

# CLUB REWIND

2023-2024

PARENT  
HANDBOOK





## OVERVIEW

The Community Programs department operates the Club Rewind program, which serves as CFISD's tuition-based before/after school care program for students enrolled at each elementary campus. We provide a safe and engaging environment for children Pre-K through 5th grade while attending the before/after school program. Program days are held on regular school days only, and not during teacher workdays, school holidays or school breaks. Summer programs are offered as separate programs.

## PROGRAM OVERVIEW

### Before-School Care

#### **(6:30 a.m. until the school's arrival time)**

Before-school care starts at 6:30 a.m. according to the program's clock and ends at the time the school opens the doors for the students. Children are grouped by age/grade and programming is conducted in designated areas of the campus. Activities include STEAM, team building, games, art, critical thinking and physical movement. Breakfast is not served through Club Rewind; however, children may be dropped off with food that does not require refrigeration or heating. Children may access the regular breakfast line at the campus when it opens each morning.

### After-School Care

#### **(Dismissal time until 6:30 p.m.)**

The after-school program begins immediately after school and operates until 6:30 p.m. according to the program's clock. Children are grouped by age/grade and programming is conducted in designated areas of the campus. A child's group may be rotated or changed, as appropriate. A snack and water are provided. Children remain on-site, as field trips are not offered during the regular school year.

Academic time is up to forty minutes at the beginning of the program. Children have the opportunity to work on homework while a program leader is available to monitor. Please note: this is not a tutoring session and homework is not checked for accuracy or completion. Children without homework participate in educational activities (i.e. reading books, educational games, and related activities). After academic time, children rotate in groups divided by age/grade through a variety of activities. Activities include STEAM, team building, games, art, critical thinking and physical movement.



## REGISTRATION OVERVIEW

Registration is completed through the designated online registration system. The registration system can be accessed at:

<https://www.ezchildtrack.com/cfisdclubrewind/parent>

A \$45 registration fee per child or \$90 per family is due at the time of submitting the registration application. The registration fee is non-refundable regardless of your child's attendance in the program. In addition, any past due balances from previous programs will be due prior to approving enrollment.

Once the registration application is submitted, please allow **3-5 business days** for review. If the registration application indicates that a child has any medical or special needs, the review process may take up to an additional two weeks. Once reviewed, an enrollment confirmation email will be sent to the email address indicated, confirming the child's program information and start date. Please note that a child will not be able to attend the program until the parent or guardian receives the enrollment confirmation email with the start date.

## TUITION & FEES SUMMARY

**Registration Fee:** \$45 Per Child

\$90 Per Family

### MONTHLY TUITION RATES

		<u>25% Discount</u>	<u>30% Discount</u>
September - May	Standard	CFISD Employee	Free/Reduced Lunch
Before-School	\$145.00	\$108.75	\$101.50
After-School	\$285.00	\$213.75	\$199.50
Combo Before & After School	\$370.00	\$277.50	\$259.00

August (prorated)	Standard	CFISD Employee	Free/Reduced Lunch
Before-School	\$31.83	\$23.87	\$22.28
After-School	\$62.56	\$46.92	\$43.79
Combo Before & After School	\$81.22	\$60.91	\$56.85

**Sibling Discount** - 10% Off Qualifying Tuition Rate

### Other Fees

Late Payment Fee -	\$30.00
Return Payment Fee -	\$35.00
Late Checkout Fee -	\$2.00 PER MINUTE
Processing Fee (E-Check)-	\$1.00 PER TRANS
Processing Fee (Credit Card)-	\$2.50 PER TRANS



## ENROLLMENT GUIDELINES

Each child's application is individually reviewed for acceptance into the program and registering online for Club Rewind does not automatically enroll a child into the program. Club Rewind does not discriminate against applicants on the basis of race, color, national origin, sex, age, religion or disability status.

Because Club Rewind is a fee-based ancillary program outside of the regular instructional day, certain restrictions may apply for enrollment. If requested accommodations for a child create an undue burden or fundamentally alter the program, Club Rewind may not be a suitable option for before/after school care.

Club Rewind staff members are employees of CFISD and, as such, are school officials who have access to CFISD student records. Because Club Rewind is not part of the CFISD academic program, student records reviewed by Club Rewind staff members will be utilized for reference only. If a child's enrollment form or CFISD records indicate a child has a special need, the enrollment process will include an individualized review. The review will be conducted before determining enrollment to ensure the child's success within the program model. The review may take up to two weeks, depending on the time the registration occurred and the order in which it was received.

Club Rewind uses an online enrollment system. Registration can take place online or at the main office of the Community Programs department, where a laptop or tablet will be available for registration. Parents will be able to select a preferred start date, but must allow 3-5 days to complete the enrollment approval process. We will do our best to process your application as quickly as possible, but we cannot guarantee the requested start date, especially during peak registration times. Campus Program Clerks will ask parents throughout the year to update accounts for current information. It is the responsibility of the enrolling parent or guardian to update their information online should any changes occur.

## PROGRAM CHANGES

To request changes or modifications to a child's enrollment, a program change must be requested by email to [clubrewind@cfisd.net](mailto:clubrewind@cfisd.net). Please allow **3-5 business days** to process the request. Once processed, the program change start date will be provided by email.







## PROGRAM GUIDELINES

We strive to create an environment where children can apply concepts learned in school and practice skills, while having fun at the same time. Staff members encourage children to participate and are trained to implement each activity in a positive, engaging manner; however, children are not forced to participate in any activities, as Club Rewind holds a “right to pass” guideline.

Children may not use cell phones or other electronic devices during the program. In addition, personal games, toys and electronics are not allowed. Staff members will not be responsible for lost, damaged or stolen items. If a personal item becomes a distraction to the program, it will be turned in to the Program Clerk and returned to the parent only.

The Program Manager is the main point of contact for concerns regarding the program. Each site also has a Program Clerk, who remains near the front doors of the campus to check daily attendance, allow parents to enter, and verify identification of persons picking up children.

All Club Rewind staff members receive a criminal background check and initial CFISD orientation along with Club Rewind training upon being hired. Club Rewind strives to hire a diverse staff and encourages parents to get to know the personnel working at their child’s program. Customer service is important, as we know you have a choice in child care. Club Rewind does not plan to make staff changes, however, changes may be necessary to accommodate program needs.

## **TUITION & FEES**

### **Tuition**

Club Rewind is a tuition and fee based before and after-school program. Current tuition and fee information can be found on the Club Rewind website [here](#).

### **Invoices**

Invoices for tuition are generated on or around the 20th of the prior month of service. All tuition invoice are due in full by the 15th of each month of service. Regardless of your child's attendance in the program, tuition will not be prorated or refunded. If tuition is not paid in full by the 15th, the account will be considered delinquent and subject to additional fees and suspension.

### **Late Payments & Suspensions**

On the 18th of each month of service, a \$30.00 late fee will be assessed to all delinquent accounts, and the account will be suspended. While the account is in suspension, the child(ren) will be unable to attend the program until payment has been made for the outstanding balance on the account.

### **Returned Payments**

In the event a payment is returned for any reason, the account will be assessed a \$35.00 returned payment fee. If payment is returned on or after the 18th of the month of service, the account will be placed in suspension until the payment has been made for the outstanding balance on the account. While the account is in suspension, the child(ren) will be unable to attend the program until payment has been received for the outstanding balance on the account.

### **Non-Payment**

On the last day of the month, all students with suspended accounts will be automatically withdrawn from the program, and any tuition and fees paid will not be prorated or refunded, regardless of attendance. If a child has been withdrawn from the program, the parent or guardian will need to reapply for the program and a new registration fee of \$40 will be due along with any past due balance.





## Payment Due Dates

Below is the due date schedule for the 2022-2023 Club Rewind Program. Please note, if a child is registered after the 15th during the month of service, the tuition for that month will be due with the following month of service due date. Due dates will remain as outlined, regardless of holidays or school breaks, since payments are received online.

<u>Service Period</u>	<u>Billing Date</u>	<u>Due Date</u>	<u>Late Fee/ Suspension Date</u>	<u>Withdrawal Date</u>
8/28/23- 8/31/23	July 20, 2023	August 15, 2023	August 18, 2023	August 31, 2023
9/01/23 - 09/30/23	August 20, 2023	September 15, 2023	September 18, 2023	September 30, 2023
10/01/23 - 10/31/23	September 20, 2023	October 15, 2023	October 18, 2023	October 31, 2023
11/01/23 - 11/30/23	October 20, 2023	November 15, 2023	November 18, 2023	November 30, 2023
12/01/23 - 12/31/23	November 20, 2023	December 15, 2023	December 18, 2023	December 31, 2023
1/01/24 - 1/31/24	December 20, 2023	January 15, 2024	January 18, 2024	January 31, 2024
2/01/24 - 2/28/24	January 20, 2024	February 15, 2024	February 18, 2024	February 28, 2024
3/01/24 - 3/31/24	February 20, 2024	March 15, 2024	March 18, 2024	March 31, 2024
4/01/24 - 4/30/24	March 20, 2024	April 15, 2024	April 18, 2024	April 30, 2024
5/01/24 - 5/25/24	April 20, 2024	May 15, 2024	May 18, 2024	May 31, 2024

## Other Fees

<u>Fee Type</u>	<u>Amount of Fee</u>	<u>Due/Incurred</u>
Registration Fee	\$45 per child / \$90 per family	Due at time of registration.
Re-Registration Fee	\$45 per child / \$90 per family	Due at time of re-registration.
Late Fee	\$30 per family	Incurred on the 18th of the month.
Returned Payment Fee	\$35 per returned payment	Incurred at time of returned payment.
Late Pick-Up Fee	\$2 per minute per child	Incurred at 6:31 p.m. or later.
E-Check Processing Fee	\$1.00 per transaction	Incurred with each e-check transaction.
Credit Card Processing Fee	\$2.50 per transaction	Incurred with each credit card transaction.

## Discounts

Club Rewind offers discounted tuition rates for CFISD employees and families eligible for free or reduced lunch. To qualify for these discounted rates, proof of eligibility must be uploaded at the time of registration. During registration if eligibility cannot be verified, your account will be charged the standard rate until appropriate documentation has been submitted. If you need to submit proof of eligibility after your application has been submitted or approved, you will need to email these documents to clubrewind@cfisd.net. Once received, your discounted tuition rate will be applied effective the month received, and your account will not be credited for prior months.

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## **Payments & Receipts**

Payments for tuition and fees can be made online through the Club Rewind Parent Portal by credit card or electronic check. A processing fee of \$2.50 per credit card and \$1.00 per electronic check is assessed per transaction. In addition, payments via money order can be made in our main office. If paying by money order, the money order must be received prior to payment due date.

Enrollment in automatic payments can be set up through the Club Rewind Parent Portal. If enrolled in automatic payments, payment for the balance due will be drafted on the 15th of each month. All invoices, account statements, and payment receipts can be accessed through the Club Rewind Parent Portal.

## **Authorizations for Pick-Up**

The parents of the child, or the primary person in the online system, has the right to list who is authorized to pick up the child from the program. In the case of shared custody or visitation rights, we must have a copy of the court document, signed by the judge, to determine who can add/change information in the system. Corrections or amendments to the court order must be provided in writing and signed by a judge or by both parties. Club Rewind needs a separate copy of the court document since Club Rewind staff do not have access to school records.

All persons allowed to pick up the child must be entered online, and each individual must have Personal Identification Number (PIN), which can be assigned by the parent or guardian through the registration system. Staff members will not allow a child to leave with a person who is not listed in the online system. In the event a person not listed arrives to pick up a child, a staff member will call the parent(s) or guardian(s) listed to provide a written authorization. Should a parent request that a child be signed out of Club Rewind by a sibling/minor (under 18 years of age), the parent must complete a Consent to Release to a Minor form, which can be obtained from the Program Clerk. It is not recommended that a child be picked up by a minor; however, we recognize this may be the only option for some families.

## **Arrival/Dismissal**

Club Rewind staff take daily attendance during the morning and after school programs. Children may only be signed out from Club Rewind by an authorized individual as designated by the parent or guardian through the online registration system.

Upon arrival, parents or guardians must press the buzzer at the Club Rewind designated entrance of the campus as all doors remain secure at all times, and the Program Clerk will allow entrance to the school. During drop-off children must be walked in to the building to be signed in for before school care. Parents or guardians may complete a Consent to Drop Off form if they would like to drop a child off at the entrance and allow the child to walk in without an adult.

Anyone authorized by a parent or guardian to pick up a child must enter a previously assigned PIN in order to sign out the child. While the use of the PIN allows for individuals to sign a child out, staff members may require a photo identification at any time. It is the responsibility of the parent or guardian to ensure their online account is updated for any changes in pick-up information, address or contact phone numbers.





Parents are asked to avoid dropping off or picking up for Club Rewind during regular school arrival and dismissal times. Children may be picked up from Club Rewind after the car rider line has cleared, using the main entrance of the school building, or other designated entrance. At times, the school's dismissal procedures may delay picking up a child immediately from Club Rewind; therefore, parents may need to plan in advance if they need to pick up their child soon after the school's dismissal time.

If a child participates in other before or after school activities (i.e. tutoring), a parent or guardian must notify the Club Rewind staff at the campus for attendance purposes, and fill out appropriate forms provided by the Club Rewind staff. Children may attend Club Rewind from a before or after school activity, but Club Rewind will not release a child directly to a before or after school function without written permission from a parent or guardian.

If a parent or other authorized person arrives at Club Rewind smelling of alcohol or exhibiting erratic or suspicious behavior, staff members will not release the child to that person. Staff members are instructed to contact the CFISD Police Department.

## Late Pick-Ups

The Club Rewind program ends at 6:30 p.m. In the event a parent arrives late to pick up a child, the account will be charged \$2 per minute per child. A parent is considered late any time after 6:30 p.m., according to the program clock. Exceptions to the late pick-up fee will not be made as the program staff members must be compensated for their time. We recognize emergencies arise at times, however, Club Rewind cannot be held responsible for traffic, weather, personal scheduling issues, or any other situations. In the event that a child is picked up after 6:30 p.m. more than twice in a semester, your child's enrollment status may be subject to review.

## Notice of Cancellation

In the event a parent wishes to discontinue enrollment, a two-week notice must be given in writing, by email to [clubrewind@cfisd.net](mailto:clubrewind@cfisd.net). The notice must include the last day the child will attend the program on the campus. The two weeks will start on the day the written notice is received, and the parent's account will be charged at their regular tuition rate for those two weeks, regardless of whether the child attends the program during that time. The parent will be responsible for paying any fees left on the account at the time of withdrawal including the two weeks of notice. Any remaining balance on an account will prevent future enrollment in programs conducted by Community Programs. If notice is given after a child has left the program, the two-week notice will still apply.



If written notice is received after the monthly tuition has been received, a prorated refund will be processed to the account used to make payment. In the event of payment by money order, a prorated refund will be mailed to the address on record. If a parent wishes to re-enroll a child into Club Rewind during the same school year, parents will need to send the request by email to [clubrewind@cfisd.net](mailto:clubrewind@cfisd.net). A re-registration fee will be charged at the time of re-enrollment.

## **Inclement Weather/ Emergencies**

In the case of inclement weather and CFISD closes campuses, Club Rewind will also be closed. If the weather begins to worsen throughout the day and road conditions are poor, we ask that you try to pick up your child as soon as possible. This will allow the children in our programs and Club Rewind staff members to get home safely, before the conditions are not suitable for driving. In the event CFISD delays school start times in the morning, our before-school program will be closed. Please monitor [www.cfisd.net](http://www.cfisd.net) for updates during inclement weather. In the event of unexpected closure, for any reason, tuition for the days we are closed is non-refundable and non-transferable.

Club Rewind staff members are trained in basic emergency procedures and follow the CFISD procedures for handling a crisis. Monthly fire drills, as well as periodic crisis drills (including inclement weather, secure the building, lockdown, and reverse evacuation) are conducted at each program.

Should a power outage occur during Club Rewind, staff members are trained to move children into a lighted area and continue the program as planned. Parents will only be called to pick up their child(ren) early, should the facilities be deemed unsafe.

## **Behavioral Guidelines**

Club Rewind staff members are trained in positive strategies to encourage appropriate behavior. In addition, staff members are trained to communicate with parents/guardians regarding behavior through verbal feedback.

Should a concern arise regarding a child's behavior or needs, parents will be contacted to discuss and review the situation. In the event of significant behavior concerns during the program, the campus staff may be notified as well. If inappropriate behavior continues, or if a child's behavior becomes unsafe for him/herself or others, he/she may be suspended temporarily or permanently from the program. In the event a parent is contacted to pick up a child due to behavioral concerns, the parent must make arrangements to pick up as soon as possible, as Club Rewind does not have an "in-school suspension" area. Club Rewind adheres to the CFISD Student Code of Conduct and will assign consequences based upon those guidelines. In addition, if a child's needs are greater than can be met within the program model, Club Rewind may not be a suitable option for before/after-school care.

A child who is suspended from Club Rewind may not come to the program on the days of suspension and parents must make other arrangements for before/after-school care. Parents must also notify the campus of the change in transportation during the suspension period. Refunds will not be given for days missed due to suspension.



Any situations that occur regarding behavior during Club Rewind are handled separately from the school utilizing the Student Code of Conduct and Club Rewind procedures and guidelines. Campus administration is notified should a child's behavior lead to suspension from Club Rewind or if the behavior may impact the school day. Club Rewind notifies the CFISD Police Department in the event a law is broken during the program.

Club Rewind staff members are not permitted to discuss children, other than your own, with you. Likewise, staff are not permitted to discuss your child with anyone other than parents or guardians of children in Club Rewind. Please note that guidelines and procedures are consistent for all children enrolled in Club Rewind.

## Personal Belongings

Children's personal belongings (i.e. backpacks, books, coats, etc.) must be cleared from the program area after each day. Any personal property which remains will be placed in the school's lost and found. Although Club Rewind staff members attempt to help children stay organized, the program is not responsible for lost personal property. Children are discouraged from bringing personal toys, electronics, money or other items not necessary for school activities to Club Rewind. In the event a child's personal items become a distraction to others or the program, they may be confiscated by staff members and stored until parents arrive to claim them.

## Dress Code

We encourage children to wear appropriate attire for physical activities such as running and jumping.

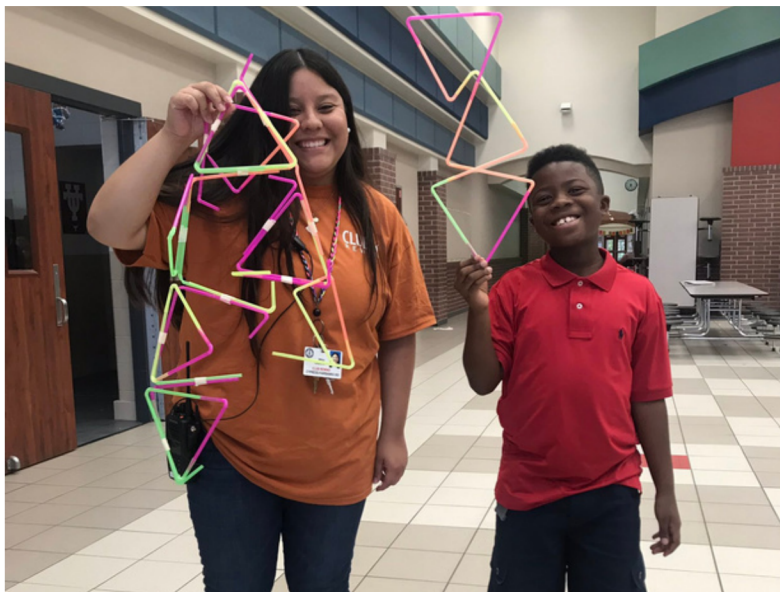
## Child Health

Club Rewind recognizes that a child's health/immunization information is kept current at the school and it is not necessary to duplicate these records. Although parents are asked to include allergies, special diets, and/or emergency health information when enrolling a child.

Parents may be called in the event a child becomes ill and is not able to participate in our regularly scheduled activities. A child who becomes ill will be separated from other children and the parent will be contacted immediately to pick up the child. In addition, a note will be given to the campus nurse to ensure communication is open regarding the child's illness. **For the protection of all children in the program, your child must be fever free for 24 hours before returning to the Club Rewind program.** A child may be separated from other children and parents called for any of the following symptoms:

- Intestinal disturbance accompanied by diarrhea or vomiting
- Temperature of 100.0 or greater accompanied by other symptoms
- Any undiagnosed rash
- Discharge from the eyes/ears or profuse nasal discharge
- Symptoms of possible communicable disease (such as congestions, red eyes, sore throat, headache, fever, abdominal pain, etc.)
- Other symptoms that rise to the level of discomfort and a child is unable to participate in the program





## Medication

Club Rewind does not maintain a school nurse or other health professional on staff. We strongly recommend that regular/on-going medication be administered outside of the program. All medication administered at Club Rewind must be brought in the original container with the prescription with the child's name, the exact dosage, and must be given according to physician directions/label instructions. Over-the-counter medication can only be accepted in the original sealed container. In addition, the parent must turn in a completed "Authorization for Dispensing Medication Form" to the Program Clerk before medication can be administered. Forms for medication administration may be obtained from the Program Clerk, and are separate from forms filled out for the school. We do not administer herbal or dietary supplements to children in Club Rewind. If the parent does not provide an emergency plan or medication as recommended by a doctor, they will be asked to complete an acknowledgment form at the campus site.

In addition, we are unable to administer or store medication that needs refrigeration, as we do not have secure access to a refrigerator. Club Rewind staff does not have access to the school nurse's office. Club Rewind staff members are NOT allowed access to the medication administered at school. In the event a child takes medicine at school and the same medicine needs to be taken at Club Rewind, the parent will have to provide a separate supply of medicine for Club Rewind in an original container.

Club Rewind has a zero tolerance policy regarding the possession of medication at any time (prescription or non-prescription). Children may not keep medication in their possession without a doctor's written permission and an authorization form must be turned in to the Club Rewind staff members in advance.



## **Injuries/Accidents**

Safety is a priority at Club Rewind, although we recognize that at times children will get minor scrapes, bruises, or other “ouches” during the program. To address this issue, each site is equipped with first aid supplies. All staff members are trained in handling minor injuries, but are not necessarily certified in first-aid care. Two staff members per site will be trained in CPR, First Aid, and using an AED. In the event of a minor injury, Club Rewind staff members will utilize an “Ouch Report,” to communicate information to parents.

In the event that a child receives an injury to the head, eyes or ears, parents will be contacted immediately to notify them of the situation. Should the child experience any changes in behavior, signs of dizziness, headache, nausea, staggering, bleeding from the eyes/ears, difficulty breathing, vomiting or similar, 911 will be called.

Should a child soil his/her clothes, parents/guardians will be contacted and given the choice to come and pick up the child. Parents are encouraged to send an extra set of clothes in the child’s backpack to provide them with a change. Club Rewind does not keep extra clothes on site.

## **Child Abuse and Neglect**

All Club Rewind staff members are trained in recognizing and reporting child abuse and neglect. This reporting is required by law should the staff member have cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse, neglect or is a victim of indecency with a child by any person. The call is typically made immediately, but must be made no later than 48 hours after the hour the staff member first suspects that the child has been, or may be, abused or neglected or is a victim of indecency with a child. Club Rewind staff members may not delegate to, or rely on, another person to make the report. The report is made to the Child Protective Services Hotline.



## Change of Transportation

If the mode of after-school transportation changes for your child, a change of transportation form must be completed at your child's campus. It is the responsibility of the parent or guardian to complete and turn in this form to their child's school. Club Rewind employees do not make transportation changes with the school on behalf of the parents.

## Communication

Program staff members will send short notes called "Weekly Rewind" in order for parents to receive information regarding their child's time in the program. For updates on the program, notes are sent home weekly. This note will indicate how your child utilizes his/her time in academics and the positive choices they are making.

At any time, parents may set up some time to meet and/or talk with the Program Manager on site. The Program Manager would be the best point of contact for concerns regarding the actual program. The main office of Community Programs is also a support for basic questions regarding enrollment, tuition and similar. **Parents may visit the program on campus; however, parents must sign in and be escorted by Club Rewind staff members into the actual program areas for security purposes.**

Club Rewind staff members welcome your feedback and input. All questions and concerns regarding the actual program on campus should be addressed with the Program Manager or one of the Coordinators at the main office of Community Programs. Please do not contact the campus staff or principal, as the program is managed separately from the school. General questions, cancellations, change requests, feedback or any other concerns should be emailed to [clubrewind@cfisd.net](mailto:clubrewind@cfisd.net).



Club Rewind is not a licensed child-care program and has received exemption from the governance of Child Care Licensing. It is associated with CFISD and is operated by CFISD employees.

Each Club Rewind program has a direct line to speak with staff during program hours. Please note, the phone line is only answered during program hours, although messages may be left at any time. Parents are encouraged to use this line for Club Rewind and not the main school phone number, which may not be answered after school hours.



### **Fire Lanes & Basketball Courts**

Parents/guardians are not allowed to park cars or pull up in fire lanes and/or basketball court areas. It is recognized that many parents/guardians may prefer to pull up and park their vehicles for check-in/out purposes; however, it is not legally appropriate and the vehicles may be ticketed. At any time, staff may direct parents/guardians to move their vehicles and use appropriate parking spaces.

### **Application of Pesticides**

As part of an Integrated Pest Management program, CFISD has a policy that requires the use of nonchemical pest control tactics whenever practical. However, pesticides may periodically be applied indoors and/or outdoors.

The district applies only pest control products that comply with state and federal guidelines. All persons performing Pest Management at this district are required to receive special training in current pest management practices and pesticide application. Except in an emergency, signs will be posted 48 hours before application.

### **Records Requests**

Community Programs and Club Rewind have procedures in place regarding records requests. You may request educational records (i.e. sign-in/out sheets); however, only legal guardians may submit these requests. Records requests for the current school year will be provided within 10 working days of your written request, unless you are notified otherwise. Please note that if you are requesting records for previous years, and the records are not maintained on site, it may take up to 45 business days from the date of the written request. All educational records requests made will incur a \$.10 redaction charge per sheet. Community Programs and Club Rewind are not required to provide any non-educational records, including financial records. Any records requested that are non-educational will incur a research, copy, labor and redaction charge of \$15 per hour if the request exceeds 50 pages. If records do not exceed 50 pages, there will be no charge.

### **Acknowledgment of Parent Handbook**

During the registration process, the registering parent or guardian electronically acknowledges their responsibility for reading and reviewing all sections of the Club Rewind Parent Handbook, as each parent or guardian will be responsible for abiding by all policies and procedures outlined for Club Rewind. Any questions or concerns may be made to the Community Programs office at 281-807-8900.

## Calendar

AUGUST 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- CLUB REWIND PROGRAM DAYS (168 DAYS)
- STUDENT & STAFF HOLIDAYS (CLOSED)
- CFSD TEACHER WORK DAY (CLOSED)
- PROFESSIONAL DEVELOPMENT DAY (CLOSED)





## Contact Information

### Community Programs Department

11440 Matzke Rd.  
Cypress 77429  
281-807-8900  
Fax 281-517-6840  
clubrewind@cfisd.net

Office hours: 7:30 a.m. – 4:30 p.m. Monday-Thursday  
7:30 a.m. – 4:00 p.m. Fridays

### Club Rewind Site Phone Numbers

Club Rewind campus phone lines are answered during program times only, but you are welcome to leave a message at any time outside of program hours.

Elementary Campus	Club Rewind Phone Number
Adam	281-517-2097
Andre	281-463-5596
Ault	281-373-2835
Bane	713-460-6180
Bang	281-517-2080
Birkes	281-345-3343
Black	281-320-7133
Copeland	281-856-1435
Danish	281-517-2800
Duryea	281-856-5280
Emery	281-855-9159
Emmott	281-517-2024
Farney	281-373-2862
Fiest	281-463-5483
Francone	281-517-6054
Frazier	713-896-5086
Gleason	281-517-6827
Hairgrove	713-896-5030
Hamilton	281-320-7062
Hancock	281-517-6355
Hemmenway	281-856-6360
Holbrook	713-849-8274
Holmsley	281-463-5589
Horne	281-856-1594
Hoover/Jowell	281-345-3694
Keith	281-213-1695
Kirk	713-849-8279
Lamkin	281-897-4377

Elementary Campus	Club Rewind Phone Number
Lee	713-849-8229
Lieder	281-856-1596
Lowery	281-856-5290
Matzke	281-897-4460
McFee	281-463-5683
Metcalf	281-345-3599
Millsap	281-897-4472
Moore	281-856-3814
Owens	281-856-1589
Pope	281-373-2602
Post	713-849-6766
Postma	281-345-3622
Reed	713-849-8920
Rennell	281-213-1548
Robinson, M.	281-855-9375
Robison, A.	281-213-1696
Sampson	281-213-1633
Sheridan	281-345-3605
Swenke	281-213-1091
Tipps	281-856-5288
Walker	281-345-3340
Warner	281-213-1693
Wells	832-349-7408
Willbern	281-897-3822
Wilson	281-345-3126
Woodard	281-213-8293
Yeager	281-587-7523