



# Plan of Operations

*for the parents of Explorers*

## GENERAL INFORMATION

Hours Days and months of Operation - Studio Bella Explorers follows the DISD School Calendar and opens October 26 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.

Until Covid restrictions are lifted, we are asking parents to schedule their pick-up times at 4:00, 4:30, 5:00, 5:30 and 5:55 so that we may bring the child to you outside. Parents will text the site director the name of the child (first and last name) and who is picking up (first and last name) for pick up, staff member will note time on sign out sheet/initial and deliver the child to you at the assigned exit.

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 if the site director does not know them.

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 documented 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.

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## COVID, MEDICAL, IMMUNIZATION/EXEMPTION PROTOCOL

Since this is an ever-changing situation, the district may need to change protocols at any time to address specific needs and circumstances in order to protect the health and safety of students, employees and the community. Please note, health guidance cannot anticipate every unique situation. As a result, Studio Bella will continue to consult available guidance through governmental agencies and other information deemed relevant to monitor the situation.

It is important to remember the virus that causes COVID-19 can be spread by infected persons who have few or no symptoms. Even if an infected person shows no symptoms or is only mildly ill, the people they spread it to may become seriously or fatally ill, especially for persons 65 years of age or older with pre-existing health conditions placing them at higher risk. Because of the hidden nature of this threat, Studio Bella expects all employees, students and families to rigorously follow these practices.

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**LICENSING EMERGENCY RULES §745.10001**  
**provided by Health and Human Services,**  
**Health and Human Services Commission**

**RULES OPERATIONS IN RESPONSE TO COVID-19**

*This section applies to the following operations: Before and after-school programs;*

*An operation must prohibit any person except the following from entering the operation:*

- (1) Operation staff;*
- (2) Persons with legal authority to enter, including law enforcement officers, Licensing staff, and Department of Family and Protective Services staff;*
- (3) Professionals providing services to children;*
- (4) Children enrolled at the operation; and*
- (5) Parents who have children enrolled and present at the operation.*

*(6) An operation must screen all persons in subsection (b) of this section before allowing entry into the operation. The screening must include taking the temperature of each person upon arrival at the operation each day and denying entry to any person who meets any of the following criteria:*

- (a) Fever or signs or symptoms of a respiratory infection, such as cough, shortness of breath, or sore throat;*
- (b) Contact in the last 14 days with someone who has a confirmed diagnosis of COVID-19, someone who is under investigation for COVID-19, or someone who is ill with a respiratory illness; or*
- (c) International travel within the last 14 days to countries with ongoing community transmission. For updated information on affected countries visit: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>*

*(7) An operation must not prohibit government personnel performing their official duty from entering the operation, unless the individual meets the above screening criteria.*

*(8) The pick-up and drop-off of children must be completed outside of the operation, unless the operation determines that there is a legitimate need for the parent to enter. Should the parent have a legitimate need to enter the operation, the parent must be screened by the operation as provided in subsection (c).*



**PREPARATION FOR EXPLORERS**

Studio Bella will ensure all staff, resources and supplies are prepared for opening day, including but not limited to assigning sufficient staff to carry out each Pod, ensuring proper training and stocking inventory of necessary supplies.

The Centers for Disease Control and Prevention (CDC) provides guidance, recommendations and resources to assist with plans and protocols for health and safety. Before opening day, Studio Bella will implement health and safety plans that include:

- Ensuring adequate supply inventory (e.g., PPE, cleaning supplies, hand sanitizer, etc.)
- Cleaning with products approved by governing authorities and per guidelines from the Environmental Protection Agency
- Ensuring compliance with CDC, Health and Human Services, the Texas Education Agency and other jurisdictional policies
- Providing communication of procedures and expectations upon entering the facility and throughout the building



# PROTOCOLS FOR SCREENING AND ISOLATION

## General

All students and staff will be screened for COVID-19 symptoms daily and individuals with symptoms will be separated and sent home.

## Screening Protocols

- Staff will be required to complete a self-screening process prior to entering the building, and random temperature checks may be performed.
- A parent or guardian will be required to screen their children for COVID-19 symptoms each day prior to sending them to school. Parents will need to take their child's temperature daily. Additional screening may be conducted during the school day.
- Parents must ensure they do not send a child to Explorers if the child has COVID-19 symptoms (as listed in this document) or is lab-confirmed with COVID-19, and instead should opt to receive instruction from home until the conditions for re-entry are met.
- Staff and students should not enter Studio Bella if any of the following apply. The individual is:
  - Sick or has been sick in the past 14 days. Symptoms to watch for: fever (100°F or higher), cough, shortness of breath/difficulty breathing, chills, muscle pain, headache, sore throat, fatigue, congestion/running nose, nausea/diarrhea, new loss of taste or smell.
  - Has a confirmed case of COVID-19 or has been in close contact with a person with a confirmed case of COVID-19. These individuals must follow all isolation and quarantine guidelines from the local health authority or their physician.
  - Has a household member who is awaiting COVID-19 test results, or who is awaiting their own test results.
  - Has traveled internationally or on a cruise in the past 14 days. These individuals must follow current CDC self-quarantine recommendations: [View current CDC recommendations](#).
- All students will have their temperature checked upon arrival.
- Explorers will have a seating chart for time spent at tables or desks.
- Studio Bella will monitor students and adhere to the following protocol if a student is displaying symptoms of COVID-19 or is feeling feverish:
  - The child's parent/guardian will be notified to come pick up the child.
  - Students who are ill will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time Studio Bella has contacted the parent/guardian.

## Isolation Protocols

- If an individual who has been in our program is lab-confirmed to have COVID-19, Studio Bella must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
- Studio Bella must close off areas that are heavily used by the individual with the lab-confirmed case (student, Learning Coach, or staff) until the non-porous surfaces in those areas can be disinfected.
- District communication will be provided to the students who came in contact with a student or staff member displaying COVID-19 symptoms.
- Staff members displaying COVID-19 symptoms will follow district protocols including isolation from students and other staff members.
- Students and staff who have tested positive for COVID-19 will be permitted to return to Explorer when all 3 requirements are satisfied:
  - They are 3 days (72 hours) fever-free without using fever-reducing medication; and
  - Improved symptoms (cough, difficulty breathing, etc.); and
  - 10 days have passed since symptoms began.



## **PROTOCOLS FOR PERSONAL PROTECTIVE EQUIPMENT**

- Studio Bella is required to comply with the governor’s executive order regarding the wearing of masks. Students and staff are expected to wear face coverings during Pod hours. This requirement is subject to change.
- Masks include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth.
- Staff and students will appropriately wear face coverings at all times.
- Students will wear face coverings throughout Explorers. We will follow DISD and State requirements.
- Students will not be required to wear face coverings while eating but will be distanced 6 feet apart to the greatest extent possible.
- Families will be responsible to supply a student face covering and a back-up should the one become unusable or lost.

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## **PROTOCOLS FOR DISINFECTING, HAND SANITIZING & FACILITY CLEANING**

- Frequent disinfection and hand sanitization will ensure health and wellness of students and staff.
- Hand sanitizer will be available at the main entry and with each pod of 10.
- Staff and students will be expected to regularly wash or sanitize their hands.
- Habitual and thorough hand washing after outside play time, before eating and following restroom breaks.
- Staff will have access to disinfectant solutions to sanitize high-touch and working surfaces and shared objects frequently.
- Staff will limit the use of shared supplies when possible.
- Frequent cleaning and disinfection will support a healthy learning and work environment for students and staff.
- All high-touch areas will be disinfected throughout the day.
- Staff and students will have access to disinfecting items to sanitize working surfaces, shared objects, and high-touch areas after use and during breaks in instruction.
- Caregivers must wear gloves when handling blood, vomit, and other bodily fluids that may contain blood, including:
  - \*Using of disposable, nonporous gloves;
  - \*Placing gloves contaminated with blood in a tied, sealed or otherwise closed plastic bag and discarding them immediately;
  - \*Discarding all other gloves immediately after one use; and
  - \*Washing hands after using and disposing of the gloves.

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## **STANDARD POD PROCEDURES**

- Refillable alcohol-based hand sanitizer stations and access to disinfectant to sanitize working surfaces.
- Students and staff will maintain consistent groupings of Pods to minimize the spread of the virus.
- Students will be placed a minimum of six feet apart when possible.
- The use of outdoor space for learning will be considered when possible. Pod groups working outside will maintain social distancing from other Pods.
- Students will be required to bring their own school supplies (markers, scissors, scotch tape and Elmers Glue. For 2<sup>nd</sup> grade and above, students should bring their own low temp mini glue gun).
- When available, windows will be open to allow for additional ventilation during class.

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## **PROTOCOLS FOR RESTROOMS**

- We will limit the number of students that enter the restroom at one time.
- We will schedule whole class restroom breaks to eliminate co-mingling of students across Pods and to ensure monitoring of social distancing guidelines.
- Staff and students must wash hands with soap and water prior to exiting the restroom.

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## **PROTOCOLS FOR POSITIVE COVID-19 CASES ON A CAMPUS**

- Studio Bella will follow the state and DISD protocol
- Custodial staff will disinfect Podrooms, restrooms, and all additional areas throughout the school facility.

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## **SAFETY TRAINING FOR PROTOCOLS & PROCEDURES**

### **Staff**

The Explorers staff have fulfilled the additional required training by DFPS:

- **When & How to Provide Child Care During COVID-19**
- **Navigating Child Care Systems During COVID-19**
- **Special Considerations for Infection Control During COVID-19**

### **Students**

- On the first day, every student will be instructed on the appropriate practices to ensure a safe environment to include:
  - The practice of covering coughs and sneezes with a tissue, and if not available, to cover cough or sneeze with their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.
  - All students will be informed on what to do if they begin experiencing COVID-19 symptoms.
  - Podroom protocols and procedures regarding not sharing school supplies, social distancing, group work, and hand washing or sanitizing, etc.
- Parents are asked to talk to their students about COVID-19 symptoms and prevention strategies.

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## **FOOD AND DRINK PROTOCOL**

- DISD provides the snack for after school programs. The DISD protocol is followed after school. There is no sharing of snacks.
- Students are expected to bring their own reusable water bottle for use throughout the day and expected to take water bottles home to be cleaned on a daily basis.
- Parents are asked to assist students, as needed, to clean water bottles on a daily basis.

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## **OUTDOOR PLAY PROTOCOL**

- Administrators will develop a schedule for students to access the playground equipment to limit the number of students per group.
- Staff will monitor students to ensure safety guidelines are followed.
- Students will wear masks during outdoor activity unless maintaining 6 feet of social distancing. Students must maintain social distancing while lining up to return to class.
- All students and staff will be required to wash their hands or use alcohol-based hand sanitizer before outdoor play and when returning to their Pod room.

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## **DISD CLOSING PROTOCOL**

If DISD closes as a campus for a time period due to COVID, Studio Bella for Kids will credit that same time period toward future time periods.

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## **MEDICAL AND IMMUNIZATIONS/EXEMPTIONS**

In addition to COVID protocol, Studio Bella also follows the following Illness and Exclusion Criteria:

- 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.

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## **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.

Per 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 with 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 as soon as possible 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.

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## **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.

**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](http://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 and the Explorer's Facebook Page for each school. 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 by phone for DISD code of conduct violations and other issues, depending on the severity of the discipline issue. 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 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 to 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 included in the Student Handbook and is available online @ [Dallasisd.org](http://Dallasisd.org) 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
2. Demonstrate a positive attitude
3. Respect the rights and feelings of others
4. Take responsibility for school property
5. Support the learning process

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 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 choose 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. 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.
- Inappropriate touching of another student.
- Leaving the campus

**Strike Action**

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 school's 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 of our program. This box must be checked and we must have your signature in order for your child to attend Explorers.

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**MISCELLANEOUS**

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

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

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. This is not applicable due to COVID.

The procedure for parents to participate in the operations activities - Parents are welcome to volunteer for special events. This is not applicable due to COVID.

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

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**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 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.

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## **SCHOOL RELATED EMERGENCY PLAN**

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. Please see our inclement weather/school cancellation policy. 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.

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

Enrollment procedures - Go to [Studiobellaforkids.com](http://Studiobellaforkids.com) and fill out the family registration and pay the nonrefundable deposit.

Invoicing and Tuition - Invoicing will occur the 15th of each month and are due the 1<sup>st</sup>. The Last payment will be due June 1. A late fee of \$25 will be invoiced on the 2nd of the month if tuition has not been paid. The tuition AND the late fee must be paid before the child can return to Explorers. It is the parent's responsibility to provide proof of payment to the site director via text or email by **NOON**.

If your Site Director has not received proof of payment by **NOON**, your child will not be allowed to participate in Explorers activities and will sit at the table with the site director. The site director will call you to pick up your child. If your child shows up for Explorers on the 3rd day of the month and the tuition/late fee haven't been paid, we will follow the same protocol. You will be charged an additional late fee of \$25.00. The same protocol will be followed for the 4th day of the month and you will be charged and additional late fee of \$25.00. If your child shows up for Explorers on the 5th day of the month, we will contact CPS.

If your Site Director has not received proof of payment by **NOON**, your child will not be allowed to participate in Explorers activities and will sit at the table with the site director. 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.

## **AFTERCARE CANCELLATION AND REFUND POLICY**

Account Cancellation: A 30-day written notice is required to fully cancel your monthly aftercare contract. Refunds are forfeited if children are no longer able to participate due to behavioral problems, suspension or expulsion.

Note: Cancellation due to long periods of illness, or extreme family hardships will be reviewed on a case-by-case basis. If you cancel your account and decide to re-enroll, you will need to register again and pay the associated fees.

*For details specific to your school, such as contacts and floor plans, please see the documents on [studiobellaforkids.com](http://studiobellaforkids.com)*



# Inclement Weather/ School Cancellations

## **INCLEMENT AND SCHOOL CANCELLATION**

As a vendor of DISD, Studio Bella is required to close when a school is closed or when the entire district decides to close.

Studio Bella follows the following protocol:

### **IF SCHOOL IS CLOSED FOR THE DAY...**

If school is closed- meaning students have NOT been to school all day, Studio Bella is automatically closed. On the days of possible ice and snow, we recommend that you turn into the local news for school closings. There are not refunds for the days that Studio Bella is closed due to weather.

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### **IF AN ANNOUNCEMENT IS MADE DURING THE SCHOOL HOURS THAT SCHOOL WILL BE CLOSING...**

If school is closing due to potential dangerous weather approaching, and we get the notification that all after school activities are cancelled, that means Studio Bella is **REQUIRED** to close. We ask that you pick your child up immediately after school for the safety of your family and so administrators, teachers and Studio Bella staff can make it home safely to their families.

- We will make the every effort to notify you of the closing by posting on Facebook, using the preferred application your school uses and by text. Please have your site director's name and number in your phone so that you will know the text is important.
- In this situation, please note Studio Bella will only have a skeleton crew available to monitor those students. If you **CANNOT** make it by the time school closes, please notify your site director as soon as possible.
- A late fee of \$25 will be charged to any student that is **NOT** picked up by 4:00 pm.



# Lice & Pink Eye Policy

## LICE

The following protocol has been put in place to prevent the transferring of live lice during the Explorers program:

- If a child's head contains live lice (active insects), the Studio Bella site director will notify the parent for immediate pick up. The child will continue any activities at the director's table while they wait to be picked up.
- If a staff member notices a child has nits, a child is allowed to continue through the normal activities of Explorers and the parent will be notified at pick up.

### Return to Explorers

- A child may return to Explorers AFTER they have been treated AND there are no signs of active lice.

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## PINK EYE

In order to prevent the transmittal of pink eye to other children or staff during Explorers programming hours, Studio Bella follows the following protocol:

- If a child shows the symptoms of redness or swelling of the white of the eye or inside the eyelids, increased amount of tears, white, yellow or green eye discharge, Studio Bella will contact the child's parents and ask them to have the child seen by the doctor.
- The child will continue activities at the site director's table until a parent picks them up.

### Return to Explorers

A child must be clear of white or yellow discharge and/or until they have been treated with an antibiotic for at least 24 hours before returning.

Our protocols are in place for the safety of all the children in the program as well as our staff.

Thanks for your understanding.

- Studio Bella for Kids



# Late Pick Up Policy

## LATE PICK UP POLICY

**PURPOSE OF THE POLICY-**To maintain the integrity of the program and to respect the hours of operation of the program and the time of the Studio Bella staff, the following policy has been put into place.

**HOURS-** Studio Bella Explorers provides care and programming from 3:00 to 6:00 pm.

**RECOMMENDATION-** We recommend picking your child up at 5:55 or before to eliminate the chance of a late fee. Late pick up is determined by the the time on the Site Director's phone.

**LATE PICK-UP PROCEDURE:** If you know you are running late, please contact your Site Director

Let them know the anticipated time of pick-up. It is helpful for directors to know in advance, so they can help your child adjust to the late departure. It also helps the director plan for staff coverage during the minutes the child is remaining in the program.

If a parent has not contacted the director by 6:05, the following protocol will be followed:

1. the parent/legal guardian will be called.
2. If the parent/legal guardian cannot be reached, we will call from the child's authorized emergency contact list. We will continue to attempt contact with the parent/legal guardian and/or the authorized emergency contacts until 6:30 pm.
3. If by 6:30 pm, we are still not able to reach any parent/legal guardian and/or an authorized emergency contact, we will call Child Protective Services and/or the local police department.

**LATE FEE-**A late fee of \$25 will be charged to parents of children picked up BEGINNING AT 6:01 pm.

Parents will be made aware of the late fee verbally at the time of pick up.

- Our accounts manager will be notified at the time of pickup and parents will be invoiced \$25. Invoices must be paid before the following month begins.with the next months tuition. During the last month of the program (May or June), depending on the year, late fees must be paid immediately (before the child can return to Explorers the following day).
- Consistent late pick-ups without significant communication may lead to dismissal from the program.



# Behavior Guidelines

## STUDIO BELLA BEHAVIOR GUIDELINES

Attending the Studio Bella Explorers Program is a **privilege**, not a right. Students are expected to behave in a way that ensures a safely run program for all to enjoy. As a vendor to the DISD Extended Learning Opportunities Department, we fully support and abide by its rules, policies and procedures. Therefore, all students are expected to follow all rules and discipline policies of the regular school day. Incident reports will indicate any problems that need to be addressed, and must be signed upon pickup. Explorer participants who consistently disregard school rules and policies will be dismissed. Reasons for Incident Reports and/or dismissal will include, but are not be limited to: injury to others, failure to follow directions and safety rules, inappropriate language, disrespectful behavior towards staff and/or others, or any violence. Studio Bella follows the three strike rule regarding dismissal (see below). Should it be determined that a student's behavior proves harmful to him/herself or others, immediate dismissal from the program will result.

Rules and regulations outlined in the DISD Code of Conduct will be applied to Explorers and all students enrolled in the program are expected to follow them. Failing to follow school rules may result in verbal warning, written incident report, parent conferences, suspension and expulsion from our Explorer's Program.

### **Behavior Incident Protocol:**

**Incident Report 1** (regarding behavior)

Report Signed by Parent

**Incident Report 2** (regarding behavior)

Report Signed by Parent, Conference with Parent, Discussion/implementation of Behavior Pslan

**Incident Report 3** (regarding behavior)

Report Signed by Parent, Conference with Parent, Removal from program



# Attendance Requirements

## REQUIRED INFORMATION (BUT NOT LIMITED TO) NEEDED TO ENROLL IN THE EXPLORERS PROGRAM

- The child's name and birth date
- Immunization records filed at the school
- Medication administration records, if applicable
- A copy of any health-care professional recommendations or orders for providing specialized medical assistance to the child.
- The child's home address and telephone number
- Date of the child's admission to the operation
- Name and address of parent(s)
- Telephone numbers at which parent(s) can be reached while the child is in care
- Name, address, and telephone number of another responsible individual (friend or relative) who should be contacted in an emergency when the parent cannot be reached
- Names and telephone numbers of persons other than a parent to whom the child may be released
- Name, address, and telephone number of the child's physician or an emergency-care facility
- Authorization to obtain emergency medical care & to transport the child for emergency medical treatment
- A statement of the child's special problems or special care needs. This includes, but is not limited to, allergies, existing illness, previous serious illness and injuries, hospitalizations during the past 12 months, and any medications prescribed for continuous, long-term use
- A completed food allergy emergency plan for the child, if applicable
- A child-care enrollment agreement signed by parent with a copy of Studio Bella operational policies
- Permission for a school-age child to ride a bus, walk to or from school or home, or to be released to the care of a sibling under 18 years old, if applicable
- A copy of an IEP or 504 plan, if applicable
- A copy of the custody agreement, if applicable





# Homework & Accountability

## HOMWORK & ACCOUNTABILITY POLICIES

**TIME-** Studio Bella Explorers provides 45 minutes for homework daily. This opportunity is given for children to work on homework during Explorers.

If 45 minutes is simply not enough time to complete homework, there is an additional 45 minutes, from 5:15-6:00 for students to **CHOOSE** their activity. It is up to the individual student to make the decision to use their time wisely and finish homework at Explorers instead of play with their friends if needed.

**RESPONSIBILITY AND ACCOUNTABILITY-**It is not the responsibility of the Explorer's School Program to ensure that a child's homework is completed or correct. Part of the learning process with homework is for children to take on that responsibility and be accountable to themselves and their education. We emphasize responsibility and accountability in our Explorers' meetings.

**HELP-**If students need help with their homework, it is up to the student to ask for help and we will do our best to guide each child. Studio Bella does not correct homework as there is simply not enough time in the day to correct homework for everyone. Plus, children will learn best from their own mistakes they make.

Thanks for letting us be a part of your child's after school life!

The Studio Bella Team

1450 Old Gate Road  
Dallas, Texas 75218  
469 878-8056  
studiobellaforkids.com



# Incident Report

To be filled out by the staff member that witnessed the incident

Name of Student \_\_\_\_\_

Date and time of incident: \_\_\_\_\_

Location of the incident: \_\_\_\_\_

(please check all that apply)  altercation  behavior issue  injury

(please circle any/all that apply)

kicking hitting biting punching yelling disrespectful behavior inappropriate behavior unsafe behavior other

If other, please describe \_\_\_\_\_

If altercation or behavior issue, the staff went over their behavior contract after the incident.

If altercation or behavior issue, the student filled out a reflection sheet.

Description of the incident/behavior: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Code of Conduct Violation  Studio Bella Violation  Strike  1 2 3 (circle)

Does this relate to a previous incident?  yes  no

If behavioral, has this occurred before?  yes  no If yes, date of past behavior \_\_\_\_\_

Immediate action in responding to the incident: \_\_\_\_\_

\_\_\_\_\_

Were parents notified? \_\_\_\_\_

If parent was not reachable, was the emergency contact notified? \_\_\_\_\_

Please list party notified \_\_\_\_\_

What time was a caregiver notified? \_\_\_\_\_

Action taken (or required) to prevent such incidents in the future: \_\_\_\_\_:

\_\_\_\_\_

Witnesses to the incident: \_\_\_\_\_

Other details \_\_\_\_\_

\_\_\_\_\_

Date/time of report \_\_\_\_\_ Teacher signature \_\_\_\_\_

## Conference (required for any behavior that qualifies as a strike)

Parent Notified of conference date  email  text  phone  letter sent

Conference Date/Time \_\_\_\_\_

Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature at conference \_\_\_\_\_ Date \_\_\_\_\_



# Injury Report

To be filled out by  
the staff member  
that witnessed  
the incident

Name of Student \_\_\_\_\_

Date and time of injury: \_\_\_\_\_

Location of the injury: \_\_\_\_\_

Was the injury from an altercation?  yes  no

If so, please refer to an incident report for details on the altercation

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If injury, was ice placed on swelling?  yes  no

If injury, was wound washed?  yes  no

If injury to head, was parent notified?  yes  no

Was a bandaid applied?  yes  no  n/a

Immediate action in responding to the emergency: \_\_\_\_\_

How were parents notified? \_\_\_\_\_

If parent was not reachable, was the emergency contact notified? \_\_\_\_\_

Please list party notified \_\_\_\_\_

Action taken (or required) to prevent such incidents in the future: \_\_\_\_\_:

Witnesses to the injury: \_\_\_\_\_

Other details \_\_\_\_\_

Date/time of report \_\_\_\_\_ Teacher signature \_\_\_\_\_

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If abuse is suspected, please list \_\_\_\_\_,

Date of notification to school \_\_\_\_\_ Date of notification to CPS \_\_\_\_\_



## **Cost Breakdown & Invoicing** **Q&A 20-21 for all Explorers** **programs (updated 1/21/2021)**

**Q: What is the cost of the registration fee?**

**A:** Registration is \$150.00 PER CHILD. The registration fee is nonrefundable and is applied toward supplies, training and planning for the entire school year. Please note spots for the 2020-2021 school year are limited to 50 children per campus.

**Q: What is the cost breakdown? Do we have to pay the same amount in months with long breaks?**

**A:** We averaged the cost over the school year so the amount due each month will be the same.

**Q: What is the cost?**

**A:** It is \$216 per month for the spring semester.

**Q: How are payments made?**

**A:** Auto-draft is the preferred form of payment and can be set up via bank draft or as a credit card draft.

**Q: When are invoices sent out? When are they due?**

**A:** Invoicing will occur the 15th of each month for the following month. The Last payment will be due June 1.

**Q: When is a tuition payment considered late? Is there a late fee or a penalty?**

**A:** A late fee of \$25 will be invoiced on the 2nd of the month if tuition has not been paid. The tuition AND the late fee must be paid before the child can return to Explorers. It is the parent's responsibility to provide proof of payment to the site director via text or email BY NOON.

### **Late fee Policy Changes for 2020-2021**

- If your Site Director has not received proof of payment by NOON the day of payment, your child will not be allowed to participate in Explorers activities and will sit at the table with the site director. The site director will call you to pick up your child.
- If your child shows up for Explorers on the 3rd day of the month and the tuition/late fee haven't been paid, we will follow the same protocol. You will be charged an additional late fee of \$25.00.
- The same protocol will be followed for the 4th day of the month and you will be charged an additional late fee of \$25.00.
- If your child shows up for Explorers on the 5th day of the month, we will contact CPS.

**Q: What is the pick-up policy?**

**A:** Please provide a picture of your driver's license and any additional pick up/emergency contact people to be kept on file so we can identify you until we recognize your face or in the case that Site Director is out, the person covering for her will be able to check identities.

You may pick up your child anytime after 3:00 pm. Studio Bella has a firm final pickup time 5:55. A late pickup charge of \$25 is incurred at 6pm sharp. The invoice must be paid before the child can return to Explorers.



# Studio Bella

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## Cancellation Policy

### STUDIO BELLA AFTERCARE CANCELLATION AND REFUND POLICY

A 30 day written notice is required to fully cancel your monthly aftercare contract. Refunds are forfeited if children are no longer able to participate due to behavioral problems, suspension or expulsion. Cancellation due to long periods of illness, extreme family circumstances will be reviewed and refunds may be granted upon our discretion on a case-by-case basis.

Please note: there is a \$25 freeze/cancellation fee. To reactivate your account, there is a \$25 reactivation fee PER CHILD.

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