

# Planet Kids Daycare OPERATIONAL POLICIES



## OPERATION INFORMATION

- Operation Name: Planet Kids (#546080)
- Director Name: Michelle Sanders
- Facility Address: 12212 Leopard Street, Corpus Christi, TX 78410
- Phone: (361) 241-0952
- Email: [nwk@nwksports.com](mailto:nwk@nwksports.com)
- Website: [www.nwksports.com](http://www.nwksports.com)

## PHILOSOPHY

Childhood should be a time of fun, warmth, security, education, exploration, and discovery. Planet Kids will provide an atmosphere that encourages social, emotional, physical, and intellectual growth through individual, group, and team play. The curriculum includes large group play and exercise, individual studies, creative arts activities, outdoor activities, swimming, tumbling, gymnastics, and much more.

## PLANET KIDS OPERATIONAL TIMES

- DATES: August 16 - June 1
- DAYS: Monday through Friday
- TIMES: 2:50 PM – 6:00 PM

## SCHOOL YEAR HOLIDAYS/VACATION CAMPS

- DATES:
  - November 22 (Thanksgiving Camp)
  - December 18, 19, 20, 21, 22, 26, 27, 28, 29, January 2 (Christmas Camp)
  - January 15-19 (Livestock Show Camp)
  - February 16
  - March 12-16 (Spring Break Camp)
  - April 20
- TIMES: 7:30 AM - 6:00 PM

## ENROLLMENT PROCEDURES & REQUIREMENTS

- STEP ONE: Submit the [PLANET KIDS DAYCARE ADMISSION FORM](#)
- STEP TWO: Register online through the [myNWK PARENT PORTAL](#)
- OTHER: Does your child have a KNOWN food allergy? If yes, you must also submit the [NWK FOOD ALLERGY EMERGENCY PLAN](#) (requires physician authorization).

## TUITION & FEES

- ANNUAL ENROLLMENT FEE
  - \$50/year per family
  - Due Date – As applicable upon enrollment
- TUITION RATES
  - Early Bird Rate
    - \$199\*/month - First child
    - \$189.05\*/month - Each additional sibling
  - Due Dates:
    - ACH Bank Draft – 1st of the Month
    - Credit Card on File – 25th of the preceding month
- INSUFFICIENT FUNDS - There is a \$35 fee for all returned checks, bank drafts, and chargebacks.

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## ELECTRONIC PAYMENT AUTHORIZATION

You must authorize one of the electronic payment methods listed below to enroll in Planet Kids After School Care. This payment method will be charged on a monthly basis. If you register after the electronic submission date has passed, you will need to bring in full payment for the current month prior to your child's first day in after school.

We accept the following electronic payment methods:

- *AUTOMATIC BANK DRAFT (NACHA)*
- *CREDIT CARD* (We accept Visa, Mastercard, & Discover)

## CANCELATION OF AUTOMATIC BILLING

Your account will be automatically billed based on your enrollment. To un-enroll in Planet Kids After School Care you must submit a valid drop request no later than 15 days prior to the beginning of the next month. You cannot transfer or cancel an enrollment during the 2 weeks prior to the upcoming month.

To submit a valid drop request:

1. Login to your "myNWK" parent portal account
2. Click the ENROLLMENTS tab (left side)
3. Click the VIEW ENROLLMENT button
4. Click the DROP OR TRANSFER button, and submit the date you wish the drop/transfer to take effect. Use the messaging field to indicate your reason for the request.
5. Upon receiving your request, NWK will update your enrollment accordingly and contact you for further information if needed. You will receive an email indicating the status of your request.

Only a VALID drop request can terminate automatic billing. You are responsible for tuition WHETHER OR NOT YOUR CHILD ATTENDS until the time you submit a VALID drop request. Do not rely on your child to verbally let us know that he/she will not be attending. Fees are based on your child's enrollment, not attendance. This policy is in place to adequately plan staffing requirements and children activities. This charge will be for holding the child's place in after school instead of offering it to another child. NO REFUNDS/CREDITS will be given. If a child does not attend without giving proper and timely notification, then that child's account will be charged as indicated in the Planet Kids After School Care agreement.

## ATTENDANCE/REFUND/CREDIT/MAKEUP POLICY

Northwest Kids Sports Complex does not issue refunds, account credits, or make up days for missed after school care. You are paying for enrollment, not attendance.

## TRANSPORTATION AUTHORIZATION

As applicable, Planet Kids transports the children on a school bus. Permission must be given by the parent for the child to be transported. There is a section on the Planet Kids Daycare Participation Form that requires a parent to give consent.

## SNACKS & MEALS

Summer camp meal times are the morning snack time, lunch time, and afternoon snack time. Parents should send their child with a morning snack and sack lunch (if not enrolled in the Planet Kids lunch plan). Planet Kids provides an afternoon snack. Snacks and meals are served cafeteria style and are not prepared at the facility. The summer lunch program consists of meals prepared by local restaurants. The lunch and snack menus and schedules are posted in the locker room.

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## WATER ACTIVITIES

Water activities are classified into two categories:

1. General Water Activities – Includes sprinklers, splash pads, pools less than 2 feet in depth, water guns, etc....
2. Swimming Pool – Includes pools greater than 2 feet in depth (certified lifeguard on duty)

Water Activity Participation Requirements:

- Parental consent is required prior to participation.
- Each child must bring his/her own swimsuit and towel.
- Swimming pool participation requires each child to pass a basic swim test. The child must demonstrate they can safely swim, unassisted, without a floatation device. This includes deep end areas in which the child is unable to stand.

## FIELD TRIPS

Field trips are scheduled periodically. Parents must enroll and pay for their child to attend an upcoming field trip through the myNWK parent portal. Planet Kids will notify parents via email when an upcoming field trip has been scheduled.

## RELEASE PROCEDURES

Planet Kids can only release a child to someone that has been designated as an authorized pick up person on the Planet Kids Daycare Admission Form. Should someone else need to pick up your child, please login to your parent portal account and send us a message with name and driver license number of person picking up the child. In the event someone needs to pick up a child and that person is not on the designated pickup list and the parent portal has not been. Planet Kids will need to make contact with a parent or legal guardian of the student. Planet Kids will also require the person picking up the student to provide a valid driver license number and vehicle license plate number.

## PROCEDURES FOR PARENTAL NOTIFICATIONS

Planet Kids primarily uses email to notify parents about upcoming events, program/schedule changes, and general account information. It's the parent's responsibility to verify the primary email address on file works properly. As situations require, Planet Kids will contact a parent by telephone and/or in person.

## PARENT CONCERNS

Parent(s) may visit at any time while the child is in care. During this time parent(s) will not be allowed to participate in the Planet Kids daily operations and activities that involve other children besides their own unless they have met the standards required by the Texas Department of Family and Protective Services AND permission has been given by the Planet Kids director or program manager. If a parent has any questions or concerns regarding the policies and procedures at Planet Kids, you may contact Michelle Sanders in the main office by telephone, email, or in person.

## NON-HIRING OF CENTER STAFF

In order to maintain confidentiality and professionalism, Planet Kids and Northwest Kids Sports Complex employees are prohibited from contracting, soliciting, or engaging in temporary employment as a caregiver or babysitter for any parent/guardian who has a child enrolled in the daycare program.

## DISCIPLINE AND GUIDANCE POLICIES

Planet Kids follows the following discipline and guidance policy as set forth by the Texas Department of Family and Protective Services:

- Discipline must be:
  - Individualized and consistent for each child;
  - Appropriate to the child's level of understanding; and
  - Directed toward teaching the child acceptable behavior and self-control.

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- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
  - Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
  - Reminding a child of behavior expectations daily by using clear, positive statements;
  - Redirecting behavior using positive statements; and
  - Using brief supervised separation or time out from the group when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
  
- There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are PROHIBITED:
  - 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; and
  - Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

## ILLNESS & EXCLUSION CRITERIA

If a child becomes ill while in our care, Planet Kids will separate the child from the other children and contact the parent to pick up the child.

Planet Kids will NOT allow the child to attend the program if the following conditions exist:

1. The illness prevents the child from participating comfortably in activities including outdoor play;
2. The illness results in a greater need for care than our staff can provide without compromising the health, safety, and the supervision of the other children in care;
3. The child has one of the following:
  - A. Oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
  - B. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, behavior changes, or other signs that the child may be severely ill; or
  - C. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

## PROCEDURES FOR HANDLING MEDICAL EMERGENCIES

In the event of an injury or medical emergency, Planet Kids will administer first aid and call 911 if necessary. Every attempt will be made to contact a parent/guardian or emergency contact person listed on the Planet Kids Daycare Admission Form. Any medical bills that may arise from an accident are the responsibility of the parent or legal guardian.

## PROCEDURES FOR DISPENSING MEDICATION

Planet Kids will administer medication to a child provided that the parent signs an authorization form that includes the times for the staff to administer the medication according to the label directions and the

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medication is in its original container labeled with the child's full name and the date it was brought to the gym.

## **SUNSCREEN & INSECT REPELLANT**

Planet Kids does not apply nor provide sunscreen and/or insect repellent.

## **IMMUNIZATION, TUBERCULIN, HEARING, & VISION REQUIREMENTS**

**CHILD POLICY** - Planet Kids must have a signed statement from the parent that the child's immunization record, tuberculin test, hearing test, and vision is current and on file at the school the child attends. This can be found on the Planet Kids Daycare Participation & Consent Form.

**STAFF POLICY** - Planet Kids does not require immunizations/vaccinations for employment. The decision to receive these is left up to the sole discretion of each individual staff member.

## **EMERGENCY PREPAREDNESS PLAN**

In the event of an emergency, Planet Kids has an emergency preparedness plan that outlines where the children will be relocated onsite and offsite. The plan also includes the procedures relating to contacting local authorities and parents. This plan is available in the main office. Parents may request to see or receive a copy at any time.

## **PERSONAL PROPERTY POLICY**

Personal items should be kept in assigned lockers as applicable. The facility is not responsible for ANY items that may be damaged, lost, or stolen. This includes items that may be dropped in the foam pit. In the event an item is lost, please email us with your name, contact number, and a brief description of the lost item.

## **GANG-FREE ZONE**

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone. Criminal offenses related to organized criminal activity are subject to a harsher penalty.

## **KEEPING CHILDREN SAFE**

Reporting abuse or Neglect: Texas Law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. Call 1-800 252-5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith. These are also available on the web at [www.dfps.state.tx.us](http://www.dfps.state.tx.us). Planet Kids will notify the TDFPS, and/or local law enforcement officials, when it appears that a child is being seriously neglected or abused.

## **CHILD CARE LICENSING**

Planet Kids is a state licensed day care and must comply with the minimum standards set by the Texas Department of Family and Protective Services. A copy of the minimum standards and the most recent licensing inspection report can be reviewed in the main office.

## **IMPORTANT PHONE NUMBERS**

Planet Kids (NWK Sports)	(361) 241-0952
Local Child Care Licensing Office	(361) 878-3451
TDFPS Child Abuse Hotline	(800) 252-5400
TDFPS Website	<a href="http://www.dfps.state.tx.us/">http://www.dfps.state.tx.us/</a>