

# Adventure Club Parent Handbook Modified Schools



**NORTH**  
KANSAS CITY  
SCHOOLS

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Kansas City, MO 64119  
816-321-5017 [www.nkcschools.org](http://www.nkcschools.org)  
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## Adventure Club Goals & Objectives

### **To ensure a safe environment**

- Perform criminal and child abuse background checks on all employees.
- Require photo ID and family passwords of adults picking up children.
- Use safety cards to track children during program time.
- Practice regular tornado, shelter-in-place, earthquake, fire and lock-down drills.
- Conduct yearly safety audits.

### **To provide quality child care**

- Develop, conduct, and analyze surveys for parents, children, staff and school faculty.
- Provide regular opportunities for staff development.
- Maintain best practices set forth by the United Way Quality Matters.
- Provide healthy snacks.
- Maintain safe staff/child ratios.

### **To promote development of life skills**

- Provide field trips that introduce recreational and cultural learning experiences.
- Plan activities and provide materials and supplies that promote literacy, creativity, problem solving, and social skills.

### **To support student achievement**

- Provide at least one computer in the Adventure Club space and/or attend computer lab in the school.
- Use educational software.
- Implement homework time.
- Assign A+ volunteers to tutor Adventure Club students who need

one-on-one help during homework time.

## Adventure Club Mission Statement

The School Age Child Care team will provide a safe, enjoyable and appealing environment for children, which includes interacting, problem solving and making choices to facilitate the development of life skills.

## District Mission Statement

The mission of North Kansas City Schools is to ensure every student achieves his or her unique potential and thrives in an environment of rapid change.

We will accomplish this through:

- Extraordinary educational Experiences
- Exceptional educators
- Partnerships with an engaged, diverse community

*Adventure Club is a part of the Community Education Services Department of the North Kansas City School District. This department is financially self-supporting and is not funded by tax dollars. All Community Education programs and services are funded through participation fees.*

## Enrollment Policy

Adventure Club is a fee-based program providing care for North Kansas City School District students in kindergarten through fifth grades during the school year and children entering sixth through eighth grades during the summer on a

space available basis. ***Adventure Club is not a mandated program and participation is considered voluntary.***

Enrollment for the school year is usually held in April. School-aged siblings of students enrolled in Adventure Club may be enrolled at any time during the school year. Priority is given to families currently enrolled in Adventure Club. Waiting lists for care are not kept.

The following is required for enrollment:

- Registration fee
- First month tuition
- Enrollment and health forms completed online at [www.ezchildtrack.com/adventureclub-modified](http://www.ezchildtrack.com/adventureclub-modified)

To allow time for processing the enrollment, there is a two-day waiting period before children can start.

### **Enrollment Policy for Children with Special Needs**

Adventure Club is responsive to individual differences among children. All attempts are made to meet the individual needs of each child by working closely with families, teachers and specialists. Providing special materials, defining a behavior plan, training staff, adjusting ratios and adapting the space are just a few of the ways the Adventure Club program meets the needs of individual children. Adventure Club reserves the right to delay the starting date or suspend care pending arrangement of accommodations.

### **Hours of Operation**

**Before School:** 6:45 AM until school begins.

**After School:** After school until 6:00 PM.

Adventure Club is open on days school is in session. There are a limited number of days that Adventure Club is open when school is closed. These are usually days that the teachers are having parent/teacher conferences or staff development days. There are some days when there is no school and Adventure Club is closed. These days include holidays, Thanksgiving break, winter break and part of spring break. During the school year, Adventure Club is also closed one day for Adventure Club staff development. This often takes place in the fall. Please refer to our website for the current operating calendar at [www.nkcschools.org/adventureclub](http://www.nkcschools.org/adventureclub).

### **Daily Schedule**

Before school care is meant to be a calm transition into the school day. A variety of areas are offered for self-directed activities such as art, building, games, and science.

After school, children check-in and have snack time. Adventure Club strives to offer healthy, nutritious snacks in the afternoon during the school year. Children are encouraged to help plan the snack menu. Morning snacks are not provided, however, you can take advantage of the district's breakfast program. Otherwise, children may bring in their own breakfast. On Full Days morning and afternoon snacks are offered. Water, milk or 100% fruit juice are drink choices. Occasionally, special treats are offered such as popsicles and cookies.

After school, the area choices from the morning are again available, as well as a choice to play outside. Every afternoon, the children gather for circle time. Circle time allows all the children to come together for songs, games, sharing and important announcements. Following circle time, children will choose from structured activities, this session is called Club Times. Choices may include craft projects, homework time, large group games, nature walks and/or science projects. Children are encouraged to submit ideas for and lead Club Time activities.

### Field Trips

Adventure Club takes field trips on full days. Some field trips require travel as far away as Olathe, Blue Springs, St. Joseph, Shawnee and Pleasant Hill. Some field trips require parents to sign injury waivers. These waivers are generally for more physical activities such as gymnastics, jumping on trampolines and ziplining. Sometimes certain pools require injury waivers to be signed.

Staff does not stay behind on field trips. Parents may choose to keep a child home from a field trip. However, no refund will be given for this absence.

Children are responsible for any money brought to Adventure Club for field trips. Staff will not hold or keep track of money. Adventure Club is not responsible for lost or stolen money.

The school district's transportation department provides buses for field trips. They are a licensed transit carrier.

### Full Day Care

A **FULL DAY** occurs when school is closed for teacher workdays or staff development and Adventure Club remains open for care. At this time these days are at no additional charge to you. There will be no refunds if your child doesn't attend Adventure Club on a Full Day. However, you can claim a Full Day absence as one of your ten sick/vacation days (see sick credit) for the school year. Please call the Adventure Club office if your child is absent.

There will be a sign up sheet for Full Days. This will help us plan for staffing, snacks, activities and field trips. Please see additional information on field trips under daily schedule for summer.

**All children attending a full or inclement weather day will need to bring a sack lunch and a drink. Appliances for heating and cooling lunches are not available.**

### Half Day Care (Early Release)

A **HALF DAY** occurs when school is dismissed early for teacher collaboration or parent conferences and Adventure Club remains open for care. These days are included in the monthly tuition rate. Children will be served lunch prior to dismissal.

### Inclement Weather

When school is closed due to extreme weather conditions (ice, snow or extreme temperatures), Adventure Club will remain open. There will be a \$10.00 per child, per day charge when school is cancelled due to the weather. This fee will be added to your account by the Adventure Club office.

On inclement weather days a limited number of schools are open. Please check the district's web site for the combining school schedule.

If North Kansas City School District announces a closing prior to the start of the school day due to inclement weather, Adventure Club will be open from 7:15 a.m. until 6:00 p.m.

If North Kansas City School District announces an early closing during the school day due to inclement weather, Adventure Club will be open from dismissal time until 6:00 p.m.

### **Delayed Start Days**

If North Kansas City School District announces a delayed start day, Adventure Club will open at 6:45 a.m. Children should be dropped off at their home school.

### **Emergency Closing Procedures**

In the case of evacuation of the school:

- Children will be transported by district buses to a school near their own.
- Every attempt will be made to notify the parent by phone.
- Signs will be put on the doors of the home school with the name of the school and directions to where your child has been transported.

If school is canceled due to unforeseen circumstances, i.e., flood, tornado, fire; parents may call the Adventure Club office at 321-5017 or access the district's web site for information on care and site openings for that day.

In case of a natural disaster, staff will accompany children to a designated area of the school.

- Weather will be monitored by staff and the facility manager and the proper precautions will be taken for the safety of your child.
- Parents will be notified if the need arises for children to be picked up from the school before the normal closing time.

### **Tornado Safety**

When the National Weather Service issues a Tornado Warning that affects North Kansas City Schools, sites included in the warning will take appropriate measures to shelter students, staff and visitors. How and where students are sheltered may vary from site to site due to differences in the building configurations. If a Tornado Warning occurs during a release time, students and their bus drivers will remain in the school until the warning has been lifted and an "all clear" has been given by the Superintendent or his designee. Parents, waiting in cars to pick up their children when warning sirens are activated, will be encouraged to seek safe shelter inside the school building.

### **Pick-Up**

Children must be picked up by an adult 18 years of age or older. If a person arrives to pick-up a child and the staff have reason to believe that the person is under the influence and it is deemed that the child would be in danger if transported by that person, staff will address the concern with that person. Staff will contact someone else on the pick-up list to come get the child. If the

person refuses to wait and takes the child, 911 will be called.

In the event you are called to pick up your child due to illness or behavior concerns, the expectation is your child will be picked up as soon as possible. If your child is not picked up within a reasonable period of time, the Adventure Club reserves the right to contact someone on your pick up list to pick up your child.

### **Late Pick-Up**

Adventure Club closes promptly at 6:00 p.m. Parents who are late picking up a child will be charged \$1.00 per minute for each minute after 6:00 p.m. Time is according to the clock in the Adventure Club room. This late fee will be charged in addition to your monthly tuition. Excessive late pick-ups may result in termination of care.

### **Release of Children**

All children must be signed in and out each day. Children may only be picked up by an adult (18 years of age or older) authorized either on the enrollment form or with a written notice to staff members. If you have a last minute change, call the Site Manager and let them know.

If someone other than yourself will be picking up your child, Adventure Club will require the adult to know the password and show a picture ID. In the event that the adult picking up your child does not have identification, the child will not be released until Adventure Club staff has contacted a parent or legal guardian.

Legal documentation must be provided if a parent is not allowed to pick up a child. Adventure Club staff cannot prevent the release of a child to a parent without a legal document instructing otherwise.

### **Sign In and Out Sheets**

For legal reasons, it is a requirement of our program that all children are signed in and out every day. Each child has a sign in/out sheet in the sign in/out book. The page across from your child's sign in/out sheet is the FYI. page. The FYI. page changes monthly and is a source for upcoming program information.

Parents may leave written messages for the staff on the parent notes log sheet located in the front of the sign in/out book.

### **Communication**

Adventure Club has an open-door policy. Parents may visit any time and are invited to share special skills, experiences and talents.

Communication between parents and staff is vital. Parent orientations are held at back-to-school night to help assimilate parents into the program. This is an opportunity for parents to meet the staff, visit the program and have any questions or concerns addressed.

Site Managers distribute a monthly newsletter, written notices and reminders. E-mail may also be used as a communication tool.

There is a parent board above the sign in table. Important information is posted on this board.

Parents are encouraged to voice concerns about program policies or activities.

Concerns are to be directed to the Site Manager. If resolution is not found, parents may contact the program Coordinator at the School Age Child Care office. The Coordinator personally talks to each parent regarding concerns. Concerns and resolutions are recorded and filed for future reference.

Adventure Club is part of the Community Education Department. Community Education has an advisory board that meets throughout the school year. This board is made up of community members, district leaders and school board members. The Adventure Club program

Coordinator gives a report at each meeting giving program updates, highlights and any issues needing feedback. Parents may attend these meetings by contacting the Coordinator.

### **Urgent Communication**

If events at school require urgent communication home to families, please know that North Kansas City Schools will always do its best to be as timely as possible. The speed of texting and social media often means news breaks quickly, not allowing the district an opportunity to inform families and staff before local media has it online or on TV. Our first priority is always to ensure students and staff are safe. Once we know the people in our buildings are okay, our next priority is informing families of the situation as we know it, and that all is well.

We often work in partnership with local law enforcement in these types of

situations. When law enforcement is involved, the district follows their lead and releases information at their discretion. We will always share as much information as we can, as quickly as we can. However, at times this is not always possible. Ideally the first details families receive would come from the school and/or district, but our need to provide accurate information often means Facebook, Twitter, local media and text messages will be sharing the news before district communication has gone out. Thank you for understanding any perceived delay in notifying families as we work through our processes and procedures.

### **Registration Fees**

A non-refundable, non-transferable registration fee per child is due at the time of enrollment for each program session.

### **Tuition**

Tuition is due on the 1<sup>st</sup> day of each month. A grace period is given and if tuition is not paid by midnight on the 15<sup>th</sup> of each month (or the next business day, if the 15<sup>th</sup> falls on a weekend or holiday), a late fee of \$30.00 will be assessed, and child care will be terminated. This same process will be followed for bank draft transactions that come back as insufficient funds and a \$30.00 insufficient fund fee will be assessed to your account. Balances may be viewed online in the parent portal at [www.ezchildtrack.com/adventureclub-modified](http://www.ezchildtrack.com/adventureclub-modified).

During the school year, tuition is based on the number of days in the school year that we provide care, times the daily

rate. This amount is then divided into nine equal payment which is paid September through May, making the tuition amount each month the same. Parents are not charged for days Adventure Club is not open. Discounts are available for lump sum payments.

Sick days, vacation days and late pickup charges will be applied to the account accordingly.

Subsidized child care may be available for those families who qualify. Please contact the Family Services Division office for more information, 407-5800.

### **Payment Options**

You may make your payment using the [www.ezchildtrack.com/adventureclub-modified](http://www.ezchildtrack.com/adventureclub-modified) website. On this website you may use Visa or MasterCard debit/credit card or Discover credit card. The website also accepts personal checks that are processed electronically. You may also enroll in automatic payments on this website. Payments will automatically be charged to a credit/debit card or bank checking or savings account on the 15<sup>th</sup> of each month. If you elect auto pay using a checking or savings account, your payment will be deducted five days prior to the due date to ensure your payment clears by the due date.

You may call the Adventure Club office at 321-5017 to make a payment using your Visa or MasterCard debit/credit card, Discover credit card or personal check. We do not accept American Express or cash.

We accept money orders, cashier's checks and checks from online bill pay in the Adventure Club office. If mailing, please allow 5-7 days for your payment to

reach our office. Please write your child's name on the item, make it payable to "Adventure Club" and drop off or mail to:

Adventure Club  
3100 NE 83<sup>rd</sup> Street, Suite 2400  
Kansas City, MO 64119

### **Termination of Care**

If the balance is not paid in full by midnight on the 15<sup>th</sup> day of the month, there will be a \$30 late payment fee added to your account and your child care will be terminated. Families may return to the program after termination as long as the following criteria are met:

- The family has not yet been sent to our collection agency,
- The outstanding balance and the following month's tuition are paid up front, and
- There is space available in the program.

If you're account reaches termination status twice within a year, your care will be permanently terminated.

### **Collection Accounts**

Once an account has been sent to Executive Financial Consultants for collection, there are two ways to re-enroll a child in our program.

- Upon re-enrollment of any child, you may pay the entire school year and/or summer up front plus the enrollment fees.

**OR**

Upon re-enrollment of any child, you will pay the first month's tuition upfront plus the enrollment fee.



You will be required to participate in the auto pay program through the parent portal. The payment would be withdrawn from your credit/debit card account on the 15<sup>th</sup> day of each month. If paying by check, the funds will be withdrawn from your account five days prior to the 15<sup>th</sup> in order for the funds to clear by the 15<sup>th</sup> of the month. If you decline to participate, your child will not be allowed to enroll. If payment is not paid by your bank, your child will automatically be terminated from Adventure Club and re-enrollment to the program will not be offered to the child or future children.

### **Bankruptcy Accounts**

Future re-enrollment in Adventure Club will not be considered for any child due to legal reasons.

### **Enrollment Changes**

Parents may drop child care or change sessions. However, all changes will be **effective the first day of the next month**, therefore monthly tuition will be due when your child attends at anytime during the month. No changes may be made during the month.

The exception to this policy is the August/September tuition, which is one billing cycle. Once school starts in August, any enrollment changes will not take effect until October 1.

### **Sick/Vacation Credit**

Parents may claim up to ten (10) sick/vacation days per child, per school year. Parents are responsible for notifying the Adventure Club office when your child is absent from Adventure Club. A credit will be issued on your account when your child reaches the fifth (5<sup>th</sup>)

and tenth (10<sup>th</sup>) absence. No more than ten (10) sick/vacation days can be claimed in one year, from the first day of school to the start of the following school year. Sick/vacation days are non-transferable. A credit is forfeited if notification is later than 60 days after the absence occurred).

### **Health Care Procedures**

If your child is ill or has had a fever within the past 24 hours, please DO NOT bring him/her to Adventure Club. Should your child become ill while in the program, you will be asked to make arrangements for the child to be picked up as soon as possible.

Illnesses include, but are not limited to, vomiting, diarrhea, and communicable diseases. Immediate first aid will be provided for a child who sustains a minor injury (scratch, scrape, insect bite, etc.). In addition, the child's parent(s) will be notified in writing.

In the case of accident or injury, parents will be notified immediately. If they cannot be reached to make necessary arrangements, or in a critical emergency requiring immediate medical care, Adventure Club staff will call a private ambulance service to transport the child to the hospital designated on the child's enrollment form that is signed by the parent or legal guardian. Parents are responsible for all ambulance service costs and any medical care and/or treatment provided to their child.

### **Medication**

Any child taking medication should follow the established school procedures. On Full Days, parents will provide Adventure

Club staff with medication in its original container as well a medical authorization form signed by a doctor. Medication should be given to the Site Manager. The parent and physician must sign a medical authorization form. Medication will only be administered by staff that are trained and certified in Medication Administration. Medication will be administered within district guidelines.

### **Chronic Health Issues**

Parents will inform staff of any chronic health conditions on the child's enrollment form. Condition and treatment will be clearly stated by the parent on the health form. Staff will give medical care according to the instructions given by the parent or physician **within district guidelines**.

Adventure Club staff are not registered nurses, and therefore, can only administer oral medications, eye and ear drops, and epinephrine pins. Staff may not perform medical procedures such as injections, catheterizations, calculating insulin dosage, or other procedures that are normally administered by a registered nurse.

However, the program will make reasonable accommodations for children who need certain medical procedures. Children enrolled in Adventure Club and who need medical attention by a registered nurse may have to attend a designated school that may not be their home school.

Adventure Club staff are not equipped to handle incontinence of either urine or stool. If your child has an "accident" and soils themselves with urine or stool, the parent or guardian will be notified to

come pick up or take care of the child's toileting needs.

All Adventure Club employees are trained in CPR, First Aid and Prevention of Disease Transmission. During the summer, staff will make periodic checks for head lice. If lice are found, the parents will be notified immediately to pick up their child. The child may not be admitted back into the program until checked by a staff person. During the school year, the school nurses do periodic checks for head lice.

### **Safety**

The utmost priority of School Age Child Care is to provide a safe environment for your child. We have procedures in place for your child's protection such as checking ID's and passwords, using safety cards on site and practicing monthly tornado, fire and lock-down drills, and conducting yearly safety audits. All employees have criminal background and child abuse checks. Staff is required to attend and maintain various trainings each year. Trainings include CPR, First Aid, Preventing Disease Transmission, Discipline of Children, Diversity Awareness, Food Handler's Certification, Fire Safety, Bullying Prevention and many more. You may request a training history of any staff at your child's school.

### **Key Cards**

As part of our continuing effort to provide a safe and secure environment for our students, Adventure Club has implemented the use of key cards to provide access to your Adventure Club site before and after school. The card is active from 6:45 a.m. until the start of school and from the end of the school day

until 6:00 p.m. The card will work at combined sites on full and snow days and during our summer program.

Per district security guidelines, key cards may only be issued to the parents or guardians listed on the enrollment form, with a limit of two cards per account.

Parents are responsible for reporting a lost or damaged key card to the Adventure Club office at 321-5017 within twenty-four (24) hours. Failure to report a lost card may result in temporary suspension of care. If your card is lost, damaged, or not returned when your child drops or is terminated from our program you will be charged a \$12.00 per card replacement fee. Excessive requests for replacement cards will result in higher replacement fees or termination of key card privileges. The first replacement card will be charged \$12 per card, thereafter any replacement cards will be \$15 per card. Payment for replacement cards must be in the form of a check or money order. Adventure Club policy prohibits us from accepting cash.

### **Volunteers**

Parent volunteers are welcome for most field trips. Volunteers must refrain from smoking, using foul language and acting inappropriately. Appropriate attire is required. Volunteers will sign an agreement before attending a field trip. Volunteers who have not had a criminal background check are not left alone with children.

### **A+ Volunteers**

A+ high school student volunteers are utilized when available for assisting with homework as well as interacting during

other program activities. A+ students must complete the A+ tutor training provided by the North Kansas City School District and receive training with the site manager before beginning work.

A+ volunteers must adhere to the same guidelines as Adventure Club staff. Because they are volunteers and not employees of the district, A+ students may not be left alone with students. A+ students are not allowed to attend field trips.

### **Toys from Home**

Children are discouraged from bringing personal toys from home. Many Site Managers will allow toys from home on special days. Adventure Club will not be responsible for lost or damaged toys, including electronic devices. Children may never bring toy weapons from home.

### **Discipline**

All Adventure Club employees are trained in "Discipline with Love and Logic" by Jim Fay. This concept includes setting limits, giving children guidance in solving problems, redirecting behavior, and recognizing misbehavior as an opportunity to teach children acceptable behavior and develop self control.

Many choices and activities are offered in Adventure Club. Activities are varied and interesting enough to eliminate boredom-related discipline problems. Adventure Club staff members will not use corporal punishment or threatening as punishment. Food will not be withheld or portions changed as punishment.

Children with discipline problems will:

- a. be asked to stop

- b. be asked to talk about the problem
- c. be asked to discuss other options
- d. be redirected

Children may need to sit down for a short time to calm down in a "Safe Spot." The child may be asked to complete a Think Sheet or draw a picture of the problem. If a problem is repeated several times in one day, or over a short period of time, the Site Manager will talk with the parents. Parents may also request a conference with the Site Manager and Adventure Club Coordinator. The Site Manager may contact our behavior consultant to observe the child's behavior during Adventure Club and write a behavioral plan. If the misbehavior continues parents will be asked to make other arrangements for care.

The cooperation and support from all parents is essential. Staff and parents are expected to demonstrate mutual respect. Parents who are uncooperative and disrespectful to the staff will be asked to make other child care arrangements.

**Children may be suspended without notice for the following:**

- **Harassment (sexual or racial)**
- **Leaving designated area without permission**
- **Verbal or physical acts of violence**
- **Use of crude or profane language or gestures**

Situations may happen at home that affect your child's behavior. Please feel free to discuss these matters with staff members if you think awareness of home issues may be helpful.

### **Respect**

The cooperation and support from all parents is essential. Staff and parents are expected to demonstrate mutual respect. Parents who are abusive, uncooperative or disrespectful may be asked to make other child care arrangements until a meeting can be arranged with the parents and the Adventure Club Coordinator.

### **Harassment**

North Kansas City Schools is committed to providing a school environment that is free of all forms of harassment. In keeping with this commitment, the District maintains a strict policy prohibiting any type of racial/ethnic harassment from any student. Harassment includes verbal abuse, physical threats and visual displays. The North Kansas City Schools strive to create an optimal learning environment for students. The District does not condone and will not tolerate the sexual harassment of students or a school classroom environment, which promotes or encourages sexual harassment. Sexual harassment of a student is defined as the creation of a sexually hostile or offensive school or classroom environment occasioned by or due to unwelcome sexual advances or verbal or physical conduct of a sexual nature. This racial/ethnic harassment of or by any

district student will not be tolerated. Violation of this policy will result in disciplinary action.

The North Kansas City Schools strive to create optimal learning environments for students. The district does not condone and will not tolerate the sexual harassment of students or a school

classroom environment, which promotes or encourages sexual harassment. Sexual harassment of a student is defined as the creation of a sexually hostile or offensive school or classroom environment occasioned by or due to unwelcome sexual advances or verbal or physical conduct of a sexual nature. This may include unwelcome sexual touching, offensive jokes, insults, innuendos, gestures or disparaging remarks. A student who feels that he or she has experienced or observed sexual harassment should report such incidence to a classroom teacher, student counselor or school administrator. The student is assured that the matter will be investigated and appropriate action taken.

### **Smoking**

No smoking is allowed on school property.

### **Rights and Responsibilities**

#### **Children's Rights -**

- To be respected.
- To have a choice of activities and ample supplies.
- To have a safe and reliable environment.
- To have equipment in working order with all pieces.
- To express their creativity.
- To express emotions in an appropriate manner.
- To have staff members who care about and enjoy them.

#### **Parent's Rights -**

- To attend program orientation.
- To share special skills, experiences, or talents.
- To be respected.
- To visit the site at anytime.
- To know their children are safe.

- To voice concerns about the program or activities.
- To know if their child is misbehaving.
- To know about field trips and volunteering opportunities.
- To have open communication with the site managers and staff.
- To receive modification for their child with disabilities.
- To be notified if accommodations can not be made for your child due to the availability of qualified staff.

#### **Staff Rights -**

- To be respected by children, parents, and coworkers.
- To give input into the program.
- To express their creativity.
- To have a safe, comfortable work environment.

#### **Children's Responsibilities -**

- Taking care of supplies and equipment.
- Cleaning up.
- Sharing equipment with others.
- Keeping their hands and feet to themselves.
- Using appropriate language.
- Treating staff with respect.
- Coming to Adventure Club directly after school.
- Finishing what they start.
- Being responsible for all personal belongings, including toys and money.
- To remain in Adventure Club space with Adventure Club staff.
- Leaving all toy weapons at home.

#### **Parent's Responsibilities -**

- Signing their child(ren) in and out.
- Picking up their child on time.

- Treating staff members with respect.
- Paying fees and tuition on time.
- Bringing concerns to staff.
- Notifying staff of changes in pickup arrangements.
- Knowing about changes in policy.
- Informing staff of child's contagious illness.
- Notifying the Adventure Club office regarding changes in enrollment information such as contact name and numbers or changes in enrollment status - dropping, changing sessions, absence days, etc.

**Staff Responsibilities -**

- Treating children, parents, and coworkers with respect.
- Providing a safe and warm environment.
- Providing a variety of interesting activities
- Keeping parents informed.
- Keeping accurate records.
- Being a good role model for the children.
- Discouraging play with weapons as well as discouraging children from making toy weapons.
- Following all safety guidelines and procedures.
- To complete and maintain all required trainings.