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## **ABOUT US**

### ***Philosophy***

The purpose of Adventure Club is to provide for 24 months to 5<sup>th</sup> grade children age-appropriate activities in a planned structured setting. The staff offers a quality program that allows children to learn and grow at their own pace while giving them the structure and consistency they need. Daily activities are planned to encourage growth and development in the following areas: Social, Emotional, Intellectual, Physical, and Spiritual.

We feel that spiritual growth must be encouraged so that each individual can develop to his greatest potential. We believe that God loves each person with an unconditional love and our aim is to show that love to each child so he or she may love others in the same way.

Adventure Club Preschool does not discriminate with regard to race, religion, color, or national origin.

Thank you for selecting Adventure Club for your child's initial educational experience. We promise to give every effort to make it a positive one for him or her. If you have any questions, or if our church can help you or your family in any way, please call on us. Contact the Adventure Club office number at 722-5249 or [ac@simpsonvillebaptist.com](mailto:ac@simpsonvillebaptist.com)

### ***Certification***

Adventure Club is a Type 1 Child Care facility licensed by the Commonwealth of Kentucky Cabinet for Health and Family Services.

### ***Hours of Operation***

Childcare services are provided from 8:30AM to 5 PM Monday through Friday for all programs.

### ***Holidays***

We are closed for certain holidays (a minimum of 11): Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, Christmas Day, Good Friday and other days determined by Director and posted in October for Christmas, New Year's Eve and New Year's Day. Determination will be made on any closures to reset between program start and end.

### ***Definition of Family***

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

### ***Admission & Enrollment***

All admission and enrollment forms must be completed and registration fee paid at pre-registration.

Each Program has a Fee Schedule with Registration Fee. Please refer to each Program for the list of fees. The Registration fee is non-refundable.

Based on the availability and openings, our facility admits children from 24 months through the summer of their 5<sup>th</sup> grade year.

## ***Family Activities***

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

## ***Confidentiality***

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

## ***Staff Qualifications***

Our Teachers and Caregivers are hired in compliance with the state requirements and qualifications as a base minimum. Teachers and Caregivers participate in an orientation class and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

We discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by **Adventure Club**.

## **Registration**

Please provide us with **two weeks' notice** if you need to remove your child from our program. One week's fee will be required if no notice is given.

Your Child's Registration is not considered complete until the following have been met for all Programs:

- Registration or Pre-Registration form complete
- Copy of child's current immunization state certification
- Copy of Birth Certificate
- Copy of Insurance
- Non-Refundable Registration Fee submitted

## **Preschool**

Registration begins the first of January for children currently enrolled in the program and for members of Simpsonville Baptist Church. Registration for all others begins the first of February, with the specific date to be announced at that time. We operate on a first-come, first-served basis. When all classes are full, a waiting list will be started and those families will be notified as spaces become available.

The non-refundable registration fee for Preschool is \$100.

The registration fee is required for each child to be considered enrolled. The fees will be used for materials required at the beginning of the year. Those who are on a waiting list will not be charged the registration fee until space is available and the child has been placed on a class list.

To qualify for the Preschool programs, a child must be of the appropriate age on or before August 1 for the 3 and 4-year-old Preschool, and a child must be 2 years old on or before August 1 for the 2-year-old Preschool Class. In addition, all children in the 3 and 4-year-old Preschool must be completely toilet trained.

## **After-School**

Pre-Registration for the After School program is opened to returning Adventure Club students and members of Simpsonville Baptist Church on March 1st. Pre-registration opens to the public in Mid-March and is based on a first come-first served basis. The program is for children in Kindergarten-5<sup>th</sup> grade. When the program is full, a waiting list will be started and those families on the list will be notified as spaces become available. The non-refundable registration fee for the After-School program is \$30.

## **Summer**

Pre-Registration for the Summer program is opened to returning Adventure Club students and members of Simpsonville Baptist Church on March 1<sup>st</sup>. Pre-registration opens to the public in Mid-March, and is based on a first come-first served basis. The program is for children in Preschool-5<sup>th</sup> grade. When the program is full, a waiting list will be started and those families on the list will be notified as spaces become available. The non-refundable registration fee for the Summer Registration is \$60.

## ***Communication & Family Partnership***

**Social Media.** Provides families with center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

**Email.** We encourage you to provide an email address that you use regularly so that we may send you general updates. Please ensure your current email is on file.

**Preschool Conferences.** Family & teacher conferences may occur once a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

## ***Open Door Policy***

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

## ***Publicity***

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.

## **CURRICULA & LEARNING**

### ***Learning Environment***

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are

facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

### ***Outings & Field Trips***

Weather permitting; we conduct supervised walking trips around the neighborhood. Children are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment package.

*Permission Slips* for each trip must be signed by the child's family. Preschool age children must be accompanied by a parent/guardian on all Preschool Field trips

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

The safety of children and staff will be guarded in all activities of child care programs. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to/from the child care program as well as during field trips.

### ***Transition***

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

#### ***Transition from home to center***

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

#### ***Transition between learning programs***

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

#### ***Transition for after school care***

Children who are of school age may continue with after school care at our center. The center will provide staff to ensure that your child arrives safely to our center after the bus has dropped them off (after school).

### ***Electronic Media***

Electronic Media is not allowed at our center.

### ***Multiculturalism***

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

## ***Celebrations***

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

## ***Rest Time***

After lunch, all children less than 7 years of age participate in a quiet rest time. Children are not required to sleep and may be given a book to read.

School age children, although not required, shall be provided an opportunity for a regular rest period if the child desires. Children have the opportunity to read a book quietly during rest time.

Children over the age of 7 may bring a book to read during rest time.

## ***Toilet Training***

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

## **GUIDANCE**

### ***General Procedure***

**Adventure Club** is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

### ***Challenging Behavior***

Children are guided to treat each other and adults with self-control and kindness.

Each student at Adventure Club has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

## ***Physical Restraint***

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

## ***Notification of Behavioral Issues to Families***

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care.

Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.
- 

## **TUITION AND FEES**

### ***Payment***

Payment is always due the week of care with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due as outlined in the *Pay Agreement*.

### ***Late Pick-up Fees***

Late pick-up is not a normal program option and will only be considered an exceptional occurrence. Late fees of \$1 per minute will be assessed beginning at 12PM/1:30PM (for preschool only families) and 5 PM for all other programs until the time of arrival.

### ***Special Activity Fees***

From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.

### ***Late Payment Charges***

Late payments can pose serious problems for our programs. Therefore we have put procedures in place to reduce their impact.

If payment is not received on the day that it is due, a late fee of \$15 will be added. If your account has not been paid in full **by Friday**, your child may be discharged from the program.

If payment is more than 15 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3<sup>rd</sup> party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.



### **Returned Checks/Rejected Transaction Charges**

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$30. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on “cash only” status.

### **No Credits**

- **Credit will not be given for Sick Days.** Sick days are considered in determining tuition and are not refundable.
- **Credit will not be given for Inclement Weather** - if we do not open due to inclement weather on a day that your child is scheduled to attend, your account will not be credited for that day.

### **Tuition**

Tuition for Summer 2024 and 2024-25 school year is listed below. Weekly Tuition is collected automatically thru Smart Care. The preschool monthly fee is an annual fee and is divided into ten monthly payments and will not be pro-rated. Monthly fees are due on the 10<sup>th</sup> of every month thru Smart Care.

### **Preschool**

2 day - 2 year old fees	\$198 per month
2 day - 3 year old fees	\$184 per month
3 day - 4 year old fees	\$249 per month
5 day – 4 year old fees	\$304 per month
5 day Pre K +	\$388 per month

\*\*\*If your child attends Extended Care also, your fee is broken down to a weekly fee with preschool and extended care on your pay agreement.

2 day 2's and 3's	\$48 per week
3 day 3's and 4's	\$57 per week
5 day 3's and 4's	\$67 per week
Pre-k plus	\$81 per week

### **Extended Care Fees**

Extended Care Tuition is for our Preschool age children who stay after Preschool until 5PM daily.

	1 Child
5 Days	\$102/wk
4 Days	\$92/wk
3 Days	\$81/wk
2 Days	59/wk
1 Day	\$37/wk

## Summer Fees

Summer Fees for Children who have attended Kindergarten thru 5<sup>th</sup> grade.

Tuition is due weekly thru Smart Care.

	1 Child	2 Children
5 Days	\$150/Week	\$273/Week
4 Days	\$139/Week	\$261/Week
3 Days	\$115/Week	\$206/Week
2 Days	\$82/Week	\$139/Week
1 Day	\$58/Week	\$96/Week

Summer Fees for Children 3 to 4 year old preschool

Tuition is due weekly thru Smart Care.

	1 Child	2 Children
5 Days	\$150/Week	\$280/Week
4 Days	\$140/Week	\$254/Week
3 Days	\$112/Week	\$205/Week
2 Days	\$90/Week	\$161/Week
1 Day	\$67/Week	\$96/Week

\$5 discount for second child in another program.

## After School Fees 2022-23

	1 Child	2 Children	3 Children
5 Days	\$69/Week	\$120/Week	\$171/Week
4 Days	\$63/Week	\$111/Week	\$160/Week
3 Days	\$58/Week	\$84/Week	\$126/Week
2 Days	\$41/Week	\$68/Week	\$92/Week
1 Day	\$25/Week	\$39/Week	\$56/Week

## ATTENDANCE & WITHDRAWAL

### **Absence**

If your child is going to be absent or arrive after 9:30AM, please call us at 502-722-5249 or email [ac@simpsonvillebaptist.com](mailto:ac@simpsonvillebaptist.com). We will be concerned about your child if we do not hear from you.

If a school age child will not be attending after school care, please notify us at 502-722-5249 or email [ac@simpsonvillebaptist.com](mailto:ac@simpsonvillebaptist.com).

## ***Vacation***

Vacation days only apply if your child is enrolled year-round. Vacation days correspond with the days that your child is enrolled. Example- 5 days, 5 day credit, 3 days, 3 day credit, etc.

## ***Withdrawals***

A written notice, 2 weeks in advance, is required by the center when a child is being withdrawn. Failure to notify will result in additional fees.

## ***Transfer of Records***

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally.

## ***Closing Due to Extreme Weather***

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced thru the REMIND app.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

## **DROP-OFF AND PICK-UP**

### ***General Procedure***

We open at 8:30AM. Please do not drop-off your child prior to the opening.

We close at 5 PM. Please allow enough time to arrive and leave by closing time.

### ***Cell Phone Usage***

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

### ***Authorized & Unauthorized Pick-up***

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 6 PM (1PM and 2:30PM for preschool and pre-k plus only families) and we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

## ***Right to Refuse Child Release***

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

## **PERSONAL BELONGINGS**

### ***What to Bring***

- **Preschoolers:** at least one change of clothes, socks and shoes.
- **Kindergarteners:** at least one change of clothes, socks and shoes.
- **After School Care Children:** books for homework, appropriate play clothes

Please label all items brought from home with your child's name to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items.

### ***Cubbies***

Upon enrollment each child will be assigned a cubby or hook. Cubbies and hooks are labeled with your child's name. All items will be put in your child's backpack at the end of the day.

### ***Lost & Found***

You can look for lost items and bring found items to the Lost-and-found Box located in the office on the first floor. Please note that we are not responsible for lost personal property.

### ***Toys from Home***

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity.

## **NUTRITION *Foods Brought from Home***

Food brought from home is permitted under the following conditions:

- Perishable food to be shared with other children must be store-bought and in its original package.
- Foods should be labeled with the child's name, date, and type of food.
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all of the children.
- Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially-wrapped package that was never opened.
- Per state regulation, all lunches must contain the following 5 components: whole grain, protein, fruit, vegetable, and dairy.

<b>Good Lunch Box Suggestions for a Balanced, Nutritional Lunch.</b>	
½ turkey sandwich	Chicken strips

Celery sticks Raisins Milk/water	Roll Orange wedges Broccoli Milk/water
Peanut butter on graham crackers Apple slices Carrot sticks Milk/water	Yogurt Crackers Sugar snap peas 100% juice

### ***Toddler Feedings***

- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.

### ***School Aged Participants***

- After school child care participants will be offered a light snack at each session. These snacks are not a meal. For all day care, children are provided a morning snack at 8:30AM. Please make sure your child has had breakfast before arriving at child care and is supplied with an adequate lunch if required for school.

## **HEALTH**

### ***Immunizations***

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). Every January, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

### ***Illness***

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Fever (above 99°F under the arm, above 100°F in the mouth, above 101°F in the ear) accompanied by other symptoms.

- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or 2 or more times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
  - The child's physician signs a note stating that the child's condition is not contagious, and;
  - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

### ***Allergy Prevention***

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

### ***Medications***

All medications should be handed to a staff member with specific instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription medications** require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.
- **Non-prescription medications** require a note signed by the family or physician. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.
- **Non-prescription topical ointments** (e.g., diaper cream) require a note signed by the family or physician. , specifying frequency and dosage to be administered.

## ***Communicable Diseases***

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness

## **SAFETY**

### ***Clothing***

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

### ***Extreme Weather and Outdoor Play***

Outdoor play will not occur if the outside temperature is greater than 99 °F or less than 35 °F degrees. Additionally, outdoor play will be cancelled if the air quality rating is 50 or below.

### ***Injuries***

Safety is a major concern in childcare so daily safety inspections is completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

## ***Biting***

Biting is a normal stage of development that is common among toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

## ***Respectful Behavior***

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

## ***Smoking***

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

## ***Prohibited Substances***

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

## ***Dangerous Weapons***

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

## ***Child Custody***

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

## ***Suspected Child Abuse***

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are



met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

## **EMERGENCIES**

### ***Lost or Missing Child***

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 5 minutes, the family and the police will be notified.

### ***Fire Safety***

Our center is fully equipped with alarms, lights, rolling cribs, etc.

Our fire evacuation plan is reviewed with the children and staff on a monthly basis.

### ***Emergency Transportation***

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

## **CENTER POLICIES**

Our center policies not included in this handbook are reviewed yearly and updated as needed. They are available for review upon request to the center director.

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# Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **Adventure Club Family Handbook**, and I have reviewed the family handbook with a member of the **Adventure Club** staff. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **Adventure Club Family Handbook** that I do not understand.

\_\_\_\_\_  
Recipient Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Center Staff Signature

\_\_\_\_\_  
Date

