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WELCOME TO ADVENTURE CLUB

Adventure Club is a licensed before and after school program administered through the University of Missouri’s College of Education for grades K – 5 at Columbia Public Schools’ elementary schools. Adventure Club was established to help meet the need of quality programming in our community. We provide hands-on educational and recreational activities for children in a safe and nurturing environment. Opportunities for decision-making, individual and team achievement, self-esteem and life skills development are central to our mission. Children may participate in one of our 120 clubs each week that explore science, foreign language, nutrition, sports and fitness, poetry, drama, technology games and so much more. All Adventure Club programs are licensed by the Department of Health and Senior Services, Bureau of Childcare. Eleven of Adventure Club’s programs are accredited through the Council on Accreditation.

Adventure Club takes pride in its high quality staff, including a Program Director, Associate Director, a Coordinator for Programming and Special Events, Coordinator for Program Quality and Improvement, Coordinator for Programming and Curriculum, Office Supervisor, Assistant Office Supervisor, Registration Assistant, and a friendly Customer Service Assistant. Each school has a Site Facilitator who is in charge of his/her specific program. All full-time Site Facilitators have college degrees and are leading the way in improving the program through their expertise. All Site Facilitators have a minimum of 60 college credit hours including 6-24 hours in child related course work and experience working with groups of children. Site Assistants are primarily students pursuing degrees in child related course work and are seeking additional experience working with children. Approximately 170 part-time staff members facilitate activities with the 1000+ children enrolled in the program. The ratio of staff to children is 1:12.

Full time Site Facilitators oversee our larger programs. They all have a minimum of a bachelor’s degree and experience with children. They are required to be CPR & First Aid Instructor Certified and obtain a minimum of 18 hours of professional development each year.

Part time Site Facilitators oversee our smaller programs. They are typically college students that have been with Adventure Club for 2 semesters or more and have shown leadership and professionalism while a Site Assistant. They are required to be CPR & First Aid Certified and obtain a minimum of 12 hours of professional development each year.

Full time Child Care Assistants work at our larger programs in collaboration with a full time Site Facilitator. They typically have some college hours or hold a bachelor’s degree and have experience with children. They are required to be CPR & First Aid Instructor Certified and obtain a minimum of 18 hours of professional development each year.

Site Assistants are typically college students. They are required to be CPR & First Aid Certified and obtain a minimum of 12 hours of professional development each year.

Adventure Club looks forward to building memories with you and your child. We appreciate the trust you have put in us to care for your child.

Sincerely,

Pam Osman
Adventure Club Director
ADVENTURE CLUB ORIENTATION

Enrollment in Adventure Club constitutes an understanding that families will abide by the policies and procedures listed in the parent handbook as well as those found on the child’s enrollment form.

Adventure Club Purpose Statement

To enhance the growth and development of the children, families, staff, and the communities we serve.

A Statement of Values

The MU College of Education – Adventure Club sets forth these values to be the foundation of our program. We pledge ourselves to upholding these values each and every day.

Education

Opportunities to learn are ever-present. We strive to educate our children, parents and the Adventure Club team through enriching activities and on-going professional development.

Relationships

Strong relationships between families, staff, and the community exist through communication, teamwork and support. Building these connections enable us to reach our full potential. By modeling respect, supporting positive interactions, and creating additional opportunities for involvement, we enhance the experiences of all involved with the program.

Diversity

Because diversity is the difference between a good program and an excellent program, we embrace it by offering a variety of activities inspired by the combined knowledge from a wide range of backgrounds, experiences and cultures.

Discovery

Discovery is an essential part of one’s growth and development. Through innovative programming, life-shaping opportunities, and interactions with others, children discover the world around them while the staff and families gain experience in the adventure of guiding children toward discovery.

Pride

The pride of an organization is revealed in the caliber of staff, the quality of programming, and the extent of community contributions. We continually exhibit great integrity and thoughtfulness in the services we provide to instill a feeling of pride in all individuals involved with the program.

Goals and Objectives of Adventure Club

The Adventure Club program will offer a variety of activities which include recreation and games, arts and crafts, music, dramatic play, time to work on homework, and “free time” for the children to pursue their own interests in a safe and caring environment. All children will be encouraged to learn and to work comfortably with others.

Adventure Club Philosophy

The program strives to provide plentiful and varied opportunities for children to enhance their skills and knowledge socially, emotionally, and academically through enriching experiences. Adults can see the value for each child in each activity and experience, but kids see it as having fun!
ADVENTURE CLUB EXPECTATIONS

Parent’s/Guardian’s Expectations of Adventure Club . . .
• Their children are cared for in a safe, supportive environment.
• They will be respected.
• They may visit with the Site Facilitator about concerns related to their child.
• They will be informed about any misbehavior on the part of their child and be able to visit with the Site Facilitator to establish and carry out a plan to target certain behavior at home that will correct and enhance behavior at Adventure Club.
• They will be informed promptly if their child does not arrive at Adventure Club according to his/her enrollment form.
• The Site Facilitator will regularly inform them about program activities.
• They will have opportunities to give input about the program.
• They will be able to complete an evaluation of the site, Site Facilitator and Site Assistants once a year.

Adventure Club’s Expectations of the Parents/Guardians . . .
• Communicate with all Adventure Club staff respectfully.
• Discuss difficult issues away from earshot of children in the program.
• Support staff with discipline situations.
• Follow all policies outlined in the Parent Handbook (i.e. sick policy, payment policy, etc.)
• Contact the Site Facilitator or Adventure Club’s Administrative Office if their child will not be attending on a scheduled day.
• Update contact information with the Site Facilitator and office immediately after a change has been made.
• Keep the child’s records up-to-date on enrollment forms through Adventure Club’s online database.
• Have alternate pick-up arrangements in the event you are unable to pick up by 6:00 p.m.
• Respect school rules.
• Turn in IEP/Health forms and medications
• Pay attention to any communications from the Site Facilitator regarding their child’s behavior, and cooperate in efforts to bring about improvement in the situation.
• Sign your child(ren) in and out daily.
• Read all the information distributed such as handbooks, newsletters, and messages on the parent board.
• Support program’s decision of not having programming during particular dates (i.e. Thanksgiving week, parent-teacher conference days, winter break, etc.)

Children’s Expectations of Adventure Club . . .
• To have a safe, nurturing, and consistent environment.
• To use all of the program equipment, materials, and facilities on an equal basis.
• To receive respectful treatment from adults and other children in Adventure Club.
• To be disciplined fairly and in a non-punitive manner.
• To receive care from staff members who are actively involved with them.
• To experience success.
• To make choices and take responsibility for actions.
• To have a GREAT time!

Adventure Club’s Expectations of the Children . . .
• Participate in Adventure Club activities.
• Be responsible for their actions. Treat staff and other children with respect.
• Respect the school rules that guide them during the day while attending Adventure Club.
• Remain with the group and Adventure Club staff at all times.
• Take care of materials and equipment properly and return them to their proper place when finished.
• Arrive at the program promptly, according to the enrollment form.
• Share equipment, take turns, and cooperate with others. Be responsible for all personal belongings.
• Develop and use social skills.
• Choose appropriate options when solving problems.
• Express emotions in an appropriate manner.
• Participate in activities within a 12:1 child to staff ratio.
TYPICAL DAILY SCHEDULE

Mornings Will Include:
- Choice time
- Art Projects
- Games
- Outside Time
- Gym Games

Afternoons Monday-Thursday will include
- Sign in
- Wash hands
- Snack
- Recess outside
- Jump Start Our Learning Time (JOLT) Choice Time

Friday is typically “Friday Free Day” where children get to have choice time all afternoon.

- The Adventure Club curriculum is based on state and national accreditation standards. The schedule combines structure and choices. Each schedule is site specific but will always include the following: snack time, recess, Jump Start Our Learning Time (JOLT), and free choice time.
- JOLT is unique to Adventure Club in that we provide a structured learning time with a creative approach. Children may participate in the following:
  - Clubs: Weekly, theme-based learning activities. Children participate in activities that incorporate science experiments, arts/crafts, manipulatives, big/small motor skills, music and chants, reading, math solving, and even foreign language. The clubs change weekly and activities correspond to the monthly newsletter and calendar announcements.
  - Technology: Children may choose to play educational games on the site’s laptop, iPads, or other electronic equipment.
  - Literacy Activities: Children may also sit in the quiet area and enjoy a book, work on writing or listen to others reading.
- Homework Help: Adventure Club is an enrichment program with the emphasis on socialization and keeping the children active and safe. Parents and teachers may request children to complete homework during Adventure Club time or children may voluntarily make this choice. Adventure Club staff will assist children with homework by helping the child problem solve and asking the child questions to guide them to an answer. Please note: Children may work on homework at any time during Adventure Club, morning and/or afternoon. Staff will only be able to assist children with their homework during JOLT time or when ratios allow. Please note that Adventure Club cannot force your children to do homework, but we will encourage those with request forms; it is ultimately the child’s responsibility to complete homework.
- Staff will follow these basic guidelines for homework help, as given by the Columbia Public School District
  - Support learning versus getting it right
  - Ask questions versus giving the answer
  - The work should represent the student’s efforts, not the helper’s
  - Teachers want and need evidence of what the child can do so that they know what to do instructionally
  - Writing assignments: Students might ask
    - What should I write?
    - Can you write this for me?
    - Is this long enough?
    - Staff may say...
      - What do you think?
      - Give it a try.
      - Tell me your ideas/story.
      - What would your teacher say?
      - How did you do this in class?
  - Reading assignments: Students might say
    - What’s this word?
    - What does ------ mean?
    - I don’t understand.
    - This is too hard
    - Staff may ask...
      - Where did it last make sense?
      - What word would make sense here?
      - Would you read that part aloud to me?
  - Word Study assignments: Students might say
    - How do you spell…?
    - Is this spelled right?
    - Would you spell….for me?
    - Staff might say
      - How do you think it is spelled?
      - What sound does it begin with?
      - What sounds do you hear in the middle?
How to Enroll

Enrollment

Before attending, an online enrollment form must be completed for each child by accessing the Adventure Club website at http://adventureclub.missouri.edu. This enrollment form can be completed from your home, office, public library or the Adventure Club Administrative Office located at 101 Park De Ville Drive, Suite D, Columbia, MO 65203. Current families who do not enroll during the priority enrollment period and new families will be charged a $50 non-refundable registration fee per child. All registration fees must be paid within 24 hours and your child’s first day will be 48 business hours after your child’s application has been processed by the Administrative Office and all required documentation has been submitted. This fee does NOT go towards your tuition and is used for processing your child’s enrollment. The registration fee is non-refundable and non-transferable. Any families enrolling after August 1st will be required to pay the first month’s tuition and the registration fee at the time of enrollment. A new enrollment is required each new school year; however, priority will be given to families currently enrolled. Waiting lists will form as spots at schools are filled. Family Support Division will not cover the costs of registration fees; this will be the parent’s responsibility. Certain exceptions are made for children under FSD protective services.

- Students enrolling at Adventure Club from the 1st through the 15th of the month will be billed the full month’s tuition.
- Students enrolling in Adventure Club from the 16th through the 31st of the month will be billed one-half month’s tuition

All required documentation and payments must be submitted before your child will be able to attend. Please see payment policies on page 16 for additional enrollment information.

PROGRAM POLICIES

FAQs specific to Word Study/spelling

- Should you spell a word if asked?
- Invented spelling is acceptable for K-2.
- Encourage students to record as many sounds as they can.
  - What sound do you hear at the beginning?
  - What sounds do you hear in the middle?
  - What sound do you hear at the end?
  - Can you think of a word that sounds similar?
  - Should I correct the spelling if the student asks if it is correct?
    - Praise the sounds and/or patterns that the student has represented.
    - You might offer that “Most people spell that word this way…”
- In Math...
  - When a student asks for help, try some of the following questions or prompts:
    - What have you come up with so far? Can you tell me what the problem is asking you to do? What information is useful in solving the problem?
    - Where do you think you should start?
    - Does this remind you of other problems? Have you done something similar in class? What do you know about the problem?
    - What is the problem asking you to do? What part of the problem is confusing to you? How can you organize the information in the problem to help you?
    - Would drawing a picture or diagram help?
    - How can I help you? (Without giving the solution.) Do you see any patterns or relationships?
    - Explain your strategy to me.
- Remember:
  - To use your own pencil when you are asked to help. Don’t get caught taking the child’s pencil and doing his/her work for them.
  - Do not take his/her paper away or turn it towards you.
  - Never value your strategy over his/hers.
  - Do not offer a different way of solving a problem.
  - What sound do you hear at the beginning?
  - What sounds do you hear in the middle?
  - What sound do you hear at the beginning?
  - Can you think of a word that sounds similar?
  - Should I correct the spelling if the student asks if it is correct?
  - Praise the sounds and/or patterns that the student has represented.
  - You might offer that “Most people spell that word this way…”
- In Word Study:
  - Students enrolling in Adventure Club from the 16th through the 31st of the month will be billed one-half month’s tuition

FAQs

- What if I don’t know the answer?
- You don’t need to know the answer in order to support the student’s learning.
- Should students work in groups on homework?
- Not unless specifically indicated.
- Should I offer a different way of solving a problem?
- First support the teacher’s strategy; if you share another, be careful not to contradict the teacher’s

FAQs

- What sound do you hear at the end?
- Does it look right?
- Support problem-solving strategies: Teaching a student what to do when they are confused or stuck is important work
- Show enthusiasm for the work of learning versus praise for getting something correct
  - That was smart of you.
  - I like how you tried.
  - What a good strategy.
  - This is very hard work. I’m proud of you for...

How to Enroll

- Go to adventureclub.missouri.edu.
- Click on “Register My Child.”
- Select the school you wish to register for.
- Click on “View Offerings” under the category, in the blue bar, you want to enroll for.
- To enroll for AM click on “Enroll” under the AM course title.

In Math...
• To enroll for PM click on “Enroll” under the PM course title.
• To enroll for AM and PM you must first enroll for PM and then complete the registration form, you will add AM to your cart after the registration is completed.
  o After you add the PM enrollment to your cart, click on “Add New Program” under the student’s name in the cart section. Then click on enroll under the AM course title. You will need to answer program questions and then click add to cart. You do not need to re-enter the student, guardian or emergency contact information again.
  o You will only pay one enrollment fee deposit if you enroll for AM and PM.
• Complete the required information sections of the registration form.
  o Program Questions
  o Child Information
  o Guardian 1 information
  o Guardian 2 Information
  o Emergency Contact 1 information
  o Emergency Contact 2 information
• Click “Add to Cart.”
• If you have, additional children click on “add new student” and complete the required child information. You do not have to re-enter Guardian or Emergency Contact information again. You will want to update guardian information if it is different from your first child.
• Confirm enrollment schedule for each child.
• Set your username and password and indicate which guardian the login belongs to.
  o You can login in after your registration is complete and set up usernames and passwords for other payers on your account.
• Enter your e-signature.
• Click “Continue.”
• Provide payment information.
  o If you pay by check or money order, please contact the main office and request an unlock code.
• Click “Continue.”
• Confirm you have read the required statements.
• Click on “Complete Registration.”
  o If a program has reached capacity, you will receive an automated email letting you know your child has been placed on a waiting list.
• After the Administrative Office has successfully processed your child’s enrollment you will receive a “Welcome to Adventure Club” email with further instructions. A non-refundable registration fee charged per child; this fee must be paid within 24 hours of your “Welcome” email. Your child’s first day may be 48 business hours after the Welcome email is sent providing you have submitted the required documentation and payment.

Families that receive assistance from the State of Missouri are required to pay 50% of the tuition until the approval letter has been received by our office. If your child’s approval letter has not been received within 30 days of your enrollment, you will be required to pay the full tuition price. Any refunds for overpayment will be processed at the end of the school year or can remain as a credit on your account.

Your child’s enrollment will be processed by the Administrative Office during business hours. We will contact you regarding payment, start dates and any medical issues, if applicable. If you have not received an email or phone call regarding your child’s enrollment, please contact the Administrative Office to verify that your enrollment was received.

If your child requires para assistance or special assistance at school *including accommodations regarding curriculum and/or behavior*, please contact the office before submitting an enrollment form to discuss your child’s needs. Adventure Club does not have para teachers available and children must be able to function within a 1:12 staff to child ratio.

For the safety of your child, a computer assigned password is given upon enrollment and e-mailed to the primary parent e-mail address you submit on your application. Your password will not be activated until your child’s enrollment has been processed, please contact the office if you have questions. It is necessary for parents to update the online enrollment as needed throughout the year. Please keep this in mind as your emergency information changes.

**Username and Password Information**

• Username and passwords for your child(ren)’s online Adventure Club account are set up by the primary parent listed on the child(ren)’s enrollment form. The primary parent can contact the Adventure Club main office to add usernames for each additional payer. Once a username is set up, it is the parent’s responsibility to share that information with the payer. When a payer logs into the system for the first time they will use the username and Adventure#1 as the password. They will want to update the password once they are logged in.

**Enrollment and Status Changes**

• Enrollment is open to children in grades K-5 who are currently enrolled in the Columbia Public Schools. In the summer, your child must be five years old by the designated date and attend CPS Summer School/Enrichment Programs. It is important that children’s emergency information stay updated, including emergency contacts and authorized pick-ups, work and cell phone and changes in address. Enrollment forms can be edited using the following steps:
  o Access the Adventure Club website at [http://adventureclub.missouri.edu](http://adventureclub.missouri.edu).
  o Click the “View my Account” link.
  o Choose the child, Guardian or contact you wish to update.
• Enrollment Changes: When dropping a session from your child’s schedule (i.e. from AM/PM to PM only) the drop will be effective on the 1st day of the next month. You can, however, add a schedule at any time and will be charged the difference which is due with your next tuition payment. Two enrollment changes are allowed per child per year, with a maximum of 3 per family per year. A $30.00 charge will be assessed to your account for the third and any additional changes. (Examples: Dropping from the program or changing from AM/PM to AM only counts as 1 change each)

• List of Needed Paperwork for Enrollment
  o A copy of your child’s Individual Education Plan (IEP) Information. We do not require education IEPs, only behavioral and developmental.
  o Complete parental information for any parent that has legal rights to the child.
  o Individualized Care Plan (for asthma, ADHD/ADD, Autism, seizures, prescriptions medication regardless if given at Adventure Club, severe allergies, etc.)
  o Custody paperwork (Divorce Decree, Power of Attorney, Separation) See custody section on page 10-11.
  o Emergency contacts and approved pick-ups, including complete address and telephone numbers
  o Doctor’s phone number & complete address
  o Birth Certificate (if attending summer program and entering kindergarten)
  o Medication Authorization Form (for Asthma Inhaler, Epi-pen, prescription and any over the counter medication that is administered during Adventure Club hours)
  o CPS Consent for Release of Immunization Records
  o Photo Release form - All photos taken by Adventure Club staff become property of the University of Missouri and can be used in any University marketing materials.

Confidentiality

• Within Adventure Club, confidential and sensitive information will only be shared with staff of Adventure Club on a “need to know” basis in order to most appropriately and safely care for your child. Confidential and sensitive information about staff, other parents and/or children will not be shared with parents, as Adventure Club strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and health information.

• Outside of Adventure Club, confidential and sensitive information about a child will only be shared when the parent of the child has given written consent, except where otherwise provided for by law. As indicated on the enrollment form, staff may consult with school administrators and teachers at your child’s school regarding your child’s development or behaviors. As stated on the enrollment form, Adventure Club will also share generic information regarding the children in the program with the Columbia Public School District and the Department of Elementary and Secondary Education. This statistical data regarding attendance, outcomes, etc. assists in recognizing trends and patterns in education and the after school field.

• Staff may also discuss your child if making a report of child abuse as a mandated reporter (see section entitled Reporting of Child Abuse) or if requested by the Department of Health and Senior Services Section for Childcare Regulations, Social Services or local authorities for an investigation or inspection.

• You may observe children at Adventure Club who are disabled or who exhibit behavior that may appear inappropriate. You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Our staff is strictly prohibited from discussing anything about another child with you.

Contact Information for the Second Parent is Mandatory

• Licensing requires complete second parent information on the enrollment form, unless court documentation proving the second parent has limited/terminated parental rights can be provided. There may be other exceptions, which can be discussed with Adventure Club staff or indicated in the additional comments box on the online enrollment form to explain your particular situation with regard to custody. Possible exceptions for leaving the second parent blank include the death of a parent, an incarcerated parent, and others. Please complete the second parent part of the form, provide the required documentation of why not, or provide an explanation in that third section of the form as to why you will not be able to do either.

• If the second parent section is blank, without an explanation and you don’t provide documentation, please know that we will be required to inquire about the reason you left it blank and may request additional paperwork, if needed. Failure to provide information and/or documentation will prevent your child from attending programming until we receive what is needed to be compliant with licensing. Adventure Club reserves the right to refuse service to any person that does not abide by these rules.

IEP Information

• If your child has an IEP for behavioral or developmental purposes, Adventure Club requires you to provide a copy of the IEP for our records. This will enable Adventure Club to create a more successful environment for your child. It is required that we have the IEP on file before your child starts, if the IEP is not provided your child will be unable to attend Adventure Club until the copy is received by the Administrative Office.

• If your child’s IEP is for educational purposes such as reading, speech, or math, no copy is needed.

Health Information

• If your child has a special need (health concern, physical, cognitive, behavioral, developmental, takes medication, etc.), a qualified professional – doctor, therapist, teacher, PT, OT - MUST complete an Adventure Club Individualized Care Plan (ICP), indicating any adaptations Adventure Club may be able to implement within the staffing ratio to help your child succeed. This includes filing a medical form for medications even if they are not administered at Adventure Club.

• These forms are available at the Adventure Club Administrative Office and online.

• As this is a licensing requirement, it is required that we have the ICP on file before your child starts or within 1 week of a new diagnosis. If the ICP is not provided your child will be unable to attend Adventure Club until the copy is received by the Administrative Office.
CPS Consent for Release of Immunization Records

- Each Adventure Club site is licensed by the Department of Health and Senior Services and the Section for Child Care Regulation to provide before and after school programming as well as Early Release Days and Full Day programming. As such, the Department of Health and Senior Services and the Section for Child Care Regulation requires Adventure Club to keep copies of your child’s immunization records in our files.
  - Rule CSR 30.62.132 E-5 states:
    - (E) “Completion by the parent(s) of the following written information, which shall be on file before the child is accepted into care;
    - 5. Information indicating that the child has completed age appropriate immunizations is in the process of completing immunizations or is exempt from immunization requirements as defined by 19CSR4-62.192 Health Care."

- Since you have provided Columbia Public Schools with a copy of your child’s immunization records upon enrollment, Columbia Public Schools has agreed to provide a copy of your child’s immunization record, exempt card, or immunization in progress card to Adventure Club only with parental consent. Another method for securing this record is ShowMeVax. Two Adventure Club staff have been approved to “Read Only” access this database. In order to give consent for a copy of your child’s immunization records to be released to Adventure Club, please contact the Main office for the form to complete.

- The “Consent for Release of Information” form must be submitted prior to your child’s start date, or your child will be unable to attend Adventure Club until the form is completed as this is a licensing requirement. One form must be completed per child enrolled in Adventure Club.

Custody Paperwork

- Parents of a child in Adventure Club are entitled to immediate access, without prior notice, to their child whenever they are in the care at Adventure Club, as provided by law.

- In the absence of a court order on file with Adventure Club, both parents will have equal access to their child as stipulated by law. Adventure Club cannot, without a court order, limit the access of one parent by request of the other parent (including release of the child to a parent), regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Adventure Club suggests that the parent keep the child with them until a court order is issued. All other terms of the court order, decree or other documentation, are the responsibility of the parents.

- In cases where the child is the subject of a court order (e.g. Custody Order, Restraining Order, or Protection from Abuse Order), Adventure Club must be provided with a Certified Copy of the most recent order and all amendments. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing and it is approved by the court. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

Times of Operation During Regular School Year

- At Benton and Lee, Adventure Club is offered in the morning from 6:45 AM to 7:35 AM until the children are released to the school at 7:35 AM and again directly after school at 3:00 PM until 6:00 PM.
- At Ridgeway, Adventure Club is offered in the morning from 6:45 AM until the children are released to the school at 7:25 AM and again directly after school at 2:45 PM until 6:00 PM.
- At Battle, Midway, New Haven, Rock Bridge and Two Mile, Adventure Club is offered in the morning from 6:45 AM until the children are released to the school at 7:25 AM and again directly after school at 2:45 PM until 6:00 PM.
- At Alpha Hart, Beulah Ralph, Blue Ridge, Cedar Ridge, Derby Ridge, Fairview, Grant, Mill Creek, Parkade, Paxton Keeley, Russell, Shepard and West Blvd, Adventure Club is offered in the morning from 6:45 AM until the children are released to the school at 8:05 AM, and again directly after school at 3:20 PM until 6:00 PM.
- Adventure Club follows the Columbia Public School system calendar and provides care except the week of Thanksgiving. Because 99 percent of our assistants are MU students, we will not be providing programming that week. This has already been adjusted in your tuition.
- Adventure Club offers summer programming at specific sites, dates, and times during the summer. Summer programming information is usually available the first week of March.
- Full Day and Spring Break programming will be offered in cooperation with CPS. Information will be given out during the school year.

Sign In and Out Procedures

- Parents and other authorized individuals must sign the child(ren) in and out every day with initials and a time. Only authorized individuals, 16 years and older, will be allowed to pick up a child from the program. No child will be released to leave with someone who is not an authorized pick up person on your child(ren)’s enrollment form or for whom written consent was provided for. **We will check for photo identification if necessary.** No child will be released to leave with someone who refuses to show identification when asked. **Under no circumstance will Adventure Club allow a child to walk to Adventure Club or walk home without an authorized individual. The child must be signed in and out by an authorized individual each day.**

- The child(ren) must be signed in and out with the time and initials of the person dropping off or picking up.

- Failure to sign in your child in the morning or signing out in the afternoon is a state licensing violation and causes head counting issues for the whole group, causing undo time determining where the discrepancy is. If you fail to sign your child in or out, you will be contacted by the Site Facilitator and the occurrence will be documented via email to you. If this failure occurs more than 3 times, your enrollment with the program will be evaluated and your family may be dismissed from the program.

- Once a parent signs their child out, the parent is then solely responsible for supervising the child.

- If your child will be attending a special activity (choir, safety patrol, math club) on a regular basis, an attendance waiver must be signed and kept on file for each activity. Note: The form cannot be used as a blanket waiver for release at varied times or activities. It must specify dates and times for release. Your child will not be released or allowed to attend the activity without this signed form.

Snow/Other Scheduled Days Off

- Adventure Club will be closed most days the schools are closed, including snow days late starts and early out days due to inclement weather.
Adventure Club will offer several days of full day programming during teacher work days and 3 days of spring break. See the Full Day Programming section of handbook for more information.

Drop In Care
- Your child may only attend the days he/she is enrolled. Drop in care is not available for those days your child is not enrolled; a 2-week minimum is required for short schedule changes due to illness, vacation etc. during the school year. To change enrollment, please contact the Administrative Office at 884-2582.

Emergency Closing Policy
- In the case of severe snow/ice/heat or other emergency, Adventure Club may decide to close early. If this should happen, parents will be notified. Please be sure to keep your contact information up to date. If you have any questions, please contact your Site Facilitator.

Adventure Club’s Policy for CPS Inclement Weather Delayed Start/Early Dismissal
- Rather than call off school for an entire day due to inclement weather, CPS utilizes delayed starts and early dismissals. This allows for children to still attend school for the day, without having to take off an entire day of school to be made up at the end of the school year. Reasons for a delayed start or early dismissal may include snow, ice, extreme cold, etc.

Late Start
- If Columbia Public Schools announces a delayed start due to inclement weather, no AM Adventure Club programming will be provided. Adventure Club will issue a credit for tuition beginning with the 7th delayed start day. No credits will be issued for the 1st through 6th delayed start days.

Early Dismissal
- If Columbia Public Schools announces an early dismissal due to inclement weather, no PM Adventure Club programming will be provided. Adventure Club will issue a credit for tuition beginning with the 7th early dismissal day related to inclement weather. No credits will be issued for the 1st through 6th early dismissal days for inclement weather.

Parent Notification for Early Dismissal
- Parents are encouraged to closely monitor the news and their emails during inclement weather.
- CPS teachers will send an email and/or call all their families about the early dismissal. Parents should let the teacher know who will pick up at dismissal time or if child should ride the bus.
- Adventure Club will email Adventure Club families about the school’s early dismissal and that afternoon Adventure Club will not be in session.
- Adventure Club staff will not be at school at early dismissal time. Parents must make alternative arrangements and notify the classroom teacher.

Refund Process
- If there are 7 or more delayed start days during the current school year, a tuition credit for AM attendance will be calculated for the 7th and succeeding delayed start days. If there are 7 or more early dismissal days for inclement weather during the current school year, a tuition credit for PM attendance will be calculated for the 7th and succeeding early dismissal days due to inclement weather. Tuition credits for delayed start/early dismissal due to inclement weather will be applied to a future bill. A refund will only be issued if your family drops the program before the credit is used.

Early/Late Fees
- The Adventure Club early/late policy is as follows: $5.00 early/late base charge plus $1.00 for each minute early/late per family. These charges will be added to your family’s account; these fees must be paid by the following month’s tuition date or your family may be dismissed from the program.
- Adventure Club opens at 6:45 AM and closes at 6:00 PM. Adventure Club staff members work very hard each and every day and want to feel confident that they can leave at or before 6:00 PM. Many staff members have evening commitments, and parents who arrive late often interfere with these plans.
- What frequently happens is parents arrive shortly before 6:00 PM and by the time they park, gather their child’s belongings, and discuss their child’s day with the teachers – it is well past 6:00 PM. In these situations, the late policy is difficult to enforce. Therefore, we prefer that parents who have lengthy departure routines arrive early so that they can manage to get everything accomplished and still leave before 6:00 PM.
- In addition to the monetary stipulations, the late policy will also include the following:
  o The staff’s cell phone will serve as the “official clock” for early/late times.
  o As this is a licensing issue, please do not bring your children before 6:45 AM. Staff utilizes this time to plan, clean, organize, and discuss issues regarding the program.
  o Please arrive early enough so that you and your child have enough time to depart smoothly and you do not feel rushed or pressured to leave.
  o Please make sure that you depart by 6:00 PM. Arriving before the closing time but lingering after closing time still interferes with the evening plans of teachers.
  o There will be no exceptions or warnings. If you are early or late for any reason (flat tire, miscommunication regarding who was picking up the child, etc.) a charge will be issued. A "no exceptions policy" makes it easier for us to apply the late policy to everyone consistently and fairly. We do not want any parent to receive special treatment or favors whereas other parents may not. While a phone call to warn about tardiness is appreciated, the fee will still be applied.
  o A form, indicating the child’s name and at what time the parent arrived, has been developed with the policy clearly stated. The parent and Site Facilitator will sign this form. The Site Facilitator turns the signed form into the administration office.
  o If this becomes a frequent problem, Adventure Club reserves the right to remove a family from the program. A fourth infraction may result in dismissal from the program.
  o As we are guests in the building, we must be out at a reasonable time; therefore, if your child has not been picked up within 30 minutes of closing, the police or sheriff’s department will be called to pick up your child. Every effort will be made to contact you through your phone...
numbers and those of your emergency contacts prior to calling law enforcement.

**Full Day Programming Early/Late Policy**
- Full Day Programming for Adventure Club opens at 7:00 AM and closes at 5:30 PM. Adventure Club staff members work very hard each and every day and want to feel confident that they can leave at or before 5:30 PM on Full Day Programming dates. Many staff members have evening commitments, and parents who arrive late often interfere with these plans.
- The policy for Full Day Programming is different than the regular school day policy.
- If a parent is later than 5:30 PM, the family will be charged a $20 base charge and $1.00 per minute for the first infraction.
- If your family receives a second late pickup for Full Day Programming during the same school year, your family will not be allowed to attend any remaining Full Day Programming opportunities for the remainder of the school year.
- If the family has already enrolled for and paid for Full Day Programming for future dates at the time of the late pick up, a credit to their account will be given.
- The staff's cell phone will serve as the "official clock for early/late times.
- Please arrive early enough so that you and your child have enough time to depart smoothly and you do not feel rushed or pressured to leave.
- Please make sure that you depart by 5:30 PM. Arriving before the closing time but lingering after closing time still interferes with the evening plans of teachers.
- There will be no exceptions or warnings. If you are early or late for any reason (flat tire, miscommunication regarding who was picking up the child, etc.) the policy will be upheld. A "no exceptions policy" makes it easier for us to apply the late policy to everyone consistently and fairly. We do not want any parent to receive special treatment or favors whereas other parents may not. While a phone call to warn about tardiness is appreciated, the policy will still be applied. A form, indicating the child’s name and at what time the parent arrived, has been developed with the policy clearly stated. The parent and Site Facilitator will sign this form. The Site Facilitator turns the signed form into the administration office.

**Absences**
- All absences, even partial (i.e. staying after class for special projects, clubs, etc.) must be reported by the parent to Adventure Club.
- If your child will not be attending Adventure Club for any reason, you must let the Site Facilitator know by 2:00 PM by any of the following ways:
  1. Write down the changes in schedule or routine in the parent notebook on the parent table.
  2. Put a note in the Adventure Club mailbox located in the school’s main office.
  3. Call the Adventure Club Administrative Office at 884-2582.
  4. Call the site phone number (listed in the back) and leave a message.
- Calling the school’s phone number and talking to the secretary or teacher and having him/her forward a message is not the most effective way to inform us of an absence. A child may still be mistaken for a missing child if the message does not get to us. You must utilize one of the four methods mentioned above.
- Absences without prior notification may be mistaken for a missing child and unnecessary concern and time spent searching for the child may occur.
- If prior notice of absence is not given by 2:00 PM, a $5.00 fee will be charged. This fee is applied per family. A form will be completed and signed by the parent and the Site Facilitator. If this becomes a frequent problem, Adventure Club reserves the right to remove a family from the program.
- For Enrichment Summer Camp, if prior notice of absence is not given by 11:00 AM, a $5.00 fee will be charged. A form will be completed and signed by the parent and the Site Facilitator. If this becomes a frequent problem, Adventure Club reserves the right to remove a family from the program.
- For the CPS Summer School Adventure Club Programs, if prior notice of absence is not given by 2:00 PM, a $5.00 fee will be charged. A form will be completed and signed by the parent and the Site Facilitator. If this becomes a frequent problem, Adventure Club reserves the right to remove a family from the program.

**Early Release Days & Field Trips/Transportation Policies**
- Adventure Club will operate on early release days as soon as the children are released from class until 6:00 PM. Your child must be regularly enrolled in the afternoons in order to be allowed to attend the early release day. If your child is enrolled for AM only or an early release day falls on a day your child is not enrolled, your child may not attend.
- On early release days, your site may be taking a field trip to a variety of locations such as parks, the movies (rated G or PG), or places to tour in the community. If your site is attending a movie, you will be notified in advance the title of the movie. It is the responsibility of the parent to determine if you want your child to view it or not. It is possible on rare occasions that a movie selection may be changed last minute due to shipping issues for the movie theater. If your child does NOT attend a scheduled field trip, there will be no alternative care provided by Adventure Club for that day. You will be notified in advance of where your school will be going as well as a departure and arrival time. You will be required to sign a permission form allowing your child(ren) to go. We utilize a chartered bus service as our means for transportation. It is a privilege for children to attend field trips. We reserve the right to prohibit a child’s attendance if there are behavioral concerns. A parent attending the field trip with his/her child must provide his/her own transportation. If the child rides with the parent in his/her personal car, the parent must sign the child out on the sign in sheets first. The child must follow the same expectations as the other children.

**No Programming Dates**
- Thanksgiving Week, November 19-23, 2018
  - As stated on the registration form, Adventure Club does not have programming during the entire week of Thanksgiving and during CPS winter break. Because ninety-nine percent of our Site Assistants are college students who do not have class during Thanksgiving week, it is impossible to adequately staff the programs. The safety and well-being of your children is our number one priority and thus we always strive to maintain the standard staff/child ratio of 1:12.

**Alternate Programming Opportunities** — additional enrollment required, information will be sent to your site prior to enrollment days.
• Spring Break Programming is offered the Monday through Wednesday during the week of Spring Break March 25-29, 2019. Programming is available for all Adventure Club families and is held at different schools each year. There is an additional fee for the three days of programming and enrollment is limited and on a first come first serve basis.
  o Full Day Programming will be offered to current Adventure Club families several times during the school year on days school is not in session. The enrollment information will be provided after the school year begins. There is an additional fee for each of these days. Enrollment is limited and on a first come first serve basis. Child Care Subsidies (FSD) and tuition assistance will not be accepted for these days.

Snack
• In the afternoon, Adventure Club provides fresh fruit and a snack. A menu will be posted at the school. We must provide pre-packaged food items. If the child does not like the snack provided or has special dietary needs, food will need to be sent with the child on a daily basis.
• As all of our programs are licensed by Missouri’s Department of Health and Senior Services, there are certain regulations we must follow. The first is that since we operate in the school’s facilities and do not have access to the kitchens, we are not allowed to prepare foods for snack (cutting up, or peeling fruits and vegetables); therefore, all of our snacks must be pre-packaged or the children must be able to easily open the fresh foods themselves (i.e. bananas.) We follow all USDA standards and must follow a specific snack chart as provided by licensing regulations. “The provider shall supply and serve nourishing food according to the meal and snack food chart as provided by licensing.” We are proud to state that we do offer a wide variety of nutritious snacks. Some of the snacks we offer include but are not limited to: pretzels, oranges, apples, bananas, Goldfish, Cheez-its, and a variety of cereals. Adventure Club will continue to value the importance of health when choosing the snacks that we offer while adhering to the licensing policies.

Personal Items from Home
• Personal items from home, such as toys, must be approved by your Site Facilitator and are the child’s responsibility. No trading cards are allowed at Adventure Club (i.e. Pokémon, Yu-gi-oh, sports card, etc.). It is important for Adventure Club to remain consistent with the school rules so some decisions may be based on the school’s current policies. However, there are times we allow children to bring items from home on special days or for special events.

Student-Owned Electronic Equipment
• Because of interference with the school environment and security problems, children are not allowed to have electronic equipment such as, but not limited to, the following: radios, video games, beepers, iPods, MP3 players, and cellular phones. The use of personal radios, electronic equipment or headsets in the building is prohibited. Adventure Club accepts no responsibility for damaged, lost, or theft of student property. Special consideration will be given to children for special events.

Wi-Fi Policy
• Like the Columbia Public School District, Adventure Club recognizes the educational value of electronic-based information technology as a means of access to enriching information and as a tool to develop skills that students need. Adventure Club will allow children access to our electronic devices, CPS devices and at times, personal devices, as well as access to CPS’s Wi-Fi, after the parent has signed our technology usage agreement, which was included in the online enrollment form you used to enroll your child. No child will be allowed to use any electronic device (Adventure Club, CPS, or personal), until consent is given by the parent or guardian on the online enrollment form.
  o Please note the following:
    • Adventure Club will monitor activities on all electronic devices. All users must recognize that they do not have a legal expectation of privacy when using Adventure Club’s devices. Adventure Club will monitor activities and operate protection measures which will attempt to protect against access to visual and auditory depictions that are obscene or harmful to minors. The protection measures are not foolproof, and Adventure Club cannot guarantee that users will never be able to access offensive materials. Evasion or disabling, or attempting to evade or disable, protection measures is prohibited.
    • Use of Adventure Club’s, CPS, and personal devices during Adventure Club time is a privilege, not a right. A child’s privileges may be suspended if misuse occurs.
    • Adventure Club may use disciplinary measures to enforce rules about proper use of electronic devices. Children may lose privileges, be given detention, be suspended, and if the violation is severe enough, dismissed from the program.
    • Purposeful damage to an Adventure Club device will be charged to the parent.

General Rules and Responsibilities
• A maximum of 15 minutes on any device each day, unless working on a school assignment or given special permission.
• Unless given permission, children will not watch other children play on the devices.
• Children should not use other children’s CPS or personal devices.
• Accessing fee services is prohibited. Children who break the rule and access such services and incur fees will have their parents’ Adventure Club account charged accordingly.
• Accessing, viewing, or disseminating information using any devices during Adventure Club time that is obscene, harmful to minors, indecent, insulting or fighting words, harassing, etc. is prohibited.
• Adventure Club is not responsible for loss of data, delays, non-deliveries, mis-deliveries or service interruptions.
• No installing apps, software, media without permission.
• Children will report immediately any security problems.
• Children will report immediately witnessing any misuse of devices.

Information Regarding Child
• Adventure Club will share generic information regarding your child with the Columbia Public School District and the Department of Secondary and Elementary Education for statistical purposes.
• Adventure Club works with the school staff (i.e. principal, counselor and teachers) in order to provide the best, most consistent experience for your child. Information regarding your child may be shared and communicated with school staff in order to accomplish this.
• If Adventure Club staff suspect that a potential developmental delay exists for a child, they will ask parents and/or school day teachers for their observations regarding that area of development. The Site Facilitator might request input from Adventure Club administrative staff and may consult written resources. If other resources are consulted, confidentiality will be maintained. If the Site Facilitator has considered all the information and still has concerns, he or she will discuss them with the parents. If needed, a recommendation for community resources can be made. Once a special need has been identified, Adventure Club will do its best to meet the particular needs of the child and family. Effort will be made to provide as much opportunity for social interaction and participation in activities as possible to enhance the growth and development of the child. Of course, any modifications made will depend on the individual circumstances of each situation.

• In the event that a parent requests child-related information, written or verbal, about their own child, Adventure Club will provide the communication to the parent requesting it. Unless written consent is given, the primary parent on the account will still be the only one provided account information and Adventure Club will not share contact information for the other parent. When information is shared, a copy will be put in the child’s office file with a note about the circumstances. If court documentation exists that prevents the sharing of child-related information, it should be provided to Adventure Club to prevent the implementation of this policy.

• When court-ordered to provide child-related information, Adventure Club will do so. Again, a copy will be put in the child’s office file with a note about the circumstances. It may also become necessary for staff to share otherwise confidential information when caring for a child in an emergency situation, when speaking to a caseworker, or when acting on their responsibilities as mandated reporters by reporting suspected child abuse or neglect.

Licensing

• All Adventure Club programs are licensed by the Department of Health and Senior Services, Bureau of Childcare. A copy of the licensing policies is available for review at the parent’s request.

Accreditation Standards at a Glance COA

• Adventure Club adheres to the accreditation standards at all programs as set by the National After School Association and the Council on Accreditation. These standards include the following:
  
  • **Human Relationships**
    • Staff relate to all children and youth in positive ways.
    • Staff responds appropriately to the individual needs of children and youth.
    • Staff encourages children and youth to make choices and to become more responsible.
    • Staff interacts with children and youth to help them learn.
    • Staff uses positive techniques to guide the behavior of children and youth.
    • Children and youth generally interact with one another in positive ways.
    • Staff works well together to meet the needs of children and youth.
  
  • **Indoor Environment**
    • The program’s indoor space meets the needs of children and youth.
    • The indoor space allows children and youth to take initiative and explore their interests.
  
  • **Outdoor Environment**
    • The outdoor play area meets the needs of children and youth, and the equipment allows them to be independent and creative.
  
  • **Activities**
    • The daily schedule is flexible, and it offers enough security, independence, and stimulation to meet the needs of all children and youth.
    • Children and youth can choose from a wide variety of activities.
    • Activities reflect the mission of the program and promote the development of all the children and youth in the program.
    • There are sufficient materials to support program activities.
  
  • **Safety, Health, & Nutrition**
    • The safety and security of children and youth are protected.
    • The program provides an environment that protects and enhances the health of children.
    • The program staff tries to protect and enhance the health of children and youth.
    • Children and youth are carefully supervised to maintain safety.
    • The program serves foods and drinks that meet the needs of children and youth.
  
  • **Administration**
    • Staff/child ratios and group sizes permit the staff to meet the needs of children and youth.
    • Children and youth are supervised at all times.
    • Staff supports families’ involvement in the program.
    • Staff, families, and schools share important information to support the well-being of children.
    • The program builds links to the community
    • The program’s indoor space meets the needs of staff.

**CODE OF CONDUCT**

• We want to ensure a safe and fun environment for your child(ren). We have established expectations to help us meet these goals. The expectations and regulations are for the safety and well-being of all the children. We appreciate parental support when you are informed of a discipline situation.

• It is the goal of Adventure Club to provide a fun and educational environment that supports the growth and development of its participants. Positive behavior management methods are used. The program’s philosophy of discipline is based on respect for the child’s self-esteem, setting limits and consequences, and encouraging increased self-discipline. The staff will work with any child and parent to resolve any problems that may arise. Privileges may be taken away at Adventure Club to assist in modifying behavior (i.e. gym time, outdoor play, clubs, or social time with other children.) We appreciate and encourage parent participation.
• The goal in discipline is that children will regulate their own behavior. This can be accomplished by talking through situations with children and setting up necessary limits so unacceptable behavior patterns do not develop and/or continue. If these expectations are not followed, we will ask the child to identify the misbehavior and the appropriate action to be taken. At times the child may be asked to “cool down”, before discussing the situation or he/she may be asked to complete a “Think Sheet.” Continued misbehavior will be discussed with parents. If a child’s behavior has a negative effect on other children or the staff, the child may be placed in detention. Additionally, suspension may occur for one to three days with the understanding that the child may be withdrawn from the program with the next occurrence. **Field trip privileges may also be revoked if behavior does not meet expectations.**

If you have concerns about disciplinary actions, we encourage you to speak to the Site Facilitator first.

**Basic Expectations**

- **Respect Others:** Children are expected to respect staff, other children and themselves at all times. Any child who physically or emotionally harms others will be reported to parents and consequences will occur.
- **Follow Directions:** Children are expected to follow building and playground rules and to follow instructions.
- **Practice Safety:** Children are expected to stay with the group in a designated area and ask for permission to leave an area.

**Discipline Plan**

- If any of the above expectations are not followed, one or more of the following actions may be taken.
  1. Verbal warning and discussion of expected behavior. This may include re-direction or cooling down before continuing the activity.
  2. The child may complete a “Think Sheet” with discussion with a staff member after it has been completed. “Think Sheets” provide the child an opportunity to take responsibility for his/her actions and determine other choices for positive behavior. This may be shown to the parent.
  3. Discuss re-occurring or serious behavior concerns with the child and the parent. An incident form may be required.
  4. The child may be given an In-Adventure Club detention.
  5. The child may be suspended from Adventure Club.
  6. In any situation where we cannot gain control of a child, the parent will be asked to immediately pick up the child or the Police Department may be contacted.

**Parent Code of Conduct**

- Adventure Club requires the parents of enrolled children at all times, to behave in a manner consistent with courtesy and respect. One of the goals of Adventure Club is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not the responsibility of the staff of Adventure Club but, is the responsibility of each and every parent or adult who enters the program. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct may be dismissed from the program.
- **Swearing/cursing:** No parent or adult is permitted to curse or use inappropriate language while speaking with any staff, other parents or children, whether in the presence of children or not. This includes at the school, the Adventure Club Administrative Office, over the phone or any other location. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language.
- **Threatening of staff, children, or other parents or adults:** Threats of any kinds will not be tolerated.
- **Other children:** Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent’s child. If a parent should witness another parent’s child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the staff.
- **Confidentiality:** It is inappropriate for one parent to seek out another parent to discuss their child’s inappropriate behavior. All behavior concerns should be brought to the staff’s attention. The staff will address the issue with that other parent. Although you may be curious about the outcome of such a discussion, staff is strictly prohibited from discussing anything about another child with you. All children enrolled in Adventure Club have privacy rights and are further protected by our Confidentiality Policy. You may be assured that Adventure Club will not discuss anything about your child with another parent.
- **Violations of safety policy:** Parents are required to follow all safety policies at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the children and staff.

**Suspension and Dismissal**

- Immediate suspension may be necessary in the case of a child or parent becoming physically violent with a staff member or another child or for repeated incidents of a serious nature. A parent/guardian may be contacted and required to immediately pick up the child for the day with no reimbursement of tuition. The Police Department may be contacted if necessary. Discussion with the Adventure Club Director, Associate Director, Coordinator for Programming and Special Events or Coordinator for Programming and Curriculum may be necessary before the child or parent can return to the program.
- A child or parent may be dismissed from the program when incidents jeopardizing the physical or emotional safety of any child or staff in the program become frequent or repeated or when disrupting the flow of the program becomes frequent or repeated. Dismissal may also occur at any time for a student or parent who is harmful to himself/herself or others.
- If a child is written up for disciplinary action one to three times, the child may be suspended for a one to three-day period. Further write-ups may result in dismissal from the program. At the time of a write-up, the parent/guardian will sign a written statement which states in full the process leading up to the child’s suspension. In certain circumstances a child may be released from the program without notice. Safety is always our main priority!
- A family may be dismissed from the program in the case of verbal or mental abuse by a parent. This includes defiance and disrespect of program policies, physical violence towards staff or other children in the program, any verbal abuse of staff members, parents and/or children that occurs at the school, Adventure Club Administrative Office, over the phone or any other locations.
Payment Policies

Enrollment
- Enrollment is valid for one school year and requires a non-refundable, non-transferable registration fee due at the time of enrollment and is due within 24 hours of your child’s acceptance into Adventure Club. You will be sent a “Welcome to Adventure Club” email as confirmation. Parents must re-enroll each school year. The primary parent is responsible for all fees and tuition. Priority is given to families currently enrolled during the designated re-enrollment time. Open enrollment for the public will begin after priority enrollment ends for current families. Waiting lists will be formed if program is full and a deadline will be given to those who are called off the list. Due to the volume of last minute registrations, we cannot guarantee any enrollments after mid-August.
- Enrollment and other paperwork are kept confidential at the Administrative Office.

Tuition
- Rates are based on the number of days Adventure Club is in session divided by 9 months, giving an equal monthly tuition. August/September and May/June are considered one billing month. Adventure Club does not offer partial payments for days missed. As many of our families utilize their employer’s cafeteria plan, this system was put in place to keep monthly fees consistent.
  - August/September
    - August and September are combined into one month with the payment due on September 5th. If you enroll and your start date is anytime from the start of school and before September 15th you will be charged a full month of tuition. If you enroll and your start date is after September 15th you will be charged a half month of tuition. If you hold a spot from the start of school and your child’s last day is before the end of August, you will be charged half a month of tuition for holding the spot. If you hold a spot from the beginning of school and your child’s last day is between September 1st and September 15th you will be responsible for a full month of tuition. If a drop notification is received on or after September 15th our regular drop policy will be in effect.
  - November
    - During November, Adventure Club does not have programing the week of thanksgiving. These days have already been removed from the days used to figure tuition. If you enroll and your start date is before November 15th you will be responsible for the full month of tuition. If you enroll and your start date is after November 15th you will be charged the daily rate, for your school and schedule, for remaining program dates in November. Our regular drop policy will apply for November.
  - December
    - Adventure Club does not offer programing during Columbia Public Schools winter break. These days have already been removed from the days used to figure tuition. If you enroll and your start date is before December 15th you will be responsible for the full month of tuition. If you enroll and your start date is after December 15th you will be charged the daily rate, for your school and schedule, for remaining program dates in December. Our regular drop policy will apply for December.
- For families with more than one child enrolled, a 5% discount in tuition is given for the second child (third, fourth, etc.) enrolled. Each 5% is deducted from the original tuition amount.
- Families have the option of choosing a pre-payment plan of paying the year’s tuition in full and receiving a 5% discount given in May.
- Monthly tuition is due by 5:00 PM on the 5th of each month, if tuition is not paid in full your account is considered delinquent. Accounts will be charged a $20, per account, late fee if your child’s tuition is not paid by 5:00 PM on the 5th of the month. If you make a payment arrangement with our office and do not honor the arrangement, this is considered delinquent. If your payment is not received by 5:00 pm on the 5th, you will be sent a letter requesting payment and a due date. If the payment is not made by the due date, your child’s enrollment will be suspended until the full tuition and late fees are paid. If the payment is not made within three days of suspension, childcare will be terminated. Adventure Club reserves the right to remove any family from our program, with four or more late tuition payments in a school year.
- If your family is dismissed for non-payment, you will be required to pay the past due amount and the next month tuition before you will be reinstated into the program.
- Adventure Club will send any unpaid accounts to a collection agency, with up to an additional 40% added for collection fees. You will be notified in advance if your account is sent to collections. Once an account is sent to our collections agency, there are two ways to re-enroll a child in our program.
  - You may pay the entire year’s fees upfront.
  - Upon re-enrollment you will pay upfront the enrollment fee and first month’s tuition, and be required to participate in our auto-payment program.
- A family that has had a previous balance waived due to bankruptcy will not be allowed to re-enroll for 1 calendar year from the bankruptcy discharge. Upon reenrollment you will be required to make your payments by the due date. Your child will be dismissed upon the first missed payment.
- Re-enrollment will be determined by availability and requires payment at the time of enrollment.
- Tuition increases usually occur in August and average approximately four to eight percent.
Monthly rates for the 2018-2019 School Year. Part time programming is not available.

### Tier I
Battle, Midway, New Haven, Rock Bridge and Two Mile.

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### Tier II
Alpha Hart, Beulah Ralph, Blue Ridge, Cedar Ridge, Derby Ridge, Fairview, Grant, Mill Creek, Parkade, Paxton Keeley, Russell, Shepard and West Blvd.

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### Tuition Rates for the 2018 Summer Programs

#### Tier I
Battle, New Haven, Rock Bridge and Two Mile.

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Benton will not have AM care

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#### Tier II
Alpha Hart, Beulah Ralph, Cedar Ridge, Mill Creek, Paxton Keeley, Shepard and West Blvd.

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Beulah Ralph Full Day

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Session 1 - $279 (July 2 – 13, 2018)
Session 2 - $315 (July 16 – July 27, 2018)

Shepard Enrichment

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July 10 – 27, 2018

12:15 PM to 6:00 PM

**PAYMENTS ARE NOT ACCEPTED AT SCHOOLS**

- The primary responsibility of the Site Facilitator is to ensure a safe and educational environment for your children. The Adventure Club Administrative Office is here to provide assistance to the parents regarding tuition payments and other questions regarding enrollment and registration. For this reason, payments for tuition cannot be accepted at the sites. This is for the security of your payment and to ensure it is processed in a timely manner.

**HOW TO MAKE PAYMENT**

- **Online:** Log on with your username and password. Click on “Make Payment” tile.
  - MasterCard, Visa, Discover, and American Express are accepted online.
- Parents are able to set up auto-pay with a debit or credit card through the parent portal. All auto-pay deductions will happen on the fifth of the month. This date cannot be changed and must be set up prior to 8:00 AM on the 5th of the month.
- Check and money order payments are accepted at the Adventure Club Administrative Office. An after-hours drop box is available at our front entrance at 101 Park De Ville Drive, Suite D. Payments received after business hours will be processed the next business day and may be subject to a late fee.
- Mail checks or money orders to: 101 Park De Ville Drive, Suite D, Columbia, MO 65203
- **Please indicate child’s name and school on the payment; we are a large program and have families with the same name. This will verify your payment is applied to the correct account.**
- Employees of the University of Missouri may take advantage of payroll deduction in which your monthly tuition is taken directly out of your paycheck. Payroll deduction has to be renewed at the beginning of each school year; it does not carry over from school year to school year. The payroll deduction is post-tax. Contact Adventure Club if you are interested in this and we will send you the necessary forms or they are available via your online account. It is important to let us know of any employment changes and/or payroll schedule changes. Payroll deduction is not available for summer programs.
- All accounts must be paid in full before the close of the school year. This includes payroll deductions.
Family Support Division (FSD) Attendance Policy

- Adventure Club accepts childcare subsidies from the Family Support Division. Their web address is http://www.dss.mo.gov or they can be reached at 855-373-4636. If you are already approved for childcare assistance, you will need to contact a caseworker and let them know your child(ren) will be a part of Adventure Club (The Curators of the University of Missouri) and they will need the correct DVN (call our office or check our website for the DVN to your child’s school).
- Until Adventure Club receives a copy of your approval from Family Support Division, you will be responsible for 50% of the full tuition and is due at the time of enrollment. Any overpayments will remain as a credit on your account until the end of the school year.
- Families whose childcare assistance is denied will be responsible for the full tuition, you may apply for our scholarship while funds are available.
- If approved, Adventure Club will make the necessary adjustments to your account for the next month. If the account has a credit, the credit will remain on the account for the remainder of the school year to be used for monthly tuition payments, late pick up fees, additional enrollment, etc., until the credit is used in full. If at the end of the year the account has a credit, a refund check will be issued by the University of Missouri Cashier’s office. Issuing a check may take up to 4 weeks.
- Payments are due by the 5th of each month unless a payment arrangement is made prior to the 5th.
- All parents receiving Family Support Division childcare subsidy must legally complete the In/Out on the attendance sheet each day as well as sign the form each month. Failure to do so may jeopardize your child’s enrollment. The parent receiving the assistance must be the one to sign at the end of each month.
- Due to state guidelines for reimbursement to childcare provider, all child(ren) must attend at least 30 minutes per day. Your family will be assessed a per child fee for each day the attendance is less than 30 minutes.
- Family Support Division will not reimburse Adventure Club for the cost of tuition if you exceed five absences per month. You will be charged the standard daily rate for additional absences and/or Adventure Club reserves the right to re-evaluate your enrollment. Extinguishing circumstances may apply and can be discussed by contacting the main office.
- If your child’s co-pay is adjusted by the state mid-month, Adventure Club will adjust your account and you will be required to pay the new copay the following month.
- Any child that misses more than 5 days per month or does not attend more than 30 minutes a day will be assessed the daily attendance rate. If your child is enrolled AM/PM you will be charged at the AM/PMP rate etc.
- Families are required to give ½ months’ notice and will follow the Adventure Club Drop Policy as stated in the handbook if they decide to remove their child(ren) from Adventure Club.

Adventure Club Scholarship Program

- Adventure Club offers a scholarship to families that do not qualify for Family Support Division Child Care subsidies. These funds are first come first serve and are for the entire school year, as long as the requirements are met. To apply for financial assistance, we require a copy of your child’s current free or reduced lunch letter from the Columbia Public Schools Nutrition Services Office and an Adventure Club Scholarship Application for the current school year. Your family may be required to apply for Childcare assistance through the Family Support Division based on your family situation.
  - Please be aware that obtaining the CPS lunch letter can take time. These letters may be faxed to our office at (573) 884-0737 or e-mailed to adventureclub@missouri.edu.
  - They can be reached at (573) 214-3480; by e-mail at lunchbox@cpsk12.org; or online at http://www.cpsk12.org/Page/333
- The Adventure Club Scholarship form is available on our website or contact our office to have one sent to you.
- If you have received assistance in the past, you must re-apply for the new school year unless the updated information was provided for our summer (2018) programs. Please check with our office to see if your scholarship paperwork needs to be updated.
- Families receiving Adventure Club Scholarship assistance must adhere to the following policies set by Adventure Club. Failure to follow any of these requirements may jeopardize your child's scholarship.
  - Families whose scholarship assistance is denied, will be responsible for the full tuition.
  - Payments are due by the 5th of each month unless a payment arrangement is made prior to the 5th.
  - We often have a waiting list for scholarship funds, therefore, if your family is approved for scholarship funds you are required to make your payments on time.
  - All parents receiving Adventure Club Scholarship Assistance must legally complete the In/Out on the attendance sheet each day as well as sign the form each month.
  - If your family is approved for scholarship funds, your child will be allowed 5 absences per month. You will be charged the standard daily rate for additional absences and Adventure Club reserves the right to re-evaluate your enrollment. Extinguishing circumstances may apply and can be discussed by contacting the main office.
  - Families are required to give ½ months’ notice and will follow the Adventure Club Drop Policy as stated in the handbook if they decide to remove their child(ren) from Adventure Club.
  - Adventure Club has limited hardship scholarships for families that are experiencing a temporary financial hardship (i.e. loss of job or state assistance). These are on a first come first serve basis and are awarded for a maximum of 3 months. Please contact the office for more information.

Adventure Club Statements and Receipts

- Adventure Club does not provide paper copies of statements or receipts; all information is available online with your username and password.
  - To view your statement, go to http://adventureclub.missouri.edu
  - From the home page click on Statements tile.
  - Click on Statement link.
  - Enter the criteria for the statement and select the form you wish to receive it in.
  - You can print the PDF or excel document, once it appears.
- As a courtesy parents will receive monthly e-mail reminders that tuition has been posted to your account; it will be the parent’s responsibility to
Payment Concerns
- We encourage families to be proactive and contact us to make payment arrangements or seek assistance if you are having problems with your account. Our goal is to keep your child enrolled in our program, but if you do not let us know that you need assistance, we must follow protocol. If you are better able to pay at a different due date other than the 5th of the month, you must email our office prior to the 5th to discuss an extension. It does not help, however, to continue to extend the payment due date as the next month’s tuition will be due soon after. We are also glad to adjust your due date to match your payday.

Split Accounts
- Parents are able to split an account by percentage each parent pays.
- Once an account is split, it cannot be reversed for the duration of your families’ enrollment with Adventure Club.
- Each parent’s payment history will be separate. Each parent will not be able to see the opposite parent’s financial information.
- The primary parent (Guardian 1) is responsible for making sure both parties make their tuition payment on time. A parent with an outstanding balance will receive a $20 late fee and letter with a due date. Both parties must have their account at a $0 balance to avoid the risk of being dropped for non-payment.
- If any portion of the monthly tuition is not received the child may be dismissed from the program for non-payment.
- If the child is dismissed for non-payment, the primary parent (Guardian 1) will be the reporting party to the collection agency.

Withdrawal from the Program
- To withdraw your child from Adventure Club you must notify the Administrative Office at 573-884-2582 or email our website at adventureclub@missouri.edu. Verbal notification to your Site Facilitator does not qualify as notice and you will be charged for the time you are holding a spot. Once the month has started you will be responsible for the entire month’s tuition. If you would like to withdraw for the following month we must receive notification at the Administrative Office by the 15th of the current month. If we receive notification after the 15th of the current month you will be responsible for ½ of the next month’s tuition regardless of whether your child attends or not.
  - Example. If you would like to drop the program on the 11th of October, you must call the Administrative Office by the 30th of September. You will be charged ½ month tuition for October.
  - Example: If you would like to drop the program on the 28th of October you must call the Administrative Office by the 15th of October. You will be charged the full amount for October.

Refunds
- We will refund any unused tuition once the half month notice has been completed. For families that have been dismissed from Adventure Club for behavioral issues, you will be refunded any unused portion of the tuition.
- Withdrawal for summer 4-week programming must be made prior to May 15, 2018, June 1, 2018 for Full Day Session I program and Shepard Enrichment Program, and June 15-2018 for Full Day Session II, in order to receive a refund of tuition minus the $45 registration fee. Withdrawals from the program after May 15, 2018 will not receive a refund, no exceptions. We will not issue any refunds for Full Day Session I Programming and Shepard Enrichment Program past June 1, 2018, and Full Day Session II after June 15, 2018 no exceptions. The $45 registration fee is to cover administration fees and is nonrefundable, even if dropping prior to May 15, 2018, June 1, 2018 or June 15, 2018. No refunds will be given for family vacations or enrollments in other camp/childcare programs. A refund will only be given after the above dates for medical reasons or personal injuries. A written doctor’s excuse must accompany the refund request. Families that have been dismissed from Adventure Club or CPS for behavioral issues will receive a refund for any unused portion of their tuition.
- We will require the parent’s full name and address to refund payments made by online checking account, check or money order. Once processed, a check will be mailed to you in 2-3 weeks. For tuition payments made by credit or debit card, we will apply the refund back to the card you originally used as long as the card is still valid.

Insufficient Funds
- University policies and procedures require that returned checks be charged a $20 returned check charge and that all checks be forwarded to the prosecuting attorney’s office for collection. Inquiries regarding returned checks must be directed to the Cashier’s Office, 15 Jesse Hall, (573) 882-9137. In the event that a second insufficient check is received, future payments will be accepted only in the form of money order, cash or credit/debit card.
Dismissal for Non-payment or Non-attendance

- If a family that has been previously dismissed for either non-attendance or non-payment chooses to re-enroll with the Adventure Club program, the family will be required to make full payment prior to their child(ren)’s enrollment form being processed. The enrollment form will be moved to the waiting list and the spot will not be held until payment has been made in full.

Tax Information

- Adventure Club’s Federal Tax ID number is 43-6003859. Your tax statement will be made available to you by your online account at the end of each January. Each individual that is set up as a payer, on an account, will receive a tax statement reflecting their payments to the account.

**FAMILY/STAFF COMMUNICATION**

**Means of Communication**

- The Parent Table is a good source to find this information:
- **Parent Mailbox:** Each child/family has a folder located in the parent mailbox. Folders contain monthly newsletters, artwork, child updates, etc. Folders should be checked daily.
- **Parent Notebook:** At each site, a parent notebook is available at the sign in/out table for parents to leave important information regarding their child. Please sign and date your notes. Example entries may be . . . “child is riding bus home, child has student council every Wednesday, and child will be absent on Friday, child has homework they need to do, someone else is picking child up today.”
- **Orientation:** Each semester families will be offered an orientation to the program. New families will also receive an introduction/orientation to the program.
- **Parent Surveys:** Each year parents will be given the opportunity to provide feedback by filling out an evaluation. Please take advantage of this to tell us of any suggestions, concerns, or things you are happy with. We value your opinion and find these surveys extremely helpful in improving our program.
- **Verbal Communication:** Please communicate with the Adventure Club staff at any time. If you have an important issue or concern to discuss with the Site Facilitator please set up an appointment in order to get the necessary time needed for discussion.
- **Individual Family Conference:** Each semester families will be offered the opportunity to meet with the Site Facilitator to discuss the child’s progress in the program.

**Parent Involvement in the Program**

- Parents are invited and encouraged to be involved in their child’s Adventure Club activities. There are many different ways in which parents can participate and volunteer at Adventure Club. Parents may volunteer to read to the group, or assist with special events. Other ways to be involved include but are not limited to:
  - Open visitation, play a game with your child, do an art project
  - Complete parent surveys
  - Donations for special events (i.e. staff appreciation banquet held in April)
  - Sharing special talents/careers
  - Bringing in recyclable items
  - Participate on the CQI Accreditation team

**Parents Have Access to . . .**

- Completed accreditation materials submitted
- State licensing requirements
- Enrollment forms for their family
- Permanent records for their family
- Adventure Club Website: [http://adventureclub.missouri.edu](http://adventureclub.missouri.edu)
- Licensing regulation books may be provided at site upon request. Parents may access State Licensing compliance/inspection reports by visiting [https://webapp01.dhss.mo.gov/childcaresearch/searchengine.aspx](https://webapp01.dhss.mo.gov/childcaresearch/searchengine.aspx) and typing “Curators of the University of Missouri”, the official name for each site, where the form asks for the name of the program. When the list of programs is generated, parents should select a site by looking at the addresses listed.

**Sharing Information**

- In the event that a parent requests child-related information, written or verbal, about their own child, Adventure Club will provide the communication to the parent requesting it. Unless written consent is given, the primary parent on the account will still be the only one provided account information and Adventure Club will not share contact information for the other parent. When information is shared, a copy will be put in the child’s office file with a note about the circumstances. If court documentation exists that prevents the sharing of child-related information, it should be provided to Adventure Club to prevent the implementation of this policy.
- When court-ordered to provide child-related information, Adventure Club will do so. Again, a copy will be put in the child’s office file with a note about the circumstances. It may also become necessary for staff to share otherwise confidential information when caring for a child in an emergency situation, when speaking to a caseworker, or when acting on their responsibilities as mandated reporters by reporting suspected child abuse or neglect

**Health & Safety**

**Illness Policy**

- If your child is ill or experiences any of the following, please do not bring them 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 within 30 minutes of notice.
e Club, parents/guardians of enrolled and incoming children will be informed of their child's name and contact information distributed to the program. Medication must be provided in the original labeled container with instructions listed. Medications must be provided before the child attends. The accompanying Medication Authorization form should be approved in advance by the Site Facilitator and follow licensing guidelines for medication. Inhalers and other medications requiring the use of inhalers, emergency medication, etc. will need to discuss this with the Site Facilitator for proper access and storage procedures. Parents of students requiring the use of inhalers, emergency medication, etc. will need to discuss this with the Site Facilitator for proper access and storage procedures.

Prevention and Control of Communicable Diseases

- It is very important that we attempt to control the spread of communicable disease for the sake of all of the children we serve as well as the staff at our site. We would appreciate your consideration in following these guidelines:
  - Students should be fever-free: temperature under 100 degrees (without the influence of fever reducing medication) for 24 hours before returning to school.
  - Students should be free of contagious coughing.
  - Students should remain at home for 24 hours after the last episode of vomiting or diarrhea.
  - Students should remain at home for 24 hours after taking the first dose of an antibiotic for any infection.

Immunizations

- Immunization records must be kept on file for Adventure Club to be compliant with State Licensing regulations. Adventure Club staff obtain these when parents and guardians sign the Consent for Release of Information forms upon enrollment.
- If there are children enrolled at their site who are exempt from providing immunization records, parents and guardians of children in our licensed program may request notice of this.

Accidents and Injuries

- 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/guardian will be notified and a staff member, child, and parent/guardian will complete an Accident/Injury Incident Form. In case of a head injury, or a more serious accident, parents/guardians will be called. In emergency cases, 911 will be called and an emergency vehicle for treatment will take the child to the hospital and the parents/guardians will be called immediately.

Medication Policy

- All medication must be approved in advance by the Site Facilitator and follow licensing guidelines for medication. Parents of students who require the use of medication are encouraged to give medication to their child before attending Adventure Club each morning. If this is not feasible, proper medication forms must be completed and medication must be in its original container, clearly labeled with the child’s name and the correct dosage and be stored properly with Adventure Club staff prior to the child starting. An Individualized Care Plan must be completed and on file for children on prescription medications, as well as a medication authorization form for each medication administered at Adventure Club. No more than a one-month supply can be kept by Adventure Club.
- Parents of students requiring the use of inhalers, emergency medication, etc. will need to discuss this with the Site Facilitator for proper access and storage procedures. Inhalers and other medications will need to be provided for Adventure Club, independently from those distributed to the school. Adventure Club staff does not have access to individual school nurse’s stations for medication. Medications must be provided before the child attends. When, in the middle of the school year, a diagnosis is made indicating that medication might be needed during Adventure Club hours, families will have one week to supply Adventure Club with that medication. The accompanying Medication Authorization form should be submitted within the same timeline as the medications. Failure to keep current medications at site may result in suspension or dismissal from the program.
- Medication must be provided in the original labeled container with instructions listed. Medication should be presented to the Site Facilitator or Administrative Office. Please do not place it in the child’s backpack.

Outdoor Temperature Policy

- Outdoor play is an important part of our daily curriculum, as weather permits. It is important for parents to provide the appropriate clothing and outerwear for the weather conditions (e.g., coat, snow pants, boots, gloves, etc.). The staff members use the following general guidelines when determining whether to go outside:
  - **Winter:** As temperatures/wind-chill approach 10 degrees F, staff will determine the latest temperature and weather conditions. Staff will also check our playground wind factor. Typically, staff members wait until later in the day to take the children outside when temperatures are warmer. Children spend a shorter amount of time outside in cold temperatures and are monitored closely.
  - **Summer:** As temperatures/heat index approach 100 degrees F, staff will determine the latest temperature and weather conditions. Children often participate in play activities outside in shady areas of the playground. Children are also encouraged to get plenty of drinks to replenish body fluids. Parents are encouraged to provide sunscreen. Typically, the length of time spent outside is reduced and often the children wait to go outside until late in the day or early morning when the sun is less intense. On swim days in the summer, children may go outside when it is warmer than 100 degrees with the heat index. Decisions about cancelling swim day field trips will be made situationally.

Please note that if your child is not well enough to participate in outdoor play, he or she is not well enough to attend Adventure Club.

Safety

- Adventure Club prides itself on providing a safe environment for all children in our program. The following steps are in place to ensure this safety expectation:
  - **Staff/Child Ratios:** Adventure Club strives to maintain a one to twelve staff/child ratio for each site. This ratio exceeds the one to sixteen staff/child ratio which is required by the Department of Health Licensing Standards, Missouri State Accreditation Guidelines, and the Council for the Council of Better Business Bureaus. We strive to maintain a one to twelve ratio for each site. This ratio exceeds the one to sixteen staff/child ratio which is required by the Department of Health Licensing Standards, Missouri State Accreditation Guidelines, and the Council for the Council of Better Business Bureaus.
on Accreditation. If your child requires para assistance or special assistance at school *including accommodations regarding curriculum and/or behavior*, please contact the office before submitting an enrollment form to discuss your child’s needs. Adventure Club does not have para teachers available and children must be able to function within our 1:16 ratio.

- **Walkie-Talkies**: Staff utilizes walkie talkies to communicate between different areas. Children are allowed to transition from one area to another without an adult after the teacher in one area has communicated to a teacher in another area that the child is going to transition.
- **Accidents**: Adventure Club requires all Site Facilitators and Site Assistants to hold current CPR and First Aid Certification for the safety of your children. For minor accidents, staff will carry out immediate and necessary first aid and parents/guardians will be notified with an Accident/Injury Incident Form. In case of illness, head injury, or more serious accidents, parents are contacted immediately.
- **Emergencies**: The program has immediate access to a working telephone in case of an emergency. In the event of a serious emergency (i.e. life threatening accident, allergic reaction, head injury, etc.), 911 will be called and the child will be taken to the hospital by an emergency vehicle for treatment and parents/guardians will be called immediately.
- **Drills**: Fire and tornado drills are held monthly throughout the year. Emergency procedures are posted at each program.
- **Persons Appearing to be Impaired by Drugs or Alcohol**: The staff of Adventure Club will contact the local police and/or the other custodial parent should a parent appear to be under the influence of drugs and/or alcohol. The parent’s right to immediate access does not permit Adventure Club to deny a custodial parent access to their child even if the parent is or appears to be impaired. However, Adventure Club staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Family Support Division. Any other authorized person who attempts to pick-up a child and appears to the staff to be under the influence of drugs and/or alcohol will be denied access to the child. Staff will contact the child’s parents.
- **Reporting of Child Abuse**: Under the Child Protective Services Act, mandated reporters are required to report any suspicious of abuse or neglect to the appropriate authorities. Staff of Adventure Club are considered mandated reporters, under the law. Staff of Adventure Club are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Adventure Club take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Adventure Club cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith".

**Missouri Revised Statutes**

- Chapter 574/Offenses Against Public Order/Section 574.075. Drunkenness or drinking in certain public places prohibited – violation a misdemeanor (574.075). It shall be unlawful for any person in this state to enter any schoolhouse or church house in which there is an assembly of people, met for a lawful purpose, or any courthouse, in a drunken or intoxicated and disorderly condition, or to drink or offer to drink any intoxicating liquor in the presence of such assembly of people, or in any courthouse within this state and any person or persons so doing shall be guilty of a misdemeanor.

**Statistical Data**

- As stated on the registration form, Adventure Club will share generic information regarding the children in the program with the Columbia Public School District and the Department of Elementary and Secondary Education. This statistical data regarding attendance, outcomes, etc. assists in recognizing trends and patterns in education and the after school field.

**Program Changes**

- Adventure Club reserves the right to cancel, combine, change dates, times, fees, change staff or make any other revisions in the program, that may become necessary during the school year.

**Afterhours Care Using Adventure Club Staff**

- Adventure Club will not compile or distribute a list for parents of Site Assistant contact information for private babysitting services. If parents are interested in utilizing an Adventure Club staff person for babysitting, the parent should talk with the staff member themselves.
- Private babysitting should not interfere with a scheduled Adventure Club shift.
- If staff are taking children at 6:00 p.m. after their shift, they must be added to the authorized to pick-up list on the enrollment form or a note be left for the Site Facilitator AND be signed out at 6:00 p.m. by the staff taking the child.

**Employment Opportunities**

- Employment opportunities are available – great experience for college students, parents, or retired persons – flexible hours and benefits. Contact the Adventure Club office at 884-2582.

**Appeal/Grievance Procedure**

- **Right of children, youth and parents**: Adventure Club recognizes the right of parents & children and youth to express their grievances and to seek a solution concerning disagreements arising from site relationships, site conditions, daily practices or differences of opinion in how a policy was upheld or a situation was handled without fear of retaliation or interference by the alleged griever.
- **Grievance Definition**: Any complaint by a parent, children or youth concerning disagreements arising from site relationships or differences of opinion in how a policy was upheld or a situation was handled.
- **Procedures**: Should a parent, child or youth feel, after oral discussion with the immediate supervisor, that a reasonable solution has not been reached. The parent, child, or youth may originate a grievance within three (3) business days of the date the alleged grievable act occurred by:
  1. Presenting the facts in writing to adventureclub@missouri.edu
  2. Once the grievance is received, an administrator will contact the parent/child within two (2) business days to schedule a time to discuss the alleged grievance and possible solutions.
3. If the parent/child or youth is not satisfied with the solution the administrator has proposed, they have the right to be heard by the Adventure Club Administrative Panel including the Director, Associate Director, and the Site Facilitator. This panel is delegated to reviewing child/youth grievances.

4. Once a solution has been reached, an administrator will send the parent, child or youth a copy of the decision in writing within three (3) business days.

**ADA**
- In compliance with the Americans with Disabilities Act, the MU College of Education will honor requests for assistance made by persons with disabilities. Requests made with significant advance notice can be accommodated more effectively. MU is an equal opportunity institution.

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### Parent Orientation Checklist

- Parent’s Name: __________________
- Child’s Name: _______________
- Date: _________________________

- Staff Member: __________________

  - Site Facilitator send new family email prior to start date
  - Introduce self and other staff
  - Give tour of facility including information regarding parent center
  - Review allergies/medications (if applicable)
  - Contact Card
  - Familiarize parent with sign-in and out procedures
  - Confirm receipt of Parent Handbook and answer any questions regarding the handbook
  - Original Newsletters
  - If FSD or Scholarship review process with the family

**Review**
- Daily schedule
- Calendar of upcoming events/newsletters
- Parent mailbox
- Available resources
- Important policies
- Attendance Waivers
Adventure Club Administrative Office
Adventure Club
101 Park De Ville Dr. Suite D
Columbia, MO 65203
Phone: (573) 884-2582
Fax: (573) 884-0737

Or visit us on the web at: http://adventureclub.missouri.edu

<table>
<thead>
<tr>
<th>School</th>
<th>Phone Number</th>
<th>School</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha Hart Lewis</td>
<td>214-3385</td>
<td>Mill Creek</td>
<td>214-3282</td>
</tr>
<tr>
<td>Battle</td>
<td>214-3796</td>
<td>New Haven</td>
<td>214-3646</td>
</tr>
<tr>
<td>Beulah Ralph</td>
<td>214-3848</td>
<td>Parkade</td>
<td>214-3636</td>
</tr>
<tr>
<td>Benton</td>
<td>424-9489</td>
<td>Paxton Keeley</td>
<td>214-3572</td>
</tr>
<tr>
<td>Blue Ridge</td>
<td>214-3582</td>
<td>Ridgeway</td>
<td>214-3555</td>
</tr>
<tr>
<td>Cedar Ridge</td>
<td>268-3935</td>
<td>Rock Bridge</td>
<td>673-2026</td>
</tr>
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<td>Derby Ridge</td>
<td>999-7673</td>
<td>Russell</td>
<td>214-3655</td>
</tr>
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<td>Fairview</td>
<td>214-3592</td>
<td>Shepard</td>
<td>214-3666</td>
</tr>
<tr>
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<td>864-4780</td>
<td>Two Mile</td>
<td>214-3566</td>
</tr>
<tr>
<td>Lee</td>
<td>673-2125</td>
<td>West</td>
<td>673-5641</td>
</tr>
<tr>
<td>Midway</td>
<td>214-3543</td>
<td></td>
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</tr>
</tbody>
</table>

Commonly Used Forms

The forms on the following pages commonly used forms at the Adventure Club Sites.

- Absent without Notification
- Accident Injury
- Child Behavior and Observation
- Early Arrival/Late Departure Form
- Head Injury Form
- Consent for Release of Immunization Records
Adventure Club
Absent Without Notification

Child’s Name_________________________ Date ______ / ______ / _____ Site ________________

I took the following steps to locate the above child:

☐ Checked with school office on sign out sheet and absence sheet, AC teachers, AC Parent Notebook, school’s AC mailbox, called AC Main Office.
○ If able to find child with this step, no charge to parent

If the following extra steps must be taken to locate missing child, $5.00 fee is charged.

☐ Called Secondary Parent’s
○ Cell Phone #
○ Work #
○ Home #
○ Left Message

☐ Contacted the Police Department (Contact Administrator Prior to calling police)
○ Spoke with ___________________________

☐ Called Emergency Contacts
○ Left Message with ___________________________

☐ Police Office Assisting
○ Amber Alert Issued ___________________________

Reached ___________________________ at ______ : _____ PM. Child was ___________________________

I have read the policy below and understand that I must pay a $5.00 Finder’s Fee. I understand that this charge will be added to my account and will be due to be paid with my normal tuition fees on the 5th of next month or my family may be dismissed from the program. I understand a bill will not be sent to me.

Parent Signature & Date ___________________________ Site Facilitator/Assistant Signature & Date ___________________________

Absences:
• Parents that choose not to sign this form will still be charged.
• Absences without prior notification may be mistaken for a missing child and unnecessary concern and time spent searching for the child may occur.
• All absences, even partial (i.e. staying after class for special projects, clubs, etc.) must be reported by the parent to Adventure Club. If your child is attending an afterschool activity and is scheduled to go to Adventure Club, but is picked up from another activity without notice, the Site Facilitator will have to track down where your child is. Be sure to let the Site Facilitator know of this change of plan.
• If your child will not be attending Adventure Club for any reason, you must let the Site Facilitator know by 2:00 PM by any of the following ways:
  1. Write down the changes in schedule or routine in the parent notebook near the sign in/out sheet.
  2. Put a note in the Adventure Club mailbox located in the school’s main office.
  3. Call the Adventure Club main office at 884-2582.
• You must utilize one of the three methods mentioned above. Calling the school’s phone number and talking to the secretary or teacher and having him/her forward a message is not the most effective way to inform us of an absence. A child may still be mistaken for a missing child if the message does not get to us.
• If prior notice of absence is not given by 2:00 PM, a $5.00 fee will be charged. This fee is applied per family. A form will be completed and signed by the parent and the Site Facilitator. If this becomes a frequent problem, Adventure Club reserves the right to remove a family from the program.
• For Summer Enrichment Program, if prior notice of absence is not given by 11:00 AM, a $5.00 fee will be charged. A form will be completed and signed by the parent and the Site Facilitator. If this becomes a frequent problem, Adventure Club reserves the right to remove a family from the program.
• For the Summer Adventure Club Programs, if prior notice of absence is not given by 2:00 PM, a $5.00 fee will be charged. A form will be completed and signed by the parent and the Site Facilitator. If this becomes a frequent problem, Adventure Club reserves the right to remove a family from the program.

White Copy: Main Office
Canary Copy: Site File
Pink Copy: Parent

Revised 2/10/15
In All Front Desk Forms

Adventure Club
University of Missouri
Adventure Club Accident/Injury Report

<table>
<thead>
<tr>
<th>Child's Name</th>
<th>Time of Injury</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Who observed the incident?

Description of the Incident

Description of the Injury
(Be Specific: left, right, body part, etc.)

Treatment Administered

Was the child’s parent or guardian contacted?  Yes  No  What time was the parent or guardian contacted?

Comments about contact with the parent

Did Adventure Club Contact Emergency Services?  Yes  No  Comments

Check Applicable Box  I will inform the Adventure Club Office Supervisor about the injury.

Check Applicable Box  I will provide a copy of this report to CPS.

Did the parents seek medical care?  Yes  No  Unknown  Comments

---

Adventure Club Site Assistant Signature  Date

Adventure Club Site Facilitator Signature  Date

Parent, Guardian: If seeking medical attention, I acknowledge that it is my responsibility to contact the main Adventure Club office at 573-884-2582 within three days of the injury to ensure Adventure Club can provide appropriate information to my family regarding supplemental insurance.

Parent/Guardian Signature  Date

---

White Copy: Child’s File  Canary Copy: CPS If Needed  Pink Copy: Parent  Revised 5/17/17
Adventure Club
Child Behavior Observation and Incident Form

Note: For confidentiality purposes, specific information regarding consequences for other child involved in this situation will only be discussed with that child's parents.

Child’s Name: ___________________________ Site: ___________________________ Date: _____________

Location of Incident
☐ Cafeteria ☐ Playground ☐ Gym ☐ Other ____________

Type of Behavior (check all that apply)
☐ Physical ☐ Verbal/Disrespectful ☐ Safety ☐ Other ____________

Description of Situation:
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

I took the following steps to remedy the situation and to prevent a reoccurrence:

☐ This behavior has occurred previously ______ number of times.
☐ Talked to Assistant Director Date: _____________
☐ Talked to the child. Date: _____________
☐ Talked to Director Date: _____________
☐ Talked to the parent/guardian. Date: _____________
☐ Other: __________________________ Date: _____________

The plan of action/consequence is as follows:
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

☐ None necessary.
☐ In-Adventure Club Detention – # of days ____________ (Note: If child will not serve in-Adventure Club Detention appropriately, the detention will become a suspension)
☐ Suspension - # of days ____________ The child can return on this date __________________________. Upon return from suspension, the child and parent may need to meet with the Site Facilitator.
☐ Due to the # of occurrences and/or because of the severity of the behavior, the child is suspended until further notice.
☐ Any future behavior incidents may result in suspension from the program, including Full Day.
☐ Not eligible to attend Full Day Programming.
☐ Any future behavior incidents may result in dismissal from the program.

Child Signature and Date __________________________

Site Assistant Signature and Date __________________________

Parent/Guardian Signature and Date __________________________

Site Facilitator Signature and Date __________________________

Write Copy: Main Office
Canary Copy: Site File
Pink Copy: Parent
Revised 5/15/17
Adventure Club
Early Arrival/Late Departure Form

Child’s Name __________________________ Site __________________________

Date __________ / __________ / __________ Time of Arrival or Departure ________ : __________

Parent/Guardian __________________________ Staff Member __________________________

Steps taken to contact parent or other authorized adult __________________________

Reason Parent/Authorized Person was early/late __________________________

I have read the policy below and understand that I must pay $5 + _______ (Minutes Late) = $ _______. I understand that this charge will be added to my account and will be due to be paid with my normal tuition fees on the 5th of next month or my family may be dismissed from the program. I understand a bill will not be sent to me.

Parent/Guardian Signature & Date __________________________ Site Facilitator/Assistant Signature & Date __________________________

Early/Late Fees
• Parents that choose not to sign this form will still be charged.
• Parents will be charged for any time prior to 6:45 A.M. and starting at 6:01 P.M.
• Adventure Club opens at 6:45 a.m. and closes at 6:00 p.m. Adventure Club staff members work very hard each and every day and want to feel confident that they can leave at or before 6:00 p.m. Many staff members have evening commitments, and parents who arrive late often interfere with these plans.
• What frequently happens in the evening is that parents arrive shortly before 6:00 p.m. and by the time they find a place to park, gather up all of the child’s belongings, and chat with the teachers and other parents – it is well past 6:00 p.m. In these situations the late policy is difficult to enforce. Therefore, we are proposing that parents who have lengthy departure routines arrive early so that they can manage to get everything accomplished and still leave before 6:00 p.m.
• The Adventure Club early/late policy is as follows: $5.00 early/late base charge plus $1.00 for each minute early/late per family. A bill will not be sent to you. These fees will be added to your family’s account, must be paid by the following month’s tuition date or your family may be dismissed from the program.
• In addition to the monetary stipulations, the late policy will also include the following:
  ▪ The staff’s cell phone will serve as the “official clock” for early late times.
  ▪ Please do not bring your children before 6:45 a.m. Staff utilizes this time to plan, clean, organize, and discuss issues regarding the program.
  ▪ Please arrive early enough so that you and your child have enough time to depart and do not feel rushed or pressured to leave.
  ▪ Please make sure that you depart by 6:00 p.m. Arriving before the closing time, but lingering after closing time still interferes with the evening plans of teachers.
  ▪ There will be no exceptions or warnings. If you are early or late for any reason (flat tire, miscommunication regarding who was picking up the child, etc.) a charge will be issued. A “no exceptions policy” makes it easier for us to apply the late policy to everyone consistently and fairly. We do not want any parent to receive special treatment or favors whereas other parents may not.
  ▪ While a phone call to warn about tardiness is appreciated, the fee will still be applied.
  ▪ If this becomes a frequent problem, Adventure Club reserves the right to remove a family from the program. A fourth infraction may result in dismissal from the program.
  ▪ As we are guests in the building, we must be out at a reasonable time; therefore, if your child has not been picked up within 30 minutes of closing, the police or sheriff’s department will be called to pick up your child.
Adventure Club
Report of Head Injury

Child’s Name: ___________________________ School: ____________ Date: ________ Time of Injury: ________

Each step must be completed. Initial each step as completed.

Step 1: __________ First Aid Provided
☐ Ice Pack  ☐ Bandage  ☐ Decline Treatment  ☐ Other: ______

Step 2: __________ CPS Notification (AM Only)
☐ Child’s Teacher Notified (if injury happened in the morning): Teacher’s Name: __________________________
☐ School Nurse Notified (if injury happened in the morning): Nurse’s Name: __________________________

Step 3: __________ Parent Notification (check the one completed)
☐ Parent Called (if injury happened in the morning)
  □ Spoke to __________________________________ at this time __________________________
  □ Unable to reach parent; left a detailed message. If child enrolled in AM only, note sent home with child.
  □ Spoke with parent the next morning or in the afternoon.
☐ Parent Called (if injury happened in the afternoon)
  □ Spoke to __________________________________ at this time __________________________
  □ Unable to reach parent; left a detailed message: spoke to at pick up time.

Step 4: __________ Was a health care provider contacted by Adventure Club?  ☐ Yes  ☐ No
□ If yes, who was contacted at what time?
□ Was child taken to a health care provider by the parent?  ☐ Yes  ☐ No  ☐ Unknown

Step 5: __________ Turn in copy of this form to Office Supervisor and notify direct supervisor as well.

Location Injury Occurred (Please Circle One): Cafeteria  Gym  Outside  Other__________________________

Who Observed This Incident? __________________________

Description of How Injury Occurred: ________________________________________________________________

Description of What Injury Looks Like: ______________________________________________________________

Other Information: ____________________________________________________________

Did the Parent seek medical attention?  ☐ Yes  ☐ No  ☐ Unknown  Comments __________________________

Parent Initials within three days of the injury to ensure we can provide appropriate information to your family regarding Insurance.

Sometime symptoms can occur several hours after a head injury. Therefore, you should watch for any of the following:

1. Severe headache
2. Nausea and/or vomiting
3. Double vision, blurred vision, or pupils of eyes appear to be different sizes
4. Loss of muscle coordination, such as falling down, walking strangely, or staggering
5. Any unusual behavior such as being confused, breathing irregularly, dizziness, or convulsion
6. Bleeding or discharge from an ear
7. Your child should be checked carefully at bedtime and awakened at midnight (if bedtime is 8-9 p.m.) just enough to be sure he/she can be awakened and seems normal.
8. If your child shows any of the signs listed above, contact your doctor or hospital emergency room.

Site Assistant’s Signature & Date __________________________ Site Facilitator’s Signature & Date __________________________ Parent’s Signature & Date __________________________

Adventure Club
University of Missouri

White Copy: Main Office
Canary Copy: Site File
Pink Copy: Parent
Revised: 2/10/15
UNIVERSITY of MISSOURI

ADVENTURE CLUB

COLLEGE OF EDUCATION

Consent for Release of Information

Adventure Club is licensed by the Missouri Department of Health and Senior Services and the Section for Child Care Regulation. As such, we are obligated to follow the rules as listed in the licensing book.

Rule CSR 30.62.132 E 5 states:

(E) "Completion by the parent(s) of the following written information, which shall be on file before the child is accepted into care:

5. Information indicating that the child has completed age appropriate immunizations is in the process of completing immunizations or is exempt from immunization requirements as defined by 19CSR4-62.192 Health Care."

We request your consent to obtain your child's immunization record, in order for us to remain compliant with Licensing. Using one or both of the methods below, our staff will obtain the required documentation for Licensing.

1. One of two Adventure Club staff who have been granted access to ShowMeVax will download your child’s immunization record from their database. No other medical information is viewable. The staff have Read Only Access and will not be able to edit the document in any way.

2. Since you have provided Columbia Public Schools with a copy of your child’s immunization records upon enrollment, Columbia Public Schools has agreed to provide a copy of your child’s immunization records to Adventure Club only with parental consent. Please complete the following statement:

I, ______________________________ do hereby grant my consent for Columbia Public Schools to release information to Adventure Club regarding my child’s immunization records.

Child’s Name ____________________________

School of Attendance _____________________ Student Number ____________

Please sign below, giving consent for Adventure Club to use either of these methods to obtain the required documentation for Licensing.

______________________________________  _________________________
Parent / Legal Guardian Signature (NO ELECTRONIC SIGNATURES) Date

This form must be received within one week from enrollment or your child may not be able to attend Adventure Club. You can return the completed form by:

1. Turning in the signed copy to your Site Facilitator
2. Faxing the signed copy to the Adventure Club Office at 573-884-0737
3. Mail or hand deliver the signed copy to 101 Park De Ville Drive, Suite D, Columbia, MO 65203

101 Park De Ville Drive, Suite D Columbia, MO 65203 Phone: 573-884-2582 Fax: 573-884-0737 Web: http://adventureclub.missouri.edu

Missouri’s Flagship University
Adventure Club Organizational Chart 2018-2019

Adventure Club Purpose
To Enhance the Growth and Development of the Children, Families, Staff, and the Communities We Serve