



Plan of Operation

FOR THE PARENTS OF PODS

Fall 2020

STUDIO BELLA LEARNING POD PURPOSE: The Studio Bella staff will support students as “Learning Coaches” and ensure they have access to the internet, a place to work and are engaged in virtual learning activities as well as assisting students with time management as it is critical to academic success in a remote learning environment. We are committed to ensuring that all appropriate safety measures are implemented as required by the CDC and promote practices and protocols to reduce risk of virus transmission. We will be following the guidelines and procedures in the DISD Reentry Playbook for Parents, which covers safety measures, specific protocols like Standard Response Drills, i.e. tornado, shelter in place and fire and Required Equipment and Personal Protective Equipment, (PPE) and Instructional Models.

HOURS, DAYS, AND MONTHS OF OPERATION

Studio Bella Pods follow the DISD School Calendar and opens the first day of school September 8 and runs at least through the first quarter of the fall of 2020 (November 6) or until the need for virtual learning is no longer needed due to COVID 19. We are open from 7:30-5:30 pm every day that DISD has a full day of school. If DISD has a holiday, Studio Bella Pods is on holiday.

*Studio Bella hours of operation are from 7:30-5:30 pm. There are two different Pod options within the day. 7:30-3:30pm, and 7:30-5:30 pm. It is recommended to plan to pick up your child on time to avoid a late fee. A late fee will be charged for any children picked up after *3:30 pm and *5:30 pm respectively, *Allows for time to communicate with Learning Coaches. Late arrivals will be documented, and a late fee invoice will be sent via email. Studio Bella remains firm on pickup times, so that Studio Bella employees may prepare for the next day, sanitize, and get home to their families or other obligations. The coaches cell phone will be used to determine time of pickup.*

ENROLLMENT, INVOICES, LATE FEES, PENALITIES AND REFUNDS

PODS Group of 6-10 kids of families, similar ages, grades, schools to form a Pod.

Pea Pod - 7:30am-3:30pm -\$280 per week per child (\$1120 per month) Please note there are 9 weeks in the semester. There is a \$280 registration fee that will be applied to the last week of the 1st quarter November 2-6. If a child withdraws before the end of the 1st quarter, the registration fee is nonrefundable.

Pepper Pod (extended day) – 7:30am-5:30pm - \$300 per week per child (\$1200 per month). Please note there are 9 weeks in the semester. There is a \$300 registration fee that will be applied to the last week of the 1st quarter November 2-6. If a child withdraws before the end of the 1st quarter, the registration fee is nonrefundable.

Enrollment Procedures

Go to Studiobellaforkids.com and fill out the Pod Reservation and pay the nonrefundable deposit. Your first invoice will be sent to the email you provide upon registration.

Invoicing and Tuition

The Pod Program is a Quarter (of the school year commitment). There are two payments due. If remote learning is continued by districts, additional quarters will be put in place to accommodate students for an additional quarter.

Invoices - Parents will receive their invoice on the 1st of the month for that month. For example, on September 1, a parent would receive an invoice for the month of September. Parents have a full week to pay tuition. Tuition is due on the 7th of every month.

Late Fees and Penalties - If payment is not received by the **7th** 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 7th** before a child will be allowed to return to Pods on the 8th. It is the Parent's responsibility to notify the Program Director Penny Loe with a receipt of payment via text or email.

If the invoice has not been paid by the 7th of the month and the Program Director has not received written communication, the Studio Bella Pods account will be put on hold for 5 business days. If the matter is not resolved within 5 business days, you will lose your space in the Pod.

Refund Policy

Pods require a 1st quarter or 9 week commitment. There are no refunds unless a pod does not make the minimum requirement of 6 students. If a pod is quarantined for a period of 2 weeks, a credit of 25% of the tuition will be applied to your account for those two weeks and your child's STEAM packets will be available for pickup.

SCHEDULE

The schedule of each POD will be tailored to each individual group and know that the needs of the group will be different. Our Learning Coaches will assist your children through their District required online schedule that will be provided by you before the first day begins.

Pepper Pods (extended day until 5:30pm) – Will include Specials, team building, recess, STEAM projects on Tuesdays and Thursdays.

FAMILY PREPARATION AND SUPPLIES FOR PODS

Before a child can attend a Pod:

- Proof of a Covid Test must be received (Please send to info@studiobellaforkids.com to be placed in your child's records).
- Information regarding your child's learning plan and schedule must be received.
- Mask (shields are optional) each day.
- Please gather all supplies your child is required to have on hand and label. This includes a learning device, such as a chrome book, laptop or ipad etc., earbuds or headphones and a charger/power cord.
- Beach towel for outdoor learning.
- Please gather markers, scissors, scotch tape, Elmers Glues and a low temp glue gun (2nd grade and up-this may be purchased from us for the cost of 6.50).
- In addition to the required books and/or journals that your child may need for school, we ask that your child bring a book and a journal (this can be a spiral notebook) every day for "quiet time" while others are finishing up.
- Please pack a healthy lunch and two snacks each day along with a labeled water bottle. The drinking fountains will be accessible for filling water bottles only.

Supplies Provided by Studio Bella

STEAM Kits

Storage for the Students

Students will have a plastic cubby to store their one-use items, such as pencils, crayons, markers, earbuds, face shields, etc. in addition to their snacks, lunch, sweater, etc.

POD DROP-OFF AND PICK-UP

Arrival/Drop-off: Everyone will be dropped off at one of two locations. On the main entrance steps or in the parklet that faces San Saba. You will be notified before your Pod begins. We will do our best to connect siblings at the same location.

- Students should maintain appropriate social distance guidelines as they enter the building and report to designated waiting areas.
- Assigned staff will supervise student arrival to ensure that students are wearing masks and direct students to waiting areas.
- Staff will ensure social distancing during arrival.
- Upon arrival please make sure your child's seatbelt is unbuckled so the Studio Bella staff can open the car door and help your child out safely.
- **Parents will not be allowed to get out of the car and/or walk students to Pod rooms.**

All staff will be utilized for duty to maintain a line of sight in hallways and distancing of hallway cohorts. Students will go straight to the designated areas.

Dismissal/Pick-up: Everyone will be picked-up at one of two locations. On the main entrance steps or in the parklet that faces San Saba. You will be notified before your Pod begins. We will do our best to connect siblings at the same location.

- A carpool number or letter will be issued via email before the first day. We ask that you write this on a piece of paper large enough to be seen and hold it up or hang on your rearview mirror each day for pick-up.
- Students will maintain current social distance guidelines while waiting for their ride.
- Assigned staff will supervise student dismissal to ensure that students are wearing masks and direct students to waiting areas.
- Staff will ensure social distancing during dismissal.
- Sanitizer stations will be placed at each exit and students will be encouraged to sanitize hands prior to exit.

For your Safety:

- 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.

ATTENDING POD LEARNING 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.

PREPARATION FOR THE OPENING OF OUR PODS

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.
- Visitors are discouraged from coming in the building.
- 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 Studio Bella 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 during the morning hours.
- Learning Coaches 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.
 - Other students will be removed from the Podroom and taken to a different Podroom, so that the Podroom can be disinfected.

Isolation Protocols

- If an individual who has been in our Pods 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 Studio Bella when:
 - 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.
 - Proof of a Covid Test must be received (Please send to info@studiobellaforkids.com to be placed in your child's records).

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 in hallways, common areas and during arrival and dismissal.

- 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.

PROTOCOLS FOR DISINFECTING, HAND SANITIZING AND 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 in Podrooms.
- 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.
- Each Podroom and restroom will be cleaned and disinfected.
- 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.

STANDARD PODROOM PROCEDURES

- Visual reminders of distancing best practices will be in all Podrooms.
- Refillable alcohol-based hand sanitizer stations.
- Access to disinfectant to sanitize working surfaces.
- Students and staff will maintain consistent groupings of Pods to minimize the spread of the virus.
- If Podroom space allows, 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.
- Multiple locations of hand sanitizer, tissues, and trash cans will be available in several locations throughout Podrooms to limit student and staff movement.
- Learning Coaches will create systems to limit the sharing of items such as school supplies so that more than one student is using an item.
- Podroom doors will be open to allow for additional ventilation during class.

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.
- Visuals indicating proper handwashing techniques and social distancing will be displayed to consistently reinforce this practice.

PROTOCOLS FOR POSITIVE COVID-19 CASES ON A CAMPUS

- If a Podroom or facility is closed due to COVID-19 spread, quaternary disinfectant, which is recommended for use on the virus that causes COVID-19, will be used to disinfect.
- Custodial staff will disinfect Podrooms, restrooms, and all additional areas throughout the school facility.

SAFETY TRAINING FOR PROTOCOLS & PROCEDURES

- 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.
- All staff will be trained on COVID screening, identification of symptoms, prevention of spread, and sanitation of work areas.
- All staff will monitor students that exhibit symptoms and will be required to notify the parents.

FOOD AND DRINK PROTOCOL

- Use of water fountains to only refill water bottles.
- 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.
- Learning Coaches will monitor snack and lunchtime to promote social distancing practices.
- There will be no sharing of food.

OUTDOOR PLAY PROTOCOL

- Administrators will develop a schedule for students to access the playground equipment to limit the number of students per group.
- Learning Coaches 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 Podroom.

MEDICAL AND IMMUNIZATIONS/EXEMPTIONS

Immunization/Exemption Requirements

A student shall have their immunization requirements filed in the office of the school they attend 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.

PROCEDURE FOR DISPENSING MEDICATION OR A STATEMENT THAT MEDICATION IS NOT DISPENSED:

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 VP of Operations. If the VP of Operations is not present, the Owner of Studio Bella 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 Pod 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 (1st) and text (2nd) 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.

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 – Although we may have students from various school districts, Studio Bella has chosen the DISD code of conduct our guidebook. The Dallas ISD Code of Conduct can be found online on the Dallas ISD website. A briefing is listed below. 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 Pod’s guidance and discipline will NOT be physically or emotionally damaging your child as we guide your child in correcting behavior. 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.

Studio Bella Pod’s 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. Studio Bella Pod 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.

After discussing the rules as a group, all children will sign the **Studio Bella Pod Agreement** on the first day of Pods and subsequent quarters (if applicable). 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 Pod Agreement - The agreement will be signed by each student at the beginning of each quarter:

- Continue to follow your own school’s rules while you are in Pods.
- Be respectful to Coach and other Adults. They are here to help you learn and have fun.
- Be kind to other Pod learners. If you have a problem with another Pod learner, please let a leader know.
- Help others... especially those younger than you. Younger kids can help older kids too!
- Be on task with online learning during virtual time.
- Create to the best of your ability and challenge yourself.
- Clean up your messes and keep your Pod area neat.
- Stay with your group when you are inside or outside.

- Do not leave the Pod grounds unless you have been checked out.
- Keep the bathroom neat, always flush and wash your hands.
- Participate in group activities - Games are more fun when everyone participates.
- Learn, encourage others and have fun!

Those that break the DISD code of conduct or Studio Bella Pod Agreement 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.

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 Learning Coach/Director/taking things that do not belong to him/her.
- Destruction of the Pod building 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 Pod'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 Pods Plan of Operations and understand the policies, rules and regulations while your child attends the Studio Bella Pod Program. This box must be checked and we must have your signature for your child to attend the Studio Pod Program.

MISCELLANEOUS

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

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

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

Field Trips - N/A The Studio Bella Pod Program does not take field trips with children.

Animals - N/A Animals are not part of Studio Bella Pod Program.

Procedures for applying sunscreen and bug repellent - Studio Bella 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.

EMERGENCY PREPAREDNESS PLAN

Learning Coaches 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 and tornado Drills will be quarterly.

SCHOOL RELATED EMERGENCY PLAN

WRUMC

Position	Name	Cell Phone Number	Cell Phone Provider	Email Address
Owner/Op. Dir	Tammy Bardwell	469 878 8056	T mobile	tammy@studiobellaforkids.com
VP of Operations	Marci Monro	214 280 8301	ATT	marci@studiobellaforkids.com
Prog./Site Dir.	Penny Loe	214 558 8129	ATT	penny@studiobellaforkids.com
Emergency	911			

Identify the relocation areas in and outside the operation - The relocation plans are in the parklet. If we need to move the children to another site, the relocation site first is the Casa Linda Park Pavilion. *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 any emergency, we will consult the WRUMC emergency staff if at all possible. Studio Bella Directors have the WRUMC Emergency Contact Numbers.

Evacuation: requires all staff to leave the building Diagram Attached - In the event of an evacuation, the first priority is to get all students to a safe area. All groups of Studio Bella Pods will relocate to parklet for roll and a headcount. Children must evacuate within 3 minutes.

The Evacuation protocol for Studio Bella for Kids is to go to the parklet. If we must travel to a separate location, A phone tree will be used in an emergency situation. Children will be walked to Casa Linda Park.

Call in this order:

Call 911

Program Director/Penny Loe	214 558 8129
Studio Bella owner/founder Tammy Bardwell	469 878 8056
VP of Operations/Marci Monro	214 280 8301

(In the case that evacuation to another building must occur and our contacts are unavailable, our nearest site to relocate is Casa Linda Park.

Children with special needs – Children with special needs will be identified at the beginning of the quarter 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. If your child has a 504 Plan or IEP, we require a copy so that we can best serve your child.

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 Podrooms 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 caregiver 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 relocate to the basement (see map). Please check emails frequently on severe weather days to see if your school district has made a plan to close 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.

EMERGENCY EVACUATION PLAN

Evacuation from church to playground ———

Evacuation from site to Casa Linda Park, walking south on San Saba

