



# HANDBOOK FOR PARENTS AND GUARDIANS

General Waiver, Program Policies, Permissions and Plans of Operations for  
Studio Bella for Kids' Explorers After School Program • Camps

## **Business Office and Main Studio**

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*Dear Parents and Guardians,*

*We are so glad you have selected Studio Bella for your child/children! We wanted to share our mission, focus and team as well as our policies procedures and waivers. Please familiarize yourself with the information within the document as it contains open communication is part of what makes us successful!*

### **1. Our Mission:**

Studio Bella Explorers is an STEAM-based program\* that prides itself on personalization and creative thinking in art and science, while integrating fields with a STEAM (science, technology, engineering, art and math) based approach in a fun, safe and nurturing, and educational environment for children; a place for children to bloom into responsible, considerate and contributing members of society.

*\*Our programs include afterschool, summer camps, classes and workshops*

### **2. Our Focus**

Our program is focused on is creative problem solving through STEAM, Social Emotional Learning and Philanthropy.

### **3. Our Team**

Our educators/group leaders are carefully selected and screened. With over 30 hours of training in child development, safety, and risk, SEL, STEAM and curriculum delivery, our team brings a lot to the table. Criminal background check and FBI fingerprint background check, along with character reference checks are required. Our goal is to hire retired teachers, education majors and nurturing employees who have a passion for guiding and teaching kids. Our internal team has over 100 years of teaching experience and an awesome conceptual design team that designs our curriculum.

## **GENERAL WAIVER AND PERMISSIONS REGARDING ALL STUDIO BELLA FOR KIDS' PROGRAMS (INCLUDING PLANS OF OPERATIONS)**

### **PERMISSIONS**

Photography and Audio - I give the STUDIO BELLA FOR KIDS - Area, Inc. ("STUDIO BELLA FOR KIDS") and its employees and agents permission to use for any lawful purpose my and/ or the likeness of my child in image, voice and/or appearance as such may be embodied in any pictures, drawings, renderings, photographs, video recordings, audiotapes, digital images or the like, with the understanding that the STUDIO BELLA FOR KIDS will not publish an associated name. I agree that the STUDIO BELLA FOR KIDS has complete ownership of such pictures, etc., including but not limited to illustrations, bulletins, exhibitions, videotapes, reprints, reproductions, publications, advertisements and any promotional or educational materials in any medium now known or later developed, including but not limited to the internet, television, radio, newspapers, magazines, social media sites (e.g., Facebook and Instagram, blogs, etc.), and/or STUDIO BELLA FOR KIDS audio, print or internet publications. I also agree that the STUDIO BELLA FOR KIDS has permission to release such pictures, etc. to the news media. I acknowledge that I will not receive any compensation or remuneration for the use of such pictures, etc. I understand that once such pictures, etc. are published to the media or on the internet, or are otherwise published, they may be used in publications and/or on websites outside of STUDIO BELLA FOR KIDS control. If at any time I need to remove photography and audio permission for my child, I understand that the STUDIO BELLA FOR KIDS will need written notification.

### **WAIVER(S) SIGNATURE AND AGREEMENTS**

I have read, understand, and agree with all the policies as stated in this document thus far and understand that the handbooks below may hold more specific information relating to the program my child is participating in. I have discussed the expectations of behavior with my child. I understand that the STUDIO BELLA FOR KIDS has the authority to revoke my/my child's right to participate in STUDIO BELLA FOR KIDS programs for behavior which is not in keeping with the mission of the STUDIO BELLA FOR KIDS or for failing to follow the policies/ procedures of the STUDIO BELLA FOR KIDS. My signature below indicates that I agree to adhere to all policies, procedures, and the mission of the STUDIO BELLA FOR KIDS.

The parent/ guardian signing /initialing above represents by executing this document that he or she has the full authority to give permission for the minor child to participate in this program and intends unconditionally for the STUDIO BELLA FOR KIDS - to rely upon this representation for all purposes related to the program.

Please contact [info@studiobellaforkids.com](mailto:info@studiobellaforkids.com) if you have questions or concerns about any of the policies defined under Permissions and Policies.

**INDEMNITY WAIVER RELEASE, INDEMNIFICATION OF ALL CLAIMS & COVENANT NOT TO SUE FOR GUESTS, GUARDIANS OR MINORS**

PLEASE READ CAREFULLY. THIS DOCUMENT AFFECTS YOUR LEGAL RIGHTS AND THOSE OF MINORS. IT IS LEGALLY BINDING. BY SIGNING THIS AGREEMENT, YOU RELEASE STUDIO BELLA FOR KIDS - AND RELATED PERSONS/ENTITIES FROM ALL LIABILITY AND FOREVER GIVING UP ANY CLAIMS.

Assumption of Risk I, in my personal capacity, or in my legal capacity as the parent/guardian of the minor named below (“Minor”), acknowledge, and agree that any use of STUDIO BELLA FOR KIDS facilities, services, equipment, and premises (“Facilities”) and any participation in STUDIO BELLA FOR KIDS programs and activities (“Programs”) comes with inherent risks. These include but are not limited to: (1) personal injury, (2) property damage, (3) disability, (4) death, and (5) sickness or disease. I, voluntarily, for myself and/or Minor, accept and assume full responsibility for these risks. I also, voluntarily, for myself and/or Minor, accept and assume full responsibility for all other risks of Facilities use and Programs participation. For myself and/or Minor, I agree that I know the nature and extent of all such risks. For myself and/or Minor, I am not relying on all such risks being described in this document. Nor am I relying on any STUDIO BELLA FOR employee, or any other person, communicating them to me.

I understand that Facilities use, and Program participation is voluntary. They can be discontinued at any time. I understand that any activities related to, arising out of, or in connection with, Facilities use, and Program participation involve some element of risk. I agree, in my own personal capacity, and in my legal capacity as the parent/Guardian of Minor, that in partial consideration of the STUDIO BELLA FOR KIDS making these facilities and programs available, I will not try to hold the STUDIO BELLA FOR KIDS, its officers, directors, agents, employees, volunteers, insurers, and representatives (“Releasees”) liable in damages. This includes damages for any injury or loss to person or property that Minor, or I sustain in connection with, arising out of, or related to, the Facilities or Program. I understand that I am hereby releasing the STUDIO BELLA FOR KIDS -, it’s officers, directors, agents, employees, volunteers, insurers, and representatives (Releasees) from any liability for any injury to myself and/or Minor arising in connection with, related to, or arising out of, the Facilities or Programs. I, on my own behalf, and that of Minor, give up any right to take any legal or quasi-legal action against Releasees for any injury.

Waiver, Release, Indemnification & Covenant Not to Sue In consideration of my own, and/or Minor’s Facilities use and/or Program participation, I, in my personal capacity, or legal capacity as parent/guardian of Minor, agree on behalf of myself and Minor that Releasees will not be liable for any personal injury, property damage, disability, death, sickness, or disease incurred by myself, my family members, dependents, or guests, including Minor, however occurring. This includes, but is not limited to,

any personal injury, property damage, disability, death, sickness, or disease arising out of, or in connection with, the negligence of Releasees. I understand that Minor and I will be solely responsible for any loss or damage, including personal injury, property damage, disability, death, sickness, or death sustained from my own or Minor’s Facilities use, Program participation, or both.

I agree on my own behalf, and in my legal capacity as parent/guardian of Minor, to waive any liability arising out of any actual, alleged, or threatened infectious, pathogenic, toxic, or other harmful properties of any “organic pathogen”. This includes, but is not limited to bacteria, viruses, or other pathogens, whether a microorganism. This waiver applies no matter if such “organic pathogen” results from a local, state-wide, national, or global outbreak, epidemic, pandemic, or unknown cause.

I further agree, on my own behalf, and in my legal capacity as the parent/guardian of Minor, on behalf of Minor, myself, and all legal successors and proxies, to release and HEREBY DO RELEASE, WAIVE AND COVENANT NOT TO SUE Releasees from any causes of action, claims, suits, liabilities, or demands of any nature. These include, but are in no way limited to, claims of negligence, which Minor, me, and all legal successors and proxies may have, now or in the future, against Releasees because of personal injury, property damage, disability, death, sickness, disease, or accident of any kind, arising out of, connected with, or in any way related to Facilities use or Programs participation. This release on behalf of minor and me applies however the injury or damage occurs, including, but not limited to, the negligence of Releasees. It will apply whether participation is supervised or unsupervised.

In further consideration of the use of Facilities and participation in Programs, I, on my own behalf, and, in my legal capacity as parent/guardian of Minor, agree on behalf of myself and Minor to INDEMNIFY AND HOLD HARMLESS Releasees from all causes of action, claims, demands, losses, suits, liabilities, or costs of any nature at all. These include, but are not limited to, claims of negligence, arising out of or in any way related to the Minor's Facilities use, Program participation, or both.

I further agree, on behalf of myself, and in my legal capacity as parent/guardian of Minor, and all legal successors and proxies, to release and HEREBY DO RELEASE, WAIVE AND COVENANT NOT TO SUE Releasees from any causes of action, claims, suits, liabilities, or demands of any nature. These include, but are not limited to claims of negligence, which I, Minor, and all legal successors and proxies may have, now or in the future, against Releasees because of personal injury, property damage, disability, death, sickness, diseases, or accident of any kind, arising out of or in any way related Facilities use or Programs participation. I agree that this release, waiver, and covenant not to sue applies however the injury or damage occurs. It includes but is not limited to the negligence of Releasees. I further agree that it applies whether participation is supervised or unsupervised.

**Plan of Operation for Studio Bella Explorers  
as required by the Texas Department of Family and Protective Service.**

**GENERAL INFORMATION**

Hours Days and months of Operation - Studio Bella Explorers follows the DISD School Calendar and August 14<sup>th</sup> 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.

Studio Bella hours of operation are from 3:00-5:55 pm. It is best to plan to pick up your child at 5:55 or earlier to avoid a late fee. Beginning at 6:01 a \$25.00 late fee invoice will be sent via email and will be documented in our records. This invoice is due upon receipt. Pick up time is when the child/children are physically released to the parent(s). 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.

**PROCEDURES FOR RELEASING CHILDREN:** - Children are picked up at various times due to families' schedules.

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. Please let the site director know if someone when someone else is picking up your child. They will need to be prepared to show their ID to the site director if the site director does not know them.

Parents will text the site director when they arrive at the school and the site director will ensure that the child gets to their parent/adult.

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 a notarized copy of custody agreements so that we know the arrangements/custody schedule.

Law enforcement officers and DFPS Child Protective Services staff have the authority by law to remove a child without a parent's permission.

**STUDENT ILLNESS PROTOCOL**

Studio Bella also follows the following illness protocol:

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.

Children must be fever free for 24 hours before returning to Explorers.

Please note: if your child is sent home during the day with a fever, is vomiting, has diarrhea, etc., they are not allowed to attend.

Explorers that afternoon, even if they are fever free or have not had any vomiting/diarrhea episodes once they've gotten home. Studio Bella will not accept children who have been with the school nurse due to illness. Those children should be picked up by parents and signed out from the school.

### **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.
- Per the state of Texas, we are required to provide written notice to the parent of each child in a group within 48 hours when there is an outbreak of lice in the group.
- 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. This follows the DISD policy.

### **PINK EYE**

*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.

If your child has an appointment during the day, doctor/dentist, etc., or for some other reason not due to illness and you plan on bringing them to Explorers, please notify your site director the day before so she knows that your child will not be checking in with the students that are on campus. You will need to text your site director to let her know when your child is arriving. Do not release your child until a Studio Bella staff member comes to greet him/her. Also, please remember that snack time is from 3:00- 3:30 daily, so if your child is arriving after that time, a snack may not be available. You are welcome to send a snack with your child.

### **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 more than 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 oversees administering medicine.

The Texas Department of State Health Services now allows an operation to have an unassigned epinephrine auto-injectors to use when a child in care has an emergency anaphylaxis reaction, however, Studio Bella will not exercise this option at any of our Explorers' locations.

### **PROCEDURE FOR HANDLING MEDICAL EMERGENCIES**

The following information is a general response to injuries or illnesses. The staff responsible for the child will employ first aid techniques as trained.

If the child has fallen from a high place, we do not move the child unless there is a life-threatening situation. If medical attention is required immediately, the staff responsible for the child will have a fellow staff member contact local emergency medical service by calling 911.

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 site director will notify parents if:

\*there is an injury that requires medical treatment by a health-care professional a child shows signs or symptoms of an illness that requires hospitalization.

\*a child has had an emergency anaphylaxis reaction that required administration of an unassigned epinephrine auto-injector has been involved in any situation that placed the child at risk.

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, if you administer the medication as prescribed, directed, or intended.

Per the state of Texas, we are required to provide written notice to the parent of each child attending the operation within 48 hours of becoming aware that a child in our care or an employee has contracted a communicable disease deemed notifiable by the Department of State Health Services. Covid-19 now falls under this category.

We are also required to notify our Childcare Regulations Inspector with any positive COVID-19 cases as well as reporting them to Dallas County. This information is reported anonymously.

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:

Contact the parent or guardian.

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.

### **MEDICAL TREATMENT POLICIES**

**Accident Insurance** - Participants are responsible for their own accident insurance when using the STUDIO BELLA FOR KIDS.

**Emergency** - In the event of an emergency in which the parent/guardian or listed emergency contacts cannot be reached, the STUDIO BELLA FOR KIDS will contact emergency medical personnel and, pending their arrival, take those actions that are in STUDIO BELLA FOR KIDS judgement to be in the best interests of the participant.

**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 of an illness or contagious disease. 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 because 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 when becoming aware that a child in our 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, via email, within 48 hours to the parents of all children in a group when there is an outbreak of lice or other infestation.

**Pathogen Exposure** - I understand that, while I/ my child is in the care of the STUDIO BELLA FOR KIDS, if a participant is exposed to a body fluid on broken skin or mucous membrane (e.g., splashing in mouth or eye) from another participant, the STUDIO BELLA FOR KIDS will contact both parties involved. They will explain what has occurred and provide the name of the attending physician of the source participant to the exposed participant. If a staff member has a blood or body fluid exposure

from a participant, the STUDIO BELLA FOR KIDS will provide the name and telephone number of the attending physician to the staff member. I have read and agree with the statement and specifically authorize the STUDIO BELLA FOR KIDS to release the name and telephone number of physician(s) and a description of the event to the participant/ parent or guardian of any participant who is exposed to blood or body fluid or to any staff member who experiences such an exposure from a participant.

## **PARENT/GUARDIAN CODE OF CONDUCT**

The following guidelines have been created to meet the standards, policies and procedures of Studio Bella for Kids, the Minimum Standards for Childcare Centers, and the Texas Family Code.

Studio Bella for Kids staff are not trained to review legal documents or court decrees. Decisions regarding who is authorized to pick up a child will be governed by the information listed on the enrollment form.

- People whose behavior and/or health status pose an immediate threat or danger to the health and safety of the children must not be present when children are in care. Please note: Consumption of alcohol, controlled substances without a prescription, smoking, the use of tobacco (or products to mimic smoking/tobacco) while on school grounds is not allowed.
- No confronting a child or staff in a threatening manner. If this occurs, we will ask the parent or guardian to remove themselves from the area where the children are located, and a conference will be called.
- No confronting children from other families.
- Do not use profanity in the presence of a minors.
- Parents have the right to discipline their children; parents must refrain from using physical or corporal punishment while on school grounds or program space.

## **FAMILY TRANSITIONS**

At times families go through new additions, challenges, losses and/or changes within their homes. This could be the arrival of a new sibling, a divorce, sick parent, etc. These transitions can dramatically impact children and alter their behaviors. Please keep us informed of such changes, so we can be sensitive to your child's needs. Open communication will allow us to serve your child's needs during the time of transition.



## **CUSTODIAL RIGHTS AND POLICIES**

Court Orders - If parents are separated or divorced, the parent/ guardian completing this registration must inform the STUDIO BELLA FOR KIDS if custodial rights are joint or sole. If custody documentation exists regarding custody of above registered minor, the STUDIO BELLA FOR KIDS requires a current signed copy of custody documentation emailed to [explorers@studiobellaforkids.com](mailto:explorers@studiobellaforkids.com). In the case of joint custody, Studio Bella for Kids must have written consent from each parent on file to add, edit or delete names to Emergency Contacts and Authorized Pick Ups. This condition may be applicable in other areas as well. Otherwise only the parent having sole custody as identified in the signature below may make changes.

**Studio Bella retains the following requirements regarding situations in which there is joint custody of a child.**

- BOTH custodial parents must cooperate with Studio Bella for Kids for the well-being of the child in Studio Bella's care and with the custodial agreement. Lack of cooperation from either parent will be cause for dismissal from the program.
- Custodial agreements must be submitted to Studio Bella for Kids BEFORE the child can attend Studio Bella Explorers.
- Studio Bella will follow the custody agreement. If a child is to be picked up by the other parent on the day they do not have custody, Studio Bella requires a document signed by both parents that it is okay to release that child to the parent that does not have custody for that particular day.
- The policies we have in place are for the benefit of a smooth and harmonious transition for the child to their parent who has custody.
- Lack of cooperation, lack of documentation and situations which the police need to be called due to the disagreements among custodial parents is grounds for removal of the child from the program.

## **ACCOMMODATIONS**

Everyone who attends STUDIO BELLA FOR KIDS programs has unique needs. We are better when we take time to find out what those needs are, build empathy and understanding, and respond to individuals appropriately. The STUDIO BELLA FOR KIDS offers inclusive, welcoming programs dedicated to serving those needs in the best way possible. Because every person is unique, we address each request individually. Your/your child's success and safety in our programs are our top priorities; therefore, we respectfully ask you or parents and caregivers to inform the STUDIO BELLA FOR KIDS, proper to the start of the program, of any special needs which may require accommodations, so we can work together to support you/ your child in reaching your/ their full potential.

## **CHILDREN WITH SPECIALIZED NEEDS, MEDICATIONS, 504's AND BEHAVIOR PLANS**

Studio Bella seeks to have all children be a part of our programming. In some cases, it may be necessary to evaluate if our programs are the right choice for a particular child or family.

Registering for our program is not a guarantee of admission. In some cases, we will need to determine if our program is appropriate for your child. Our programs are not for a 1:1 ratio for care. We respect and follow the Americans with Disabilities Act, which provides protection to individuals with special needs as well as providers of care for these individuals. If you child has a 504 or a behavior plan, we request those documents so that we may serve your child to the best of our abilities. Regarding medication, refer to our medication policies and requirements in the attached handbooks.

If more information is required to access the situation, we may contact you via phone or email and request a conference if needed.

## **HOMEWORK & ACCOUNTABILITY POLICIES**

Homework contributes to the development of independence and responsibility on the parent of the student. We believe homework is one of the most important responsibilities of our students.

**TIME-** Studio Bella Explorers provides 20-30 minutes for homework daily. This opportunity is given for children to work on homework during Explorers.

**RESPONSIBILITY AND ACCOUNTABILITY-**It is not the responsibility of the Explorers' After-School Program to ensure that a child's homework is completed or correct. It is not the responsibility of the Explorers' After-School Program to make sure that a

child has brought his/her homework folder to Explorers nor is it our responsibility to make sure that the folder gets returned to his/her backpack. 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.

**DUAL LANGUAGE HOMEWORK** – We have bi-lingual staff members and will do our best to assist with the homework assigned to the children in the dual language programs. However, there may be times when there isn't a staff member to assist them. Thank you for understanding.

## **COMMUNICATION**

For updates on policies, special events, and schedules for the week - Email will be the most common form of communication used by our site directors. A monthly newsletter will be sent to notify the parents of the schedule/activities for the month.

Holidays and important details 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.

Parents will also receive an email with any changes or updates in Plan of Operation and/or our policies and written copies will be available on campuses for parents who would like to have a paper copy.

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. Texts 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, and 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 later 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 Explorers' 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.

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, including 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.

- Exercise self-control • Demonstrate a positive attitude
- Respect the rights and feelings of others • Take responsibility for school property • Support the learning process

### **Explorers' Rules -**

Our Explorers' rules vary according to the age of the children in each group. At the beginning of each semester, your child will sign an after-school contract that contains a copy of the rules that are specific to his/her group. A copy of that signed after-school contract will be put in the binder with your child's contact information and a copy will be sent home with them so you will have one as well.

### **Studio Bella/Explorers' Expectations**

- 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.
- 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 student may receive a strike for one of the following reasons. However, please know that there may be other serious situations that call for a strike.

- Striking another student.
- Three documented incidents of disrespectful behavior/refusing to cooperate or participate/lying to a teacher or director or
- Taking things that do not belong to him/her.
- Destruction of school or other students' property.
- Inappropriate touching of another student.
- Leaving their assigned area, the playground or campus without permission from an adult.

### **Strike Action**

- One strike may require a mandatory conference, depending on the severity of the strike.
- Two strikes WILL require a mandatory conference with BOTH the parent/guardian and the student, 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 situations involving children and/or parents may result in suspension/expulsion. Situations and incidences will be reviewed on a case-by-case basis.

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 for your child to attend Explorers.

**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 at DFPS.com. The 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.

**Information Disclosure** - I agree to allow medical staff to speak with STUDIO BELLA FOR KIDS personnel regarding any medications I/ my child is taking as well as specific medical or psychological conditions that may impact my/ the participant's ability to participate in STUDIO BELLA FOR KIDS programs. I authorize the STUDIO BELLA FOR KIDS to release any health records related to me/ my child as may be necessary for treatment, referral, billing, or insurance purposes.

**Health History** - I understand I am required to inform the STUDIO BELLA FOR KIDS if I have/ my child has been exposed to or has contracted any potentially serious communicable disease (such as Covid, chickenpox, hepatitis, meningitis, lice, etc.) or has experienced fever, vomiting or diarrhea prior to attending a program. Falsification or lack of full disclosure of this information may result in a dismissal from the program.

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

Enrollment procedures - Go to [studiobellaforkids.com](http://studiobellaforkids.com). and open the Explorers' link and click on the button for your child's school. You will pay the \$150.00 registration fee, enter the required information, and your auto-draft payment method.

**Tuition** - The auto draft will occur the 1st of every month. The late fee schedule/protocol is listed below:

- On the second of the month, tuition plus a late fee of \$25 is due.  $\$230 + \$25 = \$255$
- On the third of the month, tuition plus a late fee of \$25 is due.  $\$230 + \$50 = \$280$
- On the fourth of the month, tuition plus a late fee of \$25 is due.  $\$230 + \$75 = \$305$
- On the 5th of the month, tuition plus a late fee of \$25 is due.  $\$230 + \$100 = \$330$

• On the 6th of the month, if the tuition and late fees have not been paid by 6 pm, the Explorers registration will be cancelled.

This policy applies to weekends and weekdays. For example, if the first is on a Friday and you have not paid, then you would receive a late fee on a Saturday. If the late fee is not paid on a Saturday, then an additional late fee would be applied on a Sunday, and so on.

**Returned Customer Payments** - The STUDIO BELLA FOR KIDS will attempt to collect all returned outstanding payments until they are paid in full. If you have a returned auto-draft/bank draft, you will be charged a \$25 NSF fee. If two drafts are returned within six months, draft privileges may be revoked, and all fees must be paid in advance. If your draft is returned, it will be

resubmitted on the STUDIO BELLA FOR KIDS's next draft date. Your financial institution may charge a fee for each unsuccessful draft attempt. The STUDIO BELLA FOR KIDS will not reimburse bank fees due to draft attempts. If credit or debit card payments are rejected, it is your responsibility to contact your STUDIO BELLA FOR KIDS branch or Customer Service Center to resolve payment issues.

#### **AFTERCARE CANCELLATION AND REFUND POLICY**

**Account Aftercare Cancellation** – If your child is not going to attend Explorers for the last month of school, we require a written notice no later than March 31<sup>st</sup>. If you are cancelling your Explorers' account during the months of August – April, there is a \$25.00 administration fee. Also, if you cancel your account and decide to re-enroll, you will need to register your child again which includes having the registration fee auto drafted. There are no refunds on the dates that are not used if you cancel mid-month. 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.

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

#### **RELEASE OF INFORMATION**

**Disclosure relating to School and Explorers** - I agree to allow my child's teacher to speak with STUDIO BELLA FOR KIDS personnel regarding behavior that may impact my/the participant's ability to participate in STUDIO BELLA FOR KIDS programs. I also agree to allow my child's teacher to speak with STUDIO BELLA FOR KIDS personnel regarding homework so that we may be able to serve your child.

#### **DAMAGE ASSESSMENTS**

**Personal Items and Damage Assessment** - I understand that the STUDIO BELLA FOR KIDS is not responsible for any personal items damaged, lost or stolen at our programs. Please mark all belongings with your child's name.

If my child or anyone on the STUDIO BELLA FOR KIDS property causes damage to property belonging to the STUDIO BELLA FOR KIDS - or another individual due to negligence, misuse or unsanctioned activity or behaviors, the STUDIO BELLA FOR KIDS reserves the right to charge a damage repair assessment fee.

#### **FORCE MAJEURE**

**Force Majeure** - The performance of this Agreement by the STUDIO BELLA FOR KIDS is subject to act of God, government authority, curtailment of transportation, disaster, widespread illness, including epidemic and pandemic events, and other emergencies, any of which make it illegal, impossible, or commercially impracticable, for the STUDIO BELLA FOR KIDS to perform its obligations. It is provided that this Agreement may be terminated by STUDIO BELLA FOR KIDS for any one or more of such reasons by written notice from STUDIO BELLA FOR KIDS to the other party without liability to STUDIO BELLA FOR KIDS.

#### **BABYSITTING**

**Babysitting** - The STUDIO BELLA FOR KIDS strives to employ the very best staff possible in our programs. During staff time off or after they are no longer employed with the STUDIO BELLA FOR KIDS, these persons are private citizens and are no longer subject to our employment rules and procedures. The STUDIO BELLA FOR KIDS cannot and does not endorse or recommend its present or former staff members as babysitters to any parent or guardian of any child in any of our programs. Any babysitting arrangements with present or former staff of the STUDIO BELLA FOR KIDS is separate and independent from any STUDIO BELLA FOR KIDS

program and must be based on the independent investigation, responsibility and judgement of the parent or guardian. I agree that the STUDIO BELLA FOR KIDS shall not be responsible and will be held harmless from any claims or liability in connection with such babysitting activities.

## **WEATHER**

**Inclement Weather** - I understand that programs will not be available when school is closed due to inclement weather. Please refer to the STUDIO BELLA FOR KIDS Facebook/Instagram for the most up to date information.

## **MISCELLANEOUS**

**Snacks and Meal Practices** – Snacks are provided by DISD; however, parents are welcome to provide snacks for their children.

**Water Bottles** – We suggest that the children bring a refillable water bottle with them.

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

**Sunscreen Application** – Studio Bella does not provide sunscreen; however, parents are welcome to send it with their children, especially if your child burns easily. Please send the sunscreen that can be sprayed on your child.

**Insect Repellent** - Studio Bella does not provide insect repellent nor put it on your child.

**Field Trips** - N/A Studio Bella Explorers does not take field trips.

**Water Activities** – Our campuses have water activities at the end of the school year. You will be asked to send a towel, bathing suit, water shoes, etc., for your child and let the site director know if sunscreen is needed. Water activities are only 2 -3 days during a 1-week period.

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

Procedures for applying sunscreen and bug repellent - Studio Bella does not apply sunscreen/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. Due to COVID, we follow the school district policy/licensing on inside visits.

**The procedure for parents to participate in the operations activities** - Parents are welcome to volunteer for special events. Due to COVID, we follow the school district policy/licensing regarding participation.

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

## **SCHOOL PLAYGROUND USE**

As a vendor of DISD, Studio Bella for Kids Afterschool operates at local elementary schools. Studio Bella for Kids does not have the ability to maintain or alter playgrounds. We do inspect the playground and report anything that needs repaired to that specific school. If the playground utilized by the Studio Bella for Kids does not meet childcare licensing standards, children will not use the playground until it is within licensed compliance regulatory standards.

## **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\\_Schoolage.pdf](http://www.dfps.state.tx.us/Child_Care/documents/Standards_and_Regulations/744_Schoolage.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 Fire drill will be monthly. Days and times will vary.

Lock Down Drills will be quarterly, September, December, and March. Each will be recorded on an emergency drill sheet.

## **SCHOOL RELATED EMERGENCY PLAN**

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 reenter 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.

**Severe storm/tornado** - Students will line up in the hallway (see map). Please check emails frequently on these days to see if DISD has planned 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.