



3211 Fry Rd. Katy, TX 77449 281-492-2411  
www.akasportscamp.com

***Katy's BEST Before & After School Sports Camp and Summer Camp  
"Your Daycare Alternative"***

## ***PARENT HANDBOOK***

**AKA is *THE alternative* to daycare for your child. Specifically designed for children between the ages of five to thirteen, we believe that fitness is a healthier and more appealing option than your average daycare facility. Our philosophy at AKA is to use Christian values to help improve their attitude, health, coordination, concentration, discipline, confidence, and awareness so they can lead a happy, healthy and productive life. At AKA, children can earn their Black Belt while learning Courtesy, Integrity, Perseverance and Self-control. One of the main objectives of each student is to understand that Respect is an imperative element in the achievement of their goal.**

**At AKA, we not only have our frequent field trips (during school holidays and Summer Camp), but also provide an active and entertaining atmosphere at our facility. Some of our activities & field trips include:**



**Bible Study  
Homework Club  
Tae Kwon Do  
Educational Activities  
Dodgeball  
Skating  
Cookouts  
Sports  
(Basketball, Football,  
Volleyball & more!)**

**Indoor & Outdoor  
Rock Walls  
Arts & Crafts  
Bible Study  
Swimming  
Bowling  
10,000 Sq Ft.  
Facility  
2½ Acre outdoor  
play area**

### **Did you know?**

- That there will be special activities for each age group - even on rainy days?
- That our Summer Camp includes 2-4 three field trips per week?
- That we offer optional Tae Kwon Do instruction with our Before & After School program – *Included with weekly tuition?*

**AKA is a state-licensed facility dedicated to providing the highest quality care services for your family. You may ask to see the Minimum Standards for Childcare, which is kept at the Front Desk. Our most recent inspection reports are on the bulletin board in the Lobby. Our local DFPS office phone # is 713-940-3009, and their website is [www.dfps.state.tx.us](http://www.dfps.state.tx.us). The Abuse Hotline number is 1-800-252-5400**

Described below are the basic policies necessary for us to manage the center in which your child is enrolled. Please read the following agreement and discuss with your director or lead Coach any questions you may have. Your signature on the Enrollment Form will signify that you understand and accept these policies.

## **GENERAL POLICIES AND PROCEDURES FOR ALL STUDENTS**

**ENROLLMENT:** Enrollment forms must be completely filled out, including all emergency information, health and medical information, and Physician location and phone numbers. This information is required by the State. You may pick up the forms at the front desk or download them from our website at [www.akasportscamp.com](http://www.akasportscamp.com). We must have complete original enrollment forms before we can accept your child into the facility. You will be required to acknowledge you have received a copy of this Parent Handbook. You will be advised in writing of any policy changes

**HOURS OF OPERATION:** For your convenience, the center is open from 6:00am – 7:00 pm Monday through Friday, Please make sure your child is picked up no later than 7:00 PM.

***\*\* If you are late picking up your child, there is a charge of \$5 for each 15-minute increment (or portion of), payable IN CASH ONLY at the time of pick-up to the coach on duty.\*\****

Consideration will be given for EXTREME traffic or weather conditions only.

**\*\*\*Just calling to say you are running late will not waive the Late Pick-up Fee\*\*\***

**\*\*\* TUITION IS DUE NO LATER THAN MONDAY EVENING.** If payment is not received by Monday evening, there will be a \$20 late fee added per day to the tuition. If you can't pay your tuition on time, you have to contact us on MONDAY to make arrangements, to avoid the Late Fee.

There will be a \$25 charge for each returned check. Two returned checks will result in your account being placed on "cash only" status.

**\*\*\*A supplementary fee of \$15 is charged for school children when they are at the center due to teacher workdays or any other single school holidays. . This does not include any activity fee for field trips. If there is an activity fee, it will be passed on to the parent.**

**\*\*\*A supplementary fee of \$12 will be charged for early dismissal days. This does not include any activity fee for field trips. If there is an activity fee, it will be passed on to the parent.**

**\*\*\* Absences:** Anyone attending AKA at any time during the week a week will be paying the full regular fee. During the School Year, ***One-half normal tuition is due for any full week your child is not here.*** After a student has missed 10 days of camp, the student will be disenrolled, and will be required to pay the full registration fee (\$35 per child) before returning to AKA. **\*\*\*A two-week notice of cancellation for your membership is required for refund of any advance tuition paid.**

**\*\*\* Notification of Absence:** We maintain separate roll call sheets for the morning and afternoon bus runs. If your child will not be here in the morning only, it is not necessary to contact us. We will, however, be expecting your child in the afternoon unless you notify us that he or she will not be here.

**You must call us if your child will not be coming to AKA in the afternoon.** Our drivers are on a tight schedule, and if the driver has to wait at the school and send the teacher to find out what happened to your child, it puts them behind getting to the next school, and late getting back to the facility. We normally charge \$5 if your child is not there and you have not notified us. You may leave a message if you call and get the voicemail, as we are not always available to answer the phone during the day.

**\*\*\* HOLIDAYS:** We do close for the following holidays:

- ♦ **New Year's Day, Good Friday, Memorial Day, Independence Day, and Labor Day.** Full tuition is due for these weeks.
- ♦ **We will also be closed for Thanksgiving Day and the day after.** If your child will not be present for the week, only ½ normal tuition will be due. A special tuition rate will be charged for these weeks.
- ♦ **We will be closed for Christmas and the day after.** AKA may also be closed Christmas Eve and New Year's Eve, depending on which day Christmas and New Years Day falls on. Any closures will be posted on the board in the lobby and in our monthly Newsletter. A special tuition rate will be charged for these weeks. If your child will not be present for the week, only ½ normal tuition will be due.

**\*\*\* Roll Call:** All students need to be at the school for Roll Call **no later than 7:15 AM (during the school year) or 9:00 AM (During Summer Camp)** and must be picked up by 7:00 pm. However, please monitor the schedule closely on student holidays and in Summer. There will be days when it will be necessary for your child to be here *before* regular Roll Call time or he/she might miss the scheduled activity.

**\*\*\* Toys and other personal items:** Due to its' distracting and disruptive nature, we do not allow the students to have cell phones at AKA. If you feel your child **MUST** have a cell phone, it is to be turned **OFF** and kept in his or her backpack. If we see the student with it, we will confiscate it and return it to the parent at the end of the day. Game Boys, MP3 players, toys, trading cards and other games are only allowed on "In-House" days, Fridays, and designated "AKA Fun Days" only. Please do not allow your child to bring these items on other days, talk to them about being responsible with their belongings, and most importantly

**MAKE SURE YOUR CHILD'S NAME IS ON EVERYTHING! AKA STAFF IS NOT AND WILL NOT BE HELD RESPONSIBLE FOR LOST OR STOLEN ITEMS!**

**\*\*\* Parent/Facility Communication:** All special notices and announcements will be posted in the lobby and sign-in podium area, and/ or announced in the monthly newsletter.

**\*\*\* Parent/Teacher Conferences:** Conferences can be scheduled for lengthy discussions; however, short conversations can be discussed with the appropriate staff member if they are available and can safely leave their group. Please call to make an appointment with our staff, if needed

**\*\*\* Homework Club:** During the school year, at 4:30 – 5:15 Monday through Thursday, we make available time, space and opportunity for your child to do their homework. **It is your child's responsibility to go to Homework Club when it is announced.** We will have a coach supervising Homework Club who can offer basic homework help, if needed. We do not offer one-on-one tutoring.

**\*\*\* Records:** Daily attendance will be kept on file as well as notification of sickness, accidents, and any special development.

**\*\*\* Visitation:** We invite you to visit our centers at any time. Please consult with the center director should any problems arise concerning your child either at the center or at your home. We seek your active involvement as parents. We invite your ideas and suggestions and hope you will share them as often with us as possible. If you wish to go on a field trip with AKA, you must speak to the Director. You will be advised of our Minimum Standards and may be subject to a Criminal History Background Check and fingerprinting.

**\*\*\* Tae Kwon Do:** Tae Kwon Do instruction is provided at no additional tuition on Mondays and Wednesdays (During the school year only) from 4:45 – 5:30 pm. If you wish your child to participate in the program, you will be required to purchase a uniform for \$40, register in the Amateur Athletic Union (\$12 yearly) and ensure that your child has his or her uniform on class days. Belts tests are held every other month, and your child will be eligible to test after having attended 17 classes. Testing fee is \$25. When your child gets their Orange Belt, they will be required to have sparring gear.

*For your child's safety, and the safety of other students, no jewelry of any kind is to be worn in class.*

**\*\*\* Illness:** In order to protect all children enrolled in the center, **your child must be kept home if he/she exhibits any signs of the following symptoms:**

- An oral temperature of 100 degrees or higher
- Intestinal disturbance accompanied by diarrhea or vomiting
- An undiagnosed rash
- Sore or discharging eyes (possible pinkeye)
- Profuse or discolored nasal discharge not attributed to allergies.

If your child develops any of these symptoms while at the center, we will contact you to arrange a time for pick-up. **If your child is sent home from school or AKA for illness, he/she will not be able to return until 24 hours after the symptoms have diminished, including fever.** This measure is necessary in order to curtail the spread of infection to other children and staff.

Should your child require medication while on our care, the staff will only be able to administer it when accompanied by a medication form that has been completed and sign by you. This is a requirement of the state of Texas. Please do not send medications in your child's backpack.

*Prescription or OTC medication will be administered only if the medicine is in the original container with original labeling and has not exceeded the expiration date. We reserve the right to not administer certain medications.*

**\*\*\* Dress Code:** We follow the same guidelines as the local school districts. Please make sure your child is dressed appropriately – no short-shorts, no baggy pants without a belt, no tank tops or bare midriffs, etc. Hats are permitted but must be worn correctly – not backwards or sideways. We also do not allow any piercings other than earrings (for girls only). During the school year, AKA shirts are not required for field trips, but highly encouraged if you have them.

**\*\*\* Lost and Found:** Our Lost & Found box is in the back, in the sign-in area. Parents please take the time to check for missing items. We make every effort try to get belongings with names on them back to the owner; however, we are not responsible for your child's belongings. On Fridays, all that is remaining will be given to Goodwill or Katy Christian Ministries.

**\*\*\*Discipline:** Any child presenting a discipline problem will be made aware of his/her actions in a polite yet strict manner. We also use moderate physical activity such as jumping jacks and push-ups,

as well as age-appropriate time-outs as discipline tools. Parents will receive an incident report for any disciplinary infraction that might involve the injury of another child, failure to follow rules and regulations, or destruction of property. In the event of three (3) disciplinary write-ups, your child will be suspended for the following day. **We also reserve the right to expel any students at any time if he/she has a continual problem following school policies (especially concerning inappropriate language and touching), those whose action(s) jeopardize the safety of other students or staff, or those who we feel would require one-on-one supervision, which we cannot accommodate. It is AKA policy to suspend for one day any child who becomes involved in a physical altercation with another child or who physically assaults our staff (Kicking, hitting, spitting at, etc.).** If your child is repeatedly causing disturbances on the morning bus runs, and cannot or will not comply with our bus rules, he or she may be suspended from the morning bus route. Also note, if your child should become suspended from SCHOOL, he or she will also not be allowed at AKA on the suspension day. **We reserve the right to search all personal belongings at any time to insure the safety of our students and protection of school property**

**\*\*\*Drop-off Procedures:** The parent will be required to sign in the child when the child has entered our facility. Entrance of our facility in the mornings will be at the back door. **DO NOT STOP, DROP, AND ROLL.** The sign-in sheet is the official record of your child being in our facility. If there was a fire or other emergency, the sign-in sheet is used to make sure all children are accounted for.

**\*\*\*Pick-up Procedures:** Pick-up is in the front of the facility. An authorized parent or guardian must sign out all children. Issues involving non-custodial parents must be addressed outside of American Kids Athletics. AKA staff will not be placed in the middle of custody issues. We will not accept a phone call stating that a non-custodial parent is no longer allowed to pick up a child. This places our staff in a potentially dangerous position as being the one who has to inform and then enforce this request. If you need another person to pick up your child, you **MUST** call ahead and provide us with the name of the person picking up your child. Positive ID is required before allowing the child to be signed out. It is against AKA policy for our staff members to pick up your child or provide care during off hours. This is for the protection of all involved.

AKA utilizes a first serve policy. Children are admitted to our center as space requirements permit without regard to race, religion, or national origin. However, we will only guarantee the membership of a student whose tuition is paid on time.

We assure you that we will do our very best to provide your children with a safe physical environment and atmosphere where they can feel secure and free to grow at their own pace. We sincerely thank you for entrusting us with your child!



## SUMMER CAMP PROCEDURES AND POLICIES

Our Summer Camp program is an all-day, all summer program. At the time of Summer Camp registration, parents will be required to sign a contract, committing to which weeks their child will attend. We will be basing our staff needs on these commitments. Parents are responsible for the full weekly tuition of these weeks whether or not the child attends, unless 2 weeks notice is given. If you are not sure of the week(s) of vacation, you can leave a couple weeks blank, note it on the paperwork, and make changes later. AKA does not offer "partial week" rates. If your child attends any part of the week, or misses some days, for whatever reason, full tuition is still due.

The following Procedures and Policies are in addition to those set forth above:

**\*\*\* Activities:** Students will be participating in many indoor and outdoor activities. During the summer and on school holidays, we will be participating in swimming, instructional sports outings, indoor play centers, bowling, roller skating, ice skating, Paint Ball, Museums, Movies, and much more. For your convenience, a notice will be posted in the Lobby if there are any changes in the published schedule. Changes may be made due to cancellations, weather, bus issues, or other factors beyond our control. On some occasions, we will be doing water activities or other activities that may result in your children becoming wet or dirty. Some of these activities may be unannounced (such as a spontaneous water balloon or chocolate marshmallow toss game). **We make no guarantee as to the cleanliness of your child upon pickup** 😊

**\*\*\* Field Trips:** Field Trips are considered an integral part of our program and the children will be taken to nearby places of interest. Facility buses or any teacher vehicles in compliance with state regulations will provide transportation. Drivers will be provided by the facility. Children must obey the bus rules for their safety, as well as the safety of the other children and staff. If they disregard the rules and continue to put themselves and others at risk with their behavior, they will not be allowed on our buses.

**\*\*\* Clothing:** AKA shirts are to be worn *everyday (During Summer)*, whether or not it is an "In-House" day. **If your child is dropped off without his or her T-shirt, we will issue a new one at a cost of \$11 to you.** Please anticipate the weather conditions and dress your child appropriately. We do not allow halters, midriff or low-cut tops or extremely short shorts. We also do not allow any piercings other than earrings (for girls only). Children are to wear tennis shoes or other comfortable walking shoes with socks unless other footwear is needed. Sandals and flip-flops are not allowed as we often participate in athletic games. **We also do not allow "Heelies" or other wheeled shoes at any time in our facility.**

**\*\*\* Lunches and Snacks:** It is the responsibility of the parent to provide a nutritious lunch, snacks, and drinks, when needed, for their child. **Please no Lunchables (Unless it is for snack only),** soda, or red juice drinks; Lunchables are very high in fat, sugar, and sodium, and are not filling. In our experience, those who eat Lunchables for lunch are starving an hour later. For your convenience, we do have vending machines with juice and sports drinks (no soda), crackers, fruit snacks, trail mix, etc. We also have Ice Cream, Snow Cones and Popcorn available on occasion.

**NOTES:** \_\_\_\_\_  
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