

Bentonville Public Schools
 Childcare Enrichment Services
 Adventure Club & Building Bridges
 400 NW 2nd Street, Bentonville, AR 72712
 Telephone: (479) 254-5040

Adventure Club Application

For Office Use Only

- Reg fee paid
- Activity fee paid
- Reg & activity fee posted
- Check/Rcpt No.
- Entered in computer
- Put on roll sheets
- Copy for site
- Filed in drawer
- Food program

Application Date _____

Start Date _____

(Please Print Legibly)

Child's
 First Name _____
 Last Name _____
 School _____
 Home Phone # _____

Sex _____
 Birth Date _____
 Age _____
 2011-12 Grade _____

AC/BB/ECC Staff _____
 District Emp. _____
 Full Time _____
 Full Days Only _____
 Summer _____

Enrolling Parent/Guardian

Parent/Guardian 2

Name _____
 Relationship to Child _____
 Address _____
 City, State, Zip _____
 Email: _____
 Cell/Pager # _____
 Employer _____
 Work # _____ Hours _____
 Child Lives With _____
 Marital Status _____

Name _____
 Relationship to Child _____
 Address _____
 City, State, Zip _____
 Email: _____
 Cell/Pager # _____
 Employer _____
 Work # _____ Hours _____
 Custody Information _____

My child is allergic to _____
 My child takes medication for _____ Name of medication _____
 Special Needs _____ Approved by (office use): _____

Emergency Contacts—authorized for pick up (other than the parent must have total of 3)

- | | | | |
|---------------|--------------|--------------|----------------|
| 1. Name _____ | Home # _____ | Work # _____ | Relation _____ |
| 2. Name _____ | Home # _____ | Work # _____ | Relation _____ |
| 3. Name _____ | Home # _____ | Work # _____ | Relation _____ |
| 4. Name _____ | Home # _____ | Work # _____ | Relation _____ |

Non-Authorized Pick-up (Court Documentation Required)

Adventure Club cannot withhold a child from his/her parent without a court order. If you have custody and do not wish for your child's other parent to be allowed to pick him/her up, we must have a copy of the court order stating no contact.

Adventure Club/Building Bridges will ask to see a photo ID for ANY individual that a staff member does not know. Please inform any of the above individuals to be prepared to present his/her ID. A person must be at least 18 years of age to be allowed to pick up your child. Children must be escorted to and from the center and MUST be signed in and out with the responsible party's full name.

Family Doctor _____ Phone # _____
 Address: _____ City _____ State _____ Zip _____
 Family Dentist _____ Phone # _____
 Address: _____ City _____ State _____ Zip _____
 Insurance Company _____ Policy # _____

Authorization and permission given for: **Yes**

A. Emergency medical and/or dental care and transportation of the child for emergency treatment.....Initial _____

B. The child to participate in water activities.....Initial _____

C. Transportation from Adventure Club for all field trips during operating hours..... Initial _____

D. Parent responsible for medical costs..... Initial _____

E. Applying sunscreen when needed..... Initial _____

CONSENT FOR EMERGENCY MEDICAL CARE			
I/We _____	Relation _____	of _____	
Parent/Guardian		Child's Name	
Do hereby request and give consent to the Director/Caregiver of Adventure Club/Building Bridges, or his/her duly appointed representative, for said child to receive such medical or surgical aid as may be deemed necessary expedient by a duly licensed or recognized physician or surgeon in case of an emergency when the parent(s) cannot be reached. Consent is also is also given for the Director/Caregiver or his duly appointed representative to transport said child for emergency medical treatment, if parent(s) cannot be reached.			
_____	_____	_____	_____
Parent/Guardian Signature	Date	Witness	Date

NOTIFICATION FOR RELEASE OF PUBLICATION	
Bentonville Public Schools must have parental permission to videotape, photograph, make a voice recording or motion picture of you, or your minor child, to be used in connection with a website, newspaper or educational television program or subsequent visual or audio presentations. These programs and presentations are exclusive property of Bentonville Public Schools, and do not entitle a parent or child compensation or remuneration for individual participation.	
<input type="checkbox"/> I freely grant consent to Adventure Club.	
<input type="checkbox"/> I do not grant consent to Adventure Club, however I understand there might be circumstances beyond the control of Adventure Club staff and will not hold them responsible in the event my child is photographed without AC staff's knowledge.	
_____	_____
Parent/Guardian Signature	Date

I acknowledge receipt of a Parent Handbook that includes information about AR Kids First and a medical home. I understand that it is my responsibility to read the Parent Handbook, and by signing this form, agree to abide by all of the policies and procedures of the Adventure Club program.

 Signature of Parent/Guardian _____
Date

I, the parent/guardian of the child named on this application, understand that I may request a conference with the caregiver(s) as needed.

 Signature of Parent/Guardian _____
Date

Bentonville Adventure Club Fee Agreement

A **\$50.00 nonrefundable** registration fee must be paid when the child is enrolled or reenrolled into the program. A **\$50.00 nonrefundable** activity fee must be paid one time per year upon enrollment for the summer or school year program. Do not assume that your child is automatically enrolled for the summer program if they attend during the school year. You must enroll your child every summer to guarantee them a spot. **Insufficient Funds Check: A fee will be charged by the district for collection of your insufficient check by CHECKredi. If two checks are returned, your account will be placed on a cash only basis.**

_____ I understand that the **summer fee is \$100.00** per week.

_____ I understand that a late fee of \$1.00 for every minute for a child that is brought before 6 AM or picked up after 6 PM. There are no refunds or credits for absences, mishaps or holidays.

_____ I understand that payment is due each week on Monday. Any account with a balance on Tuesday morning will be assessed a **\$10.00 late fee**.

Traditional Calendar Schools

(Apple Glen, Spring Hill, Old High, Sugar Creek, Mary Mae Jones , Thomas Jefferson, Centerton Gamble, Ruth Hale Barker, Central Park @ Morning Star, Cooper)

_____ I understand that my child is enrolled for full time care and the rate is **\$50.00 per week**. I understand that there is an additional fee for early outs and full days. **Early outs** will be an additional **\$2** and **full days** (including snow days) will be an additional **\$10 per day**. Full weeks with full days are \$100 per week. If my child does not attend, I agree to pay **\$50 to hold** the spot during breaks.

_____ I understand that my child is attending **Full Days Out only** during the school year and the fee is **\$20.00 per day**.

Non Traditional Calendar Schools

(Elm Tree & RE Baker)

_____ I understand that my child is enrolled for full time care and the rate is **\$50.00 per week**. Early outs will be an additional **\$2** and full days (including snow days) not associated with an intersession or holiday break are an additional **\$10 per day**.

_____ I understand that I will be charged the base rate for **holiday breaks** even if my child does not attend Adventure Club. If my child attends there will be an additional charge of \$10 per day to the base rate during holiday breaks. Holiday breaks include: Thanksgiving week (\$30), Christmas week (\$40), New Year's Week (\$40), Spring Break (\$50), Memorial Day (\$40), Labor Day (\$40) We are closed on holidays, therefore you are not charged for that day.

_____ I understand that I will not be charged the regular fee of \$50 if my child does not attend an intersession week. If my child does attend an intersession week, the fee is **\$20 per day child attends**. An intersession week is any full week that school is out that does not include a holiday. See above list for holiday breaks. Spring Break is considered a Holiday Break even though there is no actual holiday.

_____ I understand that my child is attending **Full Days Out Only** during the school year and the fee is **\$20 per day**.

I, _____, hereby agree to accept full responsibility for fees and tuition for my child(ren) to attend the Bentonville Adventure Club. In the event that I default on the above agreement, my child's enrollment is subject to termination and I will be responsible for the costs of collection.

Parent/Guardian Signature

Date

Bentonville Adventure Club Discipline Policy

The Bentonville Adventure Club uses the methods of discipline as stated in the Parent Handbook. We also follow the Bentonville Public Schools discipline policy. Please refer to the handbook for discipline to be used or to the school district discipline flyer that you received at the beginning of the school year.

“I have read and understand the discipline policy of the child care facility. I give my permission for the use of all methods set out in the handbook.”

Parent/Guardian Signature

Date

If the parent/guardian disagrees with any disciplinary method listed in the Parent Handbook, please list the method preferred:

Parent/Guardian Signature

Date

PLEASE NOTE: Physical punishment shall not be administered to children.

Dismissals:

Adventure Club reserves the right to terminate a child's enrollment if the administration decides it is not in the best interests of the child and/or Adventure Club to continue enrollment.

Childcare services may be terminated when the following occurs:

1. Parental abuse of the policies and procedures.
2. Adventure Club cannot meet the physical, mental, or emotional needs of the child (In the case of a child with a disability, after consideration of reasonable modifications to policies, programs, and procedures to seek to meet such needs).
3. When account is not kept current.
4. Unacceptable behavior by a child in relation to the rights and safety of the other children and staff. Adventure Club follows the Bentonville Public Schools Discipline Policy.
5. Parents displaying unacceptable behavior such as using offensive language or harassing staff.

Reporting Child Abuse:

Adventure Club is required by law to report any incidents of suspected child abuse or neglect. The child maltreatment hotline number is 1-800-482-5964. Children may be subject to interviews by licensing staff, child maltreatment investigators or law enforcement officials to determine licensing compliance or for investigative purposes without parental notice or consent.

Bentonville Adventure Club Discipline Policy

The Bentonville Adventure Club uses positive discipline that is individualized and consistent for each child. It shall be appropriate to each child's level of understanding and be directed toward teaching the child acceptable behavior and self-control. The following is our discipline policy.

1. Physical punishment shall not be administered to children.
2. Staff shall not shame, humiliate, frighten, physically or mentally harm children, or label them negatively.
3. Discipline shall not be associated with food, rest, or illness.
4. The length of time a child is placed in time out shall not exceed one minute per year of the child's age.
5. The following activities or threats of such activities are inappropriate as disciplinary measures and shall not be used for children. These include, but are not limited to:
 - abusive language
 - isolation without supervision
 - inflicting physical pain
 - forced physical activity
 - yelling at children

Adventure Club Rules for Children

1. Always follow directions.
2. Use inside voices.
3. Be respectful to adults and other classmates.
4. Clean up after yourself.
5. Keep hands, feet, and other objects to yourself.
6. Follow playground rules.

Consequences for Children

1. Verbal Warning-This reminds the child of the rule broken. The key is to learn from the mistake.
2. Time Out-This allows the child to think about what he/she did wrong and what to do in the future so as not to make the same mistake again.
3. Speaking to Parent-If a rule is continually broken, it will be documented and the parent will be informed.
4. Remove from Class-The child may be removed from the setting to allow the child to calm down.
5. Suspension-In cases of severe or continuous behavior problems.
6. Disenroll-Continuous behavior problems after suspension. If a child is disenrolled due to behavior he/she will not be allowed to re-enroll until the next school year on a Probationary basis. If a child is disenrolled during the summer, they may return in January on a probationary basis.

No person shall, on the basis of discrimination, be denied the benefits of or the activities of Adventure Club. The facility cannot and will not discriminate for reasons of race, color, national origin, sex, or disability. There is to be no discrimination in admission policy, meal service, or use of facility.