



adventure learning center, ltd.

Thank-you for choosing Adventure Learning Center, it is our promise to you to provide your child with an enriching environment to help them grow and learn. We focus on caring for your child as a whole, which enables them to develop socially, emotionally, physically and cognitively. Our staff strives to create a partnership with the parents to ensure the best possible care for your child.

PARENT INFORMATION

HOURS

- **Adventure Learning Center is open from 6:00am to 6:30pm, Monday thru Friday.**
- **Adventure Learning Center is licensed by the Department of Health and Senior Services, Child Care Licensing Unit.**
- **Adventure Learning Center is accredited by NECPA (National Early Childhood Program Accreditation).**
- **Adventure Learning Center serve Children ages 6 weeks-12 years**

If a parent is late in picking up their child, the parent will pay an additional one dollar (\$1.00) per minute for every minute he or she is late. After 5 minutes the fee is \$5.00 per minute. The fees are due and payable at the time of pick-up. No child can be accepted back into care if the late fees are not paid. If a child is still in attendance at 6:30 pm and a parent cannot be reached then the Emergency Contacts from the child's enrollment form will be called to pick-up.

HOLIDAYS

We are open Monday through Friday of each week, with the exception of closure on the following major holidays:

- **Christmas Eve; Christmas Day; New Year's Eve; New Year's Day**
- **Memorial Day**
- **Independence Day**
- **Labor Day**
- **Thanksgiving Day and the following Friday**
- **Christmas Break - December 24-28, 2019**
- **Extreme weather conditions**

Tuition is based on a yearly average; therefore, there is no deduction of tuition for days when the center is closed for the holiday or weather. The week of December 24 will be billed to reflect a three day week.

ACTIVITIES

On Wednesday mornings Ms. Yulia Rife brings her musical knowledge and instruments to introduce the children to all types of music!

The center offers the following extra curricular class:

- All Star Sports

Ms. Vikki brings a different sport and health topic each week and works with the children in two different age groups. This is an extra fee if you choose to enroll your child. All payments for All-Star Sports go directly to Ms. Vikki. If you would like your child to register for All-Star Sports please let his or her classroom teacher know.

CHECK-IN POLICY

- Children must be accompanied by a parent or guardian to and from the center. Classroom sign in and out clipboards are hung outside the office. Once you have signed your child in please escort them to their room. Children are not to be left unattended to travel to their classroom alone.
- We will assume responsibility for the child only after the child is signed in and released to a staff member
- At ALC we ask that all children be in attendance by 10a.m. unless prior arrangements are made with the Directors.
- As a courtesy please call ALC by 9 a.m. if your child will not be attending for the day. This allows us to plan properly for state mandated ratios.

ENROLLMENT FORMS

- All enrollment forms must be completed for each child before they can be accepted into care at the center.
- Children must be in good health and have current immunizations to be accepted into care.
- In order to provide a positive learning experience for your child, you will be asked to complete a form on your child's development and experiences.
- Families are responsible for providing a written two week notice of attendance changes.

FOOD PROGRAM

- Breakfast will be served at the center from 6:30 am to 8:30 am daily.
- All children will be provided with a nutritious lunch at approximately 11:30 am.
- Two snacks are served daily. A morning snack will be served at approximately 10:00 am and an afternoon snack will be served at approximately 3:00pm.
- Menus will be posted on parent information board outside of the kitchen.
- All foods meet the daily requirements set by the U.S. Department of Agriculture and the Department of Health and Senior Services, Child Care Licensing Unit
 - ALC is a part of The American Heart Association *Healthy Food Alliance for Early Childhood*.
- No food / candy from home should be brought into ALC.
- Special arrangements will be made for any child with food allergies and dietary restrictions; ALC will provide a vegetarian entree when needed. However, parents will need to provide milk substitute if required. Any food allergies require documentation from a physician.
- It is the parent's responsibility to provide breast milk/ formula and baby food (if needed) for their child while in care at the center. Table foods will be introduced at the parents discretion. Once a child turns twelve months old they will be provided whole milk unless directed otherwise by parents. Beginning at the age of two years children will be served skim milk.
- Special treats must be pre-wrapped / store bought items and must not contain nuts.

TOYS/ELECTRONICS FROM HOME

Please do not allow your child to bring toys from home with exception of a security toy he/she uses for naps or for show and tell. Our center cannot be responsible for loss or breakage. i

- Children are not permitted to bring electronics from home with the exception on school-age “Technology Friday”. On Friday, during camp schedule, school-age children are permitted to bring an electronic device from home. Students are limited to 20 minutes of use and are monitored for content. There is no student access to Wi-Fi at ALC.
- If an electronic device is brought in on an unapproved day or used inappropriately it will be held in the office until pick-up.

CHILDREN’S CLOTHING

- Please dress your child for play. Tennis shoes are recommended. Shoes such as Crocs, sandals and flip flops pose the greatest risk for playground injury. Parents are strongly discouraged from sending their children in anything but tennis shoes or closed toed shoes.
- Parents of children who are still in diapers are responsible for providing diapers and wipes for their child. If your child is still mastering use of the restroom and still has occasional accidents, please bring in several labeled changes of clothes. This includes socks, underwear and an extra pair of shoes of possible.
- Children of all ages are required to have an extra, weather appropriate, set of clothing in their cubby at all times. Learning and exploring can be messy business!

MEDICATIONS

- Medications may be administered by our staff only with parent’s written permission. Medication Authorization forms are located by the sign in clipboards and must be completed and signed by the parent.
- Prescription medication must be in the original container and include the children’s name, physician’s name, dosage and date. Prescription medications may not be shared between siblings.
- If your child is under the age of two a physician’s note with dosage must be on file in order to administer over-the-counter medications stating “see physician” as the dosage information. (i.e. Tylenol)
- Topical medications such as A&D Ointment may be administered with written consent of the parent.
- The teacher or director will be responsible for administering medication at our center and there will be a witness to the administration of all medications. Topical ointments such as diaper cream may be applied by the classroom teacher with a Medication Authorization on file.
- All unused or expired medications will be returned to the parent.

DISCIPLINE

- A variety of methods are used to assist children to develop self-control. No corporal punishment is allowed ALC. The most effective method that enables a child to exercise self-control is positive reinforcement of appropriate behavior coupled with redirection.
- Like learning styles, behavior management techniques must be differentiated for each child. What works for one child may not work for another. Each classroom has a “Soft Spot”

where children may go to be alone if they wish. Some children prefer to work through a difficult situation alone and some prefer the guidance of a teacher. This is also a place where children who are in danger or hurting themselves or others can calm down safely.

- A written report for the parent to sign will be made of any inappropriate behavior at Adventure Learning Center.
- ALC will work closely with parents to correct any negative behavior. In the event behavior poses harm to others and a resolution cannot be met, disenrollment may occur.

CHILDREN'S DISMISSAL

- Please sign out your child on the clipboards outside the office.
- In the event someone other than a parent is picking up a child they must provide photo identification. Parents may be asked to show identification as well.
- Only authorized and emergency pick-ups from the child's enrollment form will be allowed to take children from the center. Written authorization is required for any person not listed on the enrollment form. Please be sure you have left written permission with the center director if someone else is to pick up your child.

TERMINATION OF SERVICES

- Families are responsible for providing a written two week notice of termination of services along with payment for those two weeks.
- Adventure Learning Center, Ltd. reserves the right to terminate service for an unpaid tuition balance. Tuition is billed weekly and is due by Wednesday of each week.

CHILDREN'S RECORDS

- All forms filled out by parents are kept strictly confidential. Information in these files will not be released except with written permission of the parent or guardian. Parents have access to records at any time. Please see the center director.
- It is important to have your child's records complete for Missouri State Licensing. Please make sure your child's file contains current immunizations, physical, and emergency information.
- If you would like us to share information from your child's file with another educational or medical facility please ask for a "Release of Information" form from one of our Directors.

TRANSITIONING TO A NEW PROGRAM/SCHOOL

- Should you decide to transition your child to a new program and/or when your child enrolls in elementary school ALC is committed to a smooth transition and student success.
- All enrollment and child assessment information is kept confidential unless a parent signed "Release of Information" is on file. The parent may detail what information is to be shared.
- Should your child's new school request information from ALC such as a "Teacher Survey" or other information, ALC will only provide what is authorized by the parent. Any request from another facility must have accompanying documentation releasing information.
- Upon notice of the transition your child's teacher will contact you to set up an exit-conference at your discretion. The teacher will share your child's assessment portfolio with you and address any questions, concerns or recommendations. We will also ask you to fill out a "Child and Family Needs Assessment" so that we can ensure we are doing the very best job preparing the children at ALC for school success. This allows us to reflect on our program and make changes when necessary. Our commitment to your child's development does not end when they leave ALC.
- All enrollment and child assessment information is kept confidential unless a parent signed "Release of Information" is on file. The parent may detail what information is to be shared.

ILLNESS

- If your child is ill, he or she cannot be accepted into care at the center.
- The center will follow state licensing policy regarding care of sick children.
- Parents will be notified, and must be picked up, if a child has a temperature above 100°F and/or;
 - Has had one or more episode of vomiting.
 - Has had one or more episode of diarrhea.
 - Is suspected of having pink eye, lice outbreak or other highly contagious illness.
- Sick children need to be picked up from the center immediately.
- In cases of extreme emergency, the Director will act as the situation warrants. All attempts will be made to notify the parents, but if deemed necessary, the center will seek medical treatment. The center is not financially responsible for medical treatment or accidents.
- A written report will be made of you child's accident or illness at the center.

SANITATION

- It is extremely important to keep the children at ALC healthy. All ALC staff is required to follow the Missouri Department of Health and Sanitation rules.
- Please have yourself and your child wash your hands upon entering the building.

PETS ON PREMISES

- Some children are highly allergic to certain pets and animals. We do not keep pets or animals here at ALC. Please do not bring your pet to ALC unless there is a scheduled visit.

NON SMOKING

- Adventure Learning Center is a non smoking facility. Please do not smoke on the parking lot or in your vehicle. This includes e-cigarettes
- No illegal or intoxicating substances are allowed on or in the premises at ALC.

OPEN DOOR POLICY

- Parents are always welcome in the center. Please feel free to drop by at any time your child is in care at Adventure Learning Center.
- Security Doors-The center has locked security doors. Please ring the bell located outside in the lobby. The code for the front door is only shared with staff. Parents and visitors are not given the door code.
- Adventure Learning Center invites all parents to come and share their time with the children. We foster a diverse environment and love to share all families' culture, occupations and beliefs with the children.
- If at any time you have any questions or concerns with your child's care and/or education please feel free to discuss them with your child's teacher as well as center management.

PARENT/TEACHER COMMUNICATION

- Open communication between parents and teachers is necessary for quality care and education. Please feel free to talk to the teachers about any information or concerns.

- **Parent/Teacher conferences are scheduled twice a year; in the spring and fall. Please look at the focus curriculum schedule for these dates. If you would like to set up a conference with your child's teacher outside of these scheduled times please set up a time with his or her teacher and management will ensure proper coverage for the classroom during the conference.**

CHILD CARE LICENSING RULES

- **A copy of the "Licensing Rules for Group Child Care Homes and Child Care Centers" is available for parent review in our center. In order to maintain our outstanding licensing reviews, Adventure Learning Center follows the requirements at all times.**

STAFFING

- **Lead preschool teachers are degreed or nearing completion of a degree in a child related field.**
- **Teachers continue their education in the field with mandatory training hours. The state of Missouri requires 12 training hours per year. Our NECPA accreditation requires an additional 12 per year.**
- **All of our teachers are trained in CPR and First Aid.**
- **All teachers must pass a background screening and be part of the Child Care Safety Registry.**
- **Teachers must complete a physical, TB test and Hepatitis A vaccination.**
- **Volunteers must be at least 16 years old, have a clean background check, and do not count in child: staff ratios.**
- **Child to staff ratios are continuously followed throughout the day, and children are supervised at all times by a qualified caregiver. Child: staff ratios are lowered in the event of a field trip.**

Adventure Learning Center recognizes the importance of open communication between parents and the center. We encourage you to share your questions and concerns with us. Please feel free to drop by the office at any time. By working together, we can provide the best environment possible for your child.

Last Updated September 13, 2018