




AdventureClub

Family Handbook



**Providing High Quality
Programming Since 1984**

 Parkway-Rockwood
CommunityEd
School-Age Care

Welcome to Adventure Club



Providing High Quality Programming Since 1984

Welcome to Adventure Club! By enrolling in Adventure Club, you and your child can experience the high quality program thousands of families have experienced since the 1984-85 school year. Whether your child is enrolled for one or five days a week, they will benefit from the various opportunities provided by Adventure Club.

On a foundation of safety and supervision, the Adventure Club has built a child-centered program where a kid can be a kid. Children are able to choose activities that will challenge them, motivate them, and strengthen their development. Adventure Club children are often engaged in planned art projects, science and music exploration, indoor and outdoor physical activities, field trips, group games, as well as individual help with schoolwork. Learning is embedded in the many choices offered. Most importantly, kids in Adventure Club are encouraged to have fun: to laugh with their friends, to use their imagination, and to be creative.

Communication is one of the skills Adventure Club staff work on with every child. It is also vital between parents and the Facilitator and Assistant Facilitators at your child's school. We encourage you to communicate problems, concerns, daily information, and, of course, compliments. If the need arises, please feel free to call the Adventure Club office and speak to any of us.

Thank you for choosing Adventure Club for your child's out-of-school time.

Sincerely,

Leanne M. Cantu
Coordinator
Adventure Club



Leanne Cantu
Coordinator
Adventure Club

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Program Criteria



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PROGRAM CRITERIA

Adventure Club is the school age care program offered through Parkway-Rockwood Community Ed in Parkway and Rockwood School Districts. This program, which is exempt from licensure, supports the education of both districts through play-based learning; it is not a component of the student's public education. Parents can feel comfortable knowing that Adventure Club is a safe and reputable program whose focus is to help students develop personal responsibility, form friendships through social interactions, learn to relate to others with empathy and respect, develop a sense of confidence by participating in a variety of activities, and establish a growing respect for themselves and others. Adventure Club curriculum is designed to meet a wide range of personal and cultural interests and development levels. Personal choice and self-initiated learning experiences are encouraged and balanced with structured activities.

Adventure Club strives to help all students find success within the program. Participatory standards include:

Age Groups

- School year: Entering Kindergarten-5th grade
- SummerLink: Completed Kindergarten thru completed 5th grade

Students are expected to adhere to Adventure Club's behavior expectations. We expect children to:

- Participate in available activities
- Manage their own personal needs and belongings
- Follow proper safety procedures at all times, including:
 - Avoid causing harm to themselves and others
 - Follow directions from Adventure Club staff
 - Request permission to leave a designated area
 - Demonstrate respect for fellow students, staff, and school property
- Students enrolled in Adventure Club must be able to independently manage toileting needs

SUPPORT FOR CHILDREN WITH SPECIAL NEEDS

Adventure Club supports the inclusion of children with special needs. At the time of registration, it is essential that parents advise Adventure Club Administration of any allergies, health conditions, disabilities or special needs that their child may have. Without full disclosure of a child's needs, Adventure Club may not be prepared to ensure the child's success in the program. Enrollment will not be considered final until all requirements have been met and reviewed. Adventure Club will determine whether, and what, reasonable accommodations can be made. Adventure Club strives to support children with special needs. Please note that Adventure Club does not have the same staff resources available that children may receive during the normal school day. If the support a child needs cannot be provided without fundamentally altering the nature of the program, Adventure Club reserves the right to deny or terminate the child's enrollment.

Application Procedures



WAYS TO APPLY FOR ADVENTURE CLUB

- Annual On-line Application (computer or smartphone)
- Annual On-line Application in person at the Adventure Club Office in Ellisville, MO for those who do not have access to a computer or smartphone.

Current families will be given priority over new families for the first two weeks that the application process is available. All applications are processed according to the date and time of submission. Completing the application process does not guarantee a slot in Adventure Club. A wait list will be maintained at the Adventure Club office. Current Adventure Club accounts must be in good standing for your child(ren) to be activated for the School Year and Summer programs.

ON-LINE APPLICATION

Visit <https://www.prcommunityed.org/adventureclub>

The program will guide you through the application process. At the end of the application process you will be required to pay a nonrefundable School Year application fee or a Summer weekly deposit for each child and each week enrolled. The application fee for the School Year is \$85.00 per child or a maximum per family of \$170.00. The Summer weekly deposit is \$30.00 for each week enrolled per child. During the on-line registration process, you will have the opportunity to enter your preferred payment method. These payment options include Discover, Mastercard, Visa, American Express, or a checking or savings account. You can also choose at the same time to have your account set up for auto pay, each month.

Once you have read the handbook, you may begin the on-line application process.

School Year Application: The Adventure Club office will start accepting applications for the upcoming school year in March for current families. Applications will be available on-line throughout the year; however, applications, and/or schedule changes, received less than three weeks prior to the start of school may be on hold until we can re-evaluate our openings. We will contact you as soon as we are able to activate your child in our program. No child's enrollment is complete until you have received a notification from our Adventure Club office at the Community Ed-Ellisville Campus.

Please refer to our website for specific dates for the school year regarding the start date for the application process, and deadline dates for acceptance of changes.

Summer: The Adventure Club office will start accepting applications for the upcoming summer program in February. Applications will be available on-line throughout the summer; however, applications received three weeks, or less, prior to the start of the summer program, may be on hold until we can re-evaluate our openings. Schedule Changes will not be accepted three weeks prior to the start of the program. We will contact you as soon as we are able to activate your child in our program. No child's enrollment is complete until you have received a notification from our Adventure Club office at the Community Ed-Ellisville Campus.

Please refer to our website for specific dates for our summer offerings regarding the start date for the application process, and deadline dates for acceptance of changes.

APPLICATION IN PERSON AT THE COMMUNITY EDUCATION ADVENTURE CLUB OFFICE

The Adventure Club office is open Monday through Friday from 8 a.m.– 4:30 p.m. for those who do not have internet access and wish to apply for Adventure Club.

NOTIFICATION OF ACCEPTANCE INTO THE ADVENTURE CLUB PROGRAM

An email confirmation will be sent when your child has been accepted into the Adventure Club program. If your child is placed on a wait list, you will receive a phone call when space becomes available.

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Curriculum & Rates



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ADVENTURE CLUB CURRICULUM

Adventure Club is a choice-based program, offering a diverse curriculum that is intended to reflect a wide variety of student interests as well as offer unique and fun opportunities that create new interests. Each month has a planned Focus which is a multifaceted skill or topic that is reflected in various activities sprinkled throughout the month. Hands-on projects are offered weekly in the areas of STEM, Creative Arts, Life Skills, Enrichment, as well as Outdoor and Group Games. Many of the projects offered will be student driven, offering individuals the autonomy to begin and end a project completely on their own. In these projects, the student completely controls the process and their creativity is unlimited. At least one project in each session will be staff-assisted. These projects allow students to participate in goal-oriented projects with an adult close by to assist them and help troubleshoot throughout the process. In addition to each of these curriculum areas, programs will have a Long Term Project happening at any given time. This is often a community service project, but can also be a more in depth activity that takes multiple days to complete. Ultimately, Adventure Club's goal is to maintain student interest, support the education they are receiving in the classroom, reinforce character education, and offer diverse opportunities for them to learn, grow, create, and explore. There is no better way to accomplish these goals than through the interesting, hands-on experiences which are plentiful in the Adventure Club curriculum.



ADVENTURE CLUB RATES

SCHOOL YEAR RATES

School Year Adventure Club rates are charged in **10 payments for attendance periods**. Please see the School Year Fee Sheet for the appropriate rates for your school.

A **10% discount**, per month, for each additional child in the same family (with the same Billing Responsible parent or person), applies to all of the monthly fee schedules. If there are two or more children in the same family who have different fees, the discount applies to the lower fee(s).

SUMMER RATES

Summer rates are charged weekly. Please see the Summer Fee Sheet for the appropriate rates for the Summer program.

Payments



ADVENTURE CLUB PAYMENTS

All families will receive an email notification of the payment due approximately 1 week prior to the due date each month, generated from our registration system.

Payments for the Monthly (School Year), Summer, Non-School days and Early Release days will not be accepted at your school's Adventure Club. Fees for any scheduled days in any of our programs may not be deducted for any type of absence including inclement weather, illness or vacation. Missed days cannot be substituted for additional attendance days.

Payment options available:

- **Credit Card/Debit Card, Checking or Savings Account** – When setting up your account and creating a contract with Adventure Club you will be prompted to enter a saved payment method. If you want to use a credit card/debit card, you can use American Express, Discover, MasterCard or Visa. If you choose to use your checking or savings account, you will enter the routing and account number.
- **Automatic Debit** – At the time you enter your preferred payment method, you can also choose to use Auto Payments by clicking on the "Setup Auto Payments" link.
- **Check or Cash** – Do not mail cash. Checks or Money Orders may be mailed, personally brought to the Adventure Club Office, or placed in the drop box on the outside door at Community Ed.

Make Checks payable to: Adventure Club and mail to: Adventure Club 1401 Froesel Drive, Ellisville, MO 63011.

SCHOOL YEAR

The first payment is due August 15th. Payments #2-10 are due on the 15th of each month. If any payment owed during the school year is late, a **\$25.00 late fee per family** will be applied.

The total cost for the scheduled attendance days in the school year is divided into ten (10) payments, 1 partial and 9 full payments. There are no charges for school holidays included in your payment (fees are based on the actual scheduled attendance days).

If a child starts Adventure Club any time after the school year starts, an application fee and full payment of the attendance period are due at the time of application. The adjusted attendance period charges will be calculated from the Monday of the starting week. It is the parent/guardian's responsibility to call the Adventure Club Billing Department for the adjusted amount for the next attendance period payment.

SUMMER

The first payment for our summer programs is due by May 15th. If the payment is not received by May 15th, your child/ren will not be able to start the summer program. If other payments during the session are late according to the payment schedule, a **\$25.00 late payment fee** per family will be applied to the account.

RETURNED PAYMENT POLICY

Notice will be automatically sent to accounts where the payment was unable to be processed. The account will be charged a **\$25.00 late payment fee**.

DEPENDENT CARE REIMBURSEMENT VOUCHERS

Reimbursement vouchers will be signed upon receipt of payments indicated on the voucher. The parent must complete the voucher and then send to Adventure Club by fax, email or mail. Adventure Club will only verify the amount paid, then date and sign the completed voucher.

RECEIPTS

Account owners have the ability to view and print invoices, payment receipts and federal tax statements from their account. Each account owner uses their own login to manage their account. Payment receipts will be automatically sent to auto payment accounts.

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Schedules

ADVENTURE CLUB SCHEDULES

SCHOOL YEAR SCHEDULES

A monthly schedule is a schedule with the actual days, (Monday, Tuesday, etc.) needed per week, per session (Before School, and After School), selected on the application form. Please refer to the link on the website for the fee sheet. The monthly schedule is binding and the full payment is due, even if days are missed for any reason including inclement weather, vacations, illness or holidays that fall on that day. If changes in the monthly schedule are needed, see “Changes in Schedule” section.

SUMMER SCHEDULES

A weekly set schedule is offered during the summer. This schedule is binding even if days are missed for any reason including inclement weather, illness, or vacations. If you need to increase or decrease the number of weeks, see “Changes in Schedule” section.

CHANGES IN SCHEDULES

A schedule change is requested through the parents’ on-line account. All changes become effective starting on a Monday for staffing purposes. A two-week notice is required for any schedule change. If a schedule change request falls in the attendance period that has already been invoiced, please call the Adventure Club office to speak with your Operations Specialist.

Schedule changes, **prior to the start of the School Year or Summer session**, can be done through the on-line account as long as the contract has been approved. If the contract request has not been approved, please send your request through an email correspondence.

You are allowed one change to your child’s schedule per School Year without a Family Change Fee. Any additional changes incur a \$25.00 fee. A supervisor at the office must approve the requested change. It is the parent/guardian’s responsibility to call the Adventure Club office to verify if the change has been approved.

If a child drops a session, but then, at a later date needs to use this session, space might not be available and the child will be placed on a wait list. Changes include the following:

- Increase or decrease in the number of attendance days, or a change of a specific day, for Before School care, and After School care.
- Increase in the number of sessions attended for Before School care, and/or After School care.

If dropping a complete session or the whole program, please see the **‘Withdrawal from the Adventure Club Program or Drop of an Entire Session’ section.**

Changes will not be made to a child’s record until it is approved. The account will be charged the original amount until a schedule change is requested and approved. **The summer weekly deposit is non-refundable for canceled weeks, but may be moved to a non-scheduled week with a two-week notice.**

CHANGES IN PERSONAL INFORMATION

All changes are managed through the parent’s online account by the parent. Also, please notify the Adventure Club Facilitator of any changes.

Important Information



WITHDRAWAL FROM THE PROGRAM

A withdrawal or drop of an entire session is requested through the parents' online account. All changes become effective starting on a Monday for staffing purposes. A two-week notice is required for any schedule change.

Tuition fees will be charged through the last day of the required two-week period. If you wish to return to a session that is full, you will need to contact Adventure Club to be placed on a waiting list.

- **School Year:** After withdrawal, a child may re-enter the program (provided there is space available) by paying a new non-refundable application fee.
- **Summer:** The deposit per scheduled week per child is forfeited when withdrawing from the program.

NON SCHOOL DAY CARE - SCHOOL YEAR ONLY

Adventure Club provides care on many days when school is not in session for an additional fee at a few select locations for the specific days listed on the Adventure Club Calendar. Dates are subject to change. Sites are also subject to change depending upon enrollment. Registration is done through the account holder's online account and are processed on a first come first serve basis up to staffing/space limitations.

NON SCHOOL DAY CANCELLATION

Any cancellation must be submitted to Adventure Club three weeks before the scheduled day. Credit will be given for cancellations with a three-week notice. Cancellations less than three weeks will not be credited. Credit will not be given for days missed for any reason including illness or vacation.

EARLY RELEASE - SCHOOL YEAR ONLY

If your child is registered for a day in the after care program that falls on an early release day, we will provide care for your child for no additional charge. Please let your Facilitator know if your child will be attending on that day. If you are not registered for aftercare on a day of early release and want to attend for an additional fee, please contact our office to see if space is available.

Any cancellation must be submitted to Adventure Club two weeks before the attendance day. Credit will be given for cancellations with a two-week notice. Cancellations with less than two weeks will not be credited. Credit will not be given for days missed for any reason including illness or vacation.

SUMMER FIELD TRIPS

All transportation and field trip fees are included in your weekly fees. Children must have parent/legal guardian approval to go on field trips. A permission sign-up sheet must be signed for each field trip. This process must be completed a week before the scheduled trip or as indicated by the Facilitator.

Summer School/Academy students are not eligible to participate in summer program field trips while they are enrolled in Summer School/Academy.

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Procedures



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ADVENTURE CLUB PROCEDURES

SIGN IN/OUT

- Parents or an authorized person must sign the child in and out every day and notify a staff member when the child arrives or leaves.
- All children must be signed in. The parent, or authorized person(s) 18 or older, must sign a child out. Communication needs to be made in advance with the Facilitator for children who will not attend after school care. Please note if your child is going to parent pick-up, riding the bus, going to an after school activity, etc. and not attending care after school.
- A child shall be released from the facility only to the child's custodial parent(s)/guardian(s) or to the person(s) listed on the application form. This policy is strictly enforced for your child's safety. Notes to authorize a person to pick-up on a one time or more basis can be given to the Adventure Club staff, but must have the custodial parents'/guardians' signature. A government issued photo I.D. will be required to identify individuals as authorized to pick up.
- If appropriate, copies of custody papers and restraining orders will be requested for your child's file.

HOURS

- The Adventure Club hours for before and after care are 6 a.m. to 6 p.m. in Parkway, and 6:30 a.m. to 6 p.m. in Rockwood. Children will not be accepted before the morning start time and must be picked up by 6 p.m. Non-School day hours are 7:00 a.m. to 5:30 p.m. Summer hours are 6:30 a.m. to 5:30 p.m.
- Children picked up after closing time will be charged a late pick-up fee of \$2.00 per minute per family. Continued abuse of time limits for scheduled sessions will be cause for dismissal from the Adventure Club program.

ILLNESS

Adventure Club adheres to the district's policies regarding contagious illness. Children may not attend Adventure Club when afflicted with a contagious or infectious illness. Children who have been absent from school because of illness and elevated temperature should be kept home until they have been symptom free and their temperature has been normal for 24 hours. If a child becomes ill after arrival, the parents will be notified and expected to pick-up the child as soon as possible.

INJURIES/MEDICAL EMERGENCIES

The Adventure Club staff or school nurse (during the School Year) will treat minor injuries, such as scratches, scrapes, insect bites, etc., if necessary. Any serious injury or head injury will be reported to the parents immediately so that appropriate action may be taken. If a major injury/medical emergency occurs, the staff will immediately call for professional help (school nurse and/or 911). Parents, designated emergency contacts, or the child's doctor will be notified immediately. If an emergency is such that immediate transportation to the hospital is necessary, a staff member will accompany the child and will have in their possession the emergency consent section initialed by the parent. Parents or guardian will be notified to which hospital the child is being transported.

MEDICATION ADMINISTRATION

Adventure Club does not have a school nurse or medical personnel on staff. As a result, Adventure Club staff will not administer medication, including emergency intervention medication, or perform related procedures, that require a nurse, nurse supervision, or specialized training, unless it has specifically agreed to do so. If your child has a special need that requires medication administration or related procedures during Adventure Club, please contact the Adventure Club Administration to discuss whether, and what, reasonable accommodations can be made. Whether a particular medication, or related procedure, requires a nurse, nurse supervision, or specialized training is a determination to be made by Adventure Club Administration in consultation with a District school nurse. Adventure Club reserves the right to reject requests for administering medication. In the event that Adventure Club Administration agrees to administer any medication, a parent/guardian and the child's health care provider will be required to complete an Adventure Club Medication Administration Form. The first dose of medication must be administered at home. A parent/guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered during Adventure Club to Adventure Club staff. The transportation of medication to or from Adventure Club is prohibited with exceptions provided for self-administration of medication as directed in the child's Health Plan. Adventure Club staff will not take on the responsibility of administering homeopathic or naturopathic medications to students. Adventure Club staff are trained to provide basic first aid and will treat minor injuries, such as scratches, scrapes, insect bites, etc., as necessary. Such treatment will take the form of cleansing, bandage application, and/or ice application. Parents, guardians, and/or the designated emergency contact will be notified of any minor injury upon pick-up.

Procedures



BREAKFAST/LUNCH/SNACKS

During the school year, breakfast is available for purchase from the school cafeteria. Children may also bring breakfast and will be allowed to eat with the children who purchase breakfast at school.

Lunch is not provided by Adventure Club. During all day programs (non-school days and summer), a non-perishable lunch must be brought from home.

If your child is registered for the After Care Adventure Club program, please bring a non-perishable snack for your child.

DRESS

Remember that Adventure Club will take children outside early mornings and afternoons whenever weather permits. Please be sure all children are dressed appropriately for outside/gym play.

FAMILY VISITS

Parents are welcome to observe the program at any time. We encourage parents to share relevant information that could help us get to know their child or improve their day. Other family members are welcome to participate in special activities such as family appreciation events.

PHOTOS/VIDEOS

Photographs and/or videos may be taken for promotional use for Adventure Club Community Ed. It is the parent or legal guardian's responsibility to notify Adventure Club in writing if they do not wish to have their child photographed or recorded on video.

TOYS/VALUABLE ITEMS

Toys are not to be brought from home unless previous arrangements have been made with the Adventure Club Facilitator. Sign-up sheets will be provided at the schools for parents to sign.

INCLEMENT WEATHER AND SCHOOL CLOSINGS

- If school districts are closed due to any emergency conditions, including inclement weather, Adventure Club will also be closed. School closings, or early school release, will be announced by the district as soon as the decision is made.
- Parents will also receive an automated voice notification message from the district.
- In addition, parents can find accurate information about district school closings on local television channels and radio stations.
- If the school districts close during the school day, Adventure Club will also close. Your child will be dismissed by the regular school personnel according to your emergency pick-up plan.
- Please make arrangements for your child's early arrival at home should this occur. Regular fees are still due.
- If an individual school (not the whole district) is cancelled during the school day due to an emergency situation (i.e. power failure), you will be notified by telephone and/or email about the situation from the regular school day personnel. They may choose to either send your child home according to your emergency pick-up plan you submitted to the school, or they may transport children by bus to the nearest school, if that is necessary and possible. Adventure Club staff will remain with all children in their care at the time of the transition if the students are transported to another school.
- Fees may not be reduced due to emergency school closings or inclement weather closings.
- If Special School District is closed due to inclement weather and the school districts are in session, the Special School District children may only attend their regular scheduled session.
- If the District decides to have a late start schedule due to inclement weather, the Before School Adventure Club session will be cancelled, and After School Adventure Club will be held at the regular time.
- If after school activities are cancelled, Adventure Club may still provide care after school. (If deemed necessary, Adventure Club will notify parents of closure.)

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Discipline

Adventure Club's philosophy of discipline is based on respect for the child's self-esteem, setting reasonable limits and consequences, and encouraging increased self-discipline, while also promoting respect for others. Constructive methods of discipline, such as conflict resolution, and the school district's guidelines shall be used to promote good behavior. The Adventure Club staff will work with the child and cooperate with the families to resolve problems. Conferences or suspensions may be required. Occasionally, parents are requested to pick-up a child who is very disruptive. If efforts to resolve the situation, or behaviors, are not productive, dismissal from the program will result. The following is a list of offenses, which if committed, will result in disciplinary action. This list is not meant to exclude other offenses mentioned in the district's Student Handbook; no code can be expected to include every offense that could occur. Note that non-compliance with Adventure Club and school district policies may result in a 1 to 10-day suspension (to be done on next scheduled days). If a child consistently disrupts the flow of the program or is repeatedly suspended, this will be cause for dismissal from the program. One severe infraction may result in immediate dismissal from the program.

DAMAGING/DEFACING PROPERTY

Any damage to properties (school district, Adventure Club staff, or children) due to willful or inappropriate behavior will result in payment for damages. In addition, a suspension will be assigned and/or a parent conference will be required.

DISPARAGING

Disparaging or demeaning language, disrespectful conduct or speech extortion may result in a meeting with parent(s) and could result in suspension and/or dismissal.

ELOPMENT

Eloping is defined as leaving a designated area without permission.

FALSE FIRE ALARM/911 CALL OR BOMB THREAT

In the event of a false fire alarm/911 call or bomb threat, the child involved may be suspended.

FIGHTING/HITTING/PHYSICALLY HARMING OR ATTEMPTING TO HARM

A child who hits, fights, or attempts to harm another child or a staff person may be suspended or dismissed from the program. Fighting, pretend or real, is not allowed in Adventure Club and may be reason for dismissal from the program.

FIRE

A child who intentionally sets a fire, attempts to set a fire, or participates in an act, which results in a fire on school property, buses, or at a school-sponsored activity off school property will be suspended and/or dismissed from the program. A report may be filed with the fire and/or police departments. Any damage to school property due to a fire, which has been intentionally set by a child, will result in the assessment of damages.

FIREWORKS/EXPLOSIVES/AMMUNITION

The use or possession of fireworks (include Snap-N-Pops), explosives, or ammunition creates a hazard to both life and property; therefore, any child setting off fireworks, explosives or ammunition anywhere on school district property, buses or at an Adventure Club sponsored activity off school property will be suspended.

GUNS-FIREARM-FREE SCHOOLS

The Adventure Club seeks to provide a safe, violence free environment. A child who is in possession of a firearm on school property, a bus, or at an Adventure Club sponsored activity off school property will be suspended or dismissed. Any child who is in possession of a water gun, toy gun, or replica may be suspended from Adventure Club.

Discipline



INSUBORDINATION

Insubordination is defined as willful or continued willful disobedience of any reasonable requests or regulations, or voicing of disrespect to those in authority. Children involved in such behavior may be suspended and/or dismissed from the program.

KNIVES AND OTHER OBJECTS WHICH COULD BE USED AS DANGEROUS WEAPONS

A child in possession of a knife or other objects, which could be used as a dangerous weapon, may be suspended or dismissed.

PROFANITY/OBSCENE GESTURES

A child who directs profanity/obscene gestures toward Adventure Club personnel, or other children, may be suspended.

SEXUAL HARASSMENT (BOARD POLICY ACA, GBAA AND GBAA-R)

The School District and Adventure Club is committed to providing an environment free from intimidating, hostile or offensive behavior; unwelcome sexual advances; requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, child or other person in the District against any person is prohibited. Allegations of sexual harassment shall be investigated, and if substantiated, corrective or disciplinary action will be taken, up to and including suspension and/or expulsion of the child, or suspension and/or termination of the employee. Any person who is not an employee or child of the District/Adventure Club will be reported to the appropriate authorities.

SMOKING/SMOKELESS TOBACCO/VAPING

Smoking is prohibited on School District property and at all Adventure Club activities. The penalty for a child who smokes or uses smokeless tobacco items on school property may be suspension.

STRIKING A MATCH OR CIGARETTE LIGHTER

Any child who strikes a match or lights a cigarette lighter while on school property, on a school bus, or at an Adventure Club sponsored activity, may be suspended.

STEALING

A child, while on school district property, on the bus or attending an Adventure Club sponsored activity off school property, who steals an object or is in possession of stolen property will be required to return the object to the rightful owner. If this is not possible, an assessment of the value of the object will be made and payment required. Disciplinary action may include suspension, and/or referral to legal authorities.

THREATS TO ADVENTURE CLUB PERSONNEL OR CHILDREN

Any overt threat, verbal, physical or written, to Adventure Club personnel or another child regarding life, physical well-being and/or personal property will result in suspension and/or dismissal from the program. Referral may be made to legal authorities.

IN-SCHOOL SUSPENSION

Any child in an in-school suspension will have limited activities in Adventure Club.

OUT OF SCHOOL SUSPENSION

Any child in an out-of-school suspension may not participate in any before or after school activity, including Adventure Club, during the period of removal from the regular school program. Other arrangements must be made for the child's care during this period of time. This includes Holiday Adventure Club.

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Electronics & Cell Phone Policies

PERSONAL ELECTRONIC DEVICES

It is the intention of the Adventure Club program to create an atmosphere appropriate for all children. It is the goal of Adventure Club to provide experiences for students that are unique, engaging, and enriching. We want students to make new friends, broaden their horizons, and try new things. We understand that every parent has a unique approach on how to manage the use of electronic devices with their children. Throughout our programs, the use of electronic devices is limited so that students can experience all that our program has to offer, and parents can better monitor their children's use of electronics at home as they see fit. Although we will still offer opportunities for use of electronic devices provided by the program and school, we hope that exposure to alternate activities may help to develop interest in diverse areas and encourage a more social atmosphere. It is up to the discretion of the Facilitator whether personal electronic devices will be permitted.

Only electronic devices that offer the ability to read and/or listen to music are permitted (no personal handheld gaming devices) during Adventure Club on extended day programs, such as Early Dismissal, or Non-School Day Programs.

The following guidelines apply to any student bringing in a personal electronic device:

- Device must be signed in daily
- Devices must be set on "Airplane" mode, no Wi-Fi or internet usage permitted
- Gaming is not allowed on any personal device
- In order to listen to music, headphones are required
- Sharing or group use of devices is not permitted
- Personal devices will be the responsibility of the student; Adventure Club will not be held responsible for lost or broken devices
- Parent will sign the "Personal Electronic Agreement" form each time a device is brought into the program

CELL PHONE POLICY

The Adventure Club cell phone policy follows the guidelines set forth by the school district in the student handbook. Adventure Club students in grades K-5 are not permitted to possess or use cell phones on school property or at school related activities away from District premises.

Use, display or activation of a cell phone during program hours may result in an in-Adventure Club suspension. If such items are used in such a way as to substantially disrupt the summer program environment, the student may be suspended and/or recommended for dismissal.

Confidentiality & Child Abuse



CONFIDENTIALITY

- Information which concerns an Adventure Club child's physical, emotional, intellectual and/or social welfare will only be shared with other school district and/or Special School District staff who are involved with the child.
- Prior written approval from the custodial parent or guardian will be required before information will be shared with anyone other than school district and Special School District staff. WE ENCOURAGE PARENTS TO INVITE ADVENTURE CLUB STAFF PERSON(S) TO ATTEND ANY I.E.P. THAT WILL HELP ASSIST STAFF TO UNDERSTAND AND MEET YOUR CHILD'S NEEDS.

CHILD ABUSE

Adventure Club staff are mandated reporters of a suspicion of child abuse.



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Important Numbers & General Information



Providing High Quality Programming Since 1984

EMERGENCY CONTACT NUMBERS

There is an emergency cell phone at all Adventure Club sites. The emergency contact numbers are to be used only when you cannot reach the Adventure Club room's direct line, or the school's main office. This could be the result of a power outage, or a similar situation.

Please remember that answering the emergency cell phone requires time away from the children so use only when necessary during program hours.

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|---------------|--------------|
| Babler | 314-825-9740 |
| Ballwin | 314-606-8749 |
| Barretts | 314-756-1514 |
| Bellerive | 314-753-3256 |
| Blevins | 314-606-8716 |
| Bowles | 314-606-6417 |
| Carman Trails | 314-753-3258 |
| Claymont | 314-756-1516 |
| Chesterfield | 314-606-7084 |
| Craig | 314-756-1522 |
| Eureka | 314-825-9741 |
| Ellisville | 314-606-6726 |

| | |
|-----------------|--------------|
| Fairway | 314-606-5964 |
| Geggie | 314-825-9742 |
| Green Pines | 314-606-9027 |
| Green Trails | 314-756-1523 |
| Hanna Woods | 314-756-1524 |
| Henry | 314-753-3259 |
| Highcroft Ridge | 314-753-3269 |
| Kehrs Mill | 314-825-9743 |
| Kellison | 314-825-9745 |
| Mason Ridge | 314-756-1527 |
| McKelvey | 314-756-1526 |
| Oak Brook | 314-756-1528 |

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|-------------------|--------------|
| Pierremont | 314-753-3271 |
| Pond | 314-606-6486 |
| Ridge Meadows | 314-606-8519 |
| River Bend | 314-753-3272 |
| Ross | 314-753-3273 |
| Shenandoah Valley | 314-753-3276 |
| Sorrento Springs | 314-753-3279 |
| Stanton | 314-606-8261 |
| Uthoff Valley | 314-606-7954 |
| Westridge | 314-825-9746 |
| Wild Horse | 314-606-6357 |
| Wren Hollow | 314-756-1529 |
| Woerther | 314-606-5965 |

GENERAL INFORMATION

STAFF

| | |
|------------------|-----------------------|
| Leanne Cantu | Coordinator |
| Jana Ramsey | Area Lead Supervisor |
| Christine Grant | Area Supervisor |
| Chrissy Poertner | Area Supervisor |
| Ashley Reekie | Area Supervisor |
| Susan Vasterling | Area Supervisor |
| Beth Paskoff | Operations Supervisor |

OFFICE INFORMATION

Address: 1401 Froesel Drive, Ellisville, MO 63011
 Call/Text: 636-891-6644
 Fax: 636-891-8875
 Website: www.prcommunityed.org
 Email: adventureclub@prcommunityed.org
 Office Hours: Monday-Friday, 8 a.m. - 4:30 p.m.
PARKWAY AND ROCKWOOD DISTRICT EIN NUMBER FOR ADVENTURE CLUB
 43-6004215

SCHOOL YEAR HOURS OF OPERATION

Parkway Before School 6 a.m. - start of school
 Rockwood Before School 6:30 a.m. - start of school
 Parkway and Rockwood After School School dismissal to 6 p.m.
 Holiday and Non-School Day 7 a.m. to 5:30 p.m.

SUMMER HOURS OF OPERATION

Monday-Friday during selected weeks 6:30 a.m. to 5:30 p.m.