



# HANDBOOK FOR PARENTS AND GUARDIANS

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

## **Business Office and Main Studio**

Studio Bella for Kids, LLC  
1450 Old Gate Lane  
Dallas, Texas 75218

### **TABLE OF CONTENTS**

<b>MISSION, FOCUS AND TEAM</b>	<b>2</b>
<b>GENERAL INFORMATION</b>	<b>2-3</b>
<b>GENERAL WAIVER AND PERMISSIONS</b>	<b>3-5</b>
<b>MEDICAL AND HEALTH-RELATED POLICIES</b>	<b>5-7</b>
<b>PARENTS AND FAMILY</b>	<b>7-8</b>
<b>ACCOMMODATIONS</b>	<b>8</b>
<b>HOMEWORK &amp; ACCOUNTABILITY POLICIES</b>	<b>8</b>
<b>DISCIPLINE, GUIDANCE, RULES, EXPECTATIONS</b>	<b>8-10</b>
<b>ENROLLMENT REQUIREMENTS/DISCLOSURES</b>	<b>10</b>
<b>ENROLLMENT, TUITION AND LATE FEES</b>	<b>10</b>
<b>LICENSING</b>	<b>11</b>
<b>DAMAGES AND EMERGENCY PLANS</b>	<b>12</b>
<b>MISCELLANEOUS</b>	<b>13</b>

## **MISSION, FOCUS AND TEAM**

### **OUR MISSION**

Studio Bella Explorers is a STEAM-based program that prides itself on personalization and creative thinking. As a safe, nurturing, and educational environment, the Explorers Program allows children to bloom into responsible, considerate, and contributing members of society.

### **OUR FOCUS**

Our program focuses on fearlessly creative fun and problem-solving through STEAM, social-emotional learning, and philanthropy.

### **OUR TEAM**

Our educators/group leaders are carefully selected and screened. Our team must perform 15 hours of training annually in child development, safety and risk, SEL, STEAM, Pediatric first aid, CPR, and curriculum delivery. A criminal background check, FBI fingerprint background check, and character reference checks are required.

## **GENERAL INFORMATION**

### **HOURS, DAYS AND MONTHS AND TIME OF OPERATION**

Studio Bella Explorers follows the DISD School Calendar. Explorers begins on the first day of school and ends on the last full day of instruction in DISD.

### **Time**

3:15 pm-5:55 pm At 6:01, the customer incurs a \$25.00 late fee invoice via auto-draft.

- Pick-up time is documented by the Studio Bella employee when the child/children are in the care of their parent(s).

### **ABSENCES/OFF CAMPUS APPOINTMENTS AND RETURN TO STUDIO BELLA**

If your child will be absent for the day, notify your site director so they will not expect them.

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: |

- Notify your site director the day before that your child will not be checking in with the students that are on campus.
- 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 them.
- If your child arrives after 3:30 pm, a snack may not be available. You are welcome to send a snack with your child.

### **PROCEDURES FOR RELEASING CHILDREN:**

- Parents may be asked to show a photo ID until the site director knows the parents.
- Other adults allowed to pick up children must have their names and phone numbers on the registration form.
- If someone else is picking up your child, inform the Site Director.
  
- They must 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 the 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.
  - Law enforcement officers and DFPS Child Protective Services staff have the legal authority to remove a child without a parent's permission.
  - If a person or persons may not pick up your child, we need that person's first and last name and a photo.
  - We require a notarized copy of custody agreements to know the arrangements/custody schedule.

**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.
- Your site director will send a monthly newsletter on the 1<sup>st</sup> of every month to notify the parents of the schedule/activities for the month.
- Updates will also be on our parent board on campus..
- Parents will receive an email with any changes or updates in the Plan of Operation. Our policies and Plan of Operation are on the school campus.
- Texts/phone is used if email has not been successful.

## **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 the likeness of my child in image, voice, and 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 STUDIO BELLA FOR KIDS audio, print or internet publications. I also agree that STUDIO BELLA FOR KIDS has permission to release such pictures to the news media. I acknowledge that I will not receive any compensation or remuneration for using such pictures. I understand that once such pictures are published to the media, on the internet, or otherwise published, other parties may use photos/videos in publications and websites outside STUDIO BELLA FOR KIDS' control. If I need to remove photography and audio permission for my child at any time, I understand that the STUDIO BELLA FOR KIDS will need written notification.

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

I have read, understood and agreed with all the policies stated in this document thus far and understand that the handbooks below may hold more specific information about my child's program. 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 that 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 they have the full authority to permit 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 GIVE UP ANY CLAIMS.

Assumption of Risk I, in my capacity, or 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 Facility use and Program 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 described in this document. Nor am I relying on any STUDIO BELLA for employees or anyone else to communicate them to me.

I understand that Facility use and Program participation is voluntary. A parent can withdraw a child from Studio Bella Explorers by following the Studio Bella cancellation protocol. 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 capacity and my legal capacity as the parent/Guardian of a 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 now releasing the STUDIO BELLA FOR KIDS -, its officers, directors, agents, employees, volunteers, insurers, and representatives (Releasees) from any liability for any injury to myself and Minor arising in connection with, related to, or arising out of, the Facilities or Programs. I, on my behalf and that of Minor, give up any right to take legal or quasi-legal action against Releasees for any injury.

Waiver, Release, Indemnification, and Covenant Not to Sue In consideration of my own and/or Minor's Facilities use and/or Program participation, I, in my 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 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 if such "organic pathogen" results from a local, state-wide, national, or global outbreak, epidemic, pandemic, or unknown cause. I further agree, on my 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 now 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 the 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 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, negligence claims 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. For another student, it 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 is assigned.

- Automatic expulsion will occur upon three strikes.

Please Note: other situations involving children and/or parents may result in suspension/expulsion. Situations and incidents will be reviewed case-by-case by the Studio Bella Team.

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 program policies, rules, and regulations. The parent must check this box, and we must have your signature for your child to attend Explorers.

## **MEDICAL AND HEALTH-RELATED POLICIES**

### **STUDENT ILLNESS PROTOCOL**

The Texas Minimum Standards for Child Care states that an ill child may not be admitted if one or more of the following exists:

- The illness prevents the child from participating comfortably in child-care center activities including outdoor play,
- The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care,
- The child has one of the following unless medical evaluation by a healthcare professional indicates that you can include the child in the program's activities:
  - \* Temperature of above 100/101 degrees and accompanied by behavior changes or other signs and symptoms of illness
  - \* Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, vomiting/diarrhea, rash with fever, behavior changes, or other signs that the child may be severely ill
  - A healthcare 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, vomiting, 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.

### **LICE**

- 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 activities at the director's table until pick-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.
- if a child has received a letter from the school or we see live lice, we have to notify parents to pick up the child, and the child immediately has to sit away from their group.
- Although this is no longer a DISD requirement, we are required by the state to follow the above protocol.
- A child may return to Explorers AFTER treatment.
- We are required by the state to notify the parents within the group the child is in within 48 hours. The child's name will not be released.

### **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 from the child's parent to administer medication 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.
- Authorization to administer medication expires on the first anniversary of the authorization date.

We will NOT administer medication more than the medication's label or the directions of the child's health-care professional. A Studio Bella team member will take children who require medication to the school nurse. The director oversees administering medicine if the school nurse is no longer on campus.

The Texas Department of State Health Services now allows an operation to have 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 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 responsible for the child) will accompany the child during EMS transport to the hospital.
- The site director will notify parents if:
  - an injury requires medical treatment by a health-care professional.
  - a child shows signs or symptoms of an illness that requires hospitalization.
  - A child had an emergency anaphylaxis reaction.

Per the State of Texas: Parent authorization is not required when a Studio Bella team member administers 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.

### **MEDICAL EMERGENCY NOTIFICATION**

In an emergency, If a Studio Bella team member cannot reach the parent/guardian or listed emergency contacts the STUDIO BELLA FOR KIDS team member will:

- contact emergency medical personnel and, pending their arrival, take those actions that are in STUDIO BELLA FOR KID's judgment to be in the best interests of the participant.

### **NON-EMERGENCY NOTIFICATION**

Communication between caregivers and parents is essential to the program's safe and healthy operation and the parent's ability to assess their children's care.

- For injuries or sickness, Parent notification via phone (1st) and text (2nd) after a child:
  - Is injured and 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.
- 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 per the instructions of the parent or guardian.
  - If the parent is unavailable, the Studio Bella Explorers employee will decide that is in the child's best interest and safety. The staff responsible for the child will document treatments and any action that took place due to the injury or illness.

### **LESS SERIOUS INJURIES**

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 discolorations requiring first-aid treatment by employees.

## **PATHOGEN EXPOSURE**

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:

- 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.

## **INSURANCE POLICIES**

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

## **COMMUNICABLE DISEASES**

Per the state of Texas: If we become aware that a child or employee has contracted an infectious disease, Studio Bella must notify parents and the Department of State Health Services within 48 hours. Information to the Health Department is reported anonymously.

## **PARENTS AND FAMILY**

### **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 employees are not trained to review legal documents or court decrees. The information on the enrollment form will govern decisions regarding who is authorized to pick up a child.

- 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.
- Consumption of alcohol, controlled substances without a prescription, smoking, and 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 minors.
- Parents have the right to discipline their children; they must refrain from using physical or corporal punishment on school grounds or program spaces.

### **FAMILY TRANSITIONS**

Families often go through new additions, challenges, losses, and/or changes within their homes. This could be the arrival of a new sibling, a divorce, a 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 transition.

### **CUSTODIAL RIGHTS AND POLICIES**

**Court Orders** - If parents are separated or divorced, the parent/guardian completing registration must:

- inform the STUDIO BELLA FOR KIDS if custodial rights are joint or sole.
- If custody documentation exists regarding custody of registered minor child/children, the STUDIO BELLA FOR KIDS requires a 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-Up Contacts.

## **JOINT CUSTODY POLICIES**

*Our platform does not allow divided payments. Parents wanting to alternate monthly payments would need to change the payment method in their account each month.*

- BOTH custodial parents must cooperate with Studio Bella for Kids for the child's well-being in Studio Bella's care and with the custodial agreement. Lack of cooperation from either parent will cause 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 a 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 who does not have custody for that particular day.
- Lack of cooperation, lack of documentation, and situations in which the police need to be called due to disagreements among custodial parents are grounds for removal of the child from the program.

## **ACCOMMODATIONS**

### **CHILDREN WITH SPECIAL NEEDS, MEDICATIONS, 504s, IEPs, AND BEHAVIOR PLANS AND ALLERGIES**

Studio Bella seeks to have all children participate in our programming. Sometimes, evaluating if our programs are the right choice for a particular child or family may be necessary.

Registering for our program is not a guarantee of admission. Sometimes, we must determine if our program is appropriate for your child. Our programs are not for a 1:1 ratio of care. We respect and follow the Americans with Disabilities Act, which protects individuals with special needs and providers of care for these individuals.

If your child has a 504, an IEP, a Behavior Plan with the school, or an Allergy Plan with a pediatrician, we require

- the 504/IEP/Behavior plan documents to serve your child to the best of our abilities.
- medication regimen.
- doctor's documentation of the allergy plan.

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

## **HOMEWORK & ACCOUNTABILITY POLICIES**

Homework contributes to developing independence and responsibility for the student's parent. We believe homework is one of the most important responsibilities of our students.

**TIME-** Studio Bella Explorers provides 20-30 minutes for homework daily.

## **DISCIPLINE, GUIDANCE, RULES, AND EXPECTATIONS**

### **DISCIPLINE AND GUIDANCE**

The following guidelines require information from the Texas Department of Family and Protective Services to protect your child.

### **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 containing a copy of the rules specific to his/her group. Your site director will post the signed after-school contract so children can always see them.

### **DISD RULES**

- As a vendor of DISD, all children in our program must follow the DISD Code of Conduct.
- The Code of Conduct is included in the Student Handbook and is available online @ [Dallasisd.org](http://Dallasisd.org).
- To access the Student Code of Conduct, follow these steps:  
<http://dallas ISD.org>>Parents/Students>Student Requirements>Student Code of Conduct. The handbook is available in English and Spanish.



## **CONSEQUENCES**

The following protocols are in place for those that break DISD's code of conduct or Studio Bella rules:

- **Mild/First-time offense:** guided by the caregiver to correct his or her actions/behavior,
- **Medium/second-time offense:** Depending on the age and nature of the offense, the Explorer must fill out a reflection sheet to contemplate their actions and be able to choose a different behavior next time.
- **Severe/third-time offense:** An incident report will be created and placed in the child's file, and your site director will provide a copy to the parents.

***Pick-up time is busy and is not when a director can sit down and have a conference regarding the issue at hand.***

## **STRIKES**

Studio Bella's policy follows the three-strike rule. A strike may constitute calling the parent for immediate pickup for the day, depending on the action's severity and the situation's complexity. 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 other serious situations may 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 PROTOCOL**

- 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, a 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

## **FOR DISCIPLINE NOTIFICATIONS**

- 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 are notified at the time of pickup regarding any issues of the day.
- Discipline issues will be documented, and a copy of the incident 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.
- Pick-up time may be hectic and is not a time when a director can sit down and have a conference regarding the issue at hand.
- If needed, a conference will be scheduled later to give full attention to the matter by your site director via email.

## **CORPORAL PUNISHMENT**

Studio Bella Caregivers will NOT physically or emotionally damage your child as we guide your child in correcting behavior.

## **POSITIVE METHODS OF DISCIPLINE**

Studio Bella will ensure that the guidance and discipline we provide will be appropriate to the child's age and level of understanding; and to the incident and severity of the behavior demonstrated.

Studio Bella Explorers' caregivers may only use POSITIVE methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, including the following:

- Using praise and encouragement of good behavior instead of focusing only on 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, limited to no more than one minute per year.

## **ENROLLMENT REQUIREMENTS/DISCLOSURES**

**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 detrimental 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

## **ENROLLMENT, TUITION, LATE FEES**

### **ENROLLMENT PROCEDURE**

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 \$155.00 registration fee, enter the required information, and your auto-draft payment method.

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

- On the third of the month, tuition plus a late fee of \$10 is due.  $\$235 + \$10 = \$245$
- On the fourth of the month, tuition plus a late fee of \$10 is due.  $\$235 + \$20 = \$255$
- On the 5th of the month, tuition plus a late fee of \$10 is due.  $\$235 + \$30 = \$265$
- **On the 6th of the month, Studio Bella will cancel the registration if the tuition and late fees have not been paid by 6 pm.**

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

### **AFTER-SCHOOL PROGRAM CANCELLATION AND REFUND POLICY**

**After-School Cancellation** – If your child will not attend Explorers for the last month of school, we require a written notice no later than **March 31<sup>st</sup>**. If you are canceling your Explorers' account during **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 case-by-case.

### **LATE PICK-UP FEE**

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

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

- Our accounts manager will be notified at the time of pickup and 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/ my child has been exposed to or has contracted any potentially serious infectious disease (such as Covid, chickenpox, hepatitis, meningitis, lice, etc.) or has experienced fever, vomiting or diarrhea before attending a program. Falsification or lack of full disclosure of this information may result in a dismissal from the program.

### **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 can serve your child.

- Consistent late pick-ups without significant communication may lead to dismissal from the program.

### **LICENSING**

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 [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)

### **DFPS**

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>

## **DAMAGES AND EMERGENCY PLANS**

### **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.

Suppose 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. In that case, the STUDIO BELLA FOR KIDS reserves the right to charge a damage repair assessment fee.

### **FORCE MAJEURE**

The performance of this Agreement by the STUDIO BELLA FOR KIDS is subject to an 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.

**INCLEMENT WEATHER**-Studio Bella received their directive from DISD. If DISD is closed or relays that after-school programming is closed due to inclement/impending weather, Studio Bella is closed

### **SCHOOL-RELATED EMERGENCY PLAN**

Children with special needs will be identified at the beginning of the semester and will be assigned to a caregiver. A Studio Bella Employee will be assigned to keep the child safe and ensure the child has the tools to travel in emergencies. Parents will be notified via phone when children are safe and settled.

**SHELTERING/LOCKDOWN 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 will be barricaded. Students and staff should hide out of sight behind furniture or other barriers. Try to secure the door in another way. Each staff/caregiver will secure students currently in their care. Turn ringers off. Caregivers and staff will notify contacts on the chain of command of the attached evacuation plan as soon as possible when it is safe. The caregiver in charge will account for the children. A Studio Bella employee will notify parents as soon as it is safe.

**SEVERE STORM/TORNADO** - Students will line up in the hallway (see map). Check email/text frequently when there is a severe storm tornado watch/warning to see if DISD has planned to close school campuses early. Additional communication will come from the site directors via email and text when a decision has been made. Please see our **inclement weather/school cancellation** policy for more detailed information.

**EMERGENCY COMMUNICATION** - Communications will begin with the director onsite. Any mass communication will be delegated to the caregivers so that they may help facilitate any communication. Communication with local authorities such as fire, law enforcement, emergency medical services, health departments, and school leaders will begin with the director. It will be delegated to staff and caregivers. **Please see the attached map of the evacuation plan.**

## **MISCELLANEOUS**

### **PROCEDURES FOR PARENTS TO VISIT THE OPERATION**

Parents are invited to drop in at any time to see the creativity, learning, and team building their children are involved in. Due to safety, we follow the school district policy/licensing on inside visits.

### **PROCEDURES FOR PARENTS TO VOLUNTEER:**

Parents are welcome to volunteer for special events. If parents want to volunteer for a special event - please email DISD to provide the site director SNACKS AND MEAL PRACTICES Snacks; however, parents are welcome to provide snacks for their children.

### **WATER BOTTLES**

We suggest the children bring a refillable water bottle.

### **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 their child burns easily. Send sprayable sunscreen and a Studio Bella team member will apply.

### **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 may offer water activities at the end of the school year. The site director will ask you to send your child a towel, bathing suit, water shoes, etc. Let the site director know if sunscreen is needed. Water activities are only 2-3 days during one week.

### **ANIMALS**

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

### **BABYSITTING**

The STUDIO BELLA FOR KIDS strives to employ the best staff in our programs. During staff time off 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 can not endorse or recommend its present or former staff members as babysitters to any parent or guardian of any child in our programs. Any babysitting arrangements with present or former staff of the STUDIO BELLA FOR KIDS are separate and independent from any STUDIO BELLA FOR KIDS program and must be based on the independent investigation, responsibility, and judgment 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 concerning such babysitting activities.

