

# Adventure Club

Webster Groves School District



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# Handbook for Families

# General Information



## Adventure Club seeks to provide a quality program in which:

- The atmosphere is comfortable, relaxed, happy, and busy.
- Individual differences are respected and valued.
- There is a balanced offering of age-appropriate activities.
- Children are able to select their own activities most of the time.
- There are clear and consistently enforced rules & expectations for safety.
- Children learn to work through disagreements as a team.
- Transitions between activities are smooth and relaxed.
- Children feel connected to the wider community and find ways to contribute to the welfare of the community.
- The environment and activities create a program that reflect the interests, talents, values, and personalities of the children in the program.
- Snacks are available after school and follow the district guidelines for health and nutrition.
- Parents are well-informed about the program and feel welcome.
- Quality activities are offered with appropriate levels of staff supervision.

## Typical Activities (School Year and Summer)

Sports	Field Trips	Creative Construction
Free Choice	Imaginative Play	Scientific Exploration
Fine Arts	Video Production	Learning Life Skills
Gym/Outdoor Games	Reading	Homework Club
Theater/Drama	Health & Safety	STEM Learning
Culinary Arts	Service Projects	

It is our goal to continually improve the quality of the program. Through interaction with the children, parents, staff, and the community, we work to stay current with respect for the needs and desires of all involved. Please contact the Program Coordinator at 314.963.6440 if you have any comments, questions or suggestions.

**By signing a registration form with our program, you are stating your awareness of, and agreement with, the terms and conditions established in this book.**

## Behavior Expectations

In an effort to demonstrate our commitment to district-wide values, children must practice the following expectations:

- Respect self, other children, and staff.
- Let staff know your needs.
- Accept others' individual differences.
- Respect others' property & school equipment.
- Notify staff before going to another area.
- Accept the consequences of your choices.



## Governing Values:

- To make a positive difference in the lives of children.
- To provide a quality, accessible program.
- To respect others and value diversity throughout the program.
- To include parents in decision making.
- To welcome innovation and adapt to change.



## Family Checklist...

- ❑ **Read the Family Handbook** and know the terms and program procedures.
- ❑ **Get to know your child's program staff.** Learn where the Family Information Area is at your site.
- ❑ **Sign your children in and out daily.**
- ❑ **Let your child's classroom teacher know your child's Adventure Club schedule** and what your child will do on days when not attending Adventure Club (bus, carpool, walking, etc...)
- ❑ **Notify Adventure Club if your child will be absent** for any reason, including temporary absences in order to attend another activity. Notifying the school office, or classroom teacher, is not sufficient.
- ❑ **Dietary needs are important.** Provide program staff with any unique dietary information about child. Snacks are offered daily, however, if your child's diet has specific needs you may need to supply a snack.
- ❑ **Adequately dress your child** for spending time outside every day.
- ❑ **Label personal belongings.** Adventure Club is not responsible for the loss or damage of personal items. Items may be brought from home during designated days & times: We encourage responsibility!
- ❑ **To make a change to your child's schedule** use the program forms available online or at your site. Handwritten notes or verbal notices are not sufficient.
- ❑ **Model respectful behavior** when interacting with staff and children.

Adventure Club Main Office:

### **Ambrose Family Center**

**222 West Cedar Avenue, Webster Groves, MO 63119**

**Kelley Jones, Program Coordinator**  
[jones.kelley@wgmail.org](mailto:jones.kelley@wgmail.org)

**Heather Gatermann, Bookkeeper**  
[gatermann.heather@wgmail.org](mailto:gatermann.heather@wgmail.org)

## PROGRAM LOCATIONS

### **Avery Elementary School**

Carmella Blockton, Site Manager  
909 Bompert Avenue  
Webster Groves, MO 63119  
**314.918.4211**

### **Bristol Elementary School**

Carmella Blockton, Site Manager  
20 Gray Avenue  
Webster Groves, MO 63119  
**314.918.4361**

### **Clark Elementary School**

Charlotte Jones, Site Manager  
9130 Big Bend Boulevard  
Webster Groves, MO 63119  
**314.918.4462**

### **Edgar Road Elementary School**

Ana Gomez, Site Manager  
1131 Edgar Road  
Webster Groves, MO 63119  
**314.918.4507**

### **Hudson Elementary School**

Ana Gomez, Site Manager  
9825 Hudson Avenue  
Rock Hill, MO 63119  
**314.918.4320**

### **Givens Elementary School**

Charlotte Jones, Site Manager  
701 North Rock Hill Road  
Rock Hill, MO 63119  
**314.918.4301**

**Adventure Club is available  
Monday - Friday most weeks.**

#### **Program Hours:**

Before School..... 6:45am – 7:45am

After School..... 2:50pm – 5:45pm

# Registration



## Application

**Adventure Club** serves children in kindergarten through fifth grade. Enrollment is based on staff/child ratio and size/availability of facilities.

All children must be registered in order to participate in Adventure Club. Enrollment is limited. The application is available online. Registration for the upcoming school year begins in March. Early commitment to Adventure Club ensures that we will be able to properly prepare staff and programming. Please see our website for registration dates and rates.

## Application Fee

Due to the cost for processing applications, there is a \$50 non-refundable fee due with the application. The tuition & fee schedule is posted on our webpage.

## Registration Requirements

Completed forms and a paid \$50 processing fee  
Your current AFC account must be paid in full and in good standing.

## Processing Registration

Based on availability, you will be notified of your child's first date of attendance with the Adventure Club program.



Applications and documents are available on the Adventure Club website:

<http://www.webster.k12.mo.us/adventureclub>

## School Year

All families are required to re-enroll annually. Five day a week care is the only option that is offered.

## Summer

Summer Adventure Club is offered, for your convenience, in conjunction with the Summer Exploration Experience (SEE). Summer Adventure Club functions as the SEE program's before and after school program and children must be enrolled in the SEE program offered through the district to attend Summer Adventure Club. Summer Adventure Club runs Mon - Fri from 7:00-8:30 AM and 11:15 AM-5:45 PM. Summer Adventure Club is considered an optional program for SEE students, thus you will have to complete the Summer Adventure Club application and pay the appropriate fees and tuition for your child to attend. The Summer Adventure Club program location will be the same as the SEE location.

Children who have completed 5<sup>th</sup> grade are not eligible for Summer Adventure Club.

## Full Days

Full Day care is available for children currently enrolled. The cost is \$60.00 per day. Full Day forms are available online. Forms and payment must be received 1 week prior to the date of the Full Day. Once enrolled, there are no refunds or credits. Hours of care are 7:00 AM – 5:45 PM.

## Early Release Day

Early Release Day care is available for children currently enrolled. The cost is \$30.00 per day. Early Release Day application forms are available online. Forms and payment must be received 1 week prior to the Early Release date. Once enrolled, there are no refunds or credits. Care is available from dismissal through 5:45 PM.

## Late Start Days

Every other Monday, school will begin at 9:05 AM. School staff will provide care for children on those days. If you are enrolled in morning care with Adventure Club you are automatically signed up for care with the school. If you are in need of care for your child on these days, contact the schools administrative assistant.

Please contact the Ambrose Family Center for additional information and complete terms of registration, 314.963.6440.



## Withdrawal

All withdrawals require at least two weeks' notice.

There are no refunds or credits for withdrawals.

# Tuition & Billing

Payments are made through Brightwheel now. We are excited to start using this user-friendly program as a tool for communication, contactless sign-in/out, and billing. Be sure to download the Brightwheel app and set up your account and payment method. Tuition is due on the first of the month and will be collected via auto pay.

If you are unable to use auto debit, please contact our bookkeeper, Heather Gatermann, [gatermann.heather@wgmail.org](mailto:gatermann.heather@wgmail.org), to set up a payment plan.

## Setting up Brightwheel

- 1. Create a free Brightwheel account.** When you receive an invitation via either the [web](#) or [mobile app](#), please create a free parent account using either the web or mobile app. Here is a quick [video](#) overview.
- 2. Confirm your child's profile.** You will see your child's profile after you create an account – you can confirm information such as birthday, allergies, and additional contacts (see more in step 5 below). If you do not see your child's profile, please contact the registrar (see p. 3).
- 3. Set your account preferences.** You can adjust your notification preferences within your profile settings on the app.
- 4. Add your payment information.** Brightwheel offers secure, automated online payments that saves time for us and gives you advanced tools and reporting. Your tuition will be due on the first of the month and collected via autopay. Please add your payment information to maintain enrollment in the Adventure Club program. If unable to use auto-debit, please contact our bookkeeper.
- 5. Add your child's contacts.** Your child's contacts will also have to accept an invitation to Brightwheel. When adding contacts for students, you are given 4 options: Parent, Family, Approved Pickup, and Emergency Contact. Each one has slightly [different functions](#) and privileges:

	Parent	Family	Approved pickup	Emergency contact
Create a brightwheel account	✓	✓	✓	
Can check-in & check-out	✓	✓	✓	
View activity feed	✓	✓		
Send and receive messages	✓	Send only		
View child's profile	✓			
View and pay bills	✓			

## Tuition & Billing

### Refunds

There are no refunds or credits for enrollment changes or absences.

### Tax Information

Current families with accounts in good standing will be emailed a "Statement of Accounts" for the previous year. To ensure you receive this email be certain your email address on record is correct. If you do not receive your tax statement, check your email's spam filter, and then contact the bookkeeper if you are still unable to locate your statement.

### Returned payment

Should any form of payment be returned, a \$35 Returned Payment Fee will be automatically assessed to your account.



For billing questions,  
please contact the bookkeeper:  
314.963.6440.

# Communication

## Suggestions, Questions & Concerns:

In order to address your needs at the most appropriate and effective level, we suggest the following steps:

1. First speak with your Site Manager. We recommend contacting them during hours when children are in school.
2. In concerns persist or discussing the issue(s) with the Site Manager proves to be insufficient, contact the Adventure Club coordinator, 314.918.4375.
3. Families are welcome to request a conference when the attention of multiple staff is needed.



## Family Involvement

Family members are great resources. If there is a special interest you would like to share with us, or materials you would like to donate, please let your Site Manager know. Check your Family Information Area and/or website for upcoming events, activities, wish lists or other ways you can be involved.

## Confidentiality

Information regarding a child's physical, emotional, intellectual, and/or social welfare will be shared only with staff of the Webster Groves and/or Special School District who are directly involved with the child.

Prior written approval from the custodial parent or guardian will be required before information will be shared with anyone other than the Webster Groves and Special School District staff.

## Child Abuse & Neglect

Under Missouri state law, all staff that work with children are required to report suspected neglect or abuse of children to authorities.

## Emergency Contacts & Authorized Pickups

For safety reasons, it is imperative that information at your child's school and on your child's Brightwheel profile be kept up to date. Should any changes occur throughout the year, please inform your Site Manager immediately.



## Non-Discrimination Statement

As required by law, it is the policy of Webster Groves School District to not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in admission or access to, or treatment, or employment in, its programs and activities. The following person has been designated to handle inquiries regarding accessibility and the non-discrimination policies: Tina Scott, Director of Student Services, 400 E. Lockwood Ave., Webster Groves, MO 63119, 314.961.1233



## Reminders

### Reminders for Full Day Release Days & the Summer Program

#### Lunches

On Full Day Release days, and during the Summer Program, bag lunches are required.

#### Field Trips

For off-site field trips, please arrive one hour prior to the departure time. This time is used to properly prepare your child for the trip and to ensure that your child will not miss the bus.

Tuition will not be refunded to families who miss the bus. If you wish to make arrangements to meet your child's group during the trip, you must notify the Site Manager on duty prior to the field trip.

There is no on-site supervision provided during field trips. All children present are expected to participate. Please arrange alternative care for your child, if needed.

#### Reminders for Field Trips

- Wear appropriate clothing and appropriate shoes for the weather and the type of trip.
- Bring a swim suit and towel for water trips.



## Drop-off & Pick-up

### Sign-In/Out Procedures

In order for us to accept legal responsibility for your child, you or an authorized adult or sibling (age 14 and older) must sign your child in and out of the program daily, using Brightwheel. This procedure is designed to protect your child. Failure to sign your child in or out of the program may result in termination from the program.

### Drop-Off Procedures

If you bring your child to the program when the group is away from their home base, you are responsible for escorting him/her inside the building.

### Pick-Up Procedures

Program staff are required to ask for identification from anyone unfamiliar attempting to pick up a child.

Staff will not release your child to anyone who is under 14 or to anyone who has not been listed on your child's registration (with exception of the local authorities if necessary). If an unauthorized person attempts to pick up your child, you will be contacted. If you cannot be reached, your child will be held until you or your emergency contact person arrives. This procedure is for the protection your child.

Additionally, staff will not release a child to any person appearing incapable of transporting that child home safely. Another authorized person will be contacted to pick up the child.

### Unauthorized Pick-Up

In the event that a court-ordered legal custody situation develops, whereby a parent is not allowed to pick up the child /children without consent, we require that an original court document be submitted to the Adventure Club Main Office. All information will be kept confidential.

### We Close At 5:45 PM.

Our procedure for late pick-up is as follows:

Failure to pick up your child by 5:45 p.m. will result in a \$2.50 per minute late fee for the first 10 minutes and a \$5.00 per minute fee thereafter. Your account will be billed. The fees are to be paid with the following month's tuition.

Continued late pickups could result in termination from the program.

**We take our responsibility to care for your child very seriously.**

If your child will not be attending Adventure Club on a scheduled afternoon please notify the staff at **your site.**

If your child does not report to Adventure Club after school we will take the following steps:

- Check Brightwheel messages
- Check with the school office or the child's teacher
- Check with the AFC office
- Call family, emergency contact or authorized pickup

# Accidents, Illness & Medication

## Communicate Absences

Inform your Site Manager prior to the absence. You can communicate in-person, through Brightwheel, by phone or via email.

Please do not rely on the school office or your child's teacher to tell us.

## In Case of Illness

Ill children cannot attend Adventure Club. You will be contacted, and you must pick up your sick child within the hour, if your child has any of the following symptoms:

- Vomiting
- Diarrhea
- A temperature registering above 99.9 °F
- Symptoms which lead us to believe your child has a communicable disease.

Exposure to communicable diseases must be reported to staff immediately. Parents will be notified in the case of infections or communicable diseases at the site. If the child is too ill to go to school, the child cannot attend Adventure Club.

When ill, the child will be separated from activities to rest, under supervision, while parent/guardian is notified. Parents/guardians are responsible for picking up children immediately. Children should be symptom-free for 24 hours prior to return.

Site Managers will read pertinent medical information when a new child enrolls in the program. All allergy information will be listed for all staff to have easy access. This information will be kept private from children and other non-program adults.

## Emergency Care

In the event that your child requires emergency care, staff will take the following steps:

1. Administer first aid as needed.
2. Contact parents/guardian. If unavailable, call an emergency contact.
3. If an emergency vehicle is needed, we will attempt to check with the parent/ guardian or emergency contact for instruction for transportation. (Adventure Club reserves the right to call 911 without approval in severe cases).
5. If parent/guardian or emergency contact cannot be reached and it is an extreme emergency situation, staff reserve the right, with assistance of paramedics, to determine if your child will be transported by emergency vehicle to the closest hospital. Parents will be responsible for any expenses incurred. Staff are not authorized to transport children.

## Accident Reports

Adventure Club is not liable or responsible for any accidents or injuries which may occur in the absence of negligence by the staff. The district's policy will be followed for recording and reporting accidents. One copy of the report will be sent to the Adventure Club Coordinator, and one will be filed on site.

## Chronic Health Conditions

Families must inform the Site Manager if their child has a health condition that requires regular or continuous medication, has special needs, or a medical condition that impacts the child's health or well-being or involvement in activities. Site Managers work in conjunction with school nurses to review health information.

Staff work with families and the school nurse to meet the needs of children with allergies or chronic health conditions.

Site Managers will read pertinent medical information when a new child enrolls in the program. All allergy information will be listed for all staff to have easy access. This information will be kept private from children and other non-program adults.

## Webster Groves District Medication Policy

If a child needs to take oral medication during Adventure Club hours, medication must be in the original container, which must state the dosage, name of the medication, and any special instructions.

An authorized parent or guardian must complete a Medication Form, giving written permission for the staff to administer medication to their child.

Adventure Club is not responsible for obtaining medications from the school nurse.

If medications for emergency use only are to be kept on hand, special instructions must be submitted in writing from the family and the prescribing physician.

For details of the Webster Groves School District's Medication Policy visit the school district webpage.

# Inclement Weather & Site Closings

*If inclement weather or other conditions necessitate the emergency adjustment of scheduled school days, announcements will be made by the Webster Groves School District using the following methods:*

Local TV Stations / Phone Blast / District Web Site

## School Closings, Late Start, or Early Release Notification

### Late Start (due to Inclement Weather)

There is no morning Adventure Club available on late start days due to inclement weather.

### Early Release (due to Inclement Weather or Emergency)

If severe weather or other emergencies occur during the school day, district staff will attempt to contact every parent who has a child in Adventure Club that day. Parents will need to pick up as soon as possible.

### School Closing

If school or the school district is closed, Adventure Club is closed. Please do not bring your child to school. Please have an alternative childcare plan in place should the school be closed for the day.

*There are no refunds for school closings.*



## Visiting Adventure Club

Families are invited to visit sites anytime. Please read newsletters, websites, and information at the family sign-in table to be informed of daily activities and special events. Please call ahead if possible.