORMS: After Step 1 has been completed, the parent will receive an email requesting additional enrollment information for each child enrolling in the Planet Kids program. This information includes:

- The child's name, birthday, home address, and phone number;
- The parent(s) name, address(es), and phone numbers at which parent(s) can be reached while the child is in care;
- The name, address, and phone number of another responsible individual (friend or relative) who should be contacted in an emergency a parent cannot be reached;
- Names and phone numbers of persons other than parent(s) to whom the child may be released;
- Permission to be transported;
- Permission to participate in water and swim activities, including whether or not the child can safely swim without assistance;
- Name, address, and phone number of child's physician and preferred emergency care facility;
- Authorization to obtain emergency medical care and to transport the child for emergency medical treatment;
- A statement of the child's special problems or special care needs including:
 - any limitations or restrictions activities;
 - special care needed including any reasonable accommodations or modifications, any adaptive equipment provided for the child with instructions, and symptoms or indications of potential complications related to a physical/cognitive/mental condition that may warrant prevention or intervention; and
 - Any medications prescribed for continuous, long-term use.
- The name, address, and phone number of child's school;
- A statement that child's immunization record is on file at the school the child attends;
- Permission for child to ride a bus, walk to or from school/home, or to be released to the care of a sibling under 18 years old; and
- The child's allergies.
- If a child has a diagnosed food allergy, submission of a **FOOD ALLERGY EMERGENCY PLAN IS REQUIRED**. This plan must be signed by both the child's physician and parent.

UPDATES/CHANGES

Parent(s) must ensure their account information, including payment method on file, are kept current and up to date.

NO REFUND/NO CREDIT/NO TRANSFER POLICY

Northwest Kids Sports Complex does not issue refunds, account credits, or make up days for missed after-school/camp days or times. Staffing is based on paid enrollments.

ENROLLMENT AVAILABILITY

Planet Kids enrolls on a first come first serve basis each week/session. Planet Kids bases its enrollment numbers on staff availability. If a session is "full," parents should add their child to the waitlist.

Typically, Planet Kids is able to add a staff member and accept the waitlist enrollments with no

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problem. If a child is on the waitlist when availability opens up, Planet Kids will automatically enroll, invoice, and process the electronic payment method on file. Parents will receive an email notification informing them the enrollment status has been moved from "waitlist" to "active."

UN-ENROLLING

AFTER-SCHOOL CARE:

To stop the autopay on file, parents must submit a drop request through their parent portal account no later than the 14th of the month preceding the month in which the cancellation will take effect. For example, to cancel the month of February, the drop request must be submitted no later than January 14th. Accounts are invoiced between the 15th-24th of each month for the following month. Payments are processed on the 25th of each month.

SUMMER CAMP:

Children must be register and pre-pay each session. Summer Camp children are not automatically enrolled on a week to week basis.

ACTIVITIES

The Planet Kids program offers children a balanced program of recreational play, and structured activities. Each activity is carefully designed to spark the imagination, develop physical skill and coordination, encourage lifelong positive values, and build character through participation and achievement. The program is designed to meet the age-appropriate needs and interest of school-aged children and their families. Services are delivered in a positive environment of safety, support, and care.

SPORTS & ACTIVITIES

Planet Kids programs are packed with a variety of fitness and fun. Each day staff will focus on skill sets within different activity categories. Daily schedules typically offer a selection of both fast and slow paced activities. Activities include, but are not limited to:

- ★Gymnastics
- ★Tumbling
- ★Ninja Warrior
- ★Gaga Ball
- ★Deck Tennis
- ★Kid Fit Challenge
- ★Team Sports
- ★Arts & Crafts
- ★Dance
- ★and so much more!

WATER PLAY ACTIVITIES

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General water play activities include sprinkler play, splash pads, slip and slide racers, and wading pools. This does not include the swimming pool. General water play activities take place at the back play field. This area is enclosed by a fence and is separated from the pool. To participate, a child must have parental consent on the Planet Kids Enrollment Forms.

OUTDOOR SWIMMING POOL

Northwest Kids Sports Complex has a inground outdoor swimming pool (depth-6 ft) with water slides. The pool is located on the back side of the small building. The pool area is fenced separately from the other outdoor play areas. A certified lifeguard is on duty during all Planet Kids swim activities.

To participate in swimming pool activities:

1. Child must have been given parental consent (Planet Kids Enrollment Forms);
2. A child's parent must affirm whether their child is able to swim or is at risk of injury or death when swimming or otherwise accessing a body of water; and
3. Children that cannot demonstrate their ability to safely swim unassisted, without the use of a flotation device, must wear a US Coast Guard-approved personal flotation device. This device must be properly fitted and fastened prior to entering and after exiting the pool area. The Planet Kids certified lifeguard on duty is responsible assessing a child's swim ability.

SWIM LESSONS

- Learning to swim is critical and could save a life.
- **It is strongly recommended that children enroll in swim lessons. It's equally important for adults to learn to swim.**
- NWK Sports offers private and semi-private swim lessons. Available time slots can be found on the NWK parent portal. Lessons are typically offered May through July.
- Private lessons are available year-round, weather permitting.

GYMNASTICS, TUMBLING, & NINJA TRAINING FACILITIES & EQUIPMENT

The indoor facilities consist of two buildings with gyms that are equipped with foam pits, bars, balance beams, spring floors, vault, a tumble track, air floors, spring boards, mini tramps, rings, climbing ropes, training mats, ninja apparatus and various other training aids. This equipment is fundamental to the core development of many Planet Kids activities, such as tumbling, gymnastics, and ninja warrior. This equipment is not subject and does not meet the safety requirements specified in the child-care minimum standards. Parental consent to use these facilities must be given for a child to participate in the Planet Kids program. This consent can be found on the Planet Kids enrollment forms.

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SCHEDULES

AFTER-SCHOOL CARE

A typical after-school care daily schedule is set up as follows:

- 3:00 - 3:40 Pick-up and transport students from schools
- 3:40 - 3:55 Arrive at facility, wash hands, & eat snack
- 3:55 - 4:35 1st activity rotation
- 4:35 - 5:15 2nd activity rotation
- 5:15 - 6:00 Clean up, pack up, & parent pick up

HOMEWORK: If requested, a child will be given a quiet place to do homework.

SUMMER CAMP AND SCHOOL-YEAR HOLIDAY BREAK CAMPS

A typical summer and school-break camp daily schedule is set up as follows:

SAMPLE Summer Activity Schedule

PERSONAL BELONGINGS

WHAT TO BRING

SUMMER AND SCHOOL YEAR DAY CAMPS

- Morning snack
- Sack lunch with drink
- Swimsuit & towel if participating in water activities (optional)
- Small Pillow/Blanket (optional)
- Vending machine money (optional)

AFTER-SCHOOL CARE

- Swimsuit & towel if participating in water activities (optional)
- Vending machine money (optional)

TIME	GROUP A	GROUP B	GROUP C
7:00	STAFF ARRIVAL Safety Walkthrough (Outdoor Play, Pool, & Both Gyms)		
7:30	CAMPER ARRIVAL & CHECK-IN Wash Hands @Arrival (Staff & Children) Activity: Table Games/Drawing/Activities		
8:15	WASH HANDS (Staff & Children) MORNING SNACK/BREAKFAST (Brought from Home) Eat: Locker Room Eat: Locker Room or Eat: Small Gym Foyer Small Gym Foyer		
8:45	LINE UP HEAD COUNT TRANSITION		
9:00	OUTDOOR PLAY If too hot: Big Gym Activity	NINJA GYM Group Games	
9:45	LINE UP HEAD COUNT TRANSITION		
10:00	WASH HANDS NINJA GYM Group Games	SWIM	
10:45	LINE UP HEAD COUNT TRANSITION		
11:00	WASH HANDS (Staff & Children) SACK LUNCH (Brought from Home) Eat: Locker Room Eat: Locker Room or Eat: Small Gym Foyer Small Gym Foyer		
	WASH HANDS (Staff & Children) REST DOWN TIME AFTER LUNCH (Camper Choice) Locker Room (quiet independent activity) OR Ninja Gym (nap)		
12:00	LINE UP HEAD COUNT TRANSITION		
12:15	GYMNASTICS	ARTS & CRAFTS	
1:00	LINE UP HEAD COUNT TRANSITION		
1:15	ARTS & CRAFTS	GYMNASTICS	
2:00	LINE UP HEAD COUNT TRANSITION		
2:15	NINJA WARRIOR	OUTDOOR PLAY If too hot: Big Gym Activity	
3:00	LINE UP HEAD COUNT TRANSITION		
3:15	WASH HANDS (Staff & Children) AFTERNOON SNACK (Provided) Eat: Locker Room Eat: Locker Room or Eat: Small Gym Foyer Small Gym Foyer		
3:45	LINE UP HEAD COUNT TRANSITION		
4:00	OUTDOOR PLAY If too hot: Big Gym Activity	NINJA WARRIOR	
4:45	LINE UP HEAD COUNT TRANSITION		
5:00	WASH HANDS (Staff & Children) CAMPER DISMISSAL Shoes on Gather Belongings & Place on Ninja Gym Wall Locker Room > Board Games/Drawing Ninja Gym > Hangout w/Friends		
6:00	STAFF CLEAN & CLOSE UP Safety Walkthrough (Outdoor Play, Pool, & Both Gyms)		

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WHAT TO WEAR

CLOTHING

- T-shirt and shorts
- Swimsuit if participating in water activities

FOOTWEAR

Shoes are required for participation in outdoor activities. Athletic shoes are highly recommended. Children are required to remove shoes and socks during indoor activities. Removing socks and shoes helps minimize slips and falls on equipment.

LONG HAIR

While participating in physical games/activities hair should be pulled back (pony tail, braid, etc...).

LOCKERS

Children are assigned a locker for their personal belongings. The lockers do not and should remain unlocked. Personal locks brought from home are prohibited.

LOST & FOUND

If an item is missing, a parent should send an email to nwk@nwksports.com. The email should include the child's name, program, parent name, contact number, and a brief description of missing item.

PERSONAL PROPERTY POLICY

Items brought from home should be clearly labeled with child's name. Staff will assist children in keeping up with their belongings by encouraging responsible habits, such as putting their socks inside their shoes when they remove them. Ultimately, children are responsible for their personal belongings. Children should not bring toys, electronic devices, phones, trading cards, etc... Planet Kids will not credit or compensate for lost, damaged, or stolen items. This includes personal eye wear.

IMPORTANT

- Personal belongings should be **clearly labeled with child's name**.
- Swimsuit and towel must be taken home after use.
- Leftover food/snacks should be taken home daily. **Food should never be left overnight.**

SPECIAL CARE NEEDS

Planet Kids strives to include all children. In some cases, the director will perform an individual assessment to determine if the Planet Kids program is an appropriate fit for a child and their family, and if the program is able to reasonably accommodate a child without fundamentally altering the program itself. In making this assessment, staff will not react to unfounded preconceptions/stereotypes relating to children with disabilities and what they can or cannot do, or how much assistance they require. When necessary, the director will not only talk to a child's parents, but will speak with other professionals who work with the child in other contexts, such as educators or health care professionals.

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PRIOR TO ENROLLMENT

The Planet Kids Enrollment Form includes a section for parents disclose special problems or special care needs including:

- Special care required, including:
 - Any reasonable accommodations/modifications;
 - Any adaptive equipment provided for a child, including instructions for how to use the equipment; and
 - Symptoms or indications of potential complications related to a physical, cognitive, or mental conditions that may warrant prevention or intervention while a child is in care;
- Any limitations or restrictions on the child's activities; and
- Any medications prescribed for continuous, long-term use.

SPECIAL ACCOMODATIONS

If it is determined Planet Kids is able to reasonably accommodate a child, the staff will:

- Provide the child with the accommodations recommended by a health care professional, or a qualified professional who is affiliated with the local school district;
- Do its best to ensure that activities integrate children with special care needs;
- Do its best to help staff adapt equipment and procedures and vary methods as needed to ensure that a child with special care needs is cared for in a natural environment;
- Utilize as recommended any adaptive equipment that has been provided to Planet Kids for the child's use; and
- Ensure that a child who receives specialized services, such as speech therapy, occupational therapy, or physical therapy for the child's disability can receive those services from a qualified service provider at the operation, with parental request and approval.

DISCIPLINE AND GUIDANCE METHODS

Discipline and guidance is individualized and consistent for each child, appropriate to the child's level of understanding, and directed towards teaching acceptable behavior and self-control. Behavior issues are recorded in the child's record. Parents will be notified when they arise.

ACCEPTABLE METHODS

Planet Kids staff use only positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction. The goal is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving a child understandable guidelines and re-directing their behavior helps them to develop internal control of their actions and encourages acceptable behavior. Planet Kids discipline methods include:

- Praising and encouraging of good behavior instead of focusing only upon unacceptable behavior;
- Reminding children of behavior expectations continually using clear, positive statements;
- Using positive statements to redirect a child's behavior; and
- The use of brief supervised separation/time outs from the group, when appropriate for the child's age and development. Time outs are limited to no more than one minute per year of the child's age.

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PROHIBITED 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;
- Grabbing or pulling a child;
- Putting anything inside or covering a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling;
- Subjecting a child to harsh, abusive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet;
- Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is consistent with Planet Kids discipline and guidance methods; and
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

OTHER DISCIPLINARY MEASURES

Planet Kids activities include the opportunity to learn and develop fundamental gymnastics, acrobatic, tumbling, and ninja warrior skills. The Planet Kids staff is comprised of individuals that are also certified instructors in these areas. Planet Kids staff use various techniques including strength, conditioning, flexibility, speed and endurance exercises to achieve maximum safety and skills progression. Discipline measures used are:

- Commonly accepted teaching and training techniques;
- Individualized and adjusted to a child's ability (includes quantities and exercise time length);
- Are directly related to skill goals and are never used not used as punishment. For example, a child goofing around and being a distraction, will not be assigned push-ups, but may have to skip a turn;
- Are not considered abuse, neglect, or exploitation.

Parent(s) are encouraged to ask questions and request additional information if needed.

SUSPENSION & EXPULSION

On occasion, a child may have to be dismissed from the program. Reasonable efforts are made to work with a child and their family to prevent this from happening. If it's determined staff can no longer safely and/or reasonably accommodate a child, a parent will be contacted to pick up their child immediately.

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 or angry outbursts; or
- At risk of causing serious injury to others or their own self.

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PARENT ACTION NOTICE

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

- Violating NWK Sports and Planet Kids policies and procedures;
- UNRESOLVED CUSTODY DISPUTES;
- Excessive late pick-ups;
- Offensive conduct or language; or
- Threatening staff, children, families, or other guests.

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

MEAL AND FOOD SERVICE PRACTICES

MEALS & APPROXIMATE SERVING TIMES

SUMMER CAMPS & SCHOOL-YEAR DAY CAMPS

- Morning Snack (Parent Provides): 8:45 AM - 9:15 AM
- Sack Lunch (Parent Provides): 11:30 AM - 12:30 AM
- Afternoon Snack (Planet Kids Provides): 2:45 PM - 3:15 PM

AFTER-SCHOOL DAYS

- Afternoon Snack (Planet Kids Provides): 3:40 PM - 4:00 PM

OUTSIDE FOOD

- Parents should not send foods requiring heating, preparing, or cooking. Food will be served cold or at room temperature;
- Food brought from home will be stored on top of lockers until meal time.
- Food brought from home must not be shared;
- Sodas, candy, or high sugar foods/drinks are not allowed;
- On the Planet Kids Enrollment Forms, parents must acknowledge:
 1. They will be providing both the morning snack and lunch when applicable; and
 2. Planet Kids is not responsible for the nutritional value of meals brought from home or responsible for meeting a child's daily food needs. The following link is a great resource to help parents select menu items, including tips on introducing foods:
<https://www.fns.usda.gov/cacfp/meals-and-snacks>.

FOOD PROVIDED BY PLANET KIDS

For afternoon snack, Planet Kids provides a variety of healthy snacks. Snacks are served cafeteria style and are not prepared at the facility. A snack menu is available in the "Postings" binder located in the main office.

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SPECIAL DIETARY NEEDS

To serve a child a therapeutic or special diet, Planet Kids must have written approval from:

1. A physician or health-care professional (who has prescriptive authority) if the diet relates to a disability that restricts the child's diet; or
2. A health-care professional or a registered licensed dietician if the diet does not relate to a disability that restricts the child's diet.

The written approval must be:

1. Signed and dated by both the health care professional and parent;
2. Kept on file at Planet Kids; and
3. Given to all employees preparing and serving food.

OTHER INFORMATION:

- Planet Kids will encourage, but not force a child to eat;
- Any recurring eating problems will be discussed with a parent; and
- Planet Kids will not serve nutrient concentrates and supplements such as protein powders, liquid protein, vitamins, minerals and other nonfood substances without written instructions as indicated above.

INJURY & ILLNESS

ILLNESS EXCLUSION CRITERIA

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

1. Child has an illness that prevents them from participating comfortably in activities, including outdoor play;
2. Child's 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;
3. The child has one of the following (unless a medical evaluation by a health-care professional indicates that a child may be included in operation activities):
 - An oral temperature above 101 degrees that is accompanied by behavior changes or other signs of symptoms of illness,
 - A tympanic (ear), axillary (armpit), or infrared (forehead) temperature, above 100 degrees that is accompanied by behavior changes or other signs of 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 a child may be severely ill; or
4. 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.

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COMMUNICABLE DISEASES

Planet Kids follows the communicable disease exclusions required for schools as defined by the Texas Department of State Health Services (DSHS) in 25 TAC §97.7 (relating to Diseases Requiring Exclusion from Schools).

OTHER EXCLUSION CRITERIA

In the event of a pandemic or other public health emergencies, Planet Kids may implement stricter exclusion criteria. Planet Kids will follow the Center for Disease (CDC) and/or governmental guidelines, rules, and restrictions whenever possible and/or required. Families will be notified by email regarding any changes to the exclusion criteria and health screening requirements.

MINOR ILLNESS WHILE IN CARE

If a child becomes ill while in care and **does not require immediate treatment** by a health-care professional or hospitalization, staff will:

1. Contact a parent to pick up child (If unable to reach a parent, staff will call the emergency contact listed on enrollment forms);
2. Care for the child apart from other children;
3. Give appropriate care and supervision until a parent arrives (Ill children should be picked up within 30 minutes from being notified); and
4. Staff will pay extra attention to hand washing and sanitation if a child has diarrhea or is vomiting.

RESPONDING TO MEDICAL EMERGENCIES (MAJOR ILLNESS/INJURY WHILE IN CARE)

If a child becomes ill or sustains a major injury while in care that **requires immediate treatment** by a health-care professional, staff will:

1. Contact emergency medical services 911 (or take the child to the nearest emergency room after staff has ensured the adequate supervision of other children in the group);
2. Give the child first-aid treatment or CPR if needed;
3. Contact a parent (If unable to reach a parent, staff will call the emergency contact listed on enrollment forms);
4. Contact the physician or other health-care professional identified on the child's enrollment forms; and/or
5. Ensure supervision and safety of other children in the group.

RETURN TO CARE AFTER ILLNESS

A child may return to care after being ill when:

1. Child is symptom free for 24 hours; or
2. Planet Kids has obtained a health-care professional's statement indicating the child no longer has an excludable disease or condition.

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IMMUNIZATION REQUIREMENTS

Each child admitted to the program must meet and continue to meet applicable immunization requirements specified by the Texas Department of State Health Services (DSHS). To meet this requirement, a parent must:

- Submit a signed statement that their child's immunization record is current and on file at the pre-kindergarten or school their child attends.
- The statement must be dated and include the name, address, and phone number of the pre-kindergarten or school listed in the statement.
- This statement is located on the Planet Kids Enrollment Forms.

EXEMPTIONS

A child may be exempt from immunization requirements for a medical reason or a reason of conscience, including a religious belief. To claim an exemption, the person applying for the child's admission must meet criteria specified by the Department of State Health Services (DSHS) rule at 25 TAC §97.62 (relating to Exclusions from Compliance).

CHILD SAFETY PRECAUTIONS

ADMINISTERING MEDICINE

Planet Kids staff does not administer medication. Medications should be taken as required before arrival, after pick-up, and/or administered by parent onsite.

UNASSIGNED EPINEPHRINE AUTO-INJECTORS

At this time, Planet Kids does not maintain or administer unassigned epinephrine auto-injectors.

SUNSCREEN & INSECT REPELLENT

Planet Kids staff does not apply, nor provide sunscreen, and/or insect repellent. If desired, these should be applied prior to arrival. Sunscreen and insect repellent should not be brought to the facility. When possible, Planet Kids will schedule outdoor activities during the morning hours to limit sun and heat exposure.

FOOD ALLERGIES

A food allergy emergency plan is an individualized plan prepared by a child's health care professional. The plan includes:

1. A list of each food a child is allergic to;
2. Possible symptom(s) if exposed to a food on the list; and
3. Steps to take if the child has an allergic reaction.

A FOOD ALLERGY EMERGENCY PLAN is REQUIRED for each child with a KNOWN FOOD ALLERGY THAT HAS BEEN DIAGNOSED BY A HEALTH-CARE PROFESSIONAL. The child's health care professional and parent must sign and date the plan.

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VACCINE-PREVENTABLE DISEASES (EMPLOYEES)

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

TUBERCULOSIS SCREENINGS

At this time, Planet Kids does not require children or staff to have a tuberculosis (TB) screening. Although, requirements for TB screening and testing vary across the state. Should the Texas Department of State Health Services (DSHS) or local health authority require TB screenings, then each child and staff member entering program will need to have documentation to indicate they are free from active tuberculosis.

SIGN IN AND OUT PROCEDURES

Children must be signed in and signed out daily. Planet Kids uses a mix of paper and electronic sign in and sign out log. The logs include the child's name, date, time of arrival/departure, staff initials, and a notation of who picked-up the child.

RELEASE PROCEDURES

- Children will only be released to a parent, or a person designated by the parent on the Planet Kids Authorized Pick-up Form after verification of ID;
- With parent permission, children may be released to the care of a sibling under 18 years. Permission must be given on the Planet Kids enrollment forms;
- Person picking-up child is responsible for relaying daily information to parent;
- Parent will be contacted by phone if the person picking up child is not on the authorized pick-up list;
- If person picking up child is suspected of being under the influence of drugs or alcohol, staff will contact local police and request assistance; and
- Planet Kids staff can't legally prevent a child from being picked up by a parent or person designated by either parent.

LATE PICK-UP FEES

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. The electronic payment method on file will be charged automatically.

TRANSPORTATION

TRANSPORTATION ENROLLMENT REQUIREMENTS

1. To enroll in summer camps, school-year day camps, and after-school care program, a child must have parental consent to be transported for emergency care, from child's school to facility, and any scheduled field trips.
2. Consent is required and should be given on the Planet Kids Enrollment Forms.
3. Parent must login to the iClassPro Parent Portal, register, and pay each after-school session day/week.

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TRANSPORTATION RULES/PRIVILEGES

Children being transported must adhere to bus safety rules. Children must remain seated and follow instructions at all times. Violations may result in a child losing their transportation privileges for a designated period of time.

AFTER-SCHOOL CARE PICK-UP

Planet Kids provides after-school bus transportation from select schools to Planet Kids.

Currently Planet Kids provides bus pick up at the following schools:

- Wood River Primary
- East Primary
- West Intermediate
- Magee Intermediate

To be eligible for pick up, a child must:

- Be properly enrolled through the iClassPro Parent portal at Planet Kids,
- Have up to date Planet Kids Enrollment Forms on file, and
- Have reported to the **school's designated pick-up area**. Parent must inform the child's school they will be riding the Planet Kids bus (Parents should know their child's school dismissal policies and procedures, including cutoff times to make changes).

Side Note: Although the after-school program is officially licensed under the name "Planet Kids," it is not unusual for schools to refer to the Planet Kids program under different names. When specifying after-school dismissal plans on the school's paperwork, the Planet Kids program could also be referred to as: NWK Sports, Northwest Kids Sports Complex, NW Gym, Northwest Gym, and Northwest Gymnastics.

DESIGNATED BUS PICK-UP AREAS

- **1st Stop (3:00 PM*): WEST INTERMEDIATE** (Child reports to > SCHOOL BUS PICK-UP LINE)
At school dismissal, Magee staff/teachers bring Planet Kids students directly to Planet Kids bus.
- **2nd Stop (3:05 PM*): MAGEE INTERMEDIATE** (Child reports to > SCHOOL BUS PICK-UP LINE)
At school dismissal, West staff/teachers bring Planet Kids students directly to Planet Kids bus line where they are met by Planet Kids staff. Planet Kids staff waits with children until Planet Kids bus arrives.
- **3rd Stop (3:10 PM*): WOOD RIVER PRIMARY** (Child reports to > SCHOOL BUS PICK-UP LINE)
At school dismissal, Wood River staff/teachers bring Planet Kids students directly to Planet Kids bus.
- **4th Stop (3:25 PM*): EAST PRIMARY** (Child reports to > SCHOOL CAFETERIA)
At school dismissal, East staff/teachers bring Planet Kids students directly to cafeteria where they are met by Planet Kids staff. Planet Kids staff wait with children in cafeteria until Planet Kids bus arrives.
- **Final Stop (3:40 PM*): ARRIVE AT FACILITY**

**These are approximate bus pick-up times, and may be a few minutes later depending upon traffic, school dismissal personnel, etc...*

PLANET KIDS OPERATIONAL POLICIES

LAST MINUTE CHANGES

If possible, a parent should call the main office by 2:00 PM if there is a change in pick-up plans. A parent should leave a message stating their name, phone number, child's name, school, and a brief message. A parent should also contact the child's school and make them aware of the changes.

EDP (TUTORING) AT CALALLEN

Children scheduled to attend Calallen's Extended Day Program (tutoring) may still attend Planet Kids after-school care. Calallen ISD provides school bus transportation from the school to Planet Kids. A parent should notify Planet Kids when their child is attending EDP and whether or not Planet Kids staff should be expecting them as a late arrival. Typically, the Calallen school bus drops EDP students off in front of the main office. Planet Kids staff will meet them at drop off.

SEVERE/INCLEMENT WEATHER

FACILITY CLOSURES

Planet Kids will be closed during inclement weather emergencies such as freezes, flooding, hurricanes, etc... On scheduled after-school pick-up days, if Calallen ISD closes early or cancels activities due to inclement weather, the Planet Kids program will not operate. If children are at school when the closure is announced, parents will need to pick up their child at the designated school closing time. During an inclement weather closure, Planet Kids staff will not be available on site to provide childcare services. Parents will be notified of any facility closures through email and/or text messaging.

SCHEDULED OUTDOOR ACTIVITIES

WINTER MONTHS

During the cooler winter months, children will not play outside when the temperature and/or wind chill drops below 38°. Children should bring weather appropriate coat/jacket.

SUMMER MONTHS

During the hotter months, scheduled outdoor activity times may be shortened, or cancelled. Children will not participate in outside activities when the heat index exceeds 100°. When possible, Planet Kids will schedule outdoor activities during the early morning/late afternoon hours. Planet Kids also has outdoor drinking fountains and shaded area at the pool and outdoor play field. Shortened/canceled outdoor activities will be replaced with indoor activities that provide the same type of activity. For example, outdoor "gaga ball" will be modified and moved indoors.

GYMNASTICS AND NINJA EQUIPMENT

Planet Kids activities include the use of equipment (bars, beams, tumble tramps, etc...) that is fundamental to the core development of tumbling, gymnastics, acrobatic, and ninja skills and is:

- Not subject to the safety requirements specified in the child care licensing minimum standards;
- Installed and used according to the manufacture's instructions and industry standards; and
- Supervised by trained personnel.

Written consent is required by a parent before children use the equipment. This consent should be given on the Planet Kids Enrollment Forms.

PLANET KIDS OPERATIONAL POLICIES

PARENT RIGHTS

PARENT VISITATION & PARTICIPATION

Parents may visit Planet Kids at any time during operating hours to observe their child, program activities, the building, the premises, and equipment without having to secure prior approval. For safety and security reasons, parents must:

1. Check in with the main office upon arrival; and
2. Remain in designated observation areas (unless accompanied by a staff member).

PARENTS ARE NOT ALLOWED TO PARTICIPATE IN PLANET KIDS ACTIVITIES.

QUESTIONS OR CONCERNS

Parents may review and discuss with the director any questions or concerns about Planet Kids policies and procedures. Parents may visit the main office to schedule an appointment. The director can also be reached via telephone/email.

CHILD CARE LICENSING

INSPECTIONS AND COMPLIANCE HISTORY

Parents may review a copy of the most recent HHSC inspection reports in the main office. Online compliance history can be viewed at

https://childcare.hhs.texas.gov/Child_Care/Search_Texas_Child_Care/ppFacilityDetails.asp?ptype=D&fid=163119&resCareFlag=F

MINIMUM STANDARDS

Minimum standards are available online at:

<https://www.hhs.texas.gov/providers/protective-services-providers/child-care-regulation/minimum-standards>.

IMPORTANT CONTACT INFORMATION

Texas Abuse and Neglect Hotline	(800) 252-5400
Local Licensing Office	(361) 878-3471
Health and Human Services Commission	https://childcare.hhs.texas.gov/Child_Care/

ADDITIONAL RIGHTS

A parent also has a right to:

- Review the operation's publicly accessible records;
- Review the operation's written records concerning the parent's child;
- File a complaint against the operation;
- Have the operation comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Planet Kids does not record video, but should this change a parent may view video recordings of an alleged incident of abuse and neglect involving their child provided:
 - A video recording of alleged incident is available,

PLANET KIDS OPERATIONAL POLICIES

- The parent does not retain any part of the video depicting a child that is not their own, and
- The parent(s) of other children in the video have received prior notice from the facility;
- Obtain a copy of the Planet Kids policies and procedures;
- Review Planet Kids staff training records and any in-house training curriculum; and
- Exercise these rights without receiving the retaliatory action.

PARENTAL NOTIFICATIONS

NOTIFICATION OF POLICY CHANGES

Parents will be notified of any program policy changes/updates to the Planet Kids Enrollment Forms as they occur. Parents will be notified through the primary email address listed on the NWK parent portal family account. It is important for parents to verify and validate the primary email address on file. The notification email will require a parent to acknowledge their receipt of any policy changes, and/or submit a new form. Specific instructions will be included in the email.

NOTIFICATION OF FACILITY CLOSURES

Parents will be notified of any facility closures through email and/or SMS messaging. Facility closures may result from severe/inclement weather, prolonged power outages, etc...

NOTIFICATION OF ILLNESS, INJURY, OR AT-RISK SITUATIONS

SERIOUS INJURY/ILLNESS

After ensuring a child's safety, the child's parent will be notified immediately after the child:

1. Is injured and the injury requires medical treatment by a health-care professional or hospitalization;
2. Shows signs or symptoms of an illness that requires hospitalization;
3. Has had an emergency anaphylaxis reaction that requires administration of an unassigned epinephrine auto-injector;
4. Has been involved in any NON-ROUTINE situation that placed, or may have placed, the child at risk for injury or harm; or
5. Has been involved in any situation that renders the operation unsafe, such as fire, flood, or damage to the operation as a result of severe weather.

MINOR INJURIES

A parent, or person picking up the child, will be notified of less serious injuries when the child is picked up from the operation. Less serious injuries include minor cuts, scratches, and contusions requiring first-aid treatment by staff.

COMMUNICABLE DISEASE

Written notice will be given to a parent of each child attending the operation within 48 hours of becoming aware that a child in care or an employee has contracted a communicable disease deemed notifiable by the Department of State Health Services, as specified in 25 TAC Chapter 97, Subchapter A (relating to Control of Communicable Diseases).

PLANET KIDS OPERATIONAL POLICIES

LICE OR OTHER INFESTATION

Written notice will be given to a parent of each child attending the operation within 48 hours when there is an outbreak of lice or other infestation in the group. This notice will either be posted near the Planet Kids authorized pick-up location, and/or a note will be sent home with each child.

NOTIFICATION OF VIDEO RECORDING

Planet Kids must provide written notice to the parent of any other child captured in a video before allowing a parent to inspect a recording.

NOTIFICATION OF ABUSE, NEGLECT, OR EXPLOITATION OF A CHILD

ALLEGATIONS

A parent will be immediately notified if there is an allegation their child has been abused, neglected, or exploited, as defined in Texas Family Code §261.001, while in care. Parents will be notified as soon as Planet Kids has received knowledge of this allegation, including when someone makes an allegation directly to staff, when a staff member makes a report to DFPS, or when DFPS notifies Planet Kids of an allegation.

DEFICIENCIES

Parents of each child attending Planet Kids will be notified of any deficiency cited by licensing in the abuse, neglect, or exploitation standard relating to what general responsibilities do Planet Kids employees have. Parents will be notified within five days after receiving notification of deficiency. Planet Kids will use Form 7266, Notification of Abuse/Neglect/Exploitation Deficiency, located on the Licensing provider website, to notify parents of each child attending Planet Kids at the time of notification.

EMERGENCY ACTION PLANS

The following is a brief summary of the Planet Kids Emergency Plan. Parents may stop by the main office to review and/or request a copy of the detailed plan.

DESIGNATED SAFE AREA

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 ONSITE (INSIDE)

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

DESIGNATED SAFE AREA ONSITE (OUTSIDE)

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 escort children to the final meeting location next to the bus and/or outdoor play area.

PLANET KIDS OPERATIONAL POLICIES

ACTIVE SHOOTER/VOLITILE PERSON LOCKDOWN

In the event of an active shooter/volatile person 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.

EMERGENCY RELOCATION (OFFSITE)

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

JOURNEY CHURCH
12150 IH 37, Corpus Christi, TX 78410
PHONE: (361) 242-2272

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

Essential documentation, including parent and emergency contact numbers and authorization for emergency care will be accessed through our online 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.

CHILDREN WITH DISABILITIES

A designated staff member will take charge of assisting any person with disabilities. For example, a child with on crutches will receive special assistance when exiting the building.

OCCUPYING CHILDREN DURING EMERGENCY

During an emergency relocation, staff will keep the children occupied by playing small group circle games, reading books, and/or telling stories.

EMERGENCY 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 using mobile phones, internet, and landlines if available. Parents and/or the designated emergency contact will be contacted as well.

During an emergency, the director, may be contacted by cell phone at:
Michelle Sanders (361) 548-1732

In the event the director is unreachable at the time of an emergency, next person(s) in charge are:
Shane Sanders (361) 548-1725

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EMERGENCY EVACUATION ROUTE & PHONE NUMBERS

