



## Kanga's Indoor Playground Summer Playgroup Program

### PARENTS' HANDBOOK

Welcome to the Kanga's Indoor Playcenter. The information contained in this "Parent's Manual" will introduce you to the philosophy and organization of the Center. It will serve as a quick reference to the operational policies and procedures of our summer play and enrichment program. Your familiarity with them will help your child's day have a more rewarding experience during their stay in our facilities. Kanga's Indoor Playcenter offers daily entertainment and safe and educational activities that will develop in your children physical, educational and creative topics to facilitate socialization. Kanga's is all about children! We look forward to working for you and providing a safe and fun experience during your child's summer vacation period. Not all policies and procedures can be listed here. We will be happy to answer any questions you may have.

- **OUR CENTER**
- **WHO WE ARE**
- **MISSION STATEMENT**
- **STAFF**
- **SUMMER PROGRAM CENTER SCHEDULE AND DISPOSITIONS**
- **ADMISSION REQUIREMENTS**
- **SUMMER PROGRAM FEES**
- **DISCIPLINE POLICY**
- **MEALS AND SNACKS POLICY**
- **SAFETY & SECURITY**
- **INCLEMENT WEATHER POLICY**

## **OUR CENTER**

Welcome to Kanga's Indoor Playcenter. This handbook is designed to help parents and guardians understand who we are and what our expectations are for our children. Kangas offers more than just a playgroup, we are committed to providing memorable experiences that build healthy bodies, open minds, and revived spirits for all. We are a team dedicated to fun. Kanga's indoor Playcenter provides a safe and entertaining space for children. Being able to understand who we are and meet our expectations helps you embody our commitment to high quality. Therefore, all parents and representatives are expected to read this manual and agree to follow the policies in this document. As with any policy manual, this manual is subject to change as policies change or are added.

## **WHO WE ARE**

Kanga's Indoor Playcenter is the market leader in Children's Indoor Play with 30 sites around Australia and beyond, and now we are in Houston. We are a 7-days a week business specializing in kid's birthday parties, everyday entertainment and providing safe and educational activities located in The Woodlands. Kangas is all about kids! It is America's newest and most exciting venue for kids' parties and play in The Woodlands! It is designed for children 1-11 years, kids will be entertained and educated for hours while parents watch on from the café (Parents are encouraged to play and interact with their children throughout our playcenter).

Kanga's is committed to developing a Playgroup to complement the educational and recreational area, our summer program has been designed for children between the ages of 3-6 years and 7-11 years old. All children must be fully potty trained.

## **MISSION STATEMENT**

The mission of Kangas Summer Playgroup is to provide a place of affordable entertainment to diverse families within the Houston community.

We have a safe and enriching environment that stimulates social, emotional, physical and intellectual development.

Kanga's is a place where children can express themselves and build new friendships. We provide fun activities. We are focused on providing a well rounded as well as entertaining summer.

Our curriculum focuses on active play and educational enrichment. We will offer Art, Science, Spanish, PE, Reading time, Gymboree style music and dance for our younger troop and Rock climbing for our older troop. We also strive to balance all their learning with active play and our "fun Fridays". Our "Fun Fridays" will include a movie and popcorn in the afternoon.

### **STAFFING**

One of the most important components of a good playgroup is the experience of its staff. We are very proud of our excellent staff.

The staff members are carefully selected for their character, commitment to child development, and skills.

Each member of our staff is trained to develop recreational and academic activities. All staff is trained to interact with your children and create a pleasant and fun environment while enriching their summer break.

Our staff is also trained in CPR and first aid to ensure your children are in safe hands.

### **SUMMER PLAYGROUP PROGRAM SCHEDULE AND DISPOSITIONS**

Kanga's Indoor Playcenter opens for our playgroups from 9:00 a.m. to 1:00 pm, Mondays, Wednesdays and Fridays. ***Our summer sessions begin June 10th.***

Parents must accompany their child to the center. If someone other than yourself is to pick up your child, it is essential that they are listed as an authorized person to pick up your child and present a photo ID. We understand that unexpected events occur. If there is a last-minute change, fill out an early release/alternate pick up form at drop off. For your child's safety, we require a form for early pickups as well as a person not listed on the enrollment paperwork. Children will be wearing Kanga's playgroup t-shirts and staff will be trained not to let any playgroup children leave prior to scheduled pickup. For this reason, it is important that the forms are submitted, and proper notification is given.

Children must be picked up promptly at 1pm. The summer program staff works till 1pm. Please be on time. There will be a \$1.00 fee per minute after 1:05pm. After 1:10pm your listed emergency contact will be called if we cannot reach you.

### **ADMISSION REQUIREMENTS**

Registration policies: youth will be accepted regardless of race, sex, religion, disability, political persuasion, gender, sexual orientation, national origin or ancestry. Parents and guardians who register their children in our playgroups can submit registration forms online using our website. Space is limited for each age group. If the playgroup is full,

we will put you on a wait list in order of arrival. Parents will receive confirmation of registration by email at the time of registration. All necessary registration forms must be completed and returned before admission. It is the parent's responsibility to submit all forms. All children in our summer program must be up to date on their vaccines. Kanga's is all about fun but we take your children's safety very seriously!

### **SUMMER PLAYGROUP PROGRAM FEES:**

Summer sessions: 3days per week (M,W,F) 9am – 1pm

Summer Session 1 (June 10<sup>th</sup>-June 28<sup>th</sup>) \$175 per week plus tax

Summer Session 2 (July 8<sup>th</sup>- July 26<sup>th</sup>) \$175 per week plus tax

Summer Session 3 (August 5<sup>th</sup>- August 23<sup>rd</sup>) \$175 per week plus tax

Registration Fee \$75

Supply Fee \$50

Sibling discount \$52.50

### **Terms and conditions:**

Registration Fee and Supply fees are none refundable and none transferrable. Tuition is due by 2 weeks prior to your summer session start date. We understand that plans can change. If your child can no longer attend tuition can be refunded up till 1 week prior to your session start date. Tuition is none refundable and nontransferable.

Session Start Date	Tuition Due Date	Refund Deadline
June 10 <sup>th</sup>	May 27 <sup>th</sup>	June 3 <sup>rd</sup>
July 8 <sup>th</sup>	June 24 <sup>th</sup>	July 1 <sup>st</sup>
August 5 <sup>th</sup>	July 22 <sup>nd</sup>	July 29 <sup>th</sup>

### **DISCIPLINE POLICY**

Children are expected to follow their troop leader's instruction and rules as well as the Indoor Playground's rules. They will always be supervised by our troop leaders. Physical violence is not condoned nor is inappropriate language or verbal abuse/bullying. Children will not be allowed to be on cellphones during class or active play time. If they have a

phone it will be expected to be secured in their back packs or left at home. Children that do not abide by rules will be sent home. This is for their safety and the safety of all children in the program. If a child was to hurt another child (e.g. bite, hit, kick) an incident report will be filled out and parents of children involved will be informed. If needed further action will be taken accordingly.

To ensure everyone's safety and peace of mind, in the rare event that a child repeats any aggressive behavior, said child will be written up. At the third offense the child will be expelled from the playgroup without refund.

All children must be fully potty trained. They must be able to go to the bathroom entirely by themselves. A staff member will make sure they get to the bathroom and back to classroom or play area, however, they will not assist the children once inside bathroom stalls.

## **MEALS AND SNACKS POLICY**

We will provide a snack and a nutritious lunch. Menus will be posted on the bulletin board near the main entrance. You can request a copy to take home if you wish. Children will be encouraged to try all the foods. They will never be forced to eat. If your child has dietary requirements, we will provide a modified menu to accommodate their needs (egg, vegetarian, vegan, lactose intolerant etc). Please ensure you have filled out the Food Allergies/Intolerance Form in the enrollment packet. We will strive to meet all your child's needs. For certain dietary restrictions, you may be asked to provide food from home for your child.

**FOOD FROM THE HOME** When Packing your child's snacks and lunch, keep in mind this is a nut free program. Please do not send your child with any known allergen foods. (e.g. Peanuts, or Peanut Butter and Jelly sandwiches). When packing their lunches, please ensure that you send ice packs as food will not be refrigerated. We are also unable to heat their lunches. Hot foods will be served to children on the meal plan, however, we are unable to microwave children's lunches.

Children can bring special treats to celebrate a birthday or a holiday. Due to the various food allergies and dietary restrictions in our community, we recommend supplying snacks purchased at the store even in the original packaging.

## SAFETY & SECURITY

Kanga's Indoor Playcenter is all about fun and **SAFETY**. We already have a state-of-the-art security system installed for our day to day operations. This is one of our regular customers' favorite things about the place! We have taken it quite a few steps further for the summer.

Summer troop leaders have been carefully selected. They have CPR and First aid certifications. We have experienced teachers and tutors teaching and monitoring your children at all times. In addition to the bracelets that must match the parents' ticket for a staff member to unlock the gate, our playgroup troops will wear bright color summer program t-shirts for quick identification. We have video surveillance actively monitored in our front office. Troop leaders will remain with children at all times. Early/Alternate pick up forms are to be filled in order to release a child at a different time or to a person not already authorized. In addition, troop leaders will be in the play structure monitoring your children's active play, they will always be allowed to let loose and have a blast but with supervision and a trusted adult in proximity.

We have a very low troop to leader ratio. At absolute most 12-1 at any time (we have placed a cap on enrollment to keep this ratio low). That number is well below any numbers you'll see at school, but we believe your children deserve the extra attention. We will have two troops working with 4 troop leaders and a floating helper.

If a child reports not feeling well, is injured or has an incident with another child our troop leaders will contact the parent and fill out an incident report. This report will be reviewed with the child's parent at pick up. The CPR & First aid certified staff will decide if it is necessary to call parents to pick children up based on the nature of the incident. If your child has a fever, we will have you come pick them up. If your child gets sick during the summer, please keep them home for the recommended period. If your child has a fever or has been vomiting, they should not return to any activities until they have been fever free or symptom free for at least 24hrs. This will help keep other children from contracting illnesses throughout the summer.

Other updates to our security system are being made. As we complete updates they will be announced. If you have any questions on any of our safety and security policies, please feel free to ask.

**INCLEMENT WEATHER POLICY**

In the event of inclement weather, Kanga's Indoor Playcenter will make every attempt to open as usual. However, to preserve the safety of our staff and children we will close if conditions warrant such action. It is at the discretion of the Center's Administration to make the decision to close earlier or open later due to natural disasters (Huracan's, rainfalls...) Participants will be notified of the decision, prior to 7:00am, in the following ways: Administration decides to close early, families will be notified via text. There is a form in the registration packet to ensure we notify the correct number.