



# Adventure Club Preschool Program Handbook





# Welcome!

Preschool 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 by keeping abreast of the latest youth development research. 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](mailto:AdventureClub@roseville.ca.us)

Website: [www.roseville.ca.us/adventureclub](http://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.

The Preschool program offers a variety of age appropriate activities based on the guidelines

recommended by the California Department of Education. We encourage participants to be actively involved, so that they develop social skills to prepare for the school age environment. Children are natural learners; they are curious, interested and enthusiastic about new things. The goal of the program is to allow them to learn at their own pace through a variety of curriculum. Our curriculum identifies goals in all areas of development: social, emotional, cognitive and physical.

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

Pre-K (Ages 4-5)  
(MWF)

9:00am – 12:00pm

Preschool (Ages 3-4)  
(T/Th)

9:00am – 12:00pm

*Preschool will be closed on the following holidays:*

- Labor Day ~ September 1, 2025
- Veteran's Day ~ November 11, 2025
- Thanksgiving Break ~ November 27-28, 2025
- Winter Break ~ December 2025/January 2026 (check with your preschool teacher for exact dates)
- Martin Luther King Jr. Day ~ January 19, 2026
- February Break ~ February 9-20, 2026 (check with your preschool teacher for exact dates)
- Spring Break ~ March/April 2026 (check with your preschool teacher for exact dates)
- Memorial Day ~ May 25, 2026

*Roseville School District Preschool Minimum Days:*

- November ~ 17-21, 2025 (9:00am-11:00am)
- Daily fee is reduced to \$20 on minimum days
- Blue Oaks, Diamond Creek, Fiddymont Farm, Orchard Ranch, Westbrook

# Locations

Blue Oaks Preschool (Pre K & Preschool) 8150 Horncastle Drive (916) 771-4859	Heritage Oak Preschool (Pre K & Preschool) 2271 Americana Drive (916) 773-3959
Coyote Ridge Preschool (Pre K & Preschool) 1751 Morningstar Drive (916) 772-7271	Orchard Ranch Preschool (Pre K & Preschool) 4375 Brookstone Drive (916) 771-8657
Diamond Creek Preschool (Pre K & Preschool) 3151 Hopscotch Way (916) 626-5052	Quail Glen Preschool (Pre K & Preschool) 1250 Canevari Drive (916) 772-0393
Fiddymment Farm Preschool (Pre K & Preschool) 4001 Brick Mason Circle (916) 783-2040	Westbrook Preschool (Pre K & Preschool) 4501 Solaire Dr. (916) 251-7306

## Admission and Enrollment

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### Minimum Abilities Required to Participate

In order to properly maintain a safe and healthy environment for all children attending the Preschool 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. Child must be completely potty trained and independent in the bathroom. Completely potty trained means child does NOT wear diapers and/or pull-ups. Independent in the bathroom; includes dressing, undressing, wiping, flushing and washing and drying hands afterwards.

## **Orientation to the Program**

Before a child begins attending Preschool or Pre-K, the families will attend an event called, “Meet the Teacher.” This gives the teacher, aid, and Preschool Coordinator an opportunity to meet with the parent/guardian to learn more about the child, expectations of the Preschool and any special considerations in meeting the child’s individual needs. During “Meet the Teacher” 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**

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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, \$110 per child is required for 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. All payments are posted on our online family portal, Daycare Works. Failure to keep account current for any children will result in the dismissal of all from the program. 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 as long as 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 of 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**

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Registration is available online or over the phone based on space availability. All children must be enrolled in Preschool or Pre-K prior to attendance. A completed registration packet and payment of all registration fees must be received for each child before enrollment can be processed. There is an annual enrollment fee for the school year.

### **Priority Registration**

Children currently enrolled in the Tuesday/Thursday class are given priority registration for the Fall M/W/F class for the next program year.

Priority Registration will be available through the preschool sites in the early part of the calendar year. There are no sibling priorities for registration. If you should withdraw from the preschool program any time throughout the program year, you will lose your priority spot for the next preschool year.

## **Waitlists**

Any time a site has more participants interested in joining a class than space available, a waiting list will be established to efficiently manage the enrollment. Waitlists are kept from the beginning of the program to the end of that current program year. At the end of the program year all waitlists will be dissolved.

There are no priorities given for siblings.

## **Administrative/Billing**

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### **Statements & Payments**

Customer statements are available online through your parent portal. Statements will not be mailed. Tuition payments are due on the 1<sup>st</sup> day of each month and are considered delinquent if not paid by the 10<sup>th</sup>. A \$50 late charge is added on the 11<sup>th</sup> 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 11<sup>th</sup> of the month, in 2 out of 4 consecutive months) may result in dismissal from the program.

The following form of payments are acceptable: cash, 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/Preschool uses for enrollment and billing functions. Visit [www.roseville.ca.us/adventureclub](http://www.roseville.ca.us/adventureclub) to access the parent portal function.

**Attendance**

If your child is going to be absent, it is imperative that you call the Preschool site the day of the absence. Our sites are equipped with voicemail.

**Missed Class Days**

Credits will not be given for missed days. All scheduled days must be paid, regardless of child's attendance.

**Withdrawal**

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/Preschool 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 preschool programs.

**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/Preschool program they may not attend any other Adventure Club/Preschool 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

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### **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 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.

### **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 3<sup>rd</sup> 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.

## Creating a Healthy Environment

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### **Lunches & Snacks**

Snacks are provided each class day by parents. We prefer a nutritious snack and juice, milk or water. We encourage easy to eat items, and items that are easy to clean up. Due to the length of our program, there is a small window for snack time, so we ask that they are simple and nutritious.

## **Nut Free**

For the health and safety of all our children, all Adventure Clubs/Preschools 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 Preschool. Examples will be provided in Meet the Teacher.

## **Illness Policy**

If your child becomes ill, you will be contacted to pick up your child. Children must be picked within one hour of being notified. Children are not allowed Preschool 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.

## **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. A Preschool staff member will remain with the child until parent/guardian or another authorized adult arrives. Preschool staff may not transport program child.

## **Potty Trained**

All children must be completely potty trained. Pull-ups or diapers are not allowed. We do understand that on an occasional basis, children do have potty accidents. If you child is having frequent accidents, he/she will be withdrawn from the program. Staff will ask children if they need to use the bathroom throughout the program day. Our preschool programs use elementary school restrooms on campus. No restroom is available inside the Adventure club rooms.

## **Toy Policy**

We do not allow children to bring toys from home unless it is part of a scheduled activity. We understand that your child may wish to bring a special item for share day. We ask that you put your child's name on it and give it to the teacher to put in a safe place until time to share. Adventure Club & Preschool will not be responsible or liable for lost or damaged personal items.

# Code of Conduct

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

- **Turn off your cell phones.** Bringing your child to and from Preschool 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 Preschool Teacher. 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. If you do not feel like your concern has come to a resolution after speaking to the Preschool Teacher, you may speak to the Site Director or Youth Development Program Coordinator. You may also reach out to the administrative office for the Parks, Recreation & Libraries Department at (916) 772-PLAY, option 2 or via email at [adventureclub@roseville.ca.us](mailto:adventureclub@roseville.ca.us)

## Parent/Guardian Conference

Adventure Club/Preschool encourages and welcomes parent/guardian involvement and input. Parents/guardians may call or email the Site Director to set up a conference.

## **Field Trips**

All field trips require parent participation. The staff are unable to transport children in City of personal vehicles. Field trips vary from site to site. Sites are limited to a maximum of three trips in a program year. Field trip fees are not included in the monthly tuition and are paid separately.

## **Behavior Management & Expectations**

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Our goal is to be safe, have fun and show respect by making good decisions, being a good friend and playing fair. We believe that by setting appropriate guidelines and limits, children can learn in a positive environment without being hindered by fear of punishment. The goal is to give guidance and security so that your child can develop responsible self-control. The rules and limits are set to protect the basic rights of others and their personal belongings. By modeling behavior, we hope to foster an attitude of respect for people, property and self.

Inappropriate behavior is handled in the following manner:

1. If no child is in immediate danger, we attempt to redirect the child by offering a discussion of alternative, acceptable behavior.
2. We remind the child of the rules and consequences of their behavior.
3. Should the behavior continue, the child is then separated from the situation or group until the child can regain control of his/her behavior.
4. We will work with individual children whose activity level causes a problem with safety. If our attempts to help the child are not successful, we may call the child's parent to come into the classroom and monitor the child.
5. If a parent is unable to attend school with the child and/or the parent's attempt to modify the child's behavior is unsuccessful, a day of rest at home may be requested by the teacher.
6. If, after every attempt has been made through the collaboration of staff and parents, and the child is unable to modify his/her behavior to meet safe program expectations, he/she will be dismissed from the program.

## **Physical Aggression**

Physical aggression towards children, or staff is cause for suspension from the program. If a child is suspended from Preschool, 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

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## **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, Preschool 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 Preschool 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 Preschool and require a specific accommodation, contact our Adventure Club Administrative Office, (916) 772-7529, option 2.

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# 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 \_\_\_\_\_

Child(ren) Name(s) \_\_\_\_\_

Date: \_\_\_\_\_