



HANDBOOK FOR PARENTS AND GUARDIANS

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

Business Office and Main Studio
Studio Bella for Kids, LLC 1450 Old
Gate Lane Dallas, Texas 75218

TABLE OF CONTENTS

MISSION, FOCUS, AND TEAM

GENERAL INFORMATION

PROCEDURES FOR RELEASING CHILDREN

ILLNESS AND EXCLUSION CRITERIA/MEDICAL AND HEALTH-RELATED POLICIES

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

PROCEDURE FOR HANDLING MEDICAL EMERGENCIES

PROCEDURE FOR PARENT NOTIFICATION/PARENTS AND FAMILY CODE OF CONDUCT

SUSPENSION AND EXPULSION OF CHILDREN

BULLYING POLICY/PROTOCOL

MEALS AND FOOD SERVICE PRACTICES

IMMUNIZATION/EXEMPTION REQUIREMENTS

ENROLLMENT PROCEDURES

TRANSPORTATION/WATER ACTIVITIES/FIELD TRIPS/ANIMALS

SUNSCREEN APPLICATION AND INSECT REPELLENT

PARENTS' RIGHTS

PROCEDURES FOR PARENTS TO REVIEW AND DISCUSS QUESTIONS OR CONCERNS
TABLE OF CONTENTS, (CONT'D)

PROCEDURES FOR PARENTS TO VISIT THE OPERATION, PARTICIPATE IN ACTIVITIES, AND VOLUNTEER

INSTRUCTIONS ON HOW PARENTS CAN ACCESS MINIMUM STANDARDS, TEXAS ABUSE AND NEGLECT, HHSC WEBSITE

EMERGENCY PREPAREDNESS PLAN

PROCEDURES FOR CONDUCTING HEALTH CHECKS

INFORMATION ON VACCINE-PREVENTABLE DISEASES

EPINEPHRINE

PROCEDURES FOR SUPPORTING INCLUSIVE SERVICES

MISCELLANEOUS

GENERAL WAIVER AND PERMISSIONS

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

1. GENERAL INFORMATION

HOURS, DAYS, MONTHS, GRADES, 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. We serve students in PK-4 through 5th grade. Our hours of operation are 3:15 p.m.-5:55 p.m. These hours are subject to change if DISD changes school hours for the 2025-2026 school year.

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 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.

If your child goes home sick during the day, they are not allowed to return to Explorers, as this complies with the minimum standards set by the state of Texas.

If your child spent the day in the nurse's office due to illness and is sent to Explorers, we will contact you to arrange for your child's pickup. Your child will need to sit by themselves, away from the other Explorers, until someone can pick them up, which complies with the state of Texas's minimum standards.

2. 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 a parent or a person designated by the parent from picking up the child.
- Law enforcement officers and DFPS Child Protective Services staff have the legal authority to remove a child without a parent's permission.
- If someone other than you may pick up your child, we need that person's first and last name, as well as a photo.
- We require a notarized copy of the custody agreements to understand the arrangements and custody schedule.

3. ILLNESS AND EXCLUSION CRITERIA/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 exist:

- 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, a 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, or other symptoms, they are not allowed to attend Explorers that afternoon, even if they are fever-free or have not had any vomiting or diarrhea episodes once they get 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 they are 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.
- If a child has received a letter from the school or we see live lice, we must notify the parents to pick up the child, and the child must immediately 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.
- The state requires us to notify the parents within the child's group within 48 hours. The child's name will not be released.

4. PROCEDURE FOR DISPENSING MEDICATION OR A STATEMENT THAT MEDICATION IS NOT DISPENSED

We encourage the school nurse to dispense medications before the end of the school day.

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 in a way that exceeds the label or directions provided by the child's healthcare professional. A Studio Bella team member will take children who require medication to the school nurse. If the school nurse is no longer on campus, the director oversees the administration of medicine.

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

5. 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 member responsible for the child will have a fellow staff member call 911 to contact local emergency medical services.
- 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 healthcare 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, parental 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.

6. PROCEDURE FOR PARENT NOTIFICATION

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 1st of every month to notify parents of the schedule and 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 Plan of Operation/Parent Handbook is on the school campus.
- Text/phone is used if email has not been successful.

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 KIDS judgment to be in the participant's best interests.

NON-EMERGENCY NOTIFICATION

Communication between caregivers and parents is essential for the program's safe and healthy operation, as well as for parents to assess the care their children receive.

- For injuries or sickness, Parent notification via phone (1st) and text (2nd) after a child:
 - Is injured and requires medical attention from a healthcare 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. The operation was suspended due to 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 what is in the child's best interest and safety. The staff responsible for the child will document treatments and any actions taken due to the injury or illness.

LESS SERIOUS INJURIES

Parents will be notified of less serious injuries when they pick up their child from the operation. Less severe 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 the 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.

COMMUNICABLE DISEASES

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

PARENTS AND FAMILY

PARENT/GUARDIAN CODE OF CONDUCT

The following guidelines have been established to meet the standards, policies, and procedures of Studio Bella for Kids, as well as 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 determine 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 they are in the care of Studio Bella for Kids.
- 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 confrontation with 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, or something else. These transitions can have a dramatic impact on children and alter their behavior. Please keep us informed of such changes so we can be sensitive to your child's needs. Open communication will help us meet 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.
- 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 who want to alternate monthly payments would need to update 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. In that case, Studio Bella requires a document signed by both parents stating 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 the removal of the child from the program.

HOMEWORK & ACCOUNTABILITY POLICIES

Homework helps students develop independence and responsibility, enabling them to take care of themselves and their families. We believe homework is one of the most important responsibilities of our students.

TIME- Studio Bella Explorers provides 20-30 minutes for homework daily, and children may continue working on their homework once all projects/tasks are completed.

7. DISCIPLINE, GUIDANCE, RULES, AND EXPECTATIONS

DISCIPLINE AND GUIDANCE

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

EXPLORERS COMMUNITY GUIDELINES

Our Explorers' rules are now known as Community Guidelines.. 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 it.

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.
- 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 who 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.

Pickup time is busy and not a good time for a director to sit down and discuss the issue.

STRIKES

Studio Bella's policy follows the three-strike rule. A strike may involve calling the parent for immediate pickup for the day, depending on the severity of the action and the complexity of the situation. Severe conditions, such as the destruction of school property while children are on campus, may result in disciplinary actions from DISD being applied, along with suspension or expulsion.

A student may receive a strike for one of the following reasons. However, please note that other serious situations may necessitate 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.
- An incident of bullying requires a mandatory conference, even if it is the first time the child has received a 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.

8. 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-day suspension
- expulsion from the program
- A physical fight
- Bullying or harassment

If a student runs away from a group leader, site director, or any other adult supervising their group, that constitutes immediate expulsion from the program with no refunds.

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 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 when a director can sit down and have a conference regarding the issue at hand.
- If needed, your site director will email you to schedule a conference later to give the matter full attention.

CORPORAL PUNISHMENT

Studio Bella for Kids Caregivers will not physically or emotionally harm your child as we help them correct their behavior.

POSITIVE METHODS OF DISCIPLINE

Studio Bella will ensure that the guidance and discipline we provide are appropriate to the child's age, level of understanding, and 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.

BULLYING POLICY

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems. Bullying behaviors may be physical, verbal, or social and are intentional and repetitive in nature. Bullying can occur based on students' specific characteristics, such as, but not limited to, gender, race/ethnicity, religion, disability, socioeconomic status, or body weight.

Studio Bella for Kids is committed to ensuring all students have the opportunity and support to learn within a safe and respectful environment. Bullying and harassment have harmful physical, emotional, social, and academic consequences for victims, bystanders, and bullies, and disrupts students' learning and development process. Bullying and harassment are prohibited in Studio Bella for Kids, and related incidents will be consistently addressed. This policy applies to the entire Studio Bella for Kids community, including teachers, site directors, and program directors. It pertains to behaviors occurring during our after-school program and on school property.

REPORTING AND INVESTIGATION OF BULLYING

Students, group leaders, and parents who observe or become aware of bullying behavior are encouraged to report the incident to the Site Director. Reports may be made verbally, in writing, or electronically. Reports will be reviewed by the Site Director, who will then thoroughly investigate all allegations of bullying. Proper disciplinary action will follow immediately.

Documentation Protocol for Potential Bullying

1. Complete a Minor Incident Report Form on Connecteam and check any behaviors that align with the definition of bullying.
2. If bullying behaviors occur between the same two children (or a group of children) at least three times, then the Extended Incident Report Form must be completed, and a conference must be scheduled with the children involved and their parents, separately.
3. Notify your Site Director immediately.
4. The Site Director may consult the Program Director regarding suspension.
5. Parents must be notified with a Strike Form.
6. A conference must be scheduled with the parents or guardian within three school days.
7. The campus Principal must be notified and follow DISD's Bullying Procedure.
8. The Principal and DISD determine whether the Incident(s) are bullying. If it is bullying, DISD protocol is activated.

9. MEALS AND FOOD SERVICE PRACTICES

SNACKS AND MEAL PRACTICES. DISD will provide snacks; however, parents are welcome to provide snacks for their children.

WATER BOTTLES

We suggest the children bring a refillable water bottle.

10. IMMUNIZATION/EXEMPTION REQUIREMENTS

Students must file their immunization requirements in the school's office or have a medical exemption on file that complies with 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 or guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete, and it is too much trouble to visit a physician or clinic to correct the problem). Schools should maintain an up-to-date list of students with exemptions so they can be excluded in times of emergency or epidemic declared by the Commissioner of Public Health.

Instructions for requesting the official exemption affidavit, which must be signed by parents or 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 a medical exemption, a written statement from the physician must be submitted to the school. Unless it is stated 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 diagnoses.

11. ENROLLMENT PROCEDURES

ENROLLMENT, TUITION, LATE FEES

ENROLLMENT PROCEDURE

Go to studiobellaforkids.com. 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 select your auto-draft payment method.

TUITION – The auto draft will occur on the 1st of every month. Parents are allowed a two-day grace period before late fees are charged.

LATE FEES

The late fee schedule/protocol is listed below:

- On the third of the month, tuition plus a late fee of \$10 is due. \$276 + \$10= \$286
- On the fourth of the month, tuition plus a late fee of \$10 is due. \$276 + \$20= \$296
- On the fifth of the month, tuition plus a \$10 late fee is due. \$276 + \$30= \$306

• **On the 6th of the month, Studio Bella will cancel registration if tuition and late fees have not been paid by 6:00 p.m.**

This policy applies to weekends and weekdays. For example, if the first day of the month is a Friday, you will have Friday and Saturday as a grace period. If you haven't paid on Saturday, you will receive a late fee on Sunday, the third day of the month. If the late fee is not paid on Sunday, then an additional late fee will be applied, and so on.

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, at 5:55 PM.

- Our accounts manager will be notified at the time of pickup of conditions that may impact the participant's ability to participate in STUDIO BELLA FOR KIDS programs. I authorize Studio Bella for Kids to release any health records related to me or my child as may be necessary for treatment, referral, billing, or insurance purposes.

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

AFTER-SCHOOL PROGRAM CANCELLATION AND REFUND POLICY

After-School Cancellation – If your child will not attend Explorers for the last month of school, please provide written notice by **March 31st**. If you cancel your Explorers' account between **August and April**, a \$25.00 administration fee will be automatically deducted from your account. If you cancel your account and decide to re-enroll, you will need to register your child again, including having the registration fee auto-drafted. No refunds are available if the dates are not used or if you cancel during the month.

Refunds are forfeited if children can no longer participate due to behavioral problems, suspension, or expulsion.

Note: Cancellations due to extended illness or extreme family hardships will be reviewed on a case-by-case basis.

NOTIFICATION OF POLICY CHANGES

Parents will be notified of policy changes by email, either from Site Directors or the Program Director, via our STUDIO BELLA FOR KIDS platform.

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.

12. TRANSPORTATION

N/A

13. WATER ACTIVITIES

N/A

14. FIELD TRIPS

N/A

15. ANIMALS

N/A

16. SUNSCREEN APPLICATION AND INSECT REPELLENT

Studio Bella does not provide sunscreen; however, parents are welcome to send it with their children, especially if their child tends to burn easily.

Students should label and store their insect repellent and sunscreen in their backpacks and apply them as needed.

The type of sunscreen or repellent will be determined by what the parent provides in their backpack. Please label the sunscreen/insect repellent with your child's name and grade.

17. PARENTS' RIGHTS

A parent of a child in our care has the right to: Enter and examine our operation during its hours of operation without advance notice; File a complaint against our operation; Review our operation's publicly accessible records; Review our operation's written records concerning the parent's child, per Minimum Standard 744.601.

A parent of a child in our care has the right to receive from our operation: HHSC's inspection reports for your operation and information regarding how to access your operation's compliance history online.

A parent of a child in our care can have our operation comply with a valid court order signed by a judge that prevents another parent from visiting or removing the parent's child from our operation; the parent must be provided with contact information for Child Care Regulation, including the department's name, address, and telephone number.

A parent of a child in our care may view any available video recordings of an alleged incident of neglect involving the parent's child maintained by your operation as long as: the video recordings of the alleged incident are available, the parent is not allowed to retain any portion of the video depicting a child who is not the parent's child, and our operation notifies in writing the parent of any other child captured in the video recording, before allowing the parent to inspect the video recording.

18. PROCEDURES FOR PARENTS TO REVIEW AND DISCUSS QUESTIONS OR CONCERNS ABOUT THE POLICIES/PROCEDURES OF THE OPERATION

Parents will be provided with an electronic copy of our operation's policies and procedures, known as our Plan of Operations/Parent Handbook, on or before the date of admission.

Parents may review, upon request, our Staff training records and In-house training curriculum. Parents will be free from any retaliatory action by our operation for exercising their rights.

19. PROCEDURES FOR PARENTS TO VISIT THE OPERATION, PARTICIPATE IN ACTIVITIES AND VOLUNTEER

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 concerns, we follow the school district's policy and licensing requirements for inside visits.

Parents are welcome to volunteer for special events. Please email the site director if a parent wants to volunteer for a special event to receive specific information and instructions regarding training and background checks.

20. INSTRUCTIONS ON HOW PARENTS CAN ACCESS MINIMUM STANDARDS, TEXAS ABUSE AND NEGLECT HOTLINE, HHSC WEBSITE

LICENSING

This section outlines the procedure for parents to review a copy of the operation's 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 the DFPS website 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

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>

21. EMERGENCY PREPAREDNESS PLAN

INCLEMENT WEATHER - Studio Bella received its 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 assigned to a caregiver. A Studio Bella Employee will be assigned to keep the child safe and ensure they have the tools to travel in emergencies. Parents will be notified via phone when the children are safe and settled.

SHELTERING/LOCKDOWN OF CHILDREN - Staff/caregivers should move to the nearest room. Students outside should not reenter a building if there is a threat to their safety. Staff and caregivers should secure the area by locking doors, covering windows, and turning off the lights. If classrooms cannot be closed, doors will be barricaded. Students and staff should hide behind furniture or other barriers out of sight. Try to secure the door in another way. Each staff member or caregiver will ensure the students are currently in their care. Turn the ringer off. Caregivers and staff will notify contacts on the chain of command of the attached evacuation plan as soon as it is safe to do so. The caregiver in charge will account for the children. A Studio Bella employee will notify parents as soon as it is secure.

SEVERE STORM/TORNADO—Students will line up in the hallway (see map). Check your email and text frequently during a severe storm or tornado watch or warning to see if DISD plans to close school campuses early. The site directors will also communicate via email and text when a decision has been made. Please see our **inclement weather and school cancellation** policy for more detailed information.

EMERGENCY COMMUNICATION—Communication will begin with the on-site director. Any mass communication will be delegated to the caregivers so that they may help facilitate it. Communication with local authorities, including fire, law enforcement, emergency medical services, health departments, and school leaders, will be initiated by the director and subsequently delegated to staff and caregivers. Please see the attached map of the evacuation plan.

DAMAGE ASSESSMENTS

Personal Items and Damage Assessment - I understand that Studio Bella for Kids is not responsible for any personal items damaged, lost, or stolen during 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, 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.

22. PROCEDURE FOR CONDUCTING HEALTH CHECKS

N/A

23. INFORMATION ON VACCINE PREVENTABLE DISEASES

STUDIO BELLA FOR KIDS does not require our staff to obtain immunizations such as Influenza (Flu), HepA (Hepatitis), or Pertussis (Whooping Cough).

PROTECTIVE PROCEDURES

We require staff to wear gloves when handling or cleaning body fluids.

If an employee has an open wound or an injury that prevents hand washing, that employee must not have contact with a child's snack or perform tasks such as opening milk or condiment packets.

If an employee experiences respiratory symptoms, they may wear a mask to reduce the spread of droplets to surrounding areas, particularly if they have children in their care who also have respiratory symptoms.

Employees should remove gloves and wash their hands immediately after any of these situations to prevent cross-contamination of other children.

Any employee who exhibits any signs of illness from direct care/one-on-one contact with children.

HEALTH HISTORY

I understand I am required to inform STUDIO BELLA FOR KIDS if I/ my child has been exposed to or has contracted any potentially severe infectious disease (such as measles, chickenpox, hepatitis, meningitis, etc.) or has experienced fever, vomiting, or diarrhea before attending a program. Falsification or failure to disclose this information entirely may result in dismissal from the program.

24. EPINEPHRINE

Studio Bella for Kids does not have unassigned epinephrine auto-injectors.

25. PROCEDURES FOR SUPPORTING INCLUSIVE SERVICES

ACCOMMODATIONS

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

Studio Bella strives to ensure that all children participate in our programming. However, it may be necessary to evaluate whether our programs are the right choice for a particular child or family.

Registering for our program does not guarantee admission. Sometimes, we need to determine if our program is suitable for your child. Our programs are not for a 1:1 care ratio. 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 that will help us serve your child to the best of our abilities.
- medication regimen.
- doctor's documentation of the allergy plan.

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

MISCELLANEOUS

TRANSPORTATION

N/A Studio Bella Explorers does not provide transportation.

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 a child in our programs. Any babysitting arrangements with present or former STUDIO BELLA FOR KIDS staff 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.

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 images. I understand that once such pictures are published in the media, on the internet, or elsewhere, other parties may use photos or videos in publications and websites outside Studio Bella for Kids' control. If I need to revoke photography and audio permission for my child at any time, I understand that Studio Bella for Kids will require written notification.

WAIVER(s) SIGNATURE AND AGREEMENTS

I have read, understood, and agreed to all the policies stated in this document so far and understand that the handbooks below may contain 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 follow 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 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 my Minor, accept and assume full responsibility for all other risks associated with 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 dangers described in this document. Nor am I relying on any STUDIO BELLA FOR KIDS employees or anyone else to communicate them to me.

I understand that Facility use and Program participation are 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 from, or connected with the use of the Facility and participation in the Program 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 on 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 use of Facilities, and 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 they are microorganisms. 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, regardless of whether the injury or damage occurs, including but not limited to, the negligence of the 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 use of the Facilities or 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 apply; however, if the injury or damage occurs. It includes, but is not limited to, the negligence of the Releasees. I further agree that it applies whether participation is supervised or unsupervised. For another student, it results in an automatic one-day suspension.

If two strikes occur, resulting in physical injury, bullying, or damage to school property, a 3-day suspension will be assigned.

- Automatic expulsion will occur upon three strikes.

Please note That Other situations involving children and/or parents may result in suspension or expulsion. The Studio Bella Team will review situations and incidents 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 confirm that you have read the Studio Bella Explorers Plan of Operations and understand the program's policies, rules, and regulations. The parent must check this box, and we must have your signature for your child to attend Explorers.