



Adventure Club Program Handbook



Welcome!

Adventure Club is a wonderful place for your child to explore, learn, and have fun. We want you and your family to feel comfortable and welcome here. If you have questions, want to share information or just simply check-in with staff, contact site staff at any time. Adventure Club and Preschool are part of the City of Roseville's Parks, Recreation & Libraries Department. Our mission is to *enhance lives and the community by providing exceptional experiences*. Our vision is to be the leader in creating a healthy community through progressive, sustainable and memorable experiences.

You are welcome in the program at any time. Our purpose is to provide a safe and caring environment for both Adventure Club and Preschool children. This is your program too; we want you to see us like part of your family. Let us know the unique qualities of your child. We want your perspective and how your child is doing in the program. It is our goal to build a supportive and collaborative partnership with you.

We are committed to providing children and families with the highest standard of care and enrichment. While these policies may seem overwhelming, we are following an extensive set of guidelines established by the State of California and the Federal Government for the health, safety and wellbeing of our children.

Thanks for choosing Adventure Club and Preschool! We will do our best to make this experience a meaningful one for your child and family.

Contact Us

Adventure Club – Admin Office
316 Vernon St
Suite 400
Roseville, 95678

Phone: (916) 772-7529, option 2

Email: AdventureClub@roseville.ca.us

Website: www.roseville.ca.us/adventureclub



Program Overview

Our goal is to provide a quality experience for your child, build a supportive and collaborative partnership with you, and provide you with critical information and resources that may be beneficial for your family.

Adventure Clubs are state licensed childcare programs for elementary school-age children and are currently enrolled in grades Transitional Kindergarten/Kindergarten through 5th grade. The program is operated by the City of Roseville Parks, Recreation & Libraries Department in conjunction with the Dry Creek Joint Elementary, Center Joint Unified School District and Roseville City School Districts. We adhere to all legislated regulations, including licensure of our facilities, program standards, teacher qualifications, group size, and teacher/child ratio to name a few. We offer a variety of age appropriate, integrated activities under the guidance of trained personnel. Children are encouraged to be actively involved, so that they develop social skills and learn to make responsible choices within the structure of the program. Adventure Club staff provide the children with a variety of opportunities to participate in art, music, science, and outdoor activities as well as time for homework, relaxation, and fun.

Our programs do not discriminate on the basis of gender, race, color, religion, sexual orientation, ethnic group identification, ancestry, national origin, or mental or physical disability in determining which children are served. We do not offer religious instruction. Transportation to and from our programs is the parent/guardian's responsibility. In full support of the Americans with Disabilities Act of 1990 (the ADA), the City of Roseville Parks, Recreation and Libraries Department welcomes all children. We will not discriminate against qualified individuals with disabilities.

Hours and Days of Operation

Hours

Before care begins at 6:30 am

After care ends at 6:00 pm

Adventure Club will be closed on the following school holidays:

New Year's Day

Martin Luther King Jr Day

President's Day

Memorial Day

July 4th

Labor Day

Veteran's Day

Thanksgiving (Thurs & Fri)

Christmas (Eve and Day)

3 4 Staff Training Days (June and August TBD)

Blue Oaks Adventure Club & Preschool 8150 Horncastle Ave License # 313610189 (916) 771-4859	Quail Glen Adventure Club & Preschool 1250 Canevari Drive License # 313602365 (916) 772-0393
Catheryn Gates Adventure Club 1051 Trehowell Dr License # 313606459 (916) 772-0848	Rex Fortune Adventure Club 4601 Upland Drive License # 313625148 (916) 773-2780
Cirby Adventure Club 814 Darling Way License # 310317468 (916) 772-4818	Riego Creek Adventure Club 3255 Pruett Drive License # 313623712 (916) 409-5494
Coyote Ridge Adventure Club & Preschool 1751 Morningstar Dr License # 313608491 (916) 772-7271	Sargeant Adventure Club & Preschool 1200 Ridgecrest Way License # 310310244 (916) 783-1908
Crestmont Adventure Club 1501 Sheridan Ave License # 310317492 (916) 773-1957	Spanger Adventure Club 699 Shasta St License # 310318620 (916) 782-7905
Diamond Creek Adventure Club & Preschool 3151 Hopscotch Way License #313607195 (916) 626-5052	Stoneridge Adventure Club 2501 Alexandra Dr License # 313608848 (916) 771-5684
Fiddymont Farm Adventure Club & Preschool 4001 Brick Mason Circle License # 313617646 (916) 783-2040	Thomas Jefferson Adventure Club 750 Central Park Dr License # 313610190 (916) 771-4267
Heritage Oak Adventure Club & Preschool 2271 Americana Dr License # 310314912 (916) 773-3959	Vencil Brown Adventure Club 250 Trestle Dr License # 313602506 (916) 772-0575
Junction Adventure Club & Preschool 2150 Ellison Dr License # 313615384 (916) 772-4988	Westbrook Adventure Club 4501 Solaire Drive License # 313625149 (916) 251-7306
Kaseberg Adventure Club 1040 Main St License # 310311751 (916) 782-8433	Woodbridge Adventure Club 515 Niles Ave License # 310317484 (916) 781-2960
Orchard Ranch Adventure Club & Preschool 4375 Brookstone Dr License # 313621952 (916) 771-8657	

Admission and Enrollment

Minimum Abilities Required to Participate

In order to properly maintain a safe and healthy environment for all children attending the Adventure Club Program, the following minimum standards must be maintained:

1. Able to understand and follow basic directions and rules of the program in order for staff to maintain proper supervision.
2. Able to maintain basic self-control to ensure the safety of themselves and others in the program.
3. Able to handle own basic personal hygiene/toileting needs.

Interview Authority

As a State licensed program, the California Department of Social Services, Community Care Licensing requires that our families be notified of the agency's interview authority. The Department of Social Services has the right to interview children or staff without prior consent. In addition, they have the authority to inspect, audit and copy childcare center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements of Title 22, Sections 101217(c) and 101221 (d). The Department of Social Services has the authority to observe the physical condition of children, including conditions that could indicate abuse, neglect, or inappropriate placement. This is subject to Title 22, Section 101200.

Adventure Club personnel shall ensure that provisions are made for private interviews with any children of staff members. In addition, the licensee shall ensure that provisions are made for the examination of all records relating to the operation of the childcare center.

Orientation to the Program

Before a child begins attending the Adventure Club program, the Child Care Site Coordinator will meet with the parent/guardian to learn more about the child, expectations of the Adventure Club and any special considerations in meeting the child's individual needs. This parent/guardian conference is required under California licensing regulations, and we request that you schedule an appointment in advance with the Childcare Site Coordinator. In the orientation the following will be provided:

- Tour of the site
- Program Handbook explaining the policies and expectations the program has of the parent/guardian.
- Required forms will be explained and must be filled out before the child begins the program.

Tuition & Account Information

Monthly tuition is based on your Schedule Agreement. It is the main contact's responsibility to pay for all scheduled days regardless of child's attendance. All fees are calculated by days selected on the Schedule Agreement, multiplied by the daily rate, multiplied by the number of days in the month. Schedule Agreements are binding until terminated or change is approved. Tuition is due on the 1st day of each month.

Tuition rates and fees are generally updated annually, and a current tuition/fee schedule will be provided during registration. Rates are subject to change at any time and the City of Roseville shall provide a 30-day written notice to advise any changes.

Registration Fee

A non-refundable annual registration fee per child is required for enrollment in both school year and summer program enrollment.

Family Account

Each family will have an account that includes all family members. The main contact on the account is responsible for paying tuition for each child enrolled. One statement is issued per family and includes charges for all children enrolled in the program. Failure to keep account current for any children will result in the dismissal of all from the program. Adventure Club & Preschool cannot accommodate multiple accounts for children.

Main Contact/Contracting Parent/Guardian

The main contact/contracting parent/guardian signing the tuition agreement is solely responsible for payment of all fees and charges. Only the main contact/contracting parent/guardian may designate and authorize others to pick up children from the program, review, copy, or authorize the release of their children's confidential information or records. If only one contracting parent/guardian signs and submits the tuition agreement as the main contact, his or her written approval will be required before adding a second contracting parent.

Custody

As the main contact/contracting parent/guardian, it is your responsibility to accurately complete, sign and update all enrollment forms. The contracting guardian is also certifying that they have legal authority for the child by signing the enrollment forms. California law is very clear that parents or guardians (married or not) who have joint legal custody will have equal access to all information regarding the child. Only orders by a court of law can change access to a child's information. Adventure Club staff employed by the City of Roseville will not become involved in any custodial disputes between parent/guardian. Staff will follow court orders to the best of our

ability. All court orders submitted with the child's file must be official documents of the court. Staff will follow the instructions given by the main contact/contracting parent/guardian if it follows the court order. If custodial disputes are not handled appropriately by the parent/guardians, the child may be terminated from the program. Our "open door" policy may not be used to supplement a custody or visitation schedule. In providing a social service, we take our responsibility to help families in crisis seriously. We can accomplish this best by remaining impartial and following policies that allow us to serve all our children.

Guardian as Partners

Open communication is vital to your child's successful experience in our program. We welcome your comments, suggestions, and concerns. Our site staff have a vital interest in your child's health and well-being, sharing with us any changes in your family's health, housing, employment, or other conditions allows us to be fully supportive and work in partnership with you.

Our staff members are open to your comments and suggestions. To support more in-depth conversations, we encourage you to schedule an appointment in advance to ensure we give you the time needed to discuss the needs and concerns of your child. We seek to maintain the highest level of professionalism and confidentiality.

Registration

Registration Process

Registration is available online and at the individual Adventure Club sites. All children must be enrolled in Adventure Club prior to attending. All enrollment forms and payment of registration fees must be received before enrollment can be processed. Processing takes up to five business days to complete. Priority registration is given to current enrolled families, with existing schedule agreements for current school year, including children transferring from other Adventure Club sites. A Plan of Action form will be sent via email or handed out at the site to each enrolled family. You must indicate your plan to either keep care the same or your intention to request a schedule change for the upcoming school year and return the Plan of Action form to your Site Director or via email to AdventureClub@roseville.ca.us.

Enrollment will be held in the early part of the calendar year for the coming school year and summer. See the Fee Schedule for current rates.

Priority Registration

1. *Siblings* – Siblings of current students and incoming Adventure Club Pre-K/Preschool (children entering school age program only).
2. *Current Waitlists*

Administrative/Billing

Statements & Payments

Customer statements are available online through your parent portal. Statements will not be mailed. Tuition payments are due on the 1st day of each month and are considered delinquent if not paid by the 10th. A \$50 late charge is added on the 11th of each month. Non-payment or excessively late tuition payments will result in dismissal. Children will not be able to begin the new school year with any overdue account balances. In the rare case when a payment plan may be considered, balances must be paid in full in less than six months. One missed payment on the payment plan will result in removal of the payment plan, and all balances will be due immediately.

Non-payment of tuition or chronically late payments (defined as payment received after the 11th of the month, in 2 out of 4 consecutive months) may result in dismissal from the program. Should your child arrive at Adventure Club after being dismissed from the program due to non-payment, Adventure Club staff will escort the child to the school office.

The following form of payments are acceptable: cash (at PRL administrative office only), check, money orders, credit, and debit cards. Checks and money orders should be made payable to the City of Roseville. Credit and debit card payments can be made online (visit your parent portal). If your check payment is returned for insufficient funds, you will be notified by the City of Roseville Finance Department with instructions for re-submitting payment and your account will be assessed a \$25 fee that will be reflected in your tuition statement. Payment for any checks returned by your bank must be made in the form of cash, money order or cashier's check. Parents will be given 30 days written notice of any rate change.

Parent Portal

Daycare Works is the registration software that Adventure Club uses for enrollment and billing functions. Visit www.roseville.ca.us/adventureclub to access the parent portal function.

Annual Tuition and Registration Fee Adjustments

Annually, Adventure Club reviews its multi-year pricing plan to ensure fee adjustments are in-line with growing expenses and bench-marking regular local and private agencies. Our goal is to ensure that we continue to provide exceptional, high-quality programming and while staying competitive in hiring and retaining experienced and talented staff members.

Attendance

If your child is going to be absent, it is imperative that you call the Adventure Club site the day of the absence. Our sites are equipped with voice mail. Credit will not be given for days scheduled, but not attended or if the child is suspended from school or Adventure Club. School offices do not communicate with the Adventure Club if a child is absent or left school. Failure to notify Adventure Club that your child will not be attending may result in dismissal from the program. Children sent home from school for any reason (including illness, suspension, or expulsion), may not attend Adventure Club. Children may not attend Adventure Club when they are scheduled to be in school.

Schedule Agreements

All families sign a school year, summer and/or non-school day Schedule Agreement. The Schedule Agreement states that all scheduled days must be paid, regardless of child's attendance. Fees are calculated by days selected on the schedule agreement, multiplied by the daily rate, multiplied by the number of days in the month. Schedule Agreements are binding until terminated or a schedule change is approved.

Changes to Schedule Agreement

Schedule Agreement changes must be submitted by the 15th of the month through the Daycare Works Portal or on-site. New rates and schedule changes will be effective on the first day of the following month. The current month's fees will remain in effect until the end of the month.

Schedule Agreement changes will be accepted only for changes that are for one month or longer and on space available basis. Once approved, changes supersede all prior Schedule Agreements. Two weeks advance written notice of withdrawal is required.

Non-School Days

Families must pre-register for all non-school days. Registration opens online 30-days in advance, and generally closes 2-weeks before the scheduled non-school day. After online registration closes, additional registrations may be accepted on a space available basis, at the added care rate.

Families must pre-register for all non-school days. Registration opens online 30-days in advance, and generally closes 2-weeks before the scheduled non-school day. After online registration closes, additional registrations may be accepted on a space available basis, at the added care rate. In the event that there is not a sufficient number of students to keep the site open, an alternate location will be available for your child. Credit will not be given for care that is scheduled. Payment for non-school days is due at the time you sign up for care. Sites must reach a minimum number of children enrolled to remain open during non-school days/breaks. A final decision regarding closed/combined sites will be made 10-14 calendar days prior to the non-school day or break.

Added Care

Added Care is any additional care request made in advance that is not listed on your Schedule Agreement. Adding care for days that are not scheduled on the schedule agreement may be approved on a space available basis within our state licensing guidelines. Charges for added care are due and payable at the time care is scheduled. Credit is not given for care that is scheduled and not used. Children may not attend Adventure Club when they are not scheduled and when no prior approval has been granted. Added care can be scheduled online through Daycare Works or by a completed added care form at your Adventure Club Site.

Family Discount

A 10% discount on tuition will be given for families with more than one child attending Adventure Club and on the second/third child's tuition only. This discount does not apply to Added Care, Enrollment Fees, or Preschool.

Illness Credit

Illness credit will be given if a child is absent for 5 consecutive days. A note from the child's physician is required to receive an illness credit.

Vacation Time

Credits will not be given for vacation days. All scheduled days must be paid, regardless of child's attendance. Non-school days, no school or holiday breaks are only charged if scheduled.

Withdraw

Two weeks advance written notice of withdrawal is required. Tuition must be paid in full through the approved withdrawal date whether a child attends or not. A refund will be given for any over payment. There is no guarantee that spots will be available if a parent/guardian wishes to re-enroll their child back in the program. Spots often get filled from waitlisted children as soon as a child withdraws. Withdrawal forms are available online or at an Adventure Club Site.

Sometimes children or families may not adjust to the program environment. In these cases, we may ask a parent/guardian to withdraw his or her child. If we make that decision, we usually notify the family one week in advance in order to permit them to find alternative care. Certain instances may require immediate withdrawal.

Suspension/Removal from Program

Children dismissed from the program may not be readmitted to other Adventure Club programs. Adventure Club works closely with our school partners and suspension of a child from the school will also result in suspension from Adventure Club for the same period of time. Credit is not given for students who are suspended from school or Adventure Club.

Termination of Services

The welfare and safety of all children and staff is important. Action is taken when a child or parent/guardian's behavior threatens the safety- becomes abusive toward the other children, parent/guardians, or site staff. As a result, we may remove the child immediately. We reserve the right to remove any child or terminate services deemed necessary or appropriate at our sole discretion, with or without notice. If a child is terminated from an Adventure Club program, they may not attend any other Adventure Club Programs. In order to be fair to all, those who do not pay program fees in a timely manner may be suspended or terminated from the program. If a child is unable to adjust to the program after a reasonable amount of time a parent/guardian conference with management staff will be scheduled.

Sign In & Out Process

Parent/Guardian Responsibility

It is your responsibility to sign your child in and out of the program. Your signature must include your full first and last name along with the correct time. Signatures must be in ink and mistakes should be corrected by striking through with a single line and initialing.

Any person listed on the Authorization for Pick-Up Form will be allowed to take your child from the program. If someone other than a parent/guardian is picking up your child, authorization in writing is required. Each site has a special pick-up form allowing parent/guardian to authorize additional individuals over 12 years of age not specified in the child's file to pick-up for a specified day or time. Photo identification is required for any individual signing out a child including those individuals under 18. Adventure Club sites are equipped with doors that require a confidential parent code to enter.

Adventure Club Staff Responsibility

TK & Kindergarteners are walked to and from their classroom each day. Children in grades 1st-5th will be released to school each morning and will walk from their classrooms to either a designated location on campus or will be directed to walk directly to the Adventure Club building after school.

Children will be signed in and out of the program by Adventure Club Staff following school dismissal. Children will not be allowed to leave the program unless they are participating in a special activity such as chorus, computer lab, or helping a teacher after school. Notification of the activity and a note signed by the parent/guardian giving permission for their child to attend the activity is required. Check with your Adventure Club staff on the process of signing in and out when your child is participating in a special activity.

Parent/Guardian Information Area

This area is used for information such as menus, program schedules, and general announcements. When you sign out your child each day, please check for any up-to-date information or notices posted on the sign out counter, in parent folder, on doors and Parent Board.

Transportation Policy

Adventure Club does not provide transportation to/from our sites. Staff are not permitted to transport the children in City or personal vehicles. For summer programming, Adventure Camps take field trips, which transportation is provided by Roseville City School District, (if utilizing school buses) and/or City of Roseville Public Transit.

Late Pickup Policy

A late pick-up is any child who has not been picked up from the program by the scheduled pick-up time. A late charge of \$1 per minute per child will be assessed after the scheduled pick-up time. Failure to make payments or more than two late pick-ups within a 6-month period, the 3rd occurrence may result in dismissal from the program.

If a parent/guardian is anticipating being late, contact the program site immediately; this will ensure the comfort of your child. If you are unable to make it, arrange for another authorized adult to pick up your child.

If you are late, our staff are not permitted to remove your child from the site or transport to another location. After an hour, Child Protective Services as well as local law enforcement will be called if we are unable to reach you or additional authorized contacts.

Program Curriculum

Activities

Children are offered a variety of structured and free choice activities throughout the day that consider their particular needs and interests. Children experience our curriculum through a variety of content areas: hand-on activities, clubs, and enrichment centers. Activities are developed with consideration for the individual and developmental needs of youth. The Adventure Club staff members include the children in the curriculum planning process and pursue children's ideas for activities. Our afterschool curriculum promotes learning and development in each of the following areas: STEAM, nutritional/wellness, creative arts, cooperative learning, language/literacy, and physical activity. Our afterschool curriculum also integrates core elements: social competence and personal development, character education, and diversity and cultural awareness. These elements are evident in the curriculum and structure of the program, staff/youth interactions, and opportunities for youth development and participation.

Academic Assistance

Children have designated quiet time to engage in learning. This time provides an opportunity for 1-5 graders to work on homework with guidance from program staff. Children's homework may not get entirely completed during this time. Adventure Club staff will not sign/check off completion on homework forms, it remains the responsibility of parent/guardian to review all homework assignments worked on while at Adventure Club. Communication with teachers and parents will help program staff to understand how to best assist each student with their homework.

School Clubs/Extracurricular Activities

Many schools offer after-school clubs or extracurricular activities on campus. Unfortunately, due to the volume of Adventure Club participants and ratio of staff, we cannot accommodate taking or picking-up Adventure Club participants from clubs/extracurricular activities. This will be the responsibility of the club/extracurricular program. A form must be completed with Adventure Club to acknowledge this expectation, and for staff to know when to expect your child in our program.

Creating a Healthy Environment

Lunches & Snacks

Snack is provided to all students after school. A monthly snack calendar is posted at each site.

On non-school days and summer, snack is served in the morning and afternoon. All students must bring a lunch from home. Sites cannot accommodate lunches that need to be refrigerated or heated.

Nut Free

For the health and safety of all our children, all Adventure Clubs have eliminated nuts from daily snacks and projects in an effort to eliminate the exposure to children with nut allergies. Children should not bring any nut snacks or lunches to Adventure Club.

Daily Health Checks

To limit the spread of illness, upon arrival each day, every child's health status will be checked informally. The health check is casually conducted by staff and includes checking for any signs of illness such as a cough, fever, rashes, or signs of fatigue. Children may not be admitted if showing any signs of illness. If the child arrives directly from school and is ill or becomes ill during the day, he or she will be isolated and parent/guardian or other authorized people will be called to pick up the child immediately.

Illness Policy

If your child becomes ill or has a serious injury you will be contacted to pick up your child. Children must be picked within one hour of being notified. Children are not allowed at Adventure Club with a fever, diarrhea, vomiting, pink eye, head lice, or any other contagious condition. Children who have been diagnosed with strep throat will be excluded from the program for 48 hours after the initial dose of physician prescribed medication. They must be free from symptoms for 24 hours before they can be admitted back into the program. Children must be physically able to participate in the daily flow of activities.

Allergies

Adventure Club is committed to accommodating children with moderate and life-threatening allergies. We have an allergy policy in place to provide guidance and support for individual requirements, alert staff regarding your needed accommodations.

Medication & Other Health Needs

All medication and testing that has been prescribed by your child's physician must be stored on site in a locked cabinet. Children must administer their own medication but shall be supervised by Adventure Club staff only if the appropriate release forms have been completed and signed by the parent/guardian.

No medication will be given during school hours when the child is under the supervision of school staff and not signed in to the Adventure Club program. Do not send medication of any type with your child. Medication and the completed release forms are to be given directly to Adventure Club staff by the parent/guardian in its original packaging with labeled instructions.

Prescription Medication

All prescription medication requires the following:

- Be current with a clear, readable, unaltered label from the pharmacy showing the child's name, medication dosage, frequency of administration, beginning and ending dates of administration, and expiration date.
- Must be in English.
- Completion of the Medical Authorization Release form by the parent/guardian.

Over the Counter Medication

All over the counter medications require the following:

- Be in its original container and labeled with the child's name.
- Completion of the Medical Authorization Release form by the parent/guardian.
- A physician or medical provider's note that contains the child's name, medication dose, frequency of administration, beginning and ending dates of administration and expiration date.

Sunscreen

Staff encourage children to apply their own sunscreen. Parent/guardian is required to provide a bottle labeled with their child's name. A permission to apply sunscreen form will need to be filled out prior to use of sunscreen.

Safety

Families of enrolled children are welcome to visit any time during the day; however, this "open door" policy may not be used to supplement a custody or visitation schedule. In addition, to security measures promoting indoor and outdoor safety on the facility grounds, Adventure Club provides its own security keypad system and secured access at most sites, ensuring that access is available only to parents/guardians and authorized personnel. To make certain that the site is kept as secure as possible, we ask that you not allow others to "piggyback" on your entrance or enter the facility on your departure.

Injuries

Staff are certified in First Aid and CPR. If an injury occurs during program hours, the staff member in charge will take whatever steps maybe necessary to obtain emergency medical care warranted. These steps may include but are not limited to:

- Provide immediate first aid.
- Attempt to contact parent/guardian.
- If parent/guardian cannot be reached, we will attempt to contact others on the emergency contact form.

In the case of a serious injury, appropriate emergency medical assistance (911) will be contacted. An Adventure Club staff member will remain with the child until parent/guardian, or another authorized adult arrives. Adventure Club staff may not transport program child.

Disaster/Emergency Plan

Each Adventure Club has an individual emergency response plan in place. This document is posted on site parent board, near entrance/exit of Adventure Club buildings. This document will inform you where to go in the event of an emergency.

Code of Conduct

Adventure Club expects all our families to adhere to the following standards of behavior at our sites:

- **Turn off your cell phones.** Bringing your child to and from Adventure Club is a time to be child focused, not distracted.
- **Watch your language.** Use appropriate language while on school property. Foul language will not be tolerated and may lead to dismissal of your child.
- **Keep in mind that we are a rated "E" for everyone program.** Refrain from discussing issues; local, national news events, opinions on current events that may cause concern or anxiety for our children.
- **Be mindful of your behavior.** Remember children are impressionable, and they are watching. If you have a concern, conduct yourself properly and seek administrative assistance.
 - Any parent/guardian who displays negative, abusive, or belligerent behavior or conducts themselves in a manner that is detrimental to the program may have their child terminated from the program.
- **Be security-minded.** After entering your code to open our doors, do not allow unregistered guests to gain access. Our staff is responsible and happy to attend to visitors.
- **Extend courtesy to others.** Your child is eager and happy to see you. Take a moment and ask your child about his or her day.

- **No filming.** Parents/guardians or visitors may not film, record, or post footage of any of our children with video, cameras, or phone equipment. This protects the safety and security of all our children's and staff.
- **Address concerns with staff.** Your child's experience is important to us. If you have a concern about another staff, participant, or situation, talk with the Site Director. Understand that each situation is unique and there isn't just one approach. Parent/guardians must maintain a respectful dialogue to ensure the desired result is achieved. Parents/guardians who become argumentative with staff will be referred to the Supervisor. If a resolution cannot be reached, the child may be removed from the program.

Personal Rights

We believe in the rights of children and parents/families; therefore, the following are taken directly from Community Care Licensing Regulation:

Children's Rights

At the Adventure Club sites, each child shall have personal rights, which include, but are not limited to, the following:

1. To be accorded dignity in his/her personal relationships with staff and other persons.
2. To be accorded safe, healthful, and comfortable accommodations, furnishings, and equipment to meet his/her needs.
3. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of punitive nature, including but not limited to interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication, or aid to physical functioning.
4. To be informed and to have his/her authorized representative, if any, informed, by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
5. To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, the parent(s), or guardian(s) of the child make decisions concerning attendance at religious services or visits from spiritual advisors.
6. Not to be locked in any room, building or facility premises by day or night, except a supportive restraint approved in advance by the licensing agency.
7. Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

Parent's Rights

As a parent/guardian, you have the right to:

1. Enter and inspect the childcare center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the childcare center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the childcare center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the childcare center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address, and telephone number of the local licensing office.
7. Be informed by the licensee, upon request, of the name and type of association to the childcare center for any adult who has been granted criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

Note: California State law provides that the licensee may deny access to the childcare center to a parent/authorized representative if his/her behavior poses a risk to children in care.

Parent/Guardian Conference

Adventure Club encourages and welcomes parent/guardian involvement and input.

Parents/guardians may call or email the Site Director to set up a conference.

General Program Information

Child Guidance Policy

Minimum Abilities to Participate

In order to properly maintain a safe and healthy environment for all children attending the Adventure Club program, the following minimum standards must be maintained:

1. Able to understand and follow basic directions and rules of the program for staff to maintain proper supervision.
2. Able to maintain basic self-control to ensure the safety of themselves and others in the program.
3. Able to handle own basic personal hygiene/toileting needs.

Child File – Available for Review by Department of Social Services/State Licensing

As a state licensed program, the California Department of Social Services, Community Care Licensing has the authority to inspect, audit and copy childcare center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements of Title 22, Sections 101217 © and 101221 (d). Adventure Club personnel shall ensure that provisions are made for the examination of all records relating to the operation of the childcare center.

Attire

The children will participate in active play, including fun and messy projects, so please send your child in comfortable clothing. For your children's safety and enjoyment on the playground, closed-toe footwear is encouraged. An extra set of clothing and shoes, labeled with your children's name, may be kept on site for those days when messy projects or water play is scheduled. Children may be omitted from certain activities if footwear is not suitable.

Personal Belongings

Please mark all your child's belongings clearly with your child's first and last name.

Cell Phones, Electronics & Toys

Cell phones are to be turned off and stored in student's backpacks during Adventure Club hours. Students may gain permission from a staff member to contact a parent if necessary. In case of emergency, please call the site phone to reach your student. We do not allow children to bring toys, electronic games or devices, dolls, special sports equipment from home unless it is part of a scheduled activity. If your child is bringing one of the aforementioned items to school, the item must remain in the child's backpack during their time in our program. The Adventure Club will not be responsible or liable for lost or damaged personal items.

Lost & Found

Mark personal belongings and be sure to check your children's area at the end of each day. Adventure Club is not responsible for lost, damaged or stolen items. After one month will be donated to a charity.

Outside Employment of Staff

Adventure Club discourages its employees from making independent childcare arrangements with Adventure Club families. If, in the event you enter into an arrangement with an employee, it must be done off program grounds and should not conflict with Adventure Clubs operating hours. It is with the full understanding that the employee enters into the agreement as a private citizen and not as an employee of the City of Roseville.

Behavior Management & Expectations

Our goal is to be safe, have fun and show respect by creating a culture that emphasizes *making good decisions, being a good friend and playing fair!* Our staff strive to model and reward appropriate behaviors while using re-direction techniques to provide guidance. We view conflict as an opportunity to help young people learn more effective strategies for conflict resolution, better communication, and managing their emotions.

For persistent and repeated minor behavior problems, the following may occur:

- Adventure Club staff will discuss behaviors with the parent/guardian.
- Behavior Report will be made, and a copy will be given to the parent/guardian.
- Children may be suspended or sent home for the day and a parent/guardian conference will be scheduled.
- If the behavior cannot be corrected, or if the behavior is negatively altering the experience of others in the program, this may be cause for dismissal.

Physical Aggression

Physical aggression towards children, or staff is cause for suspension from the program. If a child is suspended from Adventure Club, the child may not return until a conference is conducted. Continued physical aggression toward children or staff may be cause for immediate dismissal from the program. Children dismissed from the program may not be readmitted to other Adventure Club programs. Credit is not given for students who are suspended from the school or Adventure Club.

Accommodations

Americans with Disabilities Act

In full support of the Americans with Disabilities Act of 1990 (the ADA), the City of Roseville Parks, Recreation and Libraries Department welcomes all children. We will not discriminate against qualified individuals with disabilities. The Adventure Club staff strives to respond to the needs of each individual child in a group care setting, with the ratio of 1 staff member to 14 children. The program provides opportunities for involvement in large and small groups with a balance of teacher- directed and child-initiated activities. However, Adventure Club is unable to provide one-to-one care for any child except on an intermittent basis, such as injuries, immediate disciplinary issues, and certain personal care needs customarily provided to other children. Occasionally this model may not meet the needs of some children.

It is important that the parent/guardian disclose significant medical, physical or behavioral issues at the time of the child's enrollment and on an ongoing basis. If it is unclear whether the

Adventure Club can reasonably accommodate the unique needs of a child, we will arrive at a final decision by reviewing the circumstances on a case-by-case basis.

If you wish to participate in Adventure Club and require a specific accommodation, contact our Adventure Club Administrative Office, (916) 772-7529, option 2.

Adventure Camp

During the summer months, the school year program transitions to Adventure Camps. These programs are non-licensed and are held at a variety of Adventure Club locations. Many of our school year staff transition to the camp programming, and we also include some summer only staff. Tuition is billed monthly based on the summer weekly rate.

Summer programming includes field trips, special guests, visits to the pool, new curriculum, and activities. Sites vary each summer.

Lunch and Snacks

Morning and afternoon snacks will be provided. A snack calendar is available at the Adventure Club site. You are welcome to send additional snacks with your child. Lunches are to be brought from home*. We are unable to refrigerate or microwave lunches.

*Lunches will be provided at Woodbridge and Kaseberg Adventure Camps only.

Field Trips & Transportation

In order for children to attend field trips, they must be dropped off at the Adventure Club site 30 minutes prior to the bus departure time. Parents may not pick up or drop off their children at the field trip location.

Program Handbook Acknowledgement

I have received a copy of the Program Handbook. I have read all policies of the handbook and this form and agree to them. I understand that failure to follow these policies may lead to termination of childcare services.

Site: _____ School Year: _____

Parent/Guardian Signature _____

Parent/ Guardian Printed Name _____ Date: _____

Child(ren) Name(s) _____