



HANDBOOK FOR PARENTS AND GUARDIANS

General Waiver, Program Policies, Permissions and Plans of Operations for
Studio Bella for Kids' Explorers After School Program • Summer Camps
Holiday Camps & Parents Night Out

Business Office and Main Studio

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Welcome to Studio Bella for Kids!

Dear Parents and Guardians,

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

1. Our Mission:

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

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

2. Our Focus

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

3. Our Team

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

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

PERMISSIONS

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

WAIVER(S) SIGNATURE AND AGREEMENTS

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

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

Please contact info@studiobellaforkids.com if you have questions or concerns about any of the policies defined under Permissions and Policies.

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

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

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

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

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

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

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

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

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

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

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



GENERAL INFORMATION

Hours Days and months of Operation - Studio Bella Explorers follows the DISD School Calendar and opens October 26 and runs through the last day of school. We are open from 3:00 pm-6:00 pm every day that DISD has a full day of school. If DISD has a holiday, Studio Bella Explorers is on holiday. See the attached DISD Calendar for holidays and days off.

Procedure for Releasing Children - Children are picked up at various times due to families' schedules.

Parents may be asked to show a photo ID until the site director knows the parents. Other adults allowed to pick up children will need to have their names and phone numbers on the registration form. They will need to be prepared to show their ID to the site director if the site director does not know them.

Studio Bella hours of operation are from 3:00-5:55 pm. It is best to plan to pick up your child at 5:55 or earlier to avoid a late fee. Beginning at 6:01 a \$25.00 late fee invoice will be sent via email and will be documented in our records. This invoice is due upon receipt. Pick up time is when the child/children are physically released to the parent(s). Studio Bella remains firm on the 6:00 pickup time, so that Studio Bella employees may be able to get home to their families. The director's cell phone will be used to determine time of pickup.

If we suspect the person picking up a child is under the influence of drugs or alcohol, we may call local police and request their assistance.

Studio Bella may not legally prevent the child from being picked up by a parent or person designated by the parent; let us know what you would like us to do if you do not feel comfortable releasing the child to another parent so that we can document your concerns. We do require custody agreements so that we know of the arrangements.

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

Studio Bella will ask to see a picture ID of persons we do not know.

PROTOCOLS FOR DISINFECTING, HAND SANITIZING & FACILITY CLEANING

Frequent disinfection and hand sanitization will ensure health and wellness of students and staff.

Staff and students will be expected to regularly wash or sanitize their hands after outside play time, before eating and following restroom breaks.

Frequent cleaning and disinfection will support a healthy learning and work environment for students and staff.

Caregivers must wear gloves when handling blood, vomit, and other bodily fluids that may contain blood, including:

*Using of disposable, nonporous gloves.

*Placing gloves contaminated with blood in a tied, sealed or otherwise closed plastic bag and discarding them immediately

*Discarding all other gloves immediately after one use; and

*Washing hands after using and disposing of the gloves.

PROTOCOLS FOR RESTROOMS

We will limit the number of students that enter the restroom at one time.
Staff and students must wash hands with soap and water prior to exiting the restroom.

FOOD AND DRINK PROTOCOL

DISD provides the snack for after school programs. The DISD protocol is followed and there is no sharing of snacks.
Students are expected to bring their own reusable water bottle labeled with their name for use throughout the day and expected to take water bottles home to be cleaned daily. Parents are asked to assist students, clean their water bottles daily if needed.

OUTDOOR PLAY PROTOCOL

Staff will monitor students to ensure safety guidelines are followed.
All students and staff will be required to wash their hands or use alcohol-based hand sanitizer before outdoor play and when returning to Explorers.

STUDENT ILLNESS PROTOCOL

Studio Bella also follows the following illness protocol:
Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill.

A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

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

Please note: if your child is sent home during the day with a fever, is vomiting, has diarrhea, etc., they are not allowed to attend Explorers that afternoon, even if they are fever free or have not had any vomiting/diarrhea episodes once they've gotten home.

LICE

The following protocol has been put in place to prevent the transferring of live lice during the Explorers program:

- If a child's head contains live lice (active insects), the Studio Bella site director will notify the parent for immediate pick up. The child will continue any activities at the director's table while they wait to be picked up.
- Per the state of Texas, we are required to provide written notice to the parent of each child in a group within 48 hours when there is an outbreak of lice in the group.
- If a staff member notices a child has nits, a child is allowed to continue through the normal activities of Explorers and the parent will be notified at pick up.

Return to Explorers

- A child may return to Explorers AFTER they have been treated. This follows the DISD policy.

PINK EYE

To prevent the transmittal of pink eye to other children or staff during Explorers programming hours, Studio Bella follows the following protocol:

- If a child shows the symptoms of redness or swelling of the white of the eye or inside the eyelids, increased amount of tears, white, yellow or green eye discharge, Studio Bella will contact the child's parents and ask them to have the child seen by the doctor.

- The child will continue activities at the site director's table until a parent picks them up.

Return to Explorers

A child must be clear of white or yellow discharge and/or until they have been treated with an antibiotic for at least 24 hours before returning.

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

PROCEDURE FOR HANDLING MEDICAL EMERGENCIES

The following information is a general response to injuries or illnesses.

The staff responsible for the child will employ first aid techniques as trained.

If the child has fallen from a high place, we do not move the child unless there is a life-threatening situation.

If medical attention is required immediately, the staff responsible for the child will have a fellow staff member contact local emergency medical service by calling 911.

The director or designated staff member (preferably the staff member who is responsible for the child) will accompany the child during EMS transport to the hospital.

The site director will notify parents if:

there is an injury that requires medical treatment by a health-care professional

a child shows signs or symptoms of an illness that requires hospitalization

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

Per the State of Texas: Parent authorization is not required if you administer a medication to a child in a medical emergency to prevent the death or serious bodily injury of the child, if you administer the medication as prescribed, directed, or intended.

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

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

If the illness or injury does not require immediate medical attention and is non-life threatening but requires a doctor's care, the site director or designated staff member will:

Contact the parent or guardian.

Arrange for transportation to the emergency room, pediatric clinic, or hospital if deemed necessary. The decision should be in accordance with the instructions of the parent or guardian. If the parent is unavailable, the Studio Bella Explorers employee will make a decision that is in the best interest and safety of the child. The staff responsible for the child will document treatments and any action that took place due to the injury or illness.

Procedure for Parent notification - Communication between caregivers and parents is essential to both the safe and healthy operation of the program and to the parent's ability to assess the care their children are receiving.

For injuries or sickness - We will notify the parent immediately via phone (1st) and text (2nd) after a child:

Is injured and the injury requires medical attention by a health-care professional.

Has a sign or symptom of an illness or contagious disease.

Has been involved in any situation that placed the child at risk.

Has been involved in any situation that renders the operation unsafe, such as a fire, flood, or damage to the operation because of severe weather.

Notification - Parents will be notified of less serious injuries when the parent picks the child up from the operation. Less serious injuries include, but are not limited to, minor cuts, scratches, and contusions requiring first-aid treatment by employees.

We will notify parents in writing within as soon as possible when becoming aware that a child in our care or an employee has contracted a communicable disease deemed notifiable by the Department of State Health Services as specified in 25 TAC Chapter 97, Subchapter A (relating to Control of Communicable Diseases).

We will provide written notice, via email, within 48 hours to the parents of all children in a group when there is an outbreak of lice or other infestation.

Pathogen Exposure - I understand that, while I/ my child is in the care of the STUDIO BELLA FOR KIDS, if a participant is exposed to a body fluid on broken skin or mucous membrane (e.g., splashing in mouth or eye) from another participant, the STUDIO BELLA FOR KIDS will contact both parties involved. They will explain what has occurred and provide the name of the attending physician of the source participant to the exposed participant. If a staff member has a blood or body fluid exposure from a participant, the STUDIO BELLA FOR KIDS will provide the name and telephone number of the attending physician to the staff member. I have read and agree with the statement and specifically authorize the STUDIO BELLA FOR KIDS to release the name and telephone number of physician(s) and a description of the event to the participant/ parent or guardian of any participant who is exposed to blood or body fluid or to any staff member who experiences such an exposure from a participant.

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

We encourage medications to be dispensed by the school nurse before the end of the school day if possible.

Studio Bella requires authorization to administer medication from the child's parent in the following format:

- In writing, signed and dated.
- In an electronic format that is capable of being viewed and saved.
- By telephone to administer a single dose of a medication.

Please note: Authorization to administer medication expires on the first anniversary of the date the authorization is provided.

We will NOT administer medication more than the medication's label or the directions of the child's health-care professional. Children that require medication will be taken to the school nurse. If the school nurse is no longer on campus, the director oversees administering medicine.

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

Immunization/Exemption Requirements - A student shall have their immunization requirements filed in the office of the school or have a medical exemption on file that follows Texas Law.

Exemptions - Texas law allows (a) physicians to write medical exemption statements that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child or household member, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at DFPS.com. The Original Exemption Affidavit must be completed and submitted to the school. For children claiming medical exemptions, a written statement by the physician must be submitted to the school. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

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

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

MEDICAL TREATMENT POLICIES

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

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

COMMUNICATION

For updates on policies, special events, and schedules for the week - Email will be the most common form of communication used by our site directors. A monthly newsletter will be sent via Care.com to notify the parents of the schedule/activities for the month. Holidays and important details also be shared on the school/Studio Bella for Kids Facebook page and the Explorer's Facebook Page for each school. Updates will also be on our parent board.

Other communication - Notes may be sent home if email communication has not been successful or if there are other items that may need to be brought to your attention. Texts may be used if a phone call has not been successful.

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 Child Care Centers, and the Texas Family Code.

Studio Bella for Kids staff are not trained to review legal documents or court decrees. Decisions regarding who is authorized to

pick up a child will be governed by the information listed on the enrollment form.

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

FAMILY TRANSITIONS

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

CUSTODIAL RIGHTS AND POLICIES

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

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

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

ACCOMMODATIONS

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

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

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

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

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

DISCIPLINE AND GUIDANCE

Discipline and Guidance - The following guidelines are required information by the Texas Department of Family and Protective Services for the protection of your child.

For discipline issues - Parents will be notified immediately by phone for DISD code of conduct violations and other issues, depending on the severity of the discipline issue. Parents will be notified at the time of pickup regarding any issues of the day. Discipline issues will be documented. A copy of the discipline report will be given to the parent upon pick up or a copy will be provided via email, depending on the needs of the other children at the time of pickup. Please note that pick up time may be a hectic time and may not be a time when a director can sit down and have a conference regarding the issue at hand. If needed, a conference may be scheduled later to give full attention to the matter at hand. Studio Bella Caregivers will NOT be physically or emotionally damaging to your child as we guide your child in correcting behavior. Studio Bella will make sure that the guidance and discipline we provide will be appropriate to the child's age and level of understanding; and be appropriate to the incident and severity of the behavior demonstrated. Studio Bella Explorers' caregivers may only use POSITIVE methods of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:
Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
Reminding a child of behavior expectations daily by using clear, positive statements.
Redirecting behavior using positive statements; and
Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

Studio Bella Explorers guidance and discipline WILL BE appropriate to the child's age and level of understanding; and be appropriate to the incident and severity of the behavior demonstrated. There will be no harsh, cruel, or unusual treatment of any child, including Corporal punishment or threats of corporal punishment, pinching, shaking, or biting a child, hitting a child with a hand or instrument, putting anything in or on a child's mouth, humiliating, ridiculing, rejecting, or yelling at a child, subjecting a child to harsh, abusive, or profane language, placing a child in a locked or dark room, bathroom, or closet or requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age. Children may be required to complete a reflection sheet, following a behavior incident.

All children sign Studio Bella Explorers rules on the first day of Explorers the first semester and the second semester after discussing the rules as a group. Children are also required to continue to follow DISD Code of conduct. The Code of Conduct is included in the Student Handbook and is available online @ Dallasisd.org The Studio Bella rules are below the DISD Code of Conduct briefing.

DISD Code of Conduct (Copied from the DISD Code of Conduct) - Five standards of student conduct are offered as guides to the development of Campus Classroom Rules for each campus, as well as a districtwide model.

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

Explorers' Rules - The rules will be signed by each student at the beginning of each semester:

- I will continue to follow the school's rules while I am at Explorers.
- I will be respectful to Explorers leaders and other Explorers.
- I will always keep my hands and feet to myself.
- I will listen to and follow directions, help others, and clean up my messes.
- I will try my best, have fun, and participate in all activities.

Studio Bella/Explorers' Expectations

- Be kind to other Explorers. If you have a problem with another Explorer, please let a leader know.
- Help others... especially those younger than you. Younger kids can help older kids too!
- Create to the best of your ability and challenge yourself.
- Stay with your group when you are inside or outside.
- Do not leave the school grounds unless you have checked out at the checkout table with a parent.
- Keep the bathroom neat, always flush and wash your hands.
- Go to the bathroom in pairs.
- Participate in group activities- Games are more fun when everyone participates.
- Have fun!

Those that break the DISD code of conduct or Studio Bella rules will be guided by the caregiver to correct his or her actions/behavior, and if needed by the director, depending on the age and nature of the offense. They may also be required to fill out a reflection sheet so they may contemplate their actions and be able to choose a different behavior next time. An incident report will be created and placed in the child's file and a copy will be provided to the parents. Studio Bella policy follows the three-strike rule. A strike may constitute calling the parent for immediate pickup for the day, depending on the severity of the action and the complexity of the situation. Serious situations such as destruction of property when the children are on campus,

may result in disciplinary actions of DISD being applied, along with suspension or expulsion.

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

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

Strike Action

- One strike may require a mandatory conference, depending on the severity of the strike.
- Two strikes WILL require a mandatory conference with BOTH the parent/guardian and the student, behavior plan or suspension depending on the severity of the behavior.
- Three strikes will result in removal from the program.

Suspension and Expulsion of Children - The conference will result in a behavioral plan, suspension, or removal from the program. Depending on the severity of the behavior and the history of the child's behavior, the following may occur:

- 1-day suspension
- 3-days suspension
- expulsion from the program
- A physical fight with another student is an automatic 1-day suspension.
- If two strikes occur with physical injury, bullying or damage to the school's property, a 3-day suspension will be enforced.
- Automatic expulsion will occur upon three strikes.

Please Note: other situations involving children and/or parents may result in suspension/expulsion. Situations and incidences will be reviewed on a case-by-case basis.

Please note, when filling out the required information for your child, there will be a box to check and a signature line to verify you have read through the Studio Bella Explorers Plan of Operations and understand the policies, rules, and regulations of our program. This box must be checked, and we must have your signature for your child to attend Explorers.

HOMEWORK & ACCOUNTABILITY POLICIES

TIME- Studio Bella Explorers provides 45 minutes for homework daily. This opportunity is given for children to work on homework during Explorers. If 45 minutes is simply not enough time to complete homework, there is an additional 45 minutes, from 5:15-6:00 for students to **CHOOSE** their activity. It is up to the individual student to make the decision to use their time wisely and finish homework at Explorers instead of play with their friends if needed.

RESPONSIBILITY AND ACCOUNTABILITY-It is not the responsibility of the Explorer's School Program to ensure that a child's homework is completed or correct. Part of the learning process with homework is for children to take on that responsibility and be accountable to themselves and their education. We emphasize responsibility and accountability in our Explorers' meetings.

HELP-If students need help with their homework, it is up to the student to ask for help and we will do our best to guide each child. Studio Bella does not correct homework as there is simply not enough time in the day to correct homework for everyone. Plus, children will learn best from their own mistakes they make.

RELEASE OF INFORMATION

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

DAMAGE ASSESSMENTS

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

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

FORCE MAJEURE

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

BABYSITTING

Babysitting - The STUDIO BELLA FOR KIDS strives to employ the very best staff possible in our programs. During staff time off or after they are no longer employed with the STUDIO BELLA FOR KIDS, these persons are private citizens and are no longer subject to our employment rules and procedures. The STUDIO BELLA FOR KIDS cannot and does not endorse or recommend its present or former staff members as babysitters to any parent or guardian of any child in any of our programs. Any babysitting arrangements with present or former staff of the STUDIO BELLA FOR KIDS is separate and independent from any STUDIO BELLA FOR KIDS program and must be based on the independent investigation, responsibility and judgement of the parent or guardian. I agree that the STUDIO BELLA FOR KIDS shall not be responsible and will be held harmless from any claims or liability in connection with such babysitting activities.

WEATHER

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

MISCELLANEOUS

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

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

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

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

Procedures for applying sunscreen and bug repellent - Studio Bella does not apply sunscreen/bug repellent. Procedures for parents to review and discuss with the director regarding policies and procedures - Email the director to request a date and time that works for both parties.

Procedures for parents to visit the operation at any time - Parents are invited to drop in at any time to see the creativity, learning and teambuilding their children are involved in. Due to COVID, we follow the school district policy/licensing on inside visits.

The procedure for parents to participate in the operations activities - Parents are welcome to volunteer for special events. Due to COVID, we follow the school district policy/licensing regarding participation
If parents want to volunteer for a special event - please email the site director.

SCHOOL PLAYGROUND USE

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

LICENSING AND DFPS

The procedure for parents to review a copy of the operations most recent Licensing Inspection report and how the parents may access the minimum standards online.

To review our most recent licensing report, please see our bulletin board with the most recent copy.

To access the minimum standards, go to: www.dfps.state.tx.us and search for minimum standards for school age and before and after school programs. www.dfps.state.tx.us/Child_Care/documents/Standards_and_Regulations/744_Schoolage.pdf

How parents may contact the local licensing office, the Texas Abuse and Neglect Hotline and access the DFPS Website
DFPS Local Office, 1111 W Ledbetter Dr #150, Dallas, TX 75224, (214) 372-8700

If you suspect abuse, please call the Texas Abuse Hotline (1-800-252-5400), <https://www.dfps.state.tx.us> Emergency Preparedness Plan - Caregivers will each have a clipboard of their children for the day to ensure all children are accounted for in an emergency

Fire Drills will be monthly. Days and times will vary.

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

SCHOOL RELATED EMERGENCY PLAN

Children with special needs will be identified at the beginning of the semester and will be assigned to a caregiver. That caregiver will be assigned to keeping that child safe and make sure the child has the tools to travel in emergency situations. Parents will be notified via phone as soon as children are safe and settled.

Sheltering/lock-down of children - Staff/caregivers should move to the nearest room. Students outside should not reenter a building with a threat. Staff/caregivers should lock doors, cover windows, and turn off lights. If classrooms cannot be locked, doors should be barricaded. Students and staff should hide out of sight behind furniture or other barriers. Try to secure the door in another way. Each teacher will secure students currently in their classrooms. Turn ringers off. Caregivers and staff will begin notifying the chain of command above as soon as possible when it is safe to do so. Children will be accounted for by the caregiver in charge. Parents will be notified by phone as soon as it is safe.

Severe storm/tornado - Students will line up in the hallway (see map). Please check emails frequently on these days to see if DISD has planned to close school campuses early. Please see our inclement weather/school cancellation policy. Communication - Communications will begin with the director onsite. Any mass communication will be delegated out to the caregivers so that they may help facilitate any communication. Communication with local authorities such as fire, law enforcement, emergency medical services, health department as well with the school leaders will begin with the director and will be delegated out to staff and caregivers. Please see the attached map of the evacuation plan.

ENROLLMENT, AUTODRAFT, LATE FEES AND PENALITIES

Enrollment procedures - Go to Studiobellaforkids.com and fill out the family registration and pay the nonrefundable deposit of \$150. This helps Studio Bella plan and purchase allotted supplies for the entire school year.

Tuition – The auto draft will occur the 1st of every month. A late fee of \$25 will be invoiced on the 2nd of the month if tuition has not been paid. The tuition AND the late fee must be paid before the child can return to Explorers. It is the parent's responsibility to provide proof of payment to the site director via text or email by NOON. If your Site Director has not received proof of payment by NOON, your child will not be allowed to participate in Explorers and will be redirected to the office for pick up.

If your child shows up for Explorers on the 3rd day of the month and the tuition/late fee haven't been paid, we will follow the same protocol. You will be charged an additional late fee of \$25.00 for a total of \$50.00 in late fees. If your Site Director has not received proof of payment by NOON, your child will not be allowed to participate in Explorers and will be redirected to the office for pick up.

The same protocol will be followed for the 4th day of the month, and you will be charged an additional late fee of \$25.00 for a total of \$75.00 in late fees. If your Site Director has not received proof of payment by NOON, your child will not be allowed to participate in Explorers and will be redirected to the office for pick up.

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

If your child shows up for Explorers on the 5th day of the month, they will need to sit at the site director's table and will not be able to participate in any activities.

If the invoice has not been paid by the 6th of the month at noon and the site director has not received written communication, the Studio Bella Explorers account will be terminated immediately. For a child to be reinstated into the program, the family will need to reregister with the program, beginning with the registration fee. If your child shows up on the 6th day expecting to attend Studio Bella Explorers, they will be sent directly to the office.

Please note: We take your child's safety seriously and want to make sure they are always supervised.

Returned Customer Payments - The STUDIO BELLA FOR KIDS will attempt to collect all returned outstanding payments until they are paid in full. All returned drafts or checks are subject to a \$25 collection fee. If two drafts are returned within six months, draft privileges may be revoked, and all fees must be paid in advance. If your draft is returned, it will be resubmitted on the STUDIO BELLA FOR KIDS's next draft date. Your financial institution may charge a fee for each unsuccessful draft attempt. The STUDIO BELLA FOR KIDS will not reimburse bank fees due to draft attempts. If credit or debit card payments are rejected, it is your responsibility to contact your STUDIO BELLA FOR KIDS branch or Customer Service Center to resolve payment issues.

AFTERCARE CANCELLATION AND REFUND POLICY

Account Aftercare Cancellation: We require a 60-day written cancellation notice if you plan to not attend Explorers for the last month of school.

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

Note: Cancellation due to long periods of illness, or extreme family hardships will be reviewed on a case-by-case basis. If you cancel your account and decide to re-enroll, you will need to register again and pay the associated fees.

For details specific to your school, such as contacts and floorplans, please see the documents on our website,



Phone: (972) 543-3883 • Address: 1450 Old Gate Lane, Dallas, Texas 75218 • studiobellaforkids.com
• info@studiobellaforkids.com

2022 SUMMER CAMP PLAN OF OPERATIONS

HOLIDAY CAMP ALSO FOLLOWS THE SAME POLICIES BUT TIMES AND DATES WILL DIFFER

HOURS, DAYS, AND MONTHS OF OPERATION

Session One: May 31-June 10 (Two-week session)

Session Two: June 13-June 31 (Three-week session)

Session Three: July 11-August 5 (Four-week session)

Camp: 8:30-2:30 Optional Aftercare: 2:30-5:30

It is recommended that you plan to pick up your child on time to avoid a late fee. A late fee will be charged for any children picked up after *2:30 pm and *5:30 pm respectively. Late arrivals will be documented, & a late fee auto drafted.

Studio Bella remains firm on pickup times, so that Studio Bella employees may prepare for the next day, sanitize, and get home to their families or other obligations. The Studio Bella employee's cell phone will be used to determine time of pickup.

If we suspect the person picking up a child is under the influence of drugs or alcohol, we may call local police and request their assistance.

Studio Bella may not legally prevent the child from being picked up by a parent or person designated by the parent; let us know what you would like us to do if you do not feel comfortable releasing the child to another parent so that we can document your concerns. We do require custody agreements so that we know of the arrangements.

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

Studio Bella will ask to see a picture ID of persons we do not know.

SCHEDULE

The camp schedule is common for all groups, and we will use a staggered schedule to accommodate social distancing if necessary.

FAMILY PREPARATION AND SUPPLIES FOR SUMMER CAMP PODS

Please make sure your child has the following each day:

- Yoga mat
- a healthy lunch and one snack each day, along with a labeled water bottle. The drinking fountains will be accessible for filling water bottles only. If your child is staying for after care, please provide an additional snack. Studio Bella will not provide any snacks. Also, campers will not be allowed to use the microwave due to COVID restrictions.

STORAGE FOR THE STUDENTS

Students will have cubby for storing their belongings for the entire session of camp.

POD DROP-OFF AND PICK-UP

On the first day of each session, campers will meet in separate areas of the garden. Campers should have received an email with their camp color. Camp Directors will be holding colored signs. If you do not remember or did not receive your color, there will be a table with rosters for each camp.

DROP OFF AND PICK UP PROCEDURES

DROP-OFF

8:30-8:45 (Regular camp drop off)

- Drop off is in the garden. Camp directors will have a colored sign. Parents will have been sent the color of that sign the week before camp begins. They will have also been sent a number. On the first Monday, please give them their car tag.
- Nametags will be provided with car tags upon the first day of camp
- In case of rain, children will check in at the top of the stairs. If it rains on the first day, parents are welcome to walk their children up to their camp room. Masks are appreciated. Their camp room color is coordinated with the color of the sign the camp director would have been held up.

REGULAR CAMP DROP OFF AFTER THE FIRST DAY

- Campers will continue to be dropped off in the garden for the remainder of their camp session. In case of rain, please drive up to the steps and allow a camp director to help your child out of the car.

PICK-UP

2:15-2:30 (Regular camp pickup)

5:15-5:30pm (Extended care pickup) Because campers may be picked up at various times and we are in the middle of summer, please text 469-878-8056 upon arrival.

REGULAR CAMP PICK UP MONDAY THROUGH FRIDAY:

ARRIVE at your pick-up area no later than 2:15. All campers walk down to regular pickup regardless of if they are leaving with a parent or staying for aftercare.

- PURPLE GROUP at the STEPS
- GREEN GROUP at the PARKLET on San Saba
- BLUE GROUP at the PORCH
- ORANGE GROUP at the PARKLET

OUTDOOR PLAY PROTOCOL

Administrators will develop a schedule for students to access the playground equipment. Instructors will monitor students to ensure safety guidelines are followed.

PROTOCOLS FOR DISINFECTING, HAND SANITIZING & FACILITY CLEANING

Frequent disinfection and hand sanitization will ensure health and wellness of students and staff.

Staff and students will be expected to regularly wash or sanitize their hands after outside play time, before eating and following restroom breaks.

Frequent cleaning and disinfection will support a healthy learning and work environment for students and staff.

Caregivers must wear gloves when handling blood, vomit, and other bodily fluids that may contain blood, including:

- *Using of disposable, nonporous gloves.
- *Placing gloves contaminated with blood in a tied, sealed or otherwise closed plastic bag and discarding them immediately
- *Discarding all other gloves immediately after one use; and
- *Washing hands after using and disposing of the gloves.

PROTOCOLS FOR RESTROOMS

We will limit the number of students that enter the restroom at one time.

Staff and students must wash hands with soap and water prior to exiting the restroom.

FOOD AND DRINK PROTOCOL

Students need to bring their own lunch and snack. There is no sharing of snacks.

Students are expected to bring their own reusable water bottle labeled with their name for use throughout the day and expected to take water bottles home to be cleaned daily. Parents are asked to assist students clean their water bottles daily, if needed.

OUTDOOR PLAY PROTOCOL

Staff will monitor students to ensure safety guidelines are followed.

All students and staff will be required to wash their hands or use alcohol-based hand sanitizer before outdoor play and when returning to camp.

STUDENT ILLNESS PROTOCOL

Studio Bella also follows the following illness protocol:

Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill.

A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

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

Please note: if your child is sent home during the day with a fever, is vomiting, has diarrhea, etc., they are not allowed to attend summer camp that afternoon, even if they are fever free or have not had any vomiting/diarrhea episodes once they've gotten home.

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 summer camp, please notify your site director the day before so she knows that your child will not be checking in with the students that are on campus. You will need to text your site director to let her know when your child is arriving. Do not release your child until a Studio Bella staff member comes to greet him/her.

Return to Camp

- A child may return to summer camp AFTER they have been treated. This follows the DISD policy.

PINK EYE

To prevent the transmittal of pink eye to other children or staff during camp programming hours, Studio Bella follows the following protocol:

- If a child shows the symptoms of redness or swelling of the white of the eye or inside the eyelids, increased number of tears, white, yellow or green eye discharge, Studio Bella will contact the child's parents and ask them to have the child seen by the doctor.
- The child will continue activities at the site director's table until a parent picks them up.

Return to Camp

A child must be clear of white or yellow discharge and/or until they have been treated with an antibiotic for at least 24 hours before returning.

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

PROCEDURE FOR HANDLING MEDICAL EMERGENCIES

The following information is a general response to injuries or illnesses.

The staff responsible for the child will employ first aid techniques as trained.

If the child has fallen from a high place, we do not move the child unless there is a life-threatening situation.

If medical attention is required immediately, the staff responsible for the child will have a fellow staff member contact local emergency medical service by calling 911.

The director or designated staff member (preferably the staff member who is responsible for the child) will accompany the child during EMS transport to the hospital.

The site director will notify parents if:

there is an injury that requires medical treatment by a health-care professional

a child shows signs or symptoms of an illness that requires hospitalization

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

Per the State of Texas: Parent authorization is not required if you administer a medication to a child in a medical emergency to prevent the death or serious bodily injury of the child, if you administer the medication as prescribed, directed, or intended.

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

If the illness or injury does not require immediate medical attention and is non-life threatening but requires a doctor's care, the site director or designated staff member will:

- Contact the parent or guardian.
- Arrange for transportation to the emergency room, pediatric clinic, or hospital if deemed necessary. The decision should be in accordance with the instructions of the parent or guardian. If the parent is unavailable, the Studio Bella Explorers employee will make a decision that is in the best interest and safety of the child. The staff responsible for the child will document treatments and any action that took place due to the injury or illness.

Pathogen Exposure - I understand that, while I/my child is in the care of the STUDIO BELLA FOR KIDS, if a participant is exposed to a body fluid on broken skin or mucous membrane (e.g., splashing in mouth or eye) from another participant, the STUDIO BELLA FOR KIDS will contact both parties involved. They will explain what has occurred and provide the name of the attending physician of the source participant to the exposed participant. If a staff member has a blood or body fluid exposure from a participant, the STUDIO BELLA FOR KIDS will provide the name and telephone number of the attending physician to the staff member. I have read and agree with the statement and specifically authorize the STUDIO BELLA FOR KIDS to release the name and telephone number of physician(s) and a description of the event to the participant/parent or guardian of any participant who is exposed to blood or body fluid or to any staff member who experiences such an exposure from a participant.

PARENT NOTIFICATION

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

For injuries or sickness - We will notify the parent immediately via phone (1st) and text (2nd) after a child:

Is injured and the injury requires medical attention by a health-care professional.

Has a sign or symptom of an illness or contagious disease.

Has been involved in any situation that placed the child at risk.

Has been involved in any situation that renders the operation unsafe, such as a fire, flood, or damage to the operation because of severe weather.

Notification - Parents will be notified of less serious injuries when the parent picks the child up from the operation. Less serious injuries include, but are not limited to, minor cuts, scratches, and contusions requiring first-aid treatment by employees.

- We will notify parents in writing within as soon as possible when becoming aware that a child in our care or an employee has contracted a communicable disease.

- We will provide written notice, via email, within 48 hours to the parents of all children in a group when there is an outbreak of lice or other infestation.

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

We encourage medications to be dispensed by the school nurse before the end of the school day if possible.

Studio Bella requires authorization to administer medication from the child's parent in the following format:

- In writing, signed and dated.
- In an electronic format that is capable of being viewed and saved.
- By telephone to administer a single dose of a medication.

Please note: Authorization to administer medication expires on the first anniversary of the date the authorization is provided.

We will NOT administer medication more than the medication's label or the directions of the child's health-care professional. Children that require medication will be taken to the school nurse. If the school nurse is no longer on campus, the director oversees administering medicine.

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

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

Health History - I understand I am required to inform the STUDIO BELLA FOR KIDS if I have/my child has been exposed to or has contracted any potentially serious communicable disease (such as COVID-19, chickenpox, hepatitis, meningitis, lice, etc.) or has experienced fever, vomiting or diarrhea prior to attending a program. Falsification or lack of full disclosure of this information may result in a dismissal from the program.

MEDICAL TREATMENT POLICIES

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

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

COMMUNICATION

For updates on policies, special events, and schedules for the week - Email will be the most common form of communication. Texts may be used if a phone call has not been successful. Photos and Fun may be shared on our Facebook and Instagram pages.

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 Child Care Centers, and the Texas Family Code.

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

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

FAMILY TRANSITIONS

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

CUSTODIAL RIGHTS

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

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

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

ACCOMMODATIONS

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

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

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

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

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

DISCIPLINE AND GUIDANCE

As a vendor of DISD, we rely on the DISD code of conduct.

For discipline issues - Parents will be notified immediately by phone for DISD code of conduct violations and other issues, depending on the severity of the discipline issue. Parents will be notified at the time of pickup regarding any issues of the day. Discipline issues will be documented. A copy of the discipline report will be given to the parent upon pick up or a copy will be provided via email, depending on the needs of the other children at the time of pickup

Please note that pick up time may be a hectic time and may not be a time when a director can sit down and have a conference regarding the issue at hand. If needed, a conference may be scheduled later to give full attention to the matter at hand. Studio Bella Caregivers will NOT be physically or emotionally damaging to your child as we guide your child in correcting behavior. Studio Bella will make sure that the guidance and discipline we provide will be appropriate to the child's age and level of understanding; and be appropriate to the incident and severity of the behavior demonstrated.

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

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
- Reminding a child of behavior expectations daily by using clear, positive statements.
- Redirecting behavior using positive statements; and
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

Studio Bella guidance and discipline WILL BE appropriate to the child's age and level of understanding; and be appropriate to the incident and severity of the behavior demonstrated. There will be no harsh, cruel, or unusual treatment of any child, including Corporal punishment or threats of corporal punishment, pinching, shaking, or biting a child, hitting a child with a hand or instrument, putting anything in or on a child's mouth, humiliating, ridiculing, rejecting, or yelling at a child, subjecting a child to harsh, abusive, or profane language, placing a child in a locked or dark room, bathroom, or closet or requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age. Children may be required to complete a reflection sheet, following a behavior incident.

All children sign Studio Bella rules on the first day of camp. Children are also required to continue to follow DISD Code of conduct. The Code of Conduct is included in the Student Handbook and is available online @ Dallasisd.org The Studio Bella rules are below the DISD Code of Conduct briefing.

DISD Code of Conduct (Copied from the DISD Code of Conduct) - Five standards of student conduct are offered as guides to the development of Campus Classroom Rules for each campus, as well as a districtwide model.

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

Camp' Rules - The rules will be signed by each student at the beginning of each semester:

- I will be respectful to leaders and other campers.
- I will always keep my hands and feet to myself.
- I will listen to and follow directions, help others, and clean up my messes.
- I will try my best, have fun, and participate in all activities.

Studio Bella Expectations

- Be kind to other campers. If you have a problem with another camper, please let a leader know.
- Help others... especially those younger than you. Younger kids can help older kids too!
- Create to the best of your ability and challenge yourself.
- Stay with your group when you are inside or outside.
- Do not leave the campgrounds unless you have checked out at the checkout table with a parent.
- Keep the bathroom neat, always flush and wash your hands.
- Go to the bathroom in pairs.
- Participate in group activities- Games are more fun when everyone participates.
- Have fun!

Those that break rules will be guided by the caregiver to correct his or her actions/behavior, and if needed by the director, depending on the age and nature of the offense. They may also be required to fill out a reflection sheet so they may contemplate their actions and be able to choose a different behavior next time. An incident report will be created and placed in the child's file and a copy will be provided to the parents. Studio Bella policy follows the three-strike rule. A strike may constitute calling the parent for immediate pickup for the day, depending on the severity of the action and the complexity of the situation.

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

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

Strike Action

- One strike may require a mandatory conference, depending on the severity of the strike.
- Two strikes WILL require a mandatory conference with BOTH the parent/guardian and the student, behavior plan or
- suspension depending on the severity of the behavior.
- Three strikes will result in removal from the program.

Suspension and Expulsion of Children - The conference will result in a behavioral plan, suspension, or removal from the program. Depending on the severity of the behavior and the history of the child's behavior, the following may occur:

- 1-day suspension
- 3-days suspension
- Expulsion from the program
- A physical fight with another student is an automatic 1-day suspension.
- If two strikes occur with physical injury, bullying or damage to the school's property, a 3-day suspension will be enforced.
- Automatic expulsion will occur upon three strikes.

Please Note: other situations involving children and/or parents may result in suspension/expulsion. Situations and incidences will be reviewed on a case-by-case basis.

Please note, when filling out the required information for your child, there will be a box to check and a signature line to verify you have read through the Studio Bella Explorers Plan of Operations and understand the policies, rules, and regulations of our program. This box must be checked, and we must have your signature for your child to attend Explorers.

DAMAGE ASSESSMENTS

I understand that the STUDIO BELLA FOR KIDS is not responsible for any personal items damaged, lost or stolen at our programs. Please mark all belongings with your child's name. If my child or anyone on the STUDIO BELLA FOR KIDS property causes damage to property belonging to the STUDIO BELLA FOR KIDS - or another individual due to negligence, misuse or unsanctioned activity or behaviors, the STUDIO BELLA FOR KIDS reserves the right to charge a damage repair assessment fee.

FORCE MAJEURE

The performance of this Agreement by the STUDIO BELLA FOR KIDS is subject to act of God, government authority, curtailment of transportation, disaster, widespread illness, including epidemic and pandemic events, and other emergencies, any of which

make it illegal, impossible, or commercially impracticable, for the STUDIO BELLA FOR KIDS to perform its obligations. It is provided that this Agreement may be terminated by STUDIO BELLA FOR KIDS for any one or more of such reasons by written notice from STUDIO BELLA FOR KIDS to the other party without liability to STUDIO BELLA FOR KIDS.

BABYSITTING

Babysitting - The STUDIO BELLA FOR KIDS strives to employ the very best staff possible in our programs. During staff time off or after they are no longer employed with the STUDIO BELLA FOR KIDS, these persons are private citizens and are no longer subject to our employment rules and procedures. The STUDIO BELLA FOR KIDS cannot and does not endorse or recommend its present or former staff members as babysitters to any parent or guardian of any child in any of our programs. Any babysitting arrangements with present or former staff of the STUDIO BELLA FOR KIDS is separate and independent from any STUDIO BELLA FOR KIDS program and must be based on the independent investigation, responsibility and judgement of the parent or guardian. I agree that the STUDIO BELLA FOR KIDS shall not be responsible and will be held harmless from any claims or liability in connection with such babysitting activities.

WEATHER

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

MISCELLANEOUS

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

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

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

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

Procedures for applying sunscreen and bug repellent - Studio Bella does not apply sunscreen/bug repellent. Procedures for parents to review and discuss with the director regarding policies and procedures - Email the director to request a date and time that works for both parties.

Procedures for parents to visit the operation at any time - Parents are invited to drop in at any time to see the creativity, learning and teambuilding their children are involved in. Due to COVID, we follow the school district policy/licensing on inside visits.

The procedure for parents to participate in the operations activities - Parents are welcome to volunteer for special events. Due to COVID, we follow the school district policy/licensing regarding participation
If parents want to volunteer for a special event - please email the site director.

AUTODRAFT

Tuition – Is paid prior to the beginning of camp.

Returned Customer Payments - The STUDIO BELLA FOR KIDS will attempt to collect all returned outstanding payments until they are paid in full. All returned drafts or checks are subject to a \$25 collection fee. If two drafts are returned within six months, draft privileges may be revoked, and all fees must be paid in advance. If your draft is returned, it will be resubmitted on the STUDIO BELLA FOR KIDS's next draft date. Your financial institution may charge a fee for each unsuccessful draft attempt. The STUDIO BELLA FOR KIDS will not reimburse bank fees due to draft attempts. If credit or debit card payments are rejected, it is your responsibility to contact your STUDIO BELLA FOR KIDS branch or Customer Service Center to resolve payment issues.

CAMP CANCELLATION, REFUND POLICY AND LATE FEES

CANCELLATION/REFUND POLICY FOR CAMPS 2 WEEKS AND LONGER

- If a camp is cancelled by Studio Bella due to not making quota of 8 attendees or for an emergency, a 100% refund is guaranteed.
- If cancelling between 8 weeks or more prior to camp, 75% of the tuition paid will be refunded (excluding the nonrefundable deposit).
- If cancelling between 6 weeks or more prior to camp, 50% of the tuition paid will be refunded (excluding the nonrefundable deposit).
- If cancelling between 4 weeks or more prior to camp, 25% of the total tuition paid will be refunded (excluding the nonrefundable deposit)
- There are no transfers or refunds within the window of less than 4 weeks of camp.

CANCELLATION/REFUND POLICY FOR 1 WEEK CAMPS

- If a camp is cancelled by Studio Bella due to not making quota of 8 attendees or for an emergency, a 100% refund is guaranteed.
- If cancelling between 8 weeks or more prior to camp, 50% of the tuition paid will be refunded (excluding the nonrefundable deposit).
- If cancelling between 6 weeks or more prior to camp, 35% of the tuition paid will be refunded (excluding the nonrefundable

deposit).

- If cancelling between 4 weeks or more prior to camp, 25% of the total tuition paid will be refunded (excluding the nonrefundable deposit)
- There are no transfers or refunds within the window of less than 4 weeks of camp.

CANCELLATION/REFUND POLICY FOR 1 WEEK CAMPS

Late Pickup: If you know you are running late, please contact the director of the day: Let them know the anticipated time of pick-up. It is helpful for directors to know in advance, so they can help your child adjust to the late departure. It also helps the director plan for staff coverage during the minutes the child is remaining in the program.

If a parent has not contacted the director by 5 minutes after the designated pickup time, the following protocol will be followed:

1. The parent/legal guardian will be called.
2. If the parent/legal guardian cannot be reached, we will call from the child's authorized emergency contact list.
3. A late fee of \$25 will be charged to parents of children picked up 2:30 (camp) and 5:30 (extended day).

DRILLS

Fire Drills will be monthly. Days and times will vary.

Lock Down Drills. Each will be recorded on an emergency drill sheet.

EMERGENCY PLAN

Children with special needs will be identified at the beginning of the camp and will be assigned to a caregiver. That caregiver will be assigned to keeping that child safe and make sure the child has the tools to travel in emergency situations. Parents will be notified via phone as soon as children are safe and settled.

SHELTERING/LOCK-DOWN OF CHILDREN - Staff/caregivers should move to the nearest room. Students outside should not reenter a building with a threat. Staff/caregivers should lock doors, cover windows, and turn off lights. If classrooms cannot be locked, doors should be barricaded. Students and staff should hide out of sight behind furniture or other barriers. Try to secure the door in another way. Each teacher will secure students currently in their classrooms. Turn ringers off.

Caregivers and staff will begin notifying the chain of command above as soon as possible when it is safe to do so. Children will be accounted for by the caregiver in charge. Parents will be notified by phone as soon as it is safe.

EMERGENCY PLAN

Position: Owner/Op. Director

Name; Tammy Bardwell

Cell Phone Number: 469-878-8056

Email: tammy@studiobellaforkids.com

OTHER NUMBERS NEEDED

Emergency - 911

Outside Relocation Plan

The relocation plans are in the parklet. If we need to move the children to another site, the relocation site is the Casa Linda Park Pavilion. Students will travel south on San Saba. The Studio Bella Operations Relocation Map is attached.

Emergency Preparedness - All staff will have each other's cell phone numbers programmed in their phone for easy communication in case of an emergency. In any emergency, we will consult the WRUMC emergency staff if possible. Studio Bella Directors have the WRUMC Emergency Contact Numbers.

Evacuation

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

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

911

Studio Bella Owner/Operation Director: Tammy Bardwell 469-878-8056

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

Children with special needs – Children with special needs will be identified at the beginning of the quarter and will be assigned to a caregiver. That caregiver will be assigned to keeping that child safe and make sure the child has the tools to travel in emergency situations. Parents will be notified via phone as soon as children are safe and settled. If your child has a 504 Plan or IEP, we require a copy so that we can best serve your child.

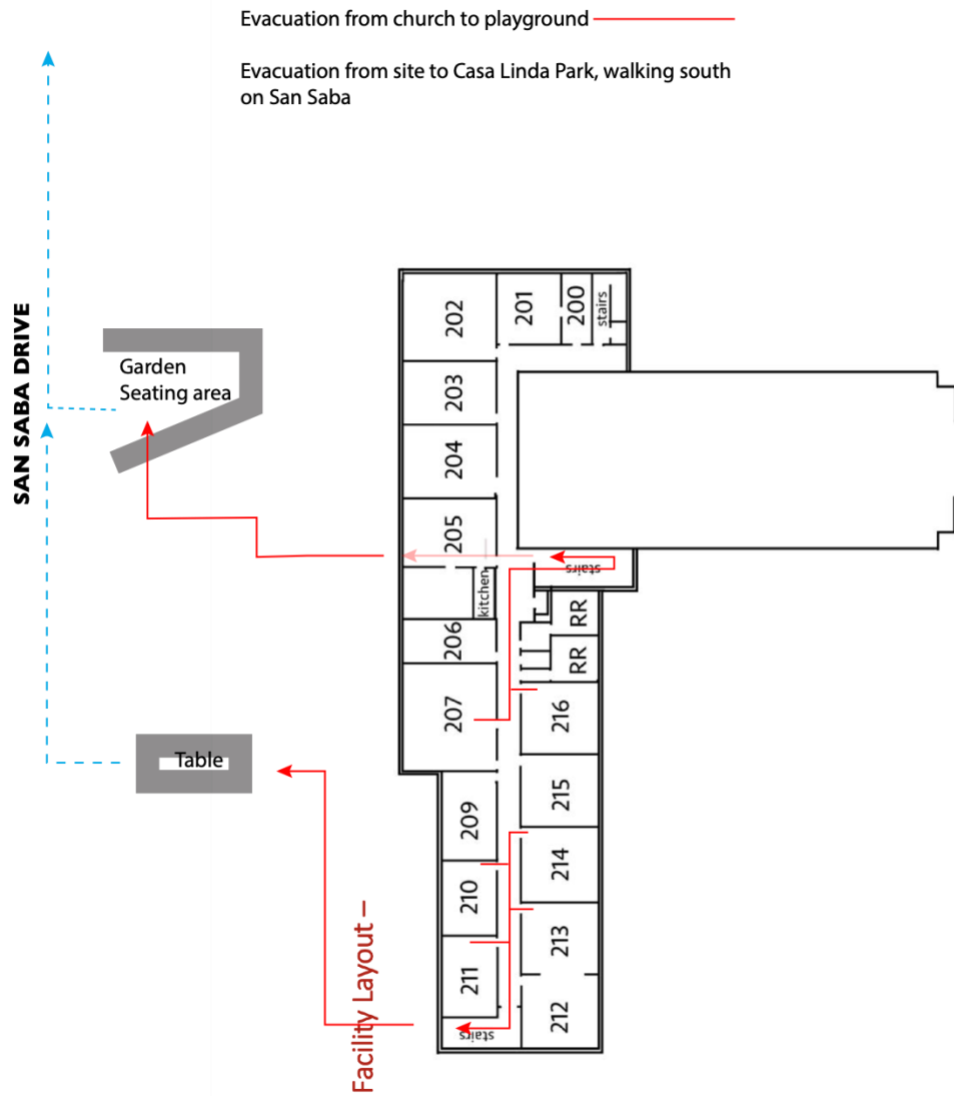
Sheltering/Lock-down of Children

Staff/caregivers should move to the nearest room. Students outside should not re-enter a building with a threat. Staff/caregivers should lock doors, cover windows, and turn off lights. If pod rooms cannot be locked, doors should be barricaded. Students and staff should hide out of sight behind furniture or other barriers. Try to secure the door in another way. Each caregiver will secure students currently in their classrooms. Silence phones. Caregivers and staff will begin notifying the chain of command above as soon as possible when it is safe to do so. Children will be accounted for by the caregiver in charge. Parents will be notified by phone as soon as it is safe to do so.

Severe storm/tornado - Students will relocate to the basement (see map).

Communication during Emergencies - Communications will begin with the Director onsite. Any mass communication will be delegated out to the caregivers so that they may help facilitate any communication. Communication with local authorities such as fire, law enforcement, emergency medical services, health department as well with the school leaders will begin with the Director and will be delegated out to staff and caregivers.

EMERGENCY EVACUATION PLAN



**Due to the short duration of our summer camp and holiday camp, these programs are not licensed by the State of Texas but do have the highest quality programming and staffing.*