



MCKINNEYISD
CHILDCARE PROGRAMS

Club 360 After School Program

Parent Handbook

Updated April 2026

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McKinney ISD Childcare Programs

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Club 360 After School Program Goals

- Provide a safe and nurturing environment for students to participate in daily activities.
- Build positive relationships with students, families, and MISD Staff throughout the district.
- Facilitate daily activities respecting district facilities, equipment, and resources.
- Maintain fiscal responsibility to McKinney Independent School District.

The Club 360 After School Program policies are in accordance with the McKinney Independent School District and the Texas Education Agency.

The Club 360 After School Program Parent Handbook is a working document and is revised when policy/procedure changes are approved and implemented.

Hours of Operation

Club 360 Office Hours:	8:00am – 4:00pm Monday - Friday
Club 360 After School Program Hours:	3:20pm – 6:30pm Scheduled Days
Club 360 Holiday Program:	7:00am – 6:30pm Scheduled Days
Club 360 Summer Program:	7:00am – 6:30pm Scheduled Days

Club 360 After School Program Sites

Club 360 at Bennett Elementary
7760 Coronado Dr. McKinney, TX 75070
469-247-5874

Club 360 at McGowan Elementary
4300 Columbus Dr. McKinney, TX 75070
214-843-3996

Club 360 at Burks Elementary
1801 Hill Street McKinney, TX 75069
214-973-0193

Club 360 at Minshew Elementary
300 Joplin Dr. McKinney, TX 75071
214-843-8148

Club 360 at Caldwell Elementary
601 W. Louisiana St. McKinney, TX 75069
214-578-8365

Club 360 at Press Elementary
4101 Shawnee Dr. McKinney, TX 75071
214-726-5722.

Club 360 at Finch Elementary*(*Burks)
1205 S Tennessee St McKinney, TX 75069
469-215-9021

Club 360 at Slaughter Elementary
2706 Wolford St. McKinney, TX 75071
214-843-5473

Club 360 at Frazier Elementary
1600 N Sweetwater CV McKinney, TX 75071
469-215-9371

Club 360 at Valley Creek Elementary
2800 Valley Creek Trail McKinney, TX 75070
469-247-1202

Club 360 at Glen Oaks Elementary
6100 Glen Oaks Dr. McKinney, TX 75070
469-307-2457

Club 360 at Vega Elementary
2511 Cattleman Dr. McKinney, TX 75071
214-799-9734

Club 360 at Johnson Elementary
2400 Ash Ln McKinney, TX 75070
842-2048

Club 360 at Walker Elementary
4000 Cockrill Dr. McKinney, TX 75072
214-469-215-4679

Club 360 at Malvern Elementary
1100 Eldorado Parkway McKinney, TX 75069
214-843-8891

Club 360 at Webb Elementary
810 E. Louisiana St. McKinney, TX 75069
214-842-1490

Club 360 at McClure Elementary
1753 Ridge Rd McKinney, TX 75071
5709

Club 360 at Wilmeth Elementary
901 La Cima Dr. McKinney, TX 75069.
214-620-214-726-5572

Club 360 After School Program Expectations

Enrollment in the Club 360 After School Program constitutes an understanding you will abide by the policies listed as follows:

Parent Expectations of Club 360:

- Club 360 maintains a safe and nurturing environment for children.
- Site Managers are available to answer questions/concerns of the program.
- Behavior issues will be documented and communicated.
- Site Managers will regularly provide information on Club 360 activities.
- Program Expectations of Parents:
 - Keep accounts current and pay tuition on time.
 - Keep children's records up to date.
 - Pickup children during operational hours.
 - Follow the health policy.
 - Contact the Site Manager if the child/children are not attending on a scheduled day.
 - Pay attention to communications regarding their child/children's behavior and cooperate in efforts for improvement.
 - McKinney ISD reserves the right to decline services to parents who use profanity or exhibit aggressive behavior. (Club 360 is committed to maintain a respectful and safe environment for all students, staff, and families.)

Student Expectations:

- Be respectful to other students and adults.
- Be respectful of equipment, materials, and facilities.
- Listen and follow directions respectfully be responsible for their actions.
- Children must be capable of feeding and toileting independently.
- Remain with the Club 360 group/staff.
- Actively participate in Club 360 activities.

Absences

Please notify the Club 360 Site Manager if your child/children will be absent from the program. If your child is ill, you may leave a message with the school secretary to put a notice of the absence in the Club 360 mailbox. Absentees without prior notification may be mistaken for a missing child resulting in unnecessary concern and time spent searching for the child/children.

Site Managers are expected to contact parents of children who do not arrive as expected to the Club 360 After School Program.

Club 360 Tuition and Fees

Club 360 Registration Fee: \$45/child

Full Time Monthly Tuition:

- \$320 per child
- \$300 for each additional child (same family).
- \$170 per child – MISD Employee Rate
- \$125 per child - FFR

Part Time Monthly Tuition:

- \$220 per child – (3 days/week)

Holiday Program: Registration: \$50/child Daily Rate: \$45/child

Club 360 After School Program Payment Policy

- Registration Fees are non-refundable.
- Monthly tuition is determined by the number of days school is in session, then divided equally by 10 months (August – May). Each month is the same rate regardless of the number of days in each month.
- McKinney ISD accepts American Express, Discover, Mastercard, and Visa payments through our Eleyo account.
- Eleyo emails confirmations for all payments entered by logging into accounts.
- If using the Auto-Pay feature, parents will receive an email from Eleyo confirming payment or notification of a failed payment.
- It is the parent/account holder's responsibility to verify accounts are current.
- Tuition is due on the 1st school day of each month. A system generated late fee of \$25 will automatically be charged on the 2nd school day of each month if the payment has not been received. **If a payment is returned, a \$50 returned payment fee will be charged. After 3 returned payments, students will be dropped from the program.**
- **Childcare Programs does not accept cash, check, and/or money orders.**
- **Enrollment/attendance is suspended if tuition is not paid 10 school days after the due date.**

Withdrawal from Club 360 After School Program

Parents wishing to withdrawal their child/children from the Club 360 After School Program must provide a written notice 24 hours prior to withdrawal date. This notice can be submitted through your Eleyo account or by emailing the notice to Lorie Harvey (lharvey@mckinneyisd.net).

Sign Out/Pickup Procedures

Parents must check students out daily. A picture ID will be required from all persons picking up children (including parents). Parents must add all approved persons "authorized" to pick up their child/children in their Eleyo account. Club 360 Staff will not allow a child to be checked out by someone not listed as an "Authorized Pickup" or "Emergency Contact" in the Eleyo account.

Club 360 After School Program must receive verification from a parent to release a child.

Students enrolled in Club 360 After School Program may not check themselves out to walk home.

Students being picked up by older siblings must be added to the child's Eleyo account as an "Authorized Pickup" and must present a photo identification.

Release of Students

Parents can designate persons allowed to pick up in the child/children's Eleyo account.

If a student has restrictions of parental visitation/custody, Club 360 After School Program will need the most current copy of the court documents on file at the program. These documents should be updated each school year.

The primary parent(account) holder is responsible for maintaining and updating the "Authorized Pickup Lists).

A student will not be released to a person not listed on the child's enrollment account in Eleyo.

If a parent/authorized individual smells of alcohol at the time of pickup, Club 360 staff will NOT release the child/children.

Unscheduled Closings

The Club 360 After School Program is not available if McKinney ISD closes due to unforeseen circumstances (bad weather, power outages, utility problems). Club 360 After School Program does not credit or refund tuition due to a McKinney ISD closure.

Preparedness Drills

McKinney Independent School District adheres to the recommendations of the Texas Schools Safety Center as it applies to drills and emergency procedures.

Drills/Lockdowns/Evacuate/Shelter.

Behavior and Guidance

Behavior expectations have been established to promote a safe environment for all students attending the Club 360 programs. Students attending Club 360 programs will have opportunities to participate in daily activities in an organized setting promoting positive relationships with fellow students.

Behavior expectations are established to:

- Develop self-control and responsibility for one's actions.
- Foster respect for self and others.
- Learn skills for resolving conflicts.

Behavior strategies are used to assist students meet expectations.

Behavior strategies used by Club 360 Staff include:

- Establishing positive relationships
- Praise – attention to the positive
- Reminders and Redirection
- Revisiting behavior expectations
- Alternate Activities
- Cool down and reflection for solutions

Club 360 Staff will utilize positive techniques for guiding children.

It is our policy to never resolve conflict by use of emotional or physical abuse.

Club 360 Staff will encourage students to deal with conflicts through appropriate communication.

Behavior concerns will be documented and communicated with parents by a Club 360 Site Manager.

Behaviors which are unsafe, disruptive to the program, and/or repetitive may result in temporary and/or permanent suspension.

Threats

Safety of students is a priority of the Club 360 After School Program and McKinney ISD.

It is imperative students understand the seriousness of threats to self/others and terroristic threats towards a school. If a student threatens to hurt themselves, hurt others, and/or makes a terroristic threat on a McKinney ISD campus:

- The student will be supervised continuously by Club 360 staff until pickup.
- Parents will be notified and instructed to pickup the student immediately.
- An automatic 3-day suspension from Club 360 is enforced.
- MISD Threat Evaluation is initiated.

Club 360 Program Suspension

Behaviors which are unsafe, disruptive to the program, and/or repetitive may result in temporary and/or permanent suspension. Verbal or physical activity which may include but is not limited to such behavior:

- Requiring constant attention by the staff
- The child/children are capable of feeding and toileting independently.
- Inflicts physical harm on self or others– (hitting, kicking, biting, etc)
- Inflicting emotional harm on others – (Exclusion, bullying, threats, etc)
- Abuse of the staff
- Ignores/disobeys rules guiding behavior during the program
- Eloping- running away from the group or supervised areas.

Guidelines for suspension from Club 360 programs:

- Severity of behavior endangers the safety of the child, other children, and/or staff.
- Temporary suspension can be 1-5 days of regular program time and parents must pick up immediately.
- Students receiving 3 suspensions may be suspended permanently from Club 360.
- Students suspended cannot attend Club 360 programs during the suspension.
- FERPA laws restrict Club 360 staff from discussing any incident/concern with someone other than a parent/guardian.
- If a student is placed in an alternative school setting, Club 360 services are suspended.
- If a student is placed in ISS, suspension from Club 360 is at the discretion of the school principal and the MISD Childcare Programs Director.
- If a child's needs are greater than a staff to child ratio of 1:25, Club 360 may not be a suitable option for after school care.
- Tuition is non-refundable for suspension days.
- Students may be suspended for nonpayment of tuition.
- Club 360 services will be terminated if late-pickup exceeds 4 times in a two month period.
- Parents/Guardians using profanity or acting in a threatening manner to Club 360 Staff, refusal to follow Club 360 policies, and/or nonpayment of tuition may result in suspension.

Club 360 works with McKinney ISD School Resource Officers and local police in the event of a situation/incident during Club 360 program operating hours.

Technology

Students in the Club 360 After School Program are not permitted to use personal technology devices. Personal devices must be powered off and put away during operating hours. Devices being used during Club 360 operational hours will be confiscated and returned to parents at pickup.

If needed, the Club 360 cell phone is available to parents to contact their student and for students to contact their parent.

Children's Personal Property

Children must take all personal items home each day (coats, clothing, backpacks, etc.). Items left behind will be placed in "Lost and Found" on campus.

The Club 360 After School Program is not responsible for lost personal property.

Visitors/3rd Party Providers

Club 360 After School Program does not allow visitors during operational hours. Third party providers (tutors, counselors, coaches) will not be allowed access to the program.

Snack

The Club 360 After School Program provides an after-school snack and drink each day.

ARAMARK is the food service provider for McKinney Independent School District. ARAMARK ensures the district is following all state and federal regulations.

*McKinney ISD Food Service Department has a system in place to document Club 360 snacks per USDA regulations. You may notice the following notation on your child/children's Meal Pay Plus account: "CLUB 360 Reimbursement Snack" and a dollar amount. This is notation is for documentation purposes, not a bill or receipt.

Food Allergies

Students with a food allergy must have an "Allergy Plan" on file with Club 360.

If your child requires medicine and/or emergency medication during the school day, Club 360 must have their own supply to attend the program. Club 360 does not have access to the nurse's office.

Health and Safety Procedures

The Club 360 After School Program does not have a nurse/health professional on staff. If your child has a medically diagnosed condition (asthma, diabetes, seizure disorder, etc.), you must complete the required [MISD Health Documents](#) in order to attend any program.

Parents are required to pick up their child/children immediately due to any of the following conditions:

- Contagious Disease
- Fever over 100F
- Vomiting or diarrhea
- Any accident requiring medical attention

Club 360 Staff will notify the campus nurse as the student cannot return to school until they are fever free, vomiting and/or diarrhea has stopped for 24 hours without medication.

Parents will be notified if their child soils his/her clothes.

Club 360 encourages parents to pack an extra set of clothes in their backpacks to change clothing.

Club 360 Staff will notify parents of an accident or injury.

Club 360 Staff will call 911 in an emergency situation.

Medications

All medications needed during Club 360 should be safely stored with the Club 360 Site Manager. Parents must provide a "Medical Authorization Form" if the child needs medication during Club 360 operational hours.

*Club 360 does not administer "controlled substances". Medications labeled as "controlled substances" should be scheduled to be administered by the school campus nurse prior to Club 360.

Emergency medications for specific conditions are required to be provided to Club 360. Parent must fill out a "Medical Authorization Form" as well as provide a medical diagnosis and an action plan for the emergency medication.

Prescription medications must have the original container with the prescription label for that child.

Club 360 does not have access to the campus nurse's office.

Lice

Students who are sent home with lice must complete at least one treatment before returning to school. Club 360 Staff is required to notify the campus school nurse.

Immunizations

Immunization records are on file at the student's home campus.

Insurance

The Club 360 After School Program maintains liability insurance through McKinney Independent School District.

Club 360 After School Program and McKinney ISD are not responsible for medical expenses incurred during participation in program activities, emergency medical conditions, and/or emergency transport.

Children with Special Needs

Club 360 Staff are trained for active supervision of children in the childcare setting. Trainings subjects include allergies, learning disabilities physical and mental limitations, and behavior difficulties.

Club 360 can accommodate children if the needs of the child/children can be met under the following conditions:

- The child/children needs can be met in a staff to student ratio of 1staff for every 25 students.
- The child/children are capable of feeding and toileting independently.

Once the nature of the child's special needs is determined, Club 360 Staff will partner with parents to work with accommodations available within the program.

- If a child attempts to leave the facility, staff will try to position themselves to prevent the child from leaving the building.
- If a child exits the facility, staff will attempt to follow the child and return him/her to the facility.
- If a child leaves the property, staff will alert administrative staff, contact parents, and call 911.
- Parents must pick up the child immediately if a child leaves the campus.

Club 360 may terminate enrollment for any student who attempts to leave the property or refusing to remain with their supervised group.

Child Abuse and Neglect

Anyone who suspects a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to Child Protective Services (CPS). Any district employee has an additional legal obligation to submit the oral or written report within 24 hours of learning of the facts given rise to the suspicion of abuse/neglect. (www.txabusehotline.org).

Gang Free Zone

A gang free zone is a designated area around every school in McKinney ISD where prohibited gang related activity is subject to penalty under Texas law. The gang free zone is a 1000-foot perimeter around any/all McKinney ISD facility. The Gang Free Zone is communicated to parents during the registration process, perimeter signs, and handbook. All McKinney ISD schools and properties are designated "Gun Free Zones".

Communication

MISD Childcare Programs and the Club 360 After School Program welcomes your feedback. All questions and concerns should be addressed with the Club 360 Site Manager at the appropriate campus, Coordinator of Club 360, and/or Director of Childcare Programs.

Office Number: (469)302-2300

