

Quick Reference Guide

Hours Of Operation

2:50-6:00 P.M. during regular school days.

Dismissal Time-6:00 P.M. on early dismissal days.

7:00 A.M.- 6:00 P.M. during in-service days and full weeks.

Contact information

Adventure Club 681-9012

Sam Houston 983-3241

Fax Number 444-0796

Email Address: marybeth.bonneville@maryville-schools.org

Inclement Weather (Snow) & Emergencies

Adventure Club will not be open if Maryville City Schools close for inclement weather or other emergencies. Also, if Maryville City Schools are dismissed early due to weather, Adventure Club will not open. Please tune to your local television or radio stations for school closings. Also, please make sure your Parent-Link contact information is up to date. Remember to watch for Maryville City, Not Blount County.

Message To Parents

Welcome to Maryville City Schools Adventure Club school-aged childcare program. It is our belief that the school's willingness to offer continuing student care above and beyond the regular school day provides a much needed and valued service to many school families. The quality of care given to a child when he/she is not with their parents is vitally important to the child, the family, and the community. Many children spend a tremendous amount of time in a program such as ours in which a significant developmental impact occurs. In all settings, good and bad, attitudes are formed, ideas of self-worth are influenced, relationships with peers and adults are developed, and young bodies grow and become strong. This program holds a unique position in the life of a school-aged child in its ability to enhance the student's academic, emotional, physical, and social development in a childcare setting while still on the school campus.

With this in mind, our mission is clear. The Maryville City Schools Adventure Club leadership team and staff are committed to providing quality student care in a safe, nurturing, relaxed environment. We will provide students with a variety of opportunities and activities of choice that offer enrichment in emotional, physical, and social development, as well as academic support as needed. Our program extends beyond the basic needs of what children may have after a day at school by providing nourishment, play, and relaxation. Our staff provides the human touch of love and caring.

The Maryville City Schools Adventure Club Program is an equal access program licensed by the Department of Education. It is, however, a group childcare program so participants must function as a member of a group. Any student who is unable to follow the rules required to be a member of a group will not be allowed to continue in the program.

Non-Discrimination Policy

It is the policy of Maryville City Schools Adventure Club that no person shall be subjected to discrimination because of race, national origin, sex, sexual orientation, age, religion, creed, marital status, disabled, or Vietnam Era Veteran status, American with Disabilities Act or the presence of any physical, mental, or sensory disabilities. This policy applies to every aspect of the Adventure Club's programs, practices, policies, and activities, including client services and employment practices. Adventure Club complies with the requirements of the Americans with Disabilities Act.

Adventure Club will be open from 7:00 A.M. to 6:00 P.M. on the following days when school is not in session.

Fall Break- October 2-10th, 2023

Winter Break- December 15-22, 2023 & January 2, 2024

President's Day (In Service)- February 19, 2024

Spring Break- March 7-15, 2024

Please contact us anytime if you have any questions

Participation Guidelines

Hours of Operation

Regular school days: Monday-Friday 2:50-6:00

Early Dismissal- Dismissal Time-6:00

Full Days: 7:00-6:00

Full Weeks: 7:00-6:00

Closings

Adventure Club will be closed on the following days:

Memorial Day	May 22, 2023
Independence Day	July 3 & 4, 2023
In-Service	July 24 - 31, 2023
Labor Day	September 4, 2023
Thanksgiving	November 22-24, 2023
Winter Break	December 25-29, 2023 & Jan.1, 2024
Martin Luther King Jr. Holiday	January 15, 2024
Holiday	March 29, 2024

We will keep you informed of any additional closings

Enrollment

Enrollment is open to students who currently enrolled in Kindergarten through Third grades at Sam Houston Elementary School. This includes upcoming Kindergarten children who have reached the age of 5 years old and have immunization records on file with the school for the summer preceding Kindergarten. Please note that enrollment is dependent upon returning completed application that includes all information, enrollment fee payment, and space available. Families in need of full time care will be enrolled first then part time children if space is available. Temporary enrollment will be considered (based on the number of students enrolled in that classroom) to assist families

at times of parental illness, unexpected family emergencies, or hospitalization of a parent. Drop in care is for temporary or occasional care only. **Families are required to pay for any drop-in day requested even if the child does not attend that day.** If drop-in care is requested regularly, a status change may be required. Advance notice is needed for drop-in care arrangements.

Absences From The Program

The Adventure Club Program cannot deduct missed days from your weekly fee. You must pay for all days you sign up for even if your child does not attend. A parent or guardian must contact Adventure Club if a child will be absent from the program for any reason. This fee covers staff salaries, snacks, crafts, and program supplies. Supplies are purchased according to the number of children we have in the program. Also, staff are hired and scheduled according to the number of children we have enrolled. When you enroll, you are reserving a space with all accommodations whether your child attends or not. We must receive a 2 week notice to withdraw your child/children from the program. Part-time participants will pay for the 1 or 2 days that are signed up for each week even if your child does not attend. You may receive credit for illness if we are provided with a written doctor's excuse for the days missed. Credit may be allowed for 1 week of vacation time if this is pre-arranged with the site director. Continued absences could result in losing your child/children's place in Adventure Club. Families who need occasional drop in care will need to contact Adventure Club in advance to make sure that we can accommodate the family. If a family has signed up for drop in care & the child attends regularly for 2 weeks, a change of status to full or part time will need to be discussed.

Arrival Guidelines

Adventure Club Students must be in their rooms by 3:00. Any student attending a special after-school activity must check in with their Adventure Club teacher before they go to that activity. Children who are staying to help a teacher after school must bring a note from the teacher to Adventure Club upon school dismissal. If a child's dismissal plans have changed for the day and they will not be attending Adventure Club, we must be contacted. All children attending on full days must be walked in and signed in each day.

Dress Code

Appropriate school dress is defined to be neat, clean, and not disruptive. No backless tops are allowed, and sleeveless shirts must have a width of at least 3

fingers. No undergarments should show outside of clothing. Shorts and skirts should be no shorter than the tips of the fingers of the extended arm. No hee-ies are allowed. Shoes are to be worn at all times, and hats may only be worn outdoors. Any clothing with pictures or wording suggesting violence (including professional wrestling shirts) is not permitted. We will likely get dirty during play please dress children appropriately. Children should wear comfortable clothing with socks and tennis shoes (or other appropriate footwear). Flip flops, sandals, and crocs are not appropriate for most activities.

Drop off and pick up procedures

It is mandated from the Department of Education that the authorized pick up person must sign children out each day and sign them in on full days. Never drop a child off unattended. For full day or break sessions, the child should be walked inside the building and checked in upon arrival. Anyone picking up a child must be prepared to show their ID at any time. Please notify the site director if any person other than those authorized will be picking up. Anyone other than the custodial parent must be listed on the authorized pick up list. Parent authorization is required to release to anyone not on the list. **We must have documentation of custody in any divorce or single parent situation if there is a no contact order, otherwise both parents may pick up the child. No child will be released to any person who we deem to be a danger or threat to a child's safety or well-being. Children will not be allowed to wait for parents outside the building or to meet parents at any other location.**

Pre-Enrollment Visit

We would like to welcome all of our families to visit our program before enrolling. If you would like a tour of the Adventure Club Program please contact the program director to schedule a visit.

Snow Day Policy/Emergency

The Adventure Club will not operate on the days that Maryville City Schools (not Blount County) are closed for inclement weather or other emergencies. Please listen to local radio or television stations for announcements regarding early dismissal, late arrivals, or school closings. Please be aware that Adventure Club will not open if school dismisses early. You must pick up as soon as possible on these days. Also, please make sure your Parent-Link information is up to date to receive the most current phone calls or text messages from school.

Change Of Contact Information

Parents have a responsibility to keep all necessary information current so that our staff are able to locate a parent or responsible party immediately in the event of an emergency. Any changes in information must be brought to Adventure Club immediately. We do not get any updated information that is turned into the main office. All necessary forms must be completed and turned in by all deadlines and updates to personal information must be made as they occur. Children cannot remain in care without the proper documentation.

Transfer Students

We welcome all students who transfer from other after-school programs. Please understand that all programs differ in some respects. Each Adventure Club program is site based. We each run our program a little differently based on the needs of our school, our families, our children, and our after-school program. We cannot register a child with outstanding fees at another Adventure Club site. If you have any questions about our program, feel free to contact us at anytime. Thank you for your understanding and cooperation.

Family Involvement

The exchange of information about a child from the parent's perspective and the teacher's perspective can be helpful to the family and the continuing care program. The staff will have the ability to better meet the needs of your child if they are aware of things like an illness in the family, a change in living location, special fears, etc. We will keep you informed about all field trips, and special activities. Parents are welcome to visit the program at any time. It is very important to check all signs, bulletin-boards, and letters for important information.

Discipline

Children enrolled in the Adventure Club Program are expected to exhibit behavior that will not disrupt or interfere with the school polices or rights of other children. Parents will be contacted by verbal or written notification when a discipline problem occurs. We implement a 3 strike policy. After 3 unacceptable incidents, your child may lose his/ her place in the program. If your child is having a severe behavior problem that is causing physical or emotional harm, or otherwise disrupting the other children in our care or our staff, we may ask for you to find other care arrangements for your child. Children may be suspended

or terminated from the program due to any inappropriate behavior. Suspension may last from 1 day to 2 weeks. There is no refund if a child is suspended or expelled for disciplinary reasons. We want our program to help stress the school's foundation of: Respect Yourself & Others.

Students are expected :

1. To demonstrate respect for each other, the Adventure Club staff, and property of others.
2. To walk quietly inside the school building.
3. To dress in a clean and appropriate manner (see section on dress code).
4. To avoid Cursing and teasing.
5. Not to fight or throw objects.
6. Not to carry weapons, matches, tobacco, or items likely to cause injury to themselves or others.
7. Not to sell or exchange belongings with one another at school.
8. Not to bring chewing gum or carbonated beverages to school except for special occasions designated by teachers.
9. To go directly to and from Adventure Club.

Withdrawal

Parents who wish to discontinue childcare with Adventure Club must give a 2 week written notice to the director. Verbal notices to staff are not considered official notice. Your child's withdrawal date will be considered to be 2 weeks from the date the written notice is given, and you will be billed accordingly regardless of actual attendance. If your child is withdrawn without notice, the 2 week's tuition will be charged from the child's last day of attendance. Your child will be considered withdrawn without notice if you do not inform Adventure Club of any absences in excess of 1 week excluding holidays.

Termination

We reserve the right to immediately terminate any family from the Adventure Club Program who does not abide by the policies set forth in this packet. We also reserve the right to terminate any family due to inappropriate actions on the child's, family's, or pick up person's part. Please be aware that no notice has to be given prior to a family's termination from this program.

Legal Custody

All Parents and/or guardians in a single custody or divorce situation must provide legal documentation of custody if there is a no contact order involved. If custody is shared, both guardians must sign the application for any children attending Adventure Club. We request that all custody decisions be made outside of Adventure Club in shared custody situations. These decisions should be made between you and your attorneys and should not involve the interpretation of the Adventure Club staff. Adventure Club does not have the authority to prevent either parent from picking up their child in a joint custody situation without a court order preventing a parent's contact with a child. Therefore either parent may pick up the children at any time. Adventure Club will not keep up with your parenting schedule. Parents will need to work schedules out for themselves. If a parent is not following the court ordered custody directive stating custody times, you will need to manage the situation with your attorneys. If you are picking up the children and it is not your scheduled day, it is your responsibility to contact the other parent immediately. If either parent calls to see if the child is here, we will happily report their attendance. Copies of records such as attendance, sign out sheets, and parent communication may be copied for legal guardians for a records fee of \$25.00. Please refrain from discussing problems that you are having with each other with any Adventure Club Personnel. This is inappropriate and all disputes needs to be handled and discussed between you and your attorneys. Due to the delicate nature of each custody situation; non-custodial parents must have written, notarized permission from both custodial parents before permission to spend time with a child in the program will be allowed. Please remember that Adventure Club closes at 6:00 P.M., and children should always be picked up before that time. Also, remember that payment arrangements should be made between the two of you outside of Adventure Club. If the child has a delinquent account he or she may not be able to continue attending the program. Both parties may be affected if a situation arises concerning the child's ability to continue in the program. If all custody issues including scheduling cannot be resolved outside of Adventure Club, the child may no longer be able to attend the program.

Fees

Enrollment Fees

A \$30.00 registration fee is due at the time of school year enrollment. A \$75.00 activities/registration fee is due at summer enrollment.

Records Fee

A \$25.00 non-refundable duplication and research fee will be charged for all records requests. The fee is due at the time of request.

Participation Rates

School In	Part-Time (1 or 2 Days)	Full-Time (3 or More Days)
2:50-6:00	\$18.00 per child per day	\$55.00 per child per week
Drop In	Part-Time (1 or 2 Days)	Full-Time (3 or More Days)
2:50-6:00	\$25.00 per child per day	\$65.00 per child per week
Full Days	Part-Time (1 or 2 Days)	Full-Time (3 or More Days)
7:00-6:00	\$30.00 per child per day	\$100.00 per week per child
Early Out Days	Part-Time(1 or 2 Days)	Full-Time (3 or More Days)
Dismissal-6:00	\$25.00 per child per day	\$20.00 per child additional
School Year Reg.	\$30.00 Per child	Each School Year
Summer Reg.	\$75.00	Each Summer

Tuition

Fees are due on Monday of the current week and late after Wednesday even if your child is not attending that week. If children attend three or more days, they are considered full time and will pay full time rates. Children who attend one or two days per week are considered part time. If for some reason a part time child attends three or more days during a week, a full time rate will be charged.

Parents/guardians must choose their status upon enrollment. This will determine the fees to be charged each week even if the child does not attend. If

you need to change your status a two week notice is required. Please make checks payable to Sam Houston Adventure Club. We accept checks, cashier's checks, online payments, and money orders for payments, please do not send cash. Refusal to pay any fees incurred including weekly, daily, late pick up, late payment, and field trip fees will result in immediate termination from the program.

Special rates

Sam Houston Adventure Club participates in the D.H.S. childcare certificate program (Douglas Cherokee). Families who qualify for assistance need to contact your Families First case worker.

Late Fees

Fees are due on Monday and late after Wednesday of the current week. A \$5.00 late fee per week per child will be added to the weekly balance on Thursdays for each week past due. After 2 weeks past due there is a risk of losing your space in Adventure Club. All past due accounts are subject to collection procedures. Adventure Club is not responsible for payments sent in backpacks or through the school classroom. It is the parent/guardian's responsibility to insure that payments are turned in on time each week. Accounts with a partial credit will still incur a late fee if not paid in full by Wednesday of each week.

Parents/guardians are responsible for all cost associated with the collection of any unpaid debt to the Adventure Club program. Families with reoccurring delinquent accounts may lose their space in the program.

Late Pick Up Fees

The continuing care program closes promptly at 6:00 P.M. you will be charged an additional fee of \$1.00 per minute per child past 6:00. This fee must be paid within 3 days. Your failure to comply with the 6:00 P.M. closing time on 3 occasions may result in losing your space in the program. Also, failure to pay any late fees within 3 days may result in losing your space. Please be aware that you are responsible for any late pick up fees incurred no matter who picked the child/children up late. After all emergency numbers are contacted and no communication from you has been received by 6:30, the local authorities and/or D.H.S. may be called for assistance with your child/children. If for any reason you do not anticipate making it to pick up your child before the 6:00 P.M. closing time, please contact someone from your authorized pick up list.

Returned Checks

Anytime we receive a check as payment and there are insufficient funds available from your financial institution your account will automatically be turned over for collection. It is the policy of the Maryville City Schools to use this system to collect on insufficient funds. There will be a fee of \$25.00 per returned check. After 2 returned checks we will have to meet to discuss payment options to continue care.

Full Days And Weeks

Full Days during the school year are typically in-service, administrative, and parent conference days. For each full day or half day your child attends within a normal school week there is a \$20.00 charge per child per day. If your child only attends on the full day or the full day and 1 additional day the charge for the full day is \$30.00 per child per day. Full weeks are typically fall, winter, spring breaks, and summer camp. The fees for these weeks are \$30.00 per day per child for 1 or 2 days and \$100.00 for 3 days or more. We must have a minimum of 15 children sign up for care on any full day or week for our program to open. If a family has missed the deadline to sign up we will check to see if we have space for that child. If space is available the child may be signed up, however, we cannot take anyone if our classes are full. A \$10.00 late sign up fee will be charged to anyone signing up after the full day/week deadline. Families with a past due balance cannot sign up for full day/week care. Parents will be notified in advance of all planned field trips. Please refer to the summer section for field trip guidelines.

General

Care Of School Building, Property, And Grounds

Students have a responsibility to take care of all school property, the building, and grounds. Students are not permitted to have chewing gum in the school. Parents or guardians are responsible for any damage a student might do to property of the school system or Adventure Club. Adventure Club staff must accompany anyone needing to visit any areas of the building or get things from their classroom.

Lost And Found

Please label your child's belongings. All articles found in Adventure Club should be brought to the Clubroom.

Outdoor Play

All children will go outside everyday if the weather is good and the temperature is between 32 degrees and 95 degrees. Please dress your child appropriately. Remember that during the cooler months that we go outside late in the afternoon and temperatures may drop lower than that of the normal school day. Also, in the warmer months take into consideration sunburns and send sunscreen or dress your child in light layers.

Personal Property

Children are not allowed to bring any toys during the school year. No video games, portable music players, or other electronic devices are permitted. Video games and personal toys may be brought on full days when we are staying at the school. Children are not allowed to share video games or electronic devices. Adventure Club is not responsible for any items that are lost, broken ,or stolen. Please be sure to label all items. If personal items become a problem we may ask that a child not bring the item that is causing the problem. Children will be held responsible for any damage done to the personal property of another student. In order to insure everyone's privacy , no cameras are permitted.

Restroom Policy

All children must be able to go to the restroom on their own. They must be able to clean themselves and manipulate all buttons, snaps, zippers, etc... If an accident occurs, children need to be able to clean themselves up and change their clothes on their own. Our staff are not permitted to enter the restroom to help them. Also, children need to behave appropriately while in the restroom and respect each others privacy.

General Rules

All children are required to follow the school rules and policies for all activities indoors and outdoors. We always reinforce the guidelines that the school sets throughout the year.

Smoking And Safety Policy

In accordance with the Pro Children Act of 1994 there is no smoking allowed in any school building or on school grounds. Alcohol, drugs, and weapons of any kind are also prohibited on school property. Violators will be prosecuted. We reserve the right to inspect all packages that enter the building.

Drug And Alcohol Policy

If you are under the influence of alcohol or an illegal drug, please send someone else to pick up your child. If we suspect that anyone picking up a child is under the influence of drugs or alcohol the police and/or Department of Human Services will be notified and the child will not be released to that person.

Snacks

Adventure Club provides an afternoon snack each school day. On full days we provide both a morning and afternoon snack. We also provide a drink with each snack. The daily snack menu is posted on our snack cabinet. Alternate snacks for children with allergies may be provided if doctor's documentation of requirements is provided to us.

Telephone

Students are not permitted to use the Adventure Club telephone unless there is an emergency as determined by the director or assistant director. Arrangements for going home with a friend, staying late, or other similar situations should be made before leaving home that morning.

Sunscreen And First Aid Products

Parents must provide sunscreen if needed during the school year. During the summer parents must provide sunscreen for their child because of our many outdoor activities. Adventure Club staff may need to assist with the application of sunscreen. Spray on sunscreen is preferred. Sunscreen with an SPF of 30 or greater is required. We will also have some general first aid products on site as well and insect spray. In each summer application there is a list of these products with a permission form. Any first aid product would always be applied by the director or assistant director.

Pictures

The Sam Houston Adventure Club may use, without compensation, the image of children on video, print, or broadcast to help in positive promotion of the Adventure Club program. Pictures of the children are taken participating in activities for Adventure Club bulletin boards and special events. To protect the privacy of all of our families, no child is allowed to bring cameras to Adventure Club or take pictures of anyone.

Activities

We are flexible with choices for the children participating in our program; however, at times it is necessary for children to participate in the same activity. Our daily schedules include: free play, indoor and outdoor physical games and sports, art, quiet activities such as reading, and board games. Children participating in school sponsored activities will need to check in with Adventure Club before joining their activity.

Cell Phones/Electronics

As during the school day, cell phones and other electronic devices are not allowed during Adventure Club hours. If a staff person sees your child with any items they will take them up and turn them in to the director or assistant director. The parent of the student will have to meet with the director or assistant director to request for the devices.

Illness/Injury

Illness

In order to protect the health of your child and other children, this childcare program adheres to the listed guidelines. When a child is too sick or contagious, he/she SHOULD NOT be brought to the childcare program. If at any time the director or another staff member feels that a child is too sick or contagious, he/she will not be allowed to stay with Adventure Club. If the child becomes ill during the day, it will be the responsibility of the parents to remove the child within ONE HOUR of notification.

Guidelines

These are reasons why we would send your child home and/or why you should keep your child home:

-An temperature of 100 degrees or higher. The temperature needs to be gone for 24 hours without medication before the child can return to Adventure Club.

-Conjunctivitis, which is an eye infection commonly referred to as pink eye. The eye is generally red with burning and thick yellow drainage. The child needs to be on antibiotics for 24 hours before he/she can return to Adventure Club.

-Coughs producing phlegm and mucus with a slight temperature elevation.

-Any rashes that cannot be identified or that have not been seen by a physician.

-Frequent diarrhea, watery and explosive bowel movements and vomiting, other than common spitting up, needs to be gone for at least 24 hours without medication before the child can return to Adventure Club.

-If the child has a contagious disease (measles, mumps, roseola, strep throat, scarlet fever, chicken pox etc.) The child **MUST** be kept home and may return only with written verification from the doctor that the child is no longer contagious.

-If the doctor places your child on an antibiotic, the child must not be brought to Adventure Club until he/she has been on the medication for at least 24 hours.

-If children are found to have lice or nits, the child will be excluded from Adventure Club until they are found to be lice/nit free. They will be checked for the following 30 days after the lice have been discovered for precautionary reasons.

We have a 24 hour policy regarding antibiotics, vomiting, diarrhea, and lice treatment etc. This time span helps to ensure that the child is well enough to return to Adventure Club and will not have a relapse of the illness. Children must be symptom free for 24 hours without the use of medication before returning to Adventure Club.

In addition, a child who is not well enough to participate in ALL of our daily activities should not attend Adventure Club. Our staff are not able to isolate themselves with just one child for an extended period of time due to sickness, or a child who isn't feeling well. Should your child be dropped off under these circumstances, the director or assistant director will call and ask for them to be picked up within the hour.

Immunizations

Parents are required to have their child's immunization records on file with the school to be enrolled in Adventure Club.

Insurance

Insurance information must be provided on the emergency medical form provided in your application packet. It is crucial for us to have this information in case of an emergency.

Medications

If your child is required to take medication of any kind during program hours, we must have a medication authorization form completed by you and your child's doctor on file. All medications must be in a pharmacy labeled container with specific instructions. DO NOT send medication in your child's backpack.

Emergency Pick Up

Parents have the responsibility to keep all information current so that Adventure Club staff will be able to locate a parent or responsible party in the event of an emergency.

Emergency Procedures

In the event of an emergency

1. Adventure Club staff will try to contact the parent or guardian.
2. Adventure Club staff will try to contact the people listed on your emergency authorization form.
3. If no one can be contacted Adventure Club staff will contact the child's physician and follow any instructions given.
4. If the physician cannot be contacted Adventure Club staff will make whatever arrangements necessary for the safety of the child.
5. In case of a serious accident Adventure Club staff will call 911.

Child Abuse Reporting

Under Tennessee Law (TCA 37-1-403) it is the duty of any person, including Adventure Club Staff, who has a reasonable suspicion that a child has been the victim of physical, mental, or sexual abuse, to report such harm to the Department Of Children's Services or police. If Adventure Club personnel do not report the suspected abuse they can be convicted of a misdemeanor. Child Abuse awareness information concerning detection, reporting, and prevention

will be provided through the Adventure Club program during the year. Parents with specific concerns about child abuse should contact the Adventure Club director, school personnel, or call 1-800-54-ABUSE. Information on child abuse reporting, detection, and prevention is available at the Maryville City Schools website. www.maryvillecityschools.k12.tn.us under parent resources in the notice section.

Staff

At the heart of our program are the individuals who have energy, enthusiasm, and the desire and ability to work with children. This dynamic group of individuals train hard to prepare for employment with the program to become a team member each person has to:

- * Pass application screening
- *Participate in interviews
- *Successfully complete pre-employment background checks
- *Successfully complete pre-employment drug screen
- *Complete program orientation training
- *Complete training in:
 - *Child Safety
 - *Facility Emergencies
 - *Nutrition
 - *Health & Safety
 - *Child Development
 - *Literacy
 - *CPR/First Aid
 - *Transportation Safety
 - *Any other training deemed necessary

Our Adventure Club staff are ready to meet the needs of children and to be positive adult role models. We work very hard to constantly improve the Adventure Club program for the benefit of our families.

Disaster Plan

Fire, tornado, and lock down drills are held at intermittent intervals throughout the year during regular schools hours as required by law as well as during our after school hours. Each Adventure Club teacher will provide specific instructions for students to follow in the event of an emergency. It is essential that everyone take immediate action when emergency signals are given. Our current evacuation site is Maryville First Baptist Church. We in conjunction with our school administrators and Central Office will notify parents in case of an emergency with instructions and information.

Summer/Full Days

Summer Session

The summer session will begin when the school year has ended. We will go on several field trips during the summer. We also do arts, crafts, and games. Our goal is for the children to have fun in a safe and loving environment. During the summer session we cannot deduct missed days from the days you have contracted for. You must pay for all days you contract for even if your child does not attend. Also, we cannot change the days or weeks you sign up for after the deadline for schedule changes has passed. You may choose full or part time attendance in the summer. We do not provide drop in care during the summer session. We will have a staff meeting in May to schedule staff based on the number of children attending each day. During the summer program the 2 week notice for status change and withdrawal does not apply. Parent/Guardians contract for the entire summer, for specific days/weeks reserved. All days/weeks reserved must be paid even if the child does not attend the program.

Field Trips

Parents will be notified in advance of all planned field trips. Field trips will be taken during the summer as well as occasionally on full days during the school year. Each child will be required to have a separate permission slip signed by a parent for each field trip. Children will not be allowed to leave school property without a signed permission slip. If your child cannot go on a field trip you must make other arrangements for the day. No children will be left on site on field trip days. On field trip days children must arrive at school 30 minutes prior to departure time. Field trip charges are included in your weekly fees and fees are due for any field trip signed up for even if the child does not attend. Please be aware that field trips may be changed or canceled depending on the number of children signed up, weather conditions, cancellation by the destination, or other

unforeseeable circumstances. Cancellation decisions must be made early in the morning to allow the bus company to notify our driver. A student may be denied the privilege of going on a field trip if his/her behavior is causing a disruption.

Swimming

We will swim at Springbrook Pool during the summer session. We will ask parents to rate their child's swimming ability; however, we will also give a swim test to each child. We will determine the level that we feel comfortable that your child swims at. **We will not change a child's swimming level due to a parent request**, however, if the child seems to be improving we may ask them to re-take their swim test. **All non-swimmers MUST bring a COAST GUARD APPROVED LIFE-VEST, no arm floaties.** Children who are non-swimmers must bring their life-vest every time we swim and these children will not be tested unless we see improvement during the summer. No children will be left on site during swim trips. If your child is not permitted to swim please make other childcare arrangements for that day. All children will need to be in the pool to help insure proper supervision. If you have a pool pass please bring us a copy and your fee will be only for the cost of the bus. Cancellation decisions must be made early in the morning to allow the bus company to notify our drivers. Do not send pool toys on the swim days; they are not permitted at the pool. We do not use concession stands on swim days; please do not send money with your child. Children should wear their bathing suit and cover up clothes to school on swim days. If a child's behavior is deemed disruptive or unsafe, swimming pool privileges may be taken away.

Bus

School bus transportation for field trips is a privilege provided to students. Appropriate behavior is a must for safety. Please remind your child to always behave in an orderly manner while on a bus. Students must walk, not run to the bus. Students must wait before boarding the bus with their group quietly while roll is taken for our transportation log. When loading the bus students will go directly to a seat and remain seated facing forward at all times. Students should keep their hands, arms, and head inside the bus windows at all times. No shouting, roughhousing, throwing anything, or otherwise unnecessary activity will be permitted. No gum, food, or drinks are allowed at any time on the bus. Students should follow all bus rules and any instructions from the bus driver or staff promptly. Students may only open the windows with permission. Emergency doors and safety equipment are for emergency use only and should not be touched by students unless instructed to do so. When unloading students must wait until teachers tell them they may exit the bus. A student

may be denied the privilege of going on a field trip if his/her behavior is causing a disruption on the bus.

D.O.E. Approval Requirements

Standards for school-administered Child Care, Chapter 0520-12-01
Summary

Program Organization and Administration, 0520-12-01-05

* A Child Care Center must have an adequate budget. General liability, automobile liability, and medical payment insurances must be maintained on all properties and vehicles owned or operated by the program

* Children's files must include a complete application, an official immunization record (exceptions do apply), and health history.

* On-going parent communication is expected. Programs must provide a parent handbook with the policies, procedures, and TDOE requirements, chapter 0520-12-01. It is expected that parents sign for receipt of the policies and requirements, and this would be kept in the child's file. All parents shall be given a pre-placement visit opportunity.

* Parents must have access to all areas of the center when their child is present.

* The parents must receive an educational program regarding child abuse detection, reporting and prevention.

* A written plan must be in place for the release of each child, this should include individuals who are allowed to pick up the child at the end of the day or any given time by the parent.

* Children must be signed out of the program by the custodial parent. Staff may require to see a person's identification when releasing a child from the program.

* Injuries and incidences will be reported to the parent as soon as possible or at the end of the school day. This shall be documented in the child's file.

* Staff records must be kept on each employee that includes educational background, reference checks, TBI check, in-service training, physical exams and performance reviews.

* If the center provides transportation, the driver should be appropriately licensed, have a drug screening on file, and certificate of CPR/First Aid, there must be liability insurance and the children must have adequate space and supervision. Transportation provided by the center or under center authorization shall comply with state law.

* Programs must have a current Certificate of Approval posted where parents and visitors can easily see it, along with the Department of Human Services Child Abuse Hotline number.

* No smoking sign must be posted in a conspicuous manner.

* A copy of the state board rules (chapter 0520-12-01) must be maintained in a central space and available to all staff and parents.

Program Operation (Supervision), 0520-12-01-06

* Careful supervision of each group is expected at all times and suited appropriately for each age grouping.

* Adult: child ratios and group sizes must be followed.

Single-age grouping chart:

AGE	GROUP SIZE	ADULT: CHILD RATIO
Infant (6wks-12 Mts.)	8	1:4
Toddler 11 Mts.-23 Mts.)	12	1:6
Two (2) year olds	14	1:7
Three (3) year olds	18	1:9
Four (4) year olds	20	1:13
VPK, 619, PDG	20	1:10

Multi-age grouping chart:

AGE	GROUP SIZE	ADULT: CHILD RATIO
Infant-18 months	8	1:4
18-36 Months	16	1:8
3-4 Year olds only	20	1:10
3-6 years olds*	24	1:13

*Not including first grade children

* Group sizes must be maintained in the classroom, but classes may combine while outdoors, in common dining areas, or common napping areas.

* Each group must have their own space. Infants cannot be in a group with children older than 30 months; a separate area must be provided for infants and toddlers.

* At naptime, ratios may be relaxed for groups (except for infants and toddlers).

* A written playground supervision plan is required.

* Field trips requires adult: child ratios to be doubled. Swimming has a separate ratio chart and the life guard is not included in the ratio.

Staff, 0520-12-01-07

* All programs must have a director and enough teachers and staff to meet the required ratios for adequate supervision.

* Staff must be physically, mentally and emotionally stable to work with children and have knowledge of early childhood behaviors and development.

* Teachers and assistant teachers must be 21 years of age if hired after June 30, 2017. Any staff member under the age of 21 must be supervised by an adult, except for before and after school programs.

* All new staff must complete 2 hours of orientation before assuming duties and receive annual instruction in early childhood topics that are required in this chapter section.

* The program must maintain written documentation that each employee has read the full set of applicable rules.

* A copy of the entire rules must be maintained and readily accessible to all employees.

* All staff must have a criminal background check upon hiring and must be cleared before assuming duties. A new fingerprint sample is required every 5 years for all employees.

* A director shall be responsible for the day-to-day operations, shall be physically present in the facility for at least half the hours of operation, be at least 21 years of age, and follow the qualification guidelines listed in this chapter section.

* An assistant director may be designated in charge when the director is absent.

* All directors, assistant directors, teachers, assistant teachers, and other staff working directly with the children must have professional development training. 24 hours is required for

the 2017/2018 school year and 30 hours is required for the 2018/2019 school year and beyond. At least 6 hours of this professional development must be in developmentally appropriate literacy practices.

Program, 0520-12-01-09

* Educational activity must be developmentally appropriate for the age and ability of the children enrolled. (See TN-ELDS for Birth-48 Months and TN-ELDS for 48 month-Kindergarten).

* Any technology used by the children must be reviewed by staff, approved by parents, and shall not exceed 2 hours per day.

* Children shall not be left in restraining devices (swings, car seats, high chairs, etc.) for periods longer than 30 minutes.

* Children should have opportunities to play together and also alone when they choose to do so.

* Personal safety must be taught each year for children 3 through school age.

* Outdoor play must be provided for all ages who are in care for more than 3 daylight hours, weather permitting (temp ranges 32-95 degrees).

* Behavior management and discipline must be reasonable and age appropriate. Spanking or other corporal punishment is not allowed. Timeout must be based on the age of the child and take place in an appropriate location.

* Children shall not be in care for longer than 12 hours in a day.

* Routines such as snack, meals, and rest shall occur at approximately the same time each day.

Health and Safety, 0520-12-01-10

* A first aid kit must be on the premises and a comprehensive first aid chart or list must be available.

* There must be a staff member present at all times who has a current certification in CPR and first aid training.

* A written plan to protect children during disasters is required. Drills must be practiced and documented each month. At least one drill must be practiced during extended care hours.

* Smoking and the consumption of alcohol are not allowed on the premises of a child care program.

* Firearms are not allowed on the premises or in a vehicle used to transport children.

* Kitchen knives or other potentially hazardous tools must be kept inaccessible to children.

* Staff's personal belongings must be kept inaccessible to children.

* Emergency contact numbers must be listed and posted near all telephones.

* Conduct regular morning health checks of each child and notify parents immediately when a child is sick or injured.

* Medication may not be given to any child without written consent of the parent/guardian.

* Safe sleep practices for infants must be followed:

* Infants placed on their back to sleep, in a crib or pack n' play with only the sheet. Soft bedding for infants is not allowed.

* No swaddling or wrapping in a blanket.

* Infants must be touched by a teacher every 15 minutes to check breathing and body temperature.

* Infant room teachers must have had SIDS and safe sleep training before reporting for duty.

- * Hand washing and diapering procedures must be followed to minimize the spread of germs in the classroom.
- * Developmentally appropriate equipment that is in good repair and easily cleaned is required. All manufacture's safety instructions must be followed.
- * Electrical cords and outlets should be inaccessible to the children.
- * Children must have a place to store their belongings that minimizes the spread of germs.
- * Each child must have their own napping equipment (2" thick mat or cot; sheet or cover for the mat; and a coverlet for their body).
- * All staff must report reasonable suspicions of child abuse to DCS hotline number or local law enforcement. Annual training for this is required.

Food, 0520-12-01-11

- * Children will receive meals based on the amount of hours spent in the program.
- * Food should not be forced or withheld from children.
- * Infants must be held while bottle feeding and bottles may not be heated in the microwave.
- * Special diets and instructions must be provided in writing.
- * A menu must be posted each week. Changes to the meal must be documented before the meal occurs.
- * Teachers and children must wash their hands when handling and eating food.
- * All eating surfaces must be washed with soapy water and sanitized before and after eating.
- * Children must be seated at appropriately sized tables and adults must closely supervise them while eating.
- * Milk must be placed in the refrigerator immediately after it is served. All formulas remaining in bottles after feeding must be discarded.
- * Highchair manufacturer's restraints must be used.
- * Food must be properly handled and stored to protect it from contamination.
- * Milk and perishable food must not sit on the table longer than 15 minutes before being served.

Physical Facilities, 0520-12-01-12

- * All facilities must pass an annual fire inspection and health inspection.
- * A working telephone is required.
- * A minimum of 30 square feet of usable indoor play space for each child is required.
- * The area must be clean and safe for the children to use.
- * A minimum of 50 square feet per child is required outdoors.
- * The outdoor area must be fenced in.
- * Outdoor play equipment must be age appropriate for the group of children.
- * Outdoor equipment must be placed to avoid injury and have a proper amount of resilient surfacing material to cushion falls.
- * The outdoor playground must be properly maintained with a written playground maintenance plan. A pre-play inspection is required before children play outdoors.
- * Drinking water shall be provided in all occupied rooms.
- * Adequate temperature must be maintained in all classrooms.
- * Classroom pets must be kept in a clean cage and kept away from food storage or food preparation areas.

Transportation, 0520-12-01-13

- * All transportation laws must be followed at all times and are defined in State board of education Pupil Transportation Rule 0520-01-05-02 (2)
- * Liability insurance coverage is required on all vehicles.
- * 15 passenger vans are strictly prohibited.
- * Proper child passenger restraints are to be used when transporting children in passenger vehicles.
- * All school bus drivers must be properly licensed, have received a background check through the department, complete an annual physical and mental exam, complete annual school bus driving training, and complete CPR certification.
- * Adult monitors in addition to the driver may be needed to properly supervise children while in route.
- * Passenger logs must be kept and inspection of vehicles at the end of the route is required to insure no child is left inside.

Care of Children with Special Needs, 0520-12-01-14

- * When children with special needs are enrolled, all reasonable and appropriate efforts shall be made to provide those children equal opportunity to participate in the same program activities as their peers.
- * Adaptations to the environment shall be directed toward normalizing the lifestyle of the child with a disability by helping him/her become independent and develop self-help skills.
- * The program shall inform parents of any specialized services available from the program, and if the program is aware of any specialized services available through third parties, shall additionally inform the parent of such services.
- * Governing agency shall develop policies and procedures, in accordance with 0520-01-09-23, governing personnel authorized to use isolation and restraint, training requirements and incident reporting procedures.

School-Age Before and after School Programs 0520-12-01-15

- * All staff shall be 18 years old
- * Professional development training hours are required: 18 hours for directors and 12 hours for staff.
- * Ratio for Kindergarten-12 years old is 1:20 and for 13 years and older is 1:30.
- * Ratio and group size requirements when pre-K is enrolled in the program

AGE	GROUP SIZE	ADULT: CHILD RATIO
Including 3 year olds	15	1:10
Including 4 year olds	20	1:12

**COMPLAINT HOTLINE: 1-800-462-8261
NASHVILLE AREA 615-313-4820**