



# Plan of Operations

## for the parents of Explorers

**Hours Days and months of Operation** - Studio Bella Explorers follows the DISD School Calendar and opens the first day of school (late August) and runs through the last day of school. We are open from 3:00 pm-6:00 pm every day that DISD has a full day of school. If DISD has a holiday, Studio Bella Explorers is on holiday. See the attached DISD Calendar for holidays and days off.

**Procedure for Releasing Children** - Children are picked up at various times due to families' schedules. Parents will sign their child/children out on the sign-out sheet daily, writing the pick-up time and their initials. Parents may be asked to show a photo ID until the site director knows the parents. Other adults allowed to pick up children will need to have their names and phone numbers on the registration form. They will need to be prepared to show their ID to the site director does not know them. Sign-out sheets will be in the cafeteria with the site director or other staff member. If for any reason the sign-out sheets are in a different location, a note will be provided to let parents know the alternate pick-up location.

*Studio Bella hours of operation are from 3:00-6:00 pm. It is best to plan to pick up your child at 5:55 or earlier to avoid a late fee. A late fee will be charged for any children picked up after 6:00. At 6:01, late arrivals will be recorded and a late fee invoice will be sent via email. Studio Bella remains firm on the 6:00 pickup time, so that Studio Bella employees may be able to get home to their families. The director's cell phone will be used to determine time of pickup.*

- If we suspect the person picking up a child is under the influence of drugs or alcohol, we may call local police and request their assistance.
- Studio Bella may not legally prevent the child from being picked up by a parent or person designated by the parent; let us know what you would like us to do if you do not feel comfortable releasing the child to another parent so that we can document your concerns. We do require custody agreements so that we know of the arrangements.
- Law enforcement officers and DFPS Child Protective Services staff have the authority by law to remove a child without a parent's permission.
- Studio Bella will ask to see a picture ID of persons we do not know.

### MEDICAL AND IMMUNIZATIONS/EXEMPTIONS

#### Illness and Exclusion Criteria

- Children may not attend Studio Bella if one or more of the following exists:
  - Illness prevents the child from participating comfortably in the operation activities including outdoor play;
  - Illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;
  - The child has one of the following (unless a medical evaluation by a health-care professional indicates that we can include the child in your operation's activities);
- An oral temperature above 101 degrees that is accompanied by behavior changes or other signs or symptoms of illness;
- A tympanic (ear) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness;
- An axillary (armpit) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness
- 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 that the child may be severely ill;
- 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.

**Procedure for dispensing Medication or a statement that medication is not dispensed** - We encourage medications to be dispensed by the school nurse before the end of the school day if possible.

Studio Bella requires authorization to administer medication from the child's parent in the following format:

- In writing, signed and dated;
- In an electronic format that is capable of being viewed and saved;
- By telephone to administer a single dose of a medication.

*Please note: Authorization to administer medication expires on the first anniversary of the date the authorization is provided.*

We will NOT administer medication in excess of the medication's label or the directions of the child's health-care professional. Children that require medication will be taken to the school nurse. If the school nurse is no longer on campus, the director is in charge of administering medicine.

**Procedure for Handling Medical Emergencies** - The following information is a general response to injuries or illnesses.

1. The staff responsible for the child will employ first aid techniques as trained.
2. If the child has fallen from a high place, we do not move the child unless there is a life-threatening situation.
3. If medical attention is required immediately, the staff responsible for the child will have a fellow staff member contact local emergency medical services by calling 911.
4. The director or designated staff member (preferably the staff member who is responsible for the child) will accompany the child during EMS transport to the hospital.

*The State of Texas: Parent authorization is not required if you administer a medication to a child in a medical emergency to prevent the death or serious bodily injury of the child, provided that you administer the medication as prescribed, directed, or intended.*

If the illness or injury does not require immediate medical attention and is non-life threatening but requires a doctor's care, the site director or designated staff member will:

1. Contact the parent or guardian.
2. Arrange for transportation to the emergency room, pediatric clinic, or hospital if deemed necessary. The decision should be in accordance per the instructions of the parent or guardian. If the parent is unavailable, the Studio Bella Explorers employee will make a decision that is in the best interest and safety of the child. The staff responsible for the child will document treatments and any action that took place due to the injury or illness.

**Procedure for Parent notification** - Communication between caregivers and parents is essential to both the safe and healthy operation of the program and to the parent's ability to assess the care their children are receiving.

**For injuries or sickness** - We will notify the parent immediately via phone (1<sup>st</sup>) and text (2<sup>nd</sup>) after a child:

- Is injured and the injury requires medical attention by a health-care professional.
- Has a sign or symptom.
- Has been involved in any situation that placed the child at risk.
- Has been involved in any situation that renders the operation unsafe, such as a fire, flood, or damage to the operation as a result of severe weather.

**Notification** - Parents will be notified of less serious injuries when the parent picks the child up from the operation. Less serious injuries include, but are not limited to, minor cuts, scratches, and contusions requiring first-aid treatment by employees.

We will notify parents in writing within 48 hours of becoming aware that a child in your 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).

We will provide written notice within 48 hours to the parents of all children in a group when there is an outbreak of lice or other infestation in the group via email.

**Immunization/Exemption Requirements** - A student shall have their immunization requirements filed in the office of the school or have a medical exemption on file that follows Texas Law.

**Exemptions** - Texas law allows (a) physicians to write medical exemption statements that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child or household member, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

*Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found DFPS.com. Original Exemption Affidavit must be completed and submitted to the school. For children claiming medical exemptions, a written statement by the physician must be submitted to the school. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.*

## COMMUNICATION

**For updates on policies, special events, and schedules for the week** - Email will be the most common form of communication. A weekly email will be sent to notify the parents of the updates for the week. Holiday and important events will also be shared on the school/Studio Bella for Kids Facebook page. Updates will also be on our parent board.

**Other communication** - Notes may be sent home if email communication has not been successful or if there are other items that may need to be brought to your attention. Text may be used if a phone call has not been successful.

## DISCIPLINE AND GUIDANCE

**Discipline and Guidance** - *The following guidelines are required information by the Texas Department of Family and Protective Services for the protection of your child.*

**For discipline issues** - Parents will be notified immediately for DISD code of conduct violations and other issues, depending on the severity of the discipline issue by phone. Parents will be notified at the time of pickup regarding any issues of the day. Discipline issues will be documented. A copy of the discipline report will be given to the parent upon pick up or a copy will be provided via email, depending on the needs of the other children of the day at the time of pickup. Please note that pick up time may be a hectic time and may not be a time when a director can sit down and have a conference regarding the issue at hand. If needed, a conference may be scheduled at a later time to give full attention to the matter at hand.

Studio Bella Caregivers will NOT be physically or emotionally damaging your child as we guide your child in correcting behavior. Studio Bella will make sure that the guidance and discipline we provide will be appropriate to the child's age and level of understanding; and be appropriate to the incident and severity of the behavior demonstrated.

Studio Bella Explorer caregivers may only use POSITIVE methods of discipline and guidance that encourages self-esteem, self-control, and self-direction, including 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.

Studio Bella Explorers guidance and discipline WILL BE appropriate to the child's age and level of understanding; and be appropriate to the incident and severity of the behavior demonstrated. There will be no harsh, cruel, or unusual treatment of any child. This includes: Corporal punishment or threats of corporal punishment, 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 or requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age. Children may be required to complete a reflection sheet, following a behavior incident.

All children sign Studio Bella Explorers rules on the first day of Explorers the first semester and the second semester after discussing the rules as a group. Children are also required to continue to follow DISD Code of conduct. The Code of Conduct is provided by the school at the beginning of the year to each child and parent and must be signed. The Studio Bella rules are below the DISD Code of Conduct briefing.

**DISD Code of Conduct (Copied from the DISD Code of Conduct)** - Five standards of student conduct are offered as guides to the development of Campus Classroom Rules for each campus, as well as a districtwide model.

- 1. Exercise self-control** - use courteous language, resolve conflict in a mature manner, be appropriately dressed and groomed
- 2. Demonstrate a positive attitude** - take a leadership role, be polite, be cooperative
- 3. Respect the rights and feelings of others** - behave in a manner that does not disrupt others, treat others with courtesy and respect (i.e., put oneself in the place of the other person, whether that person is another student, teacher, parent/guardian, community person, administrator, lunchroom or custodial worker, or any other person on campus)
- 4. Take responsibility for school property** - respect the building and grounds, and keep the campus free from trash and graffiti.
- 5. Support the learning process** - listen carefully to instructions and participate in class activities.

**Studio Bella Rules** - The rules will be signed by each student at the beginning of each semester:

- Continue to follow your school's rules while you are at Explorers.
- Be respectful to Explorers Leaders. They are here to help you have fun.
- Be kind to other Explorers. If you have a problem with another Explorer, please let a leader know.
- Help others... especially those younger than you. Younger kids can help older kids too!
- Create to the best of your ability and challenge yourself.

- Clean up your messes and keep your school neat.
- Stay with your group when you are inside or outside.
- Do not leave the school grounds unless you have checked out at the checkout table with a parent.
- Keep the bathroom neat, always flush and wash your hands.
- Go to the bathroom in pairs.
- Participate in group activities- Games are more fun when everyone participates.
- Have fun!

*Those that break the DISD code of conduct or Studio Bella rules will be guided to by the caregiver to correct his or her actions/behavior, and if needed by the director, depending on the age and nature of the offense. They may also be required to fill out a reflection sheet so they may contemplate their actions and be able to self-direct themselves to a different behavior next time. An incident report will be created and placed in the child's file and a copy will be provided to the parents. Studio Bella policy follows the three-strike rule. A strike may constitute calling the parent for immediate pickup for the day, depending on the severity of the action and the complexity of the situation. In serious situations such as destruction of property when the children are on campus, may result in Disciplinary actions of DISD being applied, along with suspension or expulsion.*

**A definition of a strike is (but not limited to):**

- A student striking a child w/o that child provoking him/her.
- Three documented incidents of disrespectful behavior/refusing to cooperate or participate/lying to a teacher/director/taking things that do not belong to him/her.
- Destruction of school or other students' property.
- Using the bathroom outside or purposely using the bathroom in any spot that is not a toilet or urinal.
- Inappropriate touching of another student.
- Leaving the campus

One strike may require a mandatory conference, depending on the severity of the strike.

Two strikes will require a mandatory conference, behavior plan or suspension depending on the severity of the behavior.

Three strikes will result in removal from the program.

**Suspension and Expulsion of Children** - The conference will result in a behavioral plan, suspension or removal from the program.

Depending on the severity of the behavior and the history of the child's behavior, the following may occur:

- 1 day suspension
- 3 days suspension
- expulsion from the program
- A physical fight with another student is an automatic 1 day suspension.
- If two strikes occur with physical injury, bullying or damage to the schools property, a 3 day suspension will be enforced.
- Automatic expulsion will occur upon three strikes.

*Please note: other situation involving children and/or parents may result in suspension/expulsion. Situations and incidences will be reviewed on a case-by-case basis.*

*Please note, When filling out the required information for your child, there will be a box to check and a signature line to verify you have read through the Studio Bella Explorers Plan of Operations and understand the policies, rules and regulations while your child attends the 2019-2020 Studio Bella Explorer program. This box must be checked and we must have your signature for your child to attend the Studio Bella Explorers Program.*

**MISCELLANEOUS**

**Transportation** - N/A Studio Bella Explorers does not provide transportation.

**Meals and Food Service Practices** - Studio Bella Explorers does not provide meals.

**Water Activities** - Limited to sponges, rain gutters, sprinklers and buckets. Water week is in the spring.

**Field Trips** - N/A Studio Bella Explorers does not take field trips with children as we are an afterschool program.

**Animals** - N/A Animals are not part of Studio Bella Explorers

**Procedures for applying sunscreen and bug repellent** - Studio Bella Explorers does not apply sunscreen or bug repellent.

**Procedures for parents to review and discuss with the director regarding policies and procedures** - Email the director to request a date and time that works for both parties.

**Procedures for parents to visit the operation at any time** - Parents are invited to drop in at any time to see the creativity, learning and teambuilding their children are involved in.

**The procedure for parents to participate in the operations activities** - Parents are welcome to volunteer for special events.

If parents want to volunteer for a special event, please email the site director.

## LICENSING AND DFPS

The procedure for parents to review a copy of the operations most recent Licensing Inspection report and how the parents may access the minimum standards online.

- To review our most recent licensing report, please see our bulletin board with the most recent copy.
- To and access the minimum standards, go to: [www.dfps.state.tx.us](http://www.dfps.state.tx.us) and search for minimum standards for school age and before and after school programs. [www.dfps.state.tx.us/Child\\_Care/documents/Standards\\_and\\_Regulations/744\\_School-age.pdf](http://www.dfps.state.tx.us/Child_Care/documents/Standards_and_Regulations/744_School-age.pdf)

## How parents may contact the local licensing office, the Texas Abuse and Neglect Hotline and access the DFPS Website

DFPS Local Office, 1111 W Ledbetter Dr #150, Dallas, TX 75224, (214) 372-8700

If you suspect abuse, please call the Texas Abuse Hotline (1-800-252-5400), <https://www.dfps.state.tx.us>

**Emergency Preparedness Plan** - Caregivers will each have a clipboard of their children for the day to ensure all children are accounted for in an emergency situation

- Fire Drills will be monthly. Days and times will vary.
- Lock Down Drills will be quarterly, September, December and March. Each will be recorded on an emergency drill sheet.

## SCHOOL RELATED EMERGENCY PLAN- SANGER

Position	Name	Cell Phone Number	Cell Phone Provider	Email Address
Oper. Direct	Tammy Bardwell	469 878 8056	T mobile	<a href="mailto:tammy@studiobellaforkids.com">tammy@studiobellaforkids.com</a>
Prog/Site Dir.	Penny Loe	214 558 8129	ATT	<a href="mailto:penny@studiobellaforkids.com">penny@studiobellaforkids.com</a>
Emergency		911		
DISD POLICE Dispatch		214 932 5627		

## Identify the relocation areas in and outside the operation.

A: The relocation plans are TBT closer to the beginning of school due to the summer construction. The relocation site is [White Rock United Methodist Church](#).

The Studio Bella Operations Relocation Map is attached.

**Emergency Preparedness** All staff will have each other's cell phone numbers programmed in their phone for easy communication in case of an emergency. In an emergency, we will default to [Sanger's](#) emergency staff if at all possible. Studio Bella Explorers Directors have the [Sanger](#) Emergency Contact Numbers

## Evacuation: requires all staff to leave the building **Diagram to be attached before the beginning of school due to construction**

- In the event of an evacuation, the first priority is to get all students to a safe area. All groups of Studio Bella Explorers will relocate to the soccer field with their teacher/director for a headcount. Children must evacuate within 3 minutes.

The Evacuation protocol for [Sanger Elementary](#), if they need to evacuate to another building is to go to [White Rock United Methodist Church, 1450 Old Gate Lane](#). A phone tree will be used in an emergency situation. Children will be walked/bused to [White Rock United Methodist Church](#).

Call in this order:

Emergency		911
DISD Dispatch		214 932 5627
Program Director	Penny Loe	214 558 8129
Studio Bella Operations Director/Studio Bella founder	Tammy Bardwell	469 878 8056

(In the case that evacuation to another building must occur and our DISD contacts are unavailable, our nearest site to relocate is [White Rock United Methodist Church](#). Children with special needs will be identified at the beginning of the semester and will be assigned to a caregiver. That caregiver will be assigned to keeping that child safe and make sure the child has the tools to travel in emergency situations.

Parents will be notified via phone as soon as children are safe and settled.

**Sheltering/lock-down of children** - Staff/caregivers should move to the nearest room. Students outside should not re-enter a building with a threat. Staff/caregivers should lock doors, cover windows and turn off lights. If classrooms cannot be locked, doors should be barricaded. Students and staff should hide out of sight behind furniture or other barriers. Try to secure the door in another way. Each teacher will secure students currently in their classrooms. Turn ringers off. Caregivers and staff will begin notifying the chain of command above as soon as possible when it is safe to do so. Children will be accounted for by the caregiver in charge. Parents will be notified by phone as soon as it is safe to do so.

**Severe storm/tornado** - Students will line up in the hallway (see map). Please check emails frequently on these days to see if DISD has made a plan to close school campuses early.

**Communication** - Communications will begin with the director onsite. Any mass communication will be delegated out to the caregivers so that they may help facilitate any communication. Communication with local authorities such as fire, law enforcement, emergency medical services, health department as well with the school leaders will begin with the director and will be delegated out to staff and caregivers.

**Please see the attached map of the evacuation plan.**

**Procedure for conducting health checks, if applicable. Vaccine preventable diseases for employees** - Health checks are N/A  
The flu shot is highly recommended for Studio Bella Explorers Employees but not required.

#### **ENROLLMENT, INVOICES, LATE FEES AND PENALITIES**

**Enrollment procedures** - Go to [Studiobellaforkids.com](http://Studiobellaforkids.com) and fill out the family registration and pay the nonrefundable deposit. Your first invoice will be sent to the email you provide upon registration.

**Invoicing and Tuition** - Parents will receive their invoice on the **15<sup>th</sup>** of the month for the following month. For example, on September 15, a parent would receive an invoice for the month of October. Parents have a full two weeks to pay tuition. Tuition is due on the **1st** of every month.

**Late Fees and Penalties** - If payment is not received by the **1st** day of the month, parents will be invoiced a late fee of \$25. Both the monthly tuition and the late fee must be **paid by NOON on the 2<sup>nd</sup>** before a child will be allowed to return to Explorers on the 2<sup>nd</sup>. It is the Parent's responsibility to notify their site director with a receipt of payment via text or email. [Site Director, Jaci Atkins 214-385-9370](mailto:Site Director, Jaci Atkins 214-385-9370) or [Jaci@studiobellaforkids.com](mailto:Jaci@studiobellaforkids.com)

If your Site Director has not received proof of payment **by NOON on the 2<sup>nd</sup>**, your child will be sent to the school's main office for immediate pickup. If the invoice has not been paid by the 5<sup>th</sup> of the month and the site director has not received written communication, the Studio Bella Explorers account will be terminated immediately. In order for a child to be reinstated into the program, the family will need to reregister with the program, beginning with the registration fee.

#### **Emergency Evacuation Plan**

*Due to the building and the remodeling of Sanger, the emergency evacuation plan will be prepared closer to the beginning of school so that we have an accurate plan. The safety of the children is Studio Bella's top priority.*