

Bentonville Public Schools
Childcare Enrichment Services

Adventure Club Parent Handbook

Approved by Board of Education
February 2011



Office
400 NW 2nd Street
(479) 254-5040

Our Sites

Apple Glen
(479) 254-5604

Elm Tree/Springhill
(479) 254-5661

RE Baker
(479) 254-5744

Mary Mae Jones
(479) 254-5991

Old High
(479) 254-5467

Sugar Creek
(479) 254-5826

Thomas Jefferson
(479) 254-5888

Ruth Hale Barker
(479) 696-3344

Centerton Gamble
(479) 696-3413

Cooper
(479) 696-3770

Central Park @ Morning Star
(479) 696-3207

Adventure Club Parent Handbook Table of Contents

<u>Philosophy</u>	<u>3</u>
<u>General Information</u>	<u>3</u>
<u>State Licensed</u>	<u>3</u>
<u>Non Discrimination Policy</u>	<u>3</u>
<u>Special Needs</u>	<u>3</u>
<u>Enrollment Eligibility</u>	<u>3</u>
<u>Financial Policies</u>	<u>4</u>
<u>Vacation Policy</u>	<u>6</u>
<u>Withdrawal/Dismissal</u>	<u>6</u>
<u>Illness</u>	<u>6</u>
<u>Medications</u>	<u>7</u>
<u>In Case of Injury</u>	<u>7</u>
<u>Nutrition</u>	<u>7</u>
<u>Discipline/Guidance</u>	<u>7</u>
<u>Bullying</u>	<u>9</u>
<u>Visitors</u>	<u>9</u>
<u>Reporting Child Abuse</u>	<u>9</u>
<u>Non-Profit Status</u>	<u>10</u>
<u>Safety Policies</u>	<u>10</u>
<u>Field Trips</u>	<u>10</u>
<u>Bringing Items from Home</u>	<u>10</u>
<u>Lost and Found</u>	<u>10</u>
<u>Parent's Responsibilities</u>	<u>10</u>
<u>ARKids First</u>	<u>11</u>
<u>Medical Home</u>	<u>11</u>

Mission Statement

To inspire creativity and achievement.
To foster integrity, compassion, and respect.
To promote lifelong learning in a safe and caring environment.

Philosophy

We believe...
In the dignity and worth of each individual.
In encouraging children to make choices.
In a warm and caring atmosphere.
In high standards and a motivated staff.
In the whole child learning: social, emotional, physical, and cognitive skills.

We strive to meet the needs of all children. Children are encouraged to explore their environment and think creatively. Teachers guide and enhance this process through materials and activities. Lesson plans are developed by staff denoting weekly themes and units of study. We are committed to providing a stimulating child-oriented environment which is clean, healthy, and safe. Discovery or interest centers are arranged to offer challenging play, exploration, and success at a range of developmental levels.

We are committed to supporting our teachers with specific and appropriate professional development and the opportunity to create unique learning experiences for our children. We provide opportunities for staff to share ideas and grow professionally through continuing education. All staff members are required to complete a minimum of 25 hours of professional development annually. Most of our staff are CPR and First Aid certified. All staff are required to attend Child Care Orientation Training. Adventure Club is participating in the state program, Better Beginnings (www.arbetterbeginnings.com) to continue to maintain the highest quality of care for our children and families.

We are committed to developing and maintaining an atmosphere of mutual respect and trust between parents and teachers. For the benefit of the child, this partnership requires daily communication between parents and staff. The Program Coordinators and Site Supervisor are available for parents to discuss any aspect of the Adventure Club program. The Bentonville School's Board of Education is the governing body of the Bentonville Adventure Club.

State Licensed:

Adventure Club is an Arkansas Department of Human Services licensed childcare center. It is our policy to meet and exceed state standards for childcare centers. The standards relate to facilities, staff, health, safety procedures, nutrition, child/staff ratios, and record keeping. Rigid enforcement of state and city health, fire, and licensing standards are in the best interest of all children.

Non-Discrimination Policy:

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.

Special Needs:

Adventure Club will accept any child whose needs can be met in the childcare setting, provided that space is available in the program. In all cases, the child must be able to participate to some degree and substantially benefit from the program without risk to himself/herself or to the other children and this must be accomplished without fundamentally altering the nature of the program or resulting in an undue financial and administrative burden. Adventure Club has been advised by the Department of Human Services Licensing Specialist to acquire permission from parents of children with special needs to receive a copy of the child's IEP. In an effort to better serve each child's specific needs in before/after school care, a copy of the IEP would be beneficial. You will be asked to sign an Informed Consent Form to release a copy of the IEP to the AC Program Coordinators.

Enrollment Eligibility:

The following children will be considered for enrollment in the program:

1. Children who live in the Bentonville School District and attend BPS Kindergarten through the summer after the 6th grade.
2. Children who do not live in the Bentonville School District will be considered for enrollment for summer and full days if space is available.

Acceptance will be determined on a first-come, first-serve basis. We do not accept drop-in children under any circumstances. Your child must be registered with paperwork on file to attend. The children are divided into groups according to their age. The number of children in a group is determined by state licensing requirements.

During the school year, children will attend Adventure Club at the site where they attend school. In the summer and full days out, Adventure Club will consolidate.

During the summer, holiday breaks, teacher in-service, snow days, and intercession, a full day program will be provided. We are closed for New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and the day after, Christmas Day, and one day at the beginning of the summer program. We will also close at noon on the last day that we are consolidated for the summer to allow for the transition back to their home schools for the remainder of the summer. We will close at 4 p.m. on Christmas Eve and New Year's Eve. If the holiday (New Years Day, 4th of July, or Christmas Day) falls on a Saturday, we will close the Friday before, and if it falls on a Sunday, we will close the Monday after. We do not charge for days we are closed.

Our hours of operation are 6-7:30 a.m. and 2:30-6 p.m. on school days for traditional schools and 6-7:40 am and 2:40-6 pm for nontraditional and middle schools. We are open 6 a.m. to 6 p.m. on all full days out. We are open Monday through Friday. In the event of bad weather and possible school closings, please listen to TV 40/29 and TV 5 or www.bentonvillek12.org. All students attending Adventure Club on snow days need to report to Thomas Jefferson Elementary. Snow Day hours are 7 a.m. to 5 p.m.

Upon enrollment, you must have:

1. Completed Application Form for Summer and/or school year which includes:
 - Completed 'Food Program Form'
 - Signed 'Discipline Policy Approval Form'
 - Signed 'Fee Agreement'
 - Signed 'Emergency Medical Release'
 - Signed 'For Release of Publication'
 - Signed 'Acknowledgement of Receiving Parent Handbook'

2. Fees Paid

Enrollment forms must be updated as necessary regarding all information contained on the form. Any changes in address, emergency information, work telephone number, etc. is the responsibility of the parent to notify the office. In the event the program reaches capacity, prospective applicants will be placed on a waiting list.

When a child is brought to Adventure Club in the mornings during a regular school day or during full days out, the parent must bring the child in to the cafeteria or other designated area and sign them in. If your child is not signed in at the time of drop-off, we cannot accept responsibility for your child. The teacher in charge should be told that the child is there. Children may not enter or exit the building without an adult in attendance.

Children are not allowed to leave on their own or with anyone under the age of 18 or with any unauthorized adults. If anyone other than the parent is to pick up your child, please send a note of permission giving the name and relation of the person to the child. Please date and sign the note. If there is someone not allowed to pick up your child, please notify the site supervisor in writing. **We cannot withhold a child from his/her parent unless custody papers are on file. We will follow the guidelines indicated by the courts regarding visitation.** Adventure Club staff must be informed of special issues or needs of a child including, but not limited to, allergies, sunburn, medication, or other medical conditions such as ADD or ADHD.

If a child is enrolled as a **full day out only** student, they may only attend when school is not in session, (i.e. Teacher In-service Days, School Holiday Breaks, and Snow Days).

Financial Policies:

1. A **\$50 nonrefundable** registration fee and a **\$50 nonrefundable** activity fee must be paid when the child is enrolled or re-enrolled into the program. Your child is not 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 and

pay the required \$50 activity fee. Full day out students must attend during the school year or must pay a non-refundable registration fee upon enrollment for the summer.

2. **Traditional Calendar Schools**

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

Tuition for full time care is **\$50 per week**. 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 your child does not attend, you must pay **\$50 to hold** the spot during breaks. If your child is attending **full days out only** during the school year, the fee is **\$20 per day**. Parents are required to sign up in advance for any breaks that your child will attend so that we may staff appropriately.

3. **Non-Traditional Calendar Schools (Elm Tree & RE Baker)**

Tuition for full time care is **\$50 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**. You will be charged the base rate for **holiday breaks** if your child does not attend Adventure Club. If your child attends there will be an additional charge of \$10 per day to the base rate during holiday breaks. Holiday base rates include: Thanksgiving week (\$30), Christmas break (\$40), New Year's week (\$40), Spring Break (\$50), Memorial Day week (\$40), Labor Day week (\$40). We are closed on holidays, therefore you are not charged for those days. You will not be charged the regular fee of \$50 if your child does not attend an intersession week. If your child does attend an intersession week, the fee is **\$20 per day**. An intersession week is any full week that school is out that does not include a holiday. (See the list above for holiday breaks.) Spring Break is considered a Holiday Break even though there is no actual holiday. If your child is signed up for **full days out only** during the school year, the fee is **\$20 per day**. Parents are required to sign up in advance for any breaks that your child will attend so that we may staff appropriately.

4. **Fees:** Fees are to be paid on Monday prior to receiving childcare. **Your account should be kept current at all times. In the event that tuition is not received on Monday, you will be charged a late payment fee of \$10 and your child will not be accepted in Adventure Club on Tuesday without payment in full prior to the time school releases.** Cash payment must be made at the Adventure Club main office Monday thru Friday 8 am – 5 pm only. **No cash will be accepted at the sites.** Check payments may only be made at the sites on Monday and Friday. If a written receipt is needed for a check payment, payment must be made at the main office. Receipts will not be mailed. Parents may pay tuition in advance for the following week or by the month; however, in the event that tuition falls behind more than \$50, you will be asked to clear your account or your child will be disenrolled. In the event that your child is absent on Monday, tuition is due his/her first day back and must be paid at the main office. For your convenience, a tuition drop box is on the west side of the main office building. Please do not put cash in the drop box. Payment is required for all days that the center is open. Please write your child's full name, parent's full name, drivers license number, street address, and phone number on all payments. Adventure Club reserves the right to raise fees if it should become necessary.

5. **Non-Sufficient Funds Check: A fee will be charged by CHECKredi for collection of your NSF check. If two checks are returned, your account will be placed on a cash or money order only basis.**

6. **Voucher Payments:** Adventure Club accepts payments by voucher through the Department of Human Services. Parents are responsible for applying for vouchers through DHS and following all requirements to maintain their arrangement with DHS. Parents who use DHS vouchers are responsible for that portion of tuition incurred before they are accepted into the DHS program and for any payments that are due if their arrangement is terminated by DHS. The registration and activity fee is not covered by vouchers and must be paid in full within 6 months of enrollment. If DHS does not cover your child's tuition in full, your percentage payment is required Monday morning of each week. If not paid on Monday, a \$10 late fee will be assessed to your account and your child will not be able to attend Tuesday if payment is not received at the main office prior to 3 pm. DHS will only pay for 7 days of absence in any given month. If your child misses more than 7 days in a month, Adventure Club reserves the right to drop the child from the program. In the event a parent who attends college withdraws their child(ren) due to a break in the college schedule,

the child(ren) must be re-enrolled and another registration fee paid in order to attend again. Examples of this would be Christmas and Spring Breaks.

7. **Early Drop Off/Late Pick Up Fee:** An early drop off fee will be assessed if the child is dropped off before 6 a.m. The early drop off fee follows the same guidelines as the following late pick up fee. A late pick up fee will be assessed if the child is picked up after 6 p.m. There will be a charge of \$1 per minute for every minute that your child is picked up after closing at 6 PM. The center clock is the time that is logged at arrival and departure time and the staff will document on the sign in and out if the pick up written time differs from the facility clock. If this is a habitual problem, your child will be dropped from the program. We only honor the time indicated by the facility clock due to the many variations of each individual person's watch/clock who attends the facility.

Vacation Policy:

If your child attends Adventure Club at a traditional school for one full calendar year, you are entitled to one \$50 credit to be used during the school year when you take vacation. To take a vacation credit, your child must be absent the whole week, Monday thru Friday, of the same week. Each child only receives one credit per school year to be taken any time during the school year. If you do not use your credit by the end of the school year, you will lose it. Anyone who chooses to take vacation during the summer will be allowed 1 half-price week of childcare during the summer. Your child/children may not attend during that week. This is to reserve your child's spot while you are on vacation. Non-traditional schools do not receive vacation credits during the school year due to the fact that they are not charged for the intercession weeks listed in #3 above.

Withdrawals:

If you find it necessary to withdraw your child from Adventure Club, a two week notice is required. Your account should be current and paid in full at the time of withdrawal. Failure to pay balance will result in the account being turned over to a collection agency. All balances must be paid in full to re-enroll your child as well.

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 but not limited to:

- Parental abuse of the policies and procedures.
- 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)
- Account is not kept current.
- 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.
- Parents displaying unacceptable behavior such as using offensive language or harassing staff.

Illness:

Adventure Club cannot accept any child who has a contagious disease or if any of the following exist:

- Fever: (at present or within the last 24 hours) A child will be sent home if the body temperature is at or above 101 degrees. If other symptoms exist, a child may be sent home with a lower temperature than those stated above.
- Diarrhea: Three or more watery stools within a 24-hour period.
- Vomiting: Two or more occasions within a 24-hour period.
- Rash: Body rashes not obviously associated with diapering, heat, or allergic reaction.
- Sore Throat: If associated with fever or swollen glands in the neck.
- Severe Coughing: Episodes which may lead to gagging, vomiting or difficulty breathing.
- Pink Eye: Pink or red eye(s) which may be swollen with white or yellowish discharge, until on antibiotics for 24 hours.
- Untreated Scabies, Head Lice or the presence of nits: May return after treatment and removal of nits. If head lice or nits are found on your child, you will be called to pick up the child and given information on treatment. The child will be checked upon their return to Adventure Club and may stay if you show proof of treatment (empty lice treatment container) and the child is "nit free".

- Multiple Sores inside mouth with drooling: Unless health department provider determines the condition is non-infectious.
- Ring Worm: A fungal infection of the scalp or skin. Child may return after treatment by a health care provider has begun.
- Impetigo: Child may return 24 hours after treatment is initiated.
- Other: Any contagious disease, illness or health condition. May return based on doctor's recommendation.

Please understand these policies are in place to protect your child, rather than to create a hardship on anyone. A child sent home with any illness will not be able to return for 24 hours unless they are free of symptoms for 24 hours or have a doctor's note stating that the child may return to school and is not contagious. If the above illnesses occur at Adventure Club, parents will be called to pick up their child. The child must be picked up within 1 hour of being notified. The child will be isolated to protect the well children from contamination. If your child has a contagious disease, please let us know so that other parents will know that their child has been exposed. A child with a communicable disease should have a doctor's release before returning to Adventure Club. For any illness that a doctor's note is required, please make sure your doctor includes the following: child's name, date child may return, statement that the child is no longer contagious, and if a rash is not contagious but still visible, have the doctor notate the expected length of time it will be present. We desire conditions that encourage cleanliness and good health practices among both staff and children. Common colds and allergies should not, unless causing the child to feel too uncomfortable, prohibit attendance. If your child is well enough to come to Adventure Club and the weather permits, all children will go outside. Please dress your child appropriately for the weather.

Medications:

There are medication forms at each site for the parent to fill out in the event the child must receive medication while at Adventure Club. A record will be kept each time medication is given to your child documenting the date, time, dosage and staff member's signature. For prescription medicine to be administered, it must be in its original container with the child's name, current date, and frequency to be given. Over-the-counter medication may be administered if it is in an unopened container and is accompanied by a doctor's note prescribing it. If the prescription states that the medication is to be given 3 times per day, all doses should be administered at home. Please ensure that we have a medical form from a physician for any allergies. All medications will be stored in locked areas.

In Case of Injury:

If a child is injured while in our care, first aid will be administered. A written accident report will be completed for the parent to sign explaining what happened. If treatment by a doctor is needed, we will make every effort to contact you and/or the doctor you have chosen. In the event of an emergency, we will make sure your child receives the necessary emergency treatment until you are reached. The authorization for emergency treatment must be signed when you enroll your child. Parents are responsible for any expenses incurred due to an injury.

Nutrition:

Breakfast is available in the school cafeteria during a regular school day. During full days out, Adventure Club will provide a "breakfast-like" snack such as cereal or pop-tarts and milk. We also serve an afternoon snack. On full days out, parents are asked to provide a nutritious sack lunch. Lunch must include 1 protein, 1 grain, 1 fruit or 100% fruit juice, 1 vegetable, and dairy in accordance with state nutritional guidelines. We discourage sending sodas. If we must supplement your child's lunch with any missing items, there will be a charge of \$.60 per item. If a lunch is not provided and Adventure Club must provide one, the parent will be charged an additional \$3.00 for that day. All snacks meet state nutritional guidelines. If your child has a special condition concerning his/her diet, please notify the office staff at the time of registration and a doctor's note must be provided. Children are not to bring outside food to the center except for a sack lunch on designated sack lunch days. For the majority of the summer, lunch is provided. We encourage parents to feed children prior to arrival or allow them to eat with their group at the scheduled breakfast time.

Discipline/Guidance:

Discipline will be 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.

- Physical punishment shall not be administered to children.
- Staff shall not shame, humiliate, frighten, physically or mentally harm children, or label them negatively.

- Discipline shall not be associated with food, rest, or illness.
- The length of time a child is placed in time-out shall not exceed one minute per year of the child's age.
- 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
 - group punishment

It is the philosophy of Adventure Club to provide positive discipline/guidance to children. These are suggestions to be used by staff:

- Redirection: Suggest appropriate behavior.
- A quiet, private talk: Show respect for the child's feelings. Get down to the child's level and give the child your complete attention. Be direct and brief.
- Direct praise: Praise the child that is behaving appropriately. Catch the child being good and comment on that to the child. Avoid always catching the child engaging in inappropriate behavior.
- Indirect praise: Praise a child who is behaving the way you want the rest of the group to behave.
- Role Model: The staff should always be a role model for children. Staff should also role model behavior such as using a whisper voice when they want children to be quieter.
- Logical Consequences: The outcome is a natural consequence of the behavior.
- Arrange Contingencies: For acts of physical aggression or other serious offenses, a "time out" or supervised separation from the group is appropriate. Staff will give forewarning, then follow through in a firm, fair, and friendly manner with the action announced. When the child is calm enough to listen, the reason for time out will be explained. Staff will listen to the child tell how they felt, why they did what they did, and the teacher will tell how she/he felt about the situation. It is very important that we take time to listen to the child's side of the story.
- The "Stop & Think" problem-solving technique will be taught to all children.

Learning to express emotions verbally and honestly is a normal part of childhood. Staff will help by modeling appropriate behavior and by teaching an acceptable vocabulary to express anger, annoyance, sadness, etc. Staff must keep their eyes and ears open to possible discipline problems that can be avoided and we must always listen to what children have to say.

These are the Adventure Club rules for children:

- Always follow directions.
- Use inside voices.
- Be respectful to adults and other classmates.
- Clean up after yourself.
- Keep hands, feet, and other objects to yourself.
- Follow playground rules. (These may be different at each site.)

The Stop & Think Problem-Solving Technique:

- Do you want to make a good choice or a bad choice?
- I want to make a good choice.
- What are my choices/what are the steps?
- Just do it.
- Say Good Job and give yourself a pat on the back.

These are the consequences for children abusing the rules:

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 Group - The child may be removed from the setting to allow the child to calm down.
5. Missing a field trip (if applicable)
6. Suspension - In cases of severe or continuous inappropriate behavior.
7. Disenrollment from the program - Continuous inappropriate behavior after appropriate interventions.

If multiple incidents occur, a Disciplinary Action will begin. If a child is disenrolled from the program 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, he/she may re-enroll in January on a probationary basis.

Bullying

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of their dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether it occurs on the school grounds; off school grounds at a school sponsored or approved function, activity, or event; or going to or from school or a school activity. Definition: Bullying is any pattern of behavior by a student, or a group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children. Bullying behavior can be a threat of, or actual, physical harm or it can be verbal abuse of the child. Bullying is a series of recurring actions committed over a period of time directed toward one student, or successive, separate actions directed against multiple students.

Examples of "Bullying" may include but are not limited to a pattern of behavior involving one or more of the following:

1. Sarcastic "compliments" about another student's personal appearance,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or personal characteristics,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others.

Students are encouraged to report behavior they consider to be bullying; including a single action which if allowed to continue, would constitute bullying, to their group teacher or the site supervisor. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the site supervisor. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the site supervisor. The site supervisor shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including disenrollment from the program. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice.

Visitors:

Adventure Club welcomes parents to visit the sites at any time and wants you to feel free to ask questions. Please consult with the site supervisor should any problems arise concerning your child, whether at home, school, or Adventure Club. Please notice bulletin boards for postings of announcements and important information.

Reporting Child Abuse:

Adventure Club is required by law to report any incidents of suspected child abuse or neglect. Such a report is not a statement of blame; it is simply a statement that may result in an investigation by the proper authorities. In the event that the Department of Human Services carries out an investigation of child abuse, Adventure Club staff will cooperate fully with investigators. 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.

Non-Profit Status:

Adventure Club is a non-profit organization. We will ask for your support with special events throughout the year to help us keep your cost as low as possible. Your help is greatly appreciated!

Safety Policies:

- A staff member in charge of a child or a group of children shall be responsible for their safety.
- No child shall ever be left alone or unattended.
- Staff are aware of fire, tornado, and other emergency procedures.
- Fire and tornado drills are practiced each month.

Field Trips:

It is the policy of Adventure Club to provide field trips to increase community knowledge, recreational opportunities, and to have fun! The money from the \$50 Activity Fee will help cover the cost of field trips and other special activities for your child throughout the year. Student behavior and bus safety is of vital importance to the success of any field trip. Children must follow bus safety rules, including the need for quiet voices, and following loading and unloading procedures. Students will never be left alone on a bus. Students must have a signed permission slip to attend each field trip. Staff members are required to take a first aid kit, medical release forms, and emergency phone numbers. If you pick your child up while they are on a field trip, you must sign your child out and notify the person who is in charge of the group.

Bringing Items from Home:

Adventure Club does not allow children to bring toys, including Game Boys, Nintendo MS systems, playing cards, etc. from home unless permission is given by the site supervisor. A variety of toys and activities are available for every group. Personal toys are easily lost or broken, and it is difficult to create an environment for sharing when personal items are involved. Exceptions include special times such as show-and-tell or theme weeks. Teachers will inform parents of these types of events. Adventure Club is not responsible for any personal item that a child brings to the program that may get lost, broken, or stolen. Adventure Club does not pay for or reimburse for any items, whether it is a toy, an article of clothing, glasses, spending money, etc. Children will not be permitted to use their personal cell phones during Adventure Club time (for personal phone calls, text messaging, game playing, etc).

Lost and Found:

If your child is missing articles of clothing or personal property, please inquire at the site as soon as possible. Remember to label everything in order for us to get the item back to its owner. Unclaimed items will be put in the school's lost and found and will be given to a charity after a length of time. Adventure Club is not responsible for lost items.

Parent's Responsibilities:

1. **To pay current week's tuition on Monday. If your child is absent on Monday, it is your responsibility to make payment at the main office on the day your child will be returning.**
2. **To notify the site if anyone other than the parent will pick the child up.**
3. **To update child's records as changes occur.**
4. **To sign your child in/out daily (a.m. and p.m.)**
5. **To pick your child up on time. (Call if you will be late.)**
6. **To notify the Site Supervisor of any special needs your child may have.**
7. **To notify Site Supervisor in the event of a concern or problem with Adventure Club policies or staff.**
8. **To complete a new enrollment packet and pay the \$50 activity fee for the summer if your child is going to attend. Children who are currently attending during the school year are not automatically enrolled in the summer program. You do not have to pay another registration fee unless you drop your child from Adventure Club and then re-enroll.**
9. **To call your child's site if your child will not be attending.**

ARKids First:

ARKids First health insurance provides coverage for more than 70,000 Arkansas children who otherwise might have gone without. The information that families provide on the simple application form determines the level of coverage for which their children are eligible.

ARKids First information is available by calling toll-free at 1-888-474-8275 and from the ARKids First website at <http://www.arkidsfirst.com>.

Medical Home:

It may sound like a building, but a medical home isn't an actual place. It's a doctor you or your child go to for check-ups or when you get sick. This doctor is called a "primary care physician," or PCP. It may seem easier to see any doctor you can when you or your child is sick. But having a medical home – one doctor or clinic you call every time – means you are more likely to get the best care possible. If you see the same doctor every time, that doctor will know what sicknesses and health care you have had. You and the doctor get to know each other.