

# Adventure Club Parent Handbook



NORTH  
KANSAS CITY  
SCHOOLS

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School Age Child Care, 2000 NE 46<sup>th</sup> Street  
Kansas City, MO 64116  
816-321-5017  
[www.nkcschools.org/adventureclub](http://www.nkcschools.org/adventureclub)

Dear Adventure Club Families,

Welcome to School Age Child Care (Adventure Club). We are excited that you have chosen to use our before and after school services. As parents, you should expect a quality program for your children to participate in while you are at work. As program administrators, we recognize your expectations and place value on the following things:

- Providing a safe, nurturing environment for your child to learn and grow: playground safety, emergency drills, hygiene, health and safety and healthy snacks.
- Program based Second Step Out of School Time curriculum that encourages social and emotional learning through games, play, and creativity. Program curriculum also promotes equity and inclusion, and character building. Here are some examples of things that your child might participate in while at Adventure Club:
  - STEM:** Dominoes, ice cube melting contest, estimation jar, healthy vs. non-healthy foods, balls and tracks, rocket launching, making a volcano, tornado simulation, etc.
  - Literacy:** Books on specific themes, online storybook reading, activities supporting literacy.
  - Multicultural:** Dance, costume, traditions, languages, crafts, environment and role models.
  - Life Skills:** Knitting, wood working, gardening, soap making.
  - Gross Motor:** Basketball, group games, hula hoops, Frisbees and playground.
  - Service Projects:** Family adoption at the holidays, cards, letters and crafts for children's hospitals, boxes for military service personnel, blankets for Project Warmth and making chew toys for animal shelters.
  - Field Trips:** Balance of educational/enrichment and recreational; outdoor gardens, indoor amusement parks, a pumpkin patch, movies and other big screen theatres, nature centers, bowling, on-site field trips and activities. Field trips vary from year-to-year.
- A staff that is trained in all areas of before and after care: CPR, first aid, special needs of children, curriculum development, emergency training, medication administration, leadership and other school-age care related training.
- Parent involvement and Surveys: family surveys, field trip volunteers and guest speakers.

We recognize the value of evaluating the program in order to provide the highest quality of care possible. You can be confident that your child is involved in a program that puts their before and after school needs as a top priority. We thank you for entrusting your child to us and we look forward to a fantastic year!

Vanessa L. New  
Coordinator

Tina Biggs  
Training and Recruitment Specialist

## **Adventure Club Goals & Objectives**

### **To ensure a safe environment**

- Perform criminal and child abuse background checks on all employees.
- Require photo ID and individual PIN numbers of adults picking up children.
- Use safety cards to track children during program time.
- Practice regular tornado, shelter-in-place, earthquake, fire and lock-down drills.
- Conduct yearly safety audits.

### **To provide quality child care**

- Develop, conduct, and analyze surveys for parents, children, staff and school faculty.
- Provide regular opportunities for staff development.
- Provide healthy snacks.
- Maintain best practices set forth by the National After School Association.
- Maintain safe staff/child ratios.

### **To promote development of life skills**

- Provide field trips that introduce recreational and cultural learning experiences.
- Plan activities and provide materials and supplies that promote literacy, STEM, creativity, problem solving, and social skills.

### **To support student achievement**

- Provide opportunities for students to learn through the use of technology.
- Implement homework time.
- Assign A+ volunteers to tutor Adventure Club students who need one-on-one help during homework time.

## **Adventure Club Mission Statement**

Working hand-in-hand where children are our priority. The School Age Child Care team will provide a safe, enjoyable and appealing environment for children, which includes interacting, problem solving and making choices to facilitate the development of life skills.

## **District Mission Statement**

As relentless champions for all students, North Kansas City Schools' mission is to develop self-aware, authentically empowered, future-ready learners through a rich array of purposeful learning opportunities in collaborative communities of belonging that are:

- Culturally affirming
- Academically challenging
- Experiential and exploratory for each student

***Adventure Club is a part of the North Kansas City School District. This department is financially self-supporting and is not funded by tax dollars.***

## **Enrollment Policy**

Adventure Club is a fee-based program providing care for North Kansas City School District students who are eligible for kindergarten through fifth grades during the school year and children entering first through eighth grades during the summer on a space available basis. ***Adventure Club is not a mandated program and participation is considered voluntary.***

Enrollment for summer and school year is usually held in the spring. Exact enrollment dates will be posted on our website by March 1 every year. Priority is given to families currently enrolled in Adventure Club. The Adventure Club office keeps a waiting list once a site is full. Call the Adventure Club office at 816-321-5017 to be added to the list if your site is full.

The following is required for enrollment:

- Registration fee
- First month tuition
- Enrollment and health forms completed online at [www.ezchildtrack.com/adventureclub/parent](http://www.ezchildtrack.com/adventureclub/parent).

To allow time for processing the enrollment, there is a two-day waiting period before children can start.

## **Enrollment Policy for Children with Special Needs**

Adventure Club is responsive to individual differences among children. All attempts are made to meet the individual needs of each child by working closely with families, teachers and specialists. Providing special materials, defining a behavior plan, training staff, adjusting ratios and adapting the space are just a few of the ways the Adventure Club program meets the needs of individual children. Adventure Club reserves the right to delay the starting date or suspend care pending arrangement of accommodations. Should a child have any special needs, an informational in-take phone conversation will be conducted with the parent before the application is approved.

## **Hours of Operation - School Year**

Before School: 6:45 AM until school begins.

After School: After school until 6:00 PM.

Adventure Club is open on days school is in session. There are a limited number of days that Adventure Club is open when school is closed. These are usually professional development days. There are some days when there is no school and Adventure Club is closed. These days include holidays, Thanksgiving break, winter break and part of spring break, and Adventure Club Staff professional development days. Please refer to our website for the current operating calendar at [www.nkcschools.org/adventureclub](http://www.nkcschools.org/adventureclub).

## **Hours of Operation - Summer**

6:45 AM - 6:00 PM

Adventure Club is closed for staff training, cleaning and set up prior to the start of the summer program and one week prior to the start of the school year. Dates vary each year depending on the school calendar. Adventure Club is also closed one day in recognition of Independence Day.

### **Daily Schedule - School Year**

Before school care is meant to be a calm transition into the school day. A variety of areas are offered for self-directed activities such as art, building, games, and science.

After school, children check-in and have snack time. Adventure Club strives to offer healthy, nutritious snacks in the afternoon during the school year. Children are encouraged to help plan the snack menu. Morning snacks are not provided, however, you can take advantage of the district's breakfast program. Otherwise, children may bring in their own breakfast. On Full Days and during the summer program, morning and afternoon snacks are offered. Water, milk or 100% fruit juice are drink choices. Occasionally, special treats are offered such as popsicles and cookies.

After school, the area choices from the morning are again available, as well as a choice to play outside. Every afternoon, the children gather for circle time. Circle time allows all the children to come together for songs, games, sharing and important announcements. Following circle time, children will choose from structured activities, this session is called Club Times. Choices may include craft projects, homework time, large group games, nature walks and/or science projects. Children are encouraged to submit ideas for and lead Club Time activities.

### **Daily Schedule - Summer**

Summer is theme-based and packed with fun and adventure. There are curriculum workshops taught daily by the group leaders. The basic curriculum includes games, cooking, science and crafts. We also have a leadership track for the middle school TGA program (The Great Adventure.)

Children will also have a choice of many specialty workshops planned by the staff. The children plan 'Big Event Days'. Some examples include a Hawaiian Luau and a 50's sock hop. Some sites even perform musicals and have talent shows. The children will also participate in Community Service projects and field trips.

If the Summer School program is held during the month of June, Adventure Club will provide care before and after Summer School. All children enrolled in the month of June must also be enrolled in summer school. No care will be provided during Summer School hours.

When Summer School is over, field trips are taken on a regular basis. Field trips are fun and exciting. Swimming, bowling, and skating keep the children physically active. Parents

are welcome to attend most field trips with their child. Parents must pay for their own admission fees and may only ride the bus if space is available. Parents will not be left alone with a child or group of children.

Field trips may require travel as far away as Olathe, Blue Springs, St. Joseph, Shawnee and Pleasant Hill. Some field trips require parents to sign injury waivers.

Staff does not stay behind on field trips. Parents may choose to keep a child home from a field trip; however, no refund will be given for this absence.

The school district's transportation department provides busses for field trips. They are a licensed transit carrier.

Children are responsible for any money brought to Adventure Club for field trips. Staff will not hold or keep track of money. Adventure Club is not responsible for lost or stolen money.

During the summer, Adventure Club provides nutritious morning and afternoon snacks. Adventure Club does not provide lunch during the summer. During Summer School in June, children may purchase a lunch from the cafeteria. Otherwise, children must bring their own lunch and a drink daily. Appliances for heating and cooling lunches are not available. Send your child's lunch in an insulated container.

### **Full Day Care**

A **FULL DAY** occurs when school is closed for teacher workdays or staff development and Adventure Club remains open for care. At this time these days are at no additional charge to you. There will be no refunds if your child doesn't attend Adventure Club on a Full Day. However, you can claim a Full Day absence as one of your five sick days (see sick credit) for the school year. Call or email the Adventure Club office if your child is absent.

There will be a sign-up sheet for Full Days. This will help us plan for staffing, snacks, activities and field trips. See additional information on field trips under daily schedule for summer.

**All children attending a full or inclement weather day will need to bring a sack lunch and a drink. Appliances for heating and cooling lunches are not available.**

### **Half Day Care (Early Release)**

A **HALF DAY** occurs when school is dismissed early for teacher collaboration or parent conferences and Adventure Club remains open for care. These days are included in the monthly tuition rate. Children will be served lunch prior to dismissal.

### **Inclement Weather**

When school is closed due to extreme weather conditions (ice, snow or extreme temperatures), Adventure Club will remain open. There will be a \$15.00 per child, per day charge when a snow day is called, and virtual learning is in effect. This fee will be added to your account by the Adventure Club office. Adventure Club will be open 7:15 a.m. to 6:00 p.m. on these days.

On inclement weather days a limited number of schools are open. Please check the Adventure Club website for the combining school schedule.

If North Kansas City School District announces an early closing during the school day due to inclement weather, Adventure Club will be open from dismissal time until 6:00 p.m.

### **Delayed Start Days**

If North Kansas City School District announces a delayed start day, Adventure Club will open at 6:45 a.m. Children should be dropped off at their home school.

### **Emergency Closing Procedures**

In the case of evacuation of the school:

- Children will be transported by district buses to a school near their own.
- Every attempt will be made to notify the parent by phone.
- Signs will be put on the doors of the home school with the name of the school and directions to where your child has been transported.

If school is canceled due to unforeseen circumstances, i.e., flood, tornado, fire; parents may call the Adventure Club office at 816-321-5017 or access the district's web site for information on care and site openings for that day.

In case of a natural disaster, staff will accompany children to a designated area of the school.

- Weather will be monitored by staff and the facility manager, and the proper precautions will be taken for the safety of the children.
- Parents will be notified if the need arises for children to be picked up from the school before the normal closing time.

### **Tornado Safety**

When the National Weather Service issues a Tornado Warning that affects North Kansas City Schools, sites included in the warning will take appropriate measures to shelter students, staff and visitors. How and where students are sheltered may vary from site to site due to differences in the building configurations. If a Tornado Warning occurs during a release time, students and their bus drivers will remain in the school until the warning has been lifted and an "all clear" has been given by the Superintendent or their designee.

Parents waiting in cars to pick up their children when warning sirens are activated will be encouraged to seek safe shelter inside the school building.

### **Pick-Up**

Children must be picked up by an adult 18 years of age or older. If a person arrives to pick-up a child and the staff have reason to believe that the person is under the influence and it is deemed that the child would be in danger if transported by that person, staff will address the concern with that person. Staff will contact someone else on the pick-up list to come get the child. If the person refuses to wait and takes the child, 911 will be called.

In the event you are called to pick up your child due to illness or behavior concerns, the expectation is your child will be picked up as soon as possible. If your child is not picked up within a reasonable period of time, the Adventure Club reserves the right to contact someone on your pick up list to pick up your child.

### **Late Pick-Up**

Adventure Club closes promptly at 6:00 p.m. Parents who are late picking up a child will be charged \$1.00 per minute for each minute after 6:00 p.m. Time is according to your check-out time on the iPad. This late fee will be charged in addition to your monthly tuition. Excessive late pick-ups may result in termination of care.

### **Release of Children**

All children must be signed in and out each day. Children may only be picked up by an adult (18 years of age or older) authorized either on the enrollment form or with a written notice to staff members. If you have a last minute change, call the Site Manager and let them know.

If someone other than you will be picking up your child, Adventure Club will require the adult to know the password and show a picture ID. In the event that the adult picking up your child does not have identification, the child will not be released until Adventure Club staff has contacted a parent or legal guardian.

Legal documentation must be provided if a parent is not allowed to pick up a child. Adventure Club staff cannot prevent the release of a child to a parent without a legal document instructing otherwise.

### **Electronic Sign In and Sign Out**

For legal reasons, it is a requirement of our program that all children are signed in and out every day by an adult 18 years of age or older. Each adult will have their own PIN number to electronically sign in/out the child. Parents may not share the same PIN number. Each PIN is the parent's electronic signature. Children MAY NOT sign themselves in/out.



## **Communication**

Adventure Club has an open-door policy. Parents may visit any time and are invited to share special skills, experiences and talents.

Communication between parents and staff is vital. If you have any concerns or questions, please feel free to contact your site manager or the SACC office.

Email is used as Adventure Club's main communication tool. You can expect a monthly newsletter with updates and important reminders. Please make sure the email address is always current on your account.

There is a parent board above the sign in table. Important information is posted on this board.

Parents are encouraged to voice concerns about program policies or activities via phone, email, and through parent surveys.

Concerns are to be directed to the Site Manager. If resolution is not found, parents may contact the Program Coordinator at the Adventure Club administrative office. The coordinator personally talks to each parent regarding concerns.

## **Urgent Communication**

If events at school require urgent communication home to families, please know that North Kansas City Schools will always do its best to be as timely as possible. The speed of texting and social media often means news breaks quickly, not allowing the district an opportunity to inform families and staff before local media has it online or on TV. Our first priority is always to ensure students and staff are safe. Once we know the people in our buildings are okay, our next priority is informing families of the situation as we know it, and that all is well.

We often work in partnership with local law enforcement in these types of situations. When law enforcement is involved, the district follows their lead and releases information at their discretion. We will always share as much information as we can, as quickly as we can. However, at times this is not always possible. Ideally the first details families receive would come from the school and/or district, but our need to provide accurate information often means Facebook, Twitter, local media and text messages will be sharing the news before district communication has gone out. Thank you for understanding any perceived delay in notifying families as we work through our processes and procedures.

## **Registration Fees**

A non-refundable, non-transferable registration fee per child is due at the time of enrollment for each program session: school year and summer.

## **Tuition**

Tuition is due on the 1<sup>st</sup> day of each month. A grace period is given and if tuition is not paid by midnight on the 15<sup>th</sup> of each month (or the next business day, if the 15<sup>th</sup> falls on a weekend or holiday), a late fee of \$30.00 will be assessed, and child care will be terminated. This same process will be followed for bank draft or credit/debit transactions that come back as insufficient funds and a \$30.00 insufficient fund fee will be assessed to your account. Balances may be viewed online in the parent portal at [www.ezchildtrack.com/adventureclub/parent](http://www.ezchildtrack.com/adventureclub/parent).

During the school year, tuition is based on the number of days in the school year that we provide care, times the daily rate. This amount is then divided into nine equal payments which are paid September through May, making the tuition amount each month the same. Parents are not charged for days Adventure Club is not open. Discounts are available for lump sum payments.

During the summer, tuition is different each month and is based on the number of days care is offered for each given month. Discounts are available for lump sum payments.

Sick days, vacation days and late pickup charges will be applied to the account accordingly.

There will be an additional charge for any make-up days that are added to the academic calendar due to inclement weather.

Adventure Club offers tuition assistance for families who qualify for assistance through the Division of Family Services or the Free or Reduced Meals program. Call our office at 816-321-5017 for additional information.

## **Payment Options**

Payments may be made by using the [www.ezchildtrack.com/adventureclub/parent](http://www.ezchildtrack.com/adventureclub/parent) website. On this website Visa or MasterCard debit/credit card or Discover credit card may be used. The website also accepts personal checks that are processed electronically. Enrolling in automatic payments on this website is also available. Payments will automatically be charged to a credit/debit card or bank checking or savings account on the 15<sup>th</sup> of each month. If the elected auto pay is using a checking or savings account, the payment will be deducted five business days prior to the due date to ensure the payment clears by the due date.

Call the Adventure Club office at 816-321-5017 to make a payment using a Visa or MasterCard debit/credit card, Discover credit card or personal check. American Express or cash is not accepted.

Money orders, cashier's checks and checks from online bill pay are accepted in the Adventure Club office. If mailing, allow 5-7 days for payments to reach our office. Write the child's name on the item, make it payable to "Adventure Club" and drop off or mail to:

Adventure Club  
2000 NE 46<sup>th</sup> Street  
Kansas City, MO 64116

### **Processing Fees**

There is a processing fee for paying online with a credit/debit card or e-check. This fee will be applied to the total and is non-refundable. The fee for a debit/credit card transaction is 2.75% and e-checks will be \$1.00 per transaction. A separate receipt for the processing fee will be provided. Personal checks and Money Orders for monthly tuition will be accepted. Cash is not accepted. Payments must be received in the Adventure Club office before the office closes on the last day to pay in order to avoid a \$30 late fee and termination of care. Payments may be dropped off or mailed to the office: Adventure Club, 2000 NE 46th Street, Kansas City, MO 64116. **Payments are not accepted at the schools.**

### **Termination of Care**

If the outstanding balance is not paid in full by midnight on the 15<sup>th</sup> day of the month, there will be a \$30 late payment fee added to the account and childcare will be terminated. Families may return to the program after termination as long as the following criteria are met:

- The family has not yet been sent to our collection agency,
- The outstanding balance and the following month's tuition are paid up front, and
- There is space available in the program.

If care is terminated, parents are still responsible for the entire month's tuition.

### **Collection Accounts**

Once an account has been sent to Executive Financial Consultants for collection, there are two ways to re-enroll a child in our program, after payment of past due balance has been verified:

- Upon re-enrollment of any child, the entire school year and/or summer up front plus the enrollment fees may be paid.

**OR**

- Upon re-enrollment of any child, the first month's tuition upfront plus the enrollment fee must be paid.

### **Bankruptcy Accounts**

Future re-enrollment in Adventure Club will not be considered for any child due to legal reasons.

## **Enrollment Changes**

Parents may drop child care or change sessions. However, all changes will be **effective the first day of the next month**; therefore, monthly tuition will be due when a child attends at any time during the month. No changes may be made during the month.

The exception to this policy is the August/September tuition, which is one billing cycle. Once school starts in August, any enrollment changes will not take effect until October 1.

## **Sick Credit**

Parents may receive a credit when their child is absent from Adventure Club. When a child has accumulated five absences from the program, a credit will be issued to the parent's account. No more than five sick days can be claimed in one school year. Sick days are non-transferable.

Parents are responsible for notifying the Adventure Club office when a child is absent from Adventure Club.

## **Summer Vacation Policy**

Each child may receive a credit for a one-week vacation during the summer only. A week is defined as five consecutive days. Full-time students must be absent for five (5) consecutive days and will receive a credit for five (5) days. Part-time students must be absent Monday through Friday and will receive a credit for three (3) days. Parent/guardian must submit a vacation form or scan the QR code (see Site Manager for form and QR code). After the vacation has been taken and verified, a credit will be given on your account. Vacation days that exceed the one-week allowance will not be credited. A credit will be forfeited if notification is later than 30 days after the vacation was taken.

## **Health Care Procedures**

If a child is ill or has had a fever within the past 24 hours, DO NOT bring him/her to Adventure Club. Should a child become ill while in the program, parents will be asked to make arrangements for the child to be picked up as soon as possible and may not return until they have been fever-free without medication for 24 hours.

Illnesses include, but are not limited to, vomiting, diarrhea, and communicable diseases. Immediate first aid will be provided for a child who sustains a minor injury (scratch, scrape, insect bite, etc.). In addition, the child's parent(s) will be notified in writing.

In the case of accident or injury, parents will be notified immediately. If they cannot be reached to make necessary arrangements, or in a critical emergency requiring immediate medical care, Adventure Club staff will call 911 to transport the child to the hospital designated on the child's enrollment form that is signed by the parent or legal guardian. Parents are responsible for all ambulance service costs and any medical care and/or treatment provided to their child.

## **Medication**

Any child taking medication should follow the established school procedures. On Full Days, parents will provide Adventure Club staff with medication in its original container as well as a medical authorization form signed by a doctor. During the summer, medication should be given to the Site Manager. The parent and physician must sign a medical authorization form. Medication will only be administered by staff that are trained and certified in Medication Administration. Medication will be administered within district guidelines.

## **Chronic Health Issues**

Parents will inform staff of any chronic health conditions on the child's enrollment form. Condition and treatment will be clearly stated by the parent on the health form. Staff will give medical care according to the instructions given by the parent or physician **within district guidelines**.

Adventure Club staff are not registered nurses, and therefore, can only administer oral medications, eye and ear drops, and epinephrine pins. Staff may not perform medical procedures such as injections, catheterizations, calculating insulin dosage, or other procedures that are normally administered by a registered nurse.

However, the program will make reasonable accommodations for children who need certain medical procedures. Children enrolled in Adventure Club and who need medical attention by a registered nurse may have to attend a designated school that may not be their home school.

Adventure Club staff are not equipped to handle incontinence of either urine or stool. If a child has an "accident" and soils themselves with urine or stool, the parent or guardian will be notified to come pick up or take care of the child's toileting needs.

## **Safety**

The utmost priority of School Age Child Care is to provide a safe environment for children. Procedures are in place for a child's protection such as checking ID's and passwords, maintaining a 1:16 staff-to-child ratio, using safety cards on site and practicing monthly tornado, fire and lock-down drills, and conducting yearly safety audits. All employees have criminal background and child abuse checks. Staff is required to attend and maintain various trainings each year. Trainings include CPR, First Aid, Preventing Disease Transmission, Discipline of Children, Diversity Awareness, Food Handler's Certification, Fire Safety, Bullying Prevention and many more. A training history of any staff at a child's school may be requested.

### **Adventure Club Building Access:**

As part of our continuing effort to provide a safe and secure environment for our students, Adventure Club will be transitioning to the Avigilon camera system. If you are at a site that is using the Avigilon system please have your photo ID available for staff to verify your identity when picking up your child. We hope to have all sites on this system by the end of the 2023-2024 school year. For those sites who are still using key cards, the card is active from 6:45 a.m. until the start of school and from the end of the school day until 6:00 p.m. The card will work at combined sites on full and snow days and during our summer program. Per district security guidelines, key cards may only be issued to the parents or guardians listed on the enrollment form, with a limit of two cards per account.

Parents are responsible for reporting a lost or damaged key card to the Adventure Club office at 816-321-5017 within twenty-four (24) hours. Failure to report a lost card may result in temporary suspension of care. If a card is lost, damaged, or not returned when a child drops or is terminated from the program a \$12.00 per card replacement fee will be charged. Excessive requests for replacement cards will result in higher replacement fees or termination of key card privileges. The first replacement card will be \$12 per card, thereafter any replacement cards will be \$15 per card. Payment for replacement cards must be in the form of a check or money order. Adventure Club policy prohibits us from accepting cash.

### **Volunteers**

Parent volunteers are welcome for most field trips. Volunteers must refrain from smoking, vaping, using foul language and acting inappropriately. Appropriate attire is required. Volunteers will sign an agreement before attending a field trip. Volunteers will not be left alone with children.

### **A+ Volunteers**

A+ high school student volunteers are utilized when available for assisting with homework as well as interacting during other program activities. A+ students must complete the A+ tutor training provided by the North Kansas City School District and receive training with the site manager before beginning work.

A+ volunteers must adhere to the same guidelines as Adventure Club staff. Because they are volunteers and not employees of the district, A+ students may not be left alone with students. A+ students are not allowed to attend field trips.

### **Toys from Home**

Children are discouraged from bringing personal toys from home. Many Site

Managers will allow toys from home on special days. Adventure Club will not be responsible for lost or damaged toys, including electronic devices. Children may never bring toy weapons from home.

### **Discipline**

All Adventure Club employees are trained in "Discipline with Love and Logic" by Jim Fay. This concept includes setting limits, giving children guidance in solving problems, redirecting behavior, and recognizing misbehavior as an opportunity to teach children acceptable behavior and develop self-control.

Many choices and activities are offered in Adventure Club. Activities are varied and interesting enough to eliminate boredom-related discipline problems. Adventure Club staff members will not use corporal punishment or threatening as punishment. Food will not be withheld or portions changed as punishment.

Children with discipline problems will:

- a. be asked to stop
- b. be asked to talk about the problem
- c. be asked to discuss other options
- d. be redirected

Children may need to sit down for a short time to calm down in a "Safe Spot." The child may be asked to complete a Think Sheet or draw a picture of the problem. If a problem is repeated several times in one day, or over a short period of time, the Site Manager will talk with the parents. Parents may also request a conference with the Site Manager and Adventure Club Coordinator. The Site Manager may contact our behavior consultant to observe the child's behavior during Adventure Club and write a success plan. If the challenging behavior continues parents will be asked to make other arrangements for care.

The cooperation and support from all parents is essential. Staff and parents are expected to demonstrate mutual respect. Parents who are uncooperative and disrespectful to the staff may be contacted by the Director of Safety and Security.

Children may be suspended without notice for the following:

- Harassment (sexual or racial)
- Leaving designated area without permission
- Verbal or physical acts of violence
- Use of crude or profane language or gestures

Situations may happen at home that affect a child's behavior. Feel free to discuss these matters with staff members if you think awareness of home issues may be helpful.

### **Respect**

The cooperation and support from all parents is essential. Staff and parents are expected to demonstrate mutual respect. Parents who are abusive, uncooperative or disrespectful may be asked to make other child care arrangements until a meeting can be arranged with the parents and the Adventure Club Coordinator.

### **Harassment**

North Kansas City Schools is committed to providing a school environment that is free of all forms of harassment. In keeping with this commitment, the District maintains a strict policy prohibiting any type of racial/ethnic harassment from any student. Harassment includes verbal abuse, physical threats and visual displays. The North Kansas City Schools strive to create an optimal learning environment for students. The District does not condone and will not tolerate the sexual harassment of students or a school classroom environment, which promotes or encourages sexual harassment. Sexual harassment of a student is defined as the creation of a sexually hostile or offensive school or classroom environment occasioned by or due to unwelcome sexual advances or verbal or physical conduct of a sexual nature. This racial/ethnic harassment of or by any district student will not be tolerated. Violation of this policy will result in disciplinary action.

The North Kansas City Schools strive to create optimal learning environments for students. The district does not condone and will not tolerate the sexual harassment of students or a school classroom environment, which promotes or encourages sexual harassment. Sexual harassment of a student is defined as the creation of a sexually hostile or offensive school or classroom environment occasioned by or due to unwelcome sexual advances or verbal or physical conduct of a sexual nature. This may include unwelcome sexual touching, offensive jokes, insults, innuendos, gestures or disparaging remarks. A student who feels that he or she has experienced or observed sexual harassment should report such incidence to a classroom teacher, student counselor or school administrator. The student is assured that the matter will be investigated and appropriate action taken.

### **Smoking**

No smoking or vaping is allowed on school property.

### **Rights and Responsibilities**

#### **Children's Rights -**

- To be respected.
- To have a choice of activities and ample supplies.
- To have a safe and reliable environment.
- To have equipment in working order with all pieces.
- To express their creativity.
- To express emotions in an appropriate manner.
- To have staff members who care about and enjoy them.
- To have an environment that fosters belonging, equity, and inclusion



### **Parent's Rights -**

- To share special skills, experiences, or talents.
- To be respected.
- To visit the site at any time.
- To know their child is safe.
- To voice concerns about the program or activities.
- To know if their child is misbehaving.
- To know about field trips and volunteering opportunities.
- To have open communication with the site managers and staff.
- To receive modification for their child with disabilities.
- To be notified if accommodations cannot be made for your child due to the availability of qualified staff.

### **Staff Rights -**

- To be respected by children, parents, and coworkers.
- To give input into the program.
- To express their creativity.
- To have a safe, comfortable work environment.

### **Children's Responsibilities -**

- Taking care of supplies and equipment.
- Cleaning up.
- Sharing equipment with others.
- Keeping their hands and feet to themselves.
- Using appropriate language.
- Treating staff with respect.
- Coming to Adventure Club directly after school.
- Finishing what they start.
- Being responsible for all personal belongings, including toys and money.
- To remain in Adventure Club space with Adventure Club staff.
- Leaving all toy weapons at home.

### **Parent's Responsibilities -**

- Signing their child in and out.
- Picking up their child on time.
- Treating staff members with respect.
- Paying fees and tuition on time.
- Bringing concerns to staff.
- Notifying staff of changes in pickup arrangements.
- Knowing about changes in policy.
- Informing staff of child's contagious illness.

- Notifying the Adventure Club office regarding changes in enrollment information such as contact name and numbers or changes in enrollment status - dropping, changing sessions, absence days, etc.

**Staff Responsibilities -**

- Treating children, parents, and coworkers with respect.
- Providing a safe and warm environment.
- Providing a variety of interesting activities.
- Keeping parents informed.
- Keeping accurate records.
- Being a good role model for the children.
- Discouraging play with weapons as well as discouraging children from making toy weapons.
- Following all safety guidelines and procedures.
- To complete and maintain all required trainings.