

**FOOTHILLS
ADVENTURE
CLUB**

FAMILY HANDBOOK



**Foothills Adventure Club
520 Sandy Springs Rd.
Maryville, TN. 37803**

Phone: 983-8637

School Phone: 681-0364

Fax: 681-0366

Email: kim.lands@maryville-schools.org

QUICK REFERENCE GUIDE

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 child per week
In-Service Days		
7:00-6:00	\$30.00 per child per day	\$25.00 per child per day Additional + full-time rate
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 + full-time rate
School Year Reg.	\$30.00 per child	Each School Year
Summer Reg.	\$75.00 per child	Each Summer
Out of Zone	\$37.50 per child per day	\$130.00 per child per week

HOURS OF OPERATION

2:50 pm – 6:00 pm during regular school days.
Dismissal Time – 6:00 pm on early dismissal days.
7:00 am – 6:00 pm during in-service days and full weeks.

CONTACT NUMBERS

Adventure Club	983-8637
Foothills School	681-0364 EXT:33123
Fax Number	681-0366
Email Address	kim.lands@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 be aware of school announcements and local media for closings. Also, please make sure your 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 care 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 his 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 child care 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 that children 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 child care 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 MCS Adventure Club that no person shall be subjected to discrimination because of race, color, 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.

Full Days

Adventure Club will be open from 7:00 am to 6:00 pm on most full days when school is not in session: ALL CHILDREN SHOULD BE PRESENT NO LATER THAN 8:00AM. All full days will be reflected in the Adventure Club calendar. Calendars available in the Brightwheel App under documents. Please contact us anytime if you have any questions.

Closings

All days closed will be reflected in the Adventure Club calendar. Calendars available in the Brightwheel App under documents.

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

Please note that if all children are picked up before 6:00 pm; we will close when the last child has left the program.

Enrollment

Enrollment is open to students who currently enrolled in kindergarten through third grades at Foothills 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 depending on space availability. Also, all 3rd grade students for the summer after their 3rd grade year. Please note that enrollment is dependent upon returning completed application that includes all information, registration 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. **If a class fills up, we will compile a waiting list. We will contact people on the waiting list as soon as openings come available.** To enroll a child, contact the program director (Kim Lands) at 983-8637.

Program Attendance

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. 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. Parents are responsible for notifying the Adventure Club staff that their child will not be attending the program on a particular day due to illness or other circumstances. ·

- Parents whose children are in the After Care Program must notify staff prior to 1:30pm of any dismissal changes.
- Children checked out of school early may not return to check in to Adventure Club afterschool.
- All children must arrive by 8:00am on full days.

Children may not be checked into Adventure Club if they have left school early for the day. If your child is absent from school, for whatever reason, he/she cannot attend the After School Program on that day. We must receive a 2 week written notice to withdraw or change status for 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 your site director during the school year. Continued absences during the school year could result in losing your child's/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.

Arrival Guidelines

Adventure Club Students must be in their rooms by 2:35pm. Any student attending a special after-school activity must check in with their Adventure Club teacher or sign in their Adventure Club room 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 the program Adventure Club must be contacted by 1:30pm. All children attending on full days must be walked in and signed in each day. Children must arrive from their class on regular school days to attend Adventure Club in the afternoon. Children checked out of school early may not return to check in to Adventure Club afterschool. All children must arrive by 8:00am on full days.

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 an extended arm. No heelines are allowed. Shoes are to be worn at all times, and hats may be worn only outdoors. **Any clothing with pictures or wording suggesting violence (including professional wrestling shirts) are 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/Pick Up

It is mandated from the Department of Education that 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. Each child must be signed out by an authorized person daily. Anyone picking up child/children must be prepared to show their drivers license at anytime even if we see you all of the time. Please notify the site director in writing if any person other than those authorized will be picking up your child. Anyone other than the custodial parent must be listed on the authorized pick up list to pick up and must have a photo I.D. Parent authorization is required to release to anyone not listed. **We do check I.D.'s 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 a child.

Anyone without a driver's license may not pick up; please have ID available. We require that a parent or other authorized adult sign the child out each day. 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. All children must arrive no later than 8:00am on full days.

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 tour.

Snow Day/Emergencies

The Adventure Club will not operate on the days the 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 contact information is up to date to receive the most current phone calls or text messages from school.

Contact Information

Parents have a responsibility to keep all necessary information current so that our staff is 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 always updated information that is turned into the main office. All necessary forms must be completed and turned in by all deadline 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 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 aspects of our program as well. Custodial 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.**

Expulsion Policy

Children enrolled in the Adventure Club Program are expected to exhibit behavior that will not disrupt or interfere with the school policies 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 make other care arrangements for your child. Children may be suspended or terminated from the program due to any inappropriate behavior at any time. Suspension may last from 1 day to 2 weeks. Termination after strike 3 does not reset yearly. There are no refunds/credits for suspension or expulsion days. We want our program to help stress the school's foundation of Respect Yourself & Others. **If a child is sent home for behavioral issues; they must be picked up within 1 hour of family contact.**

Behavior

Students are expected:

1. To demonstrate respect for each other, the Adventure Club staff, and property of others;
2. To walk and talk 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. No to sell or exchange belongings with one another during Adventure Club;
8. Not to bring chewing gum or carbonated beverages to

Adventure Club except for special occasions designated by the director;

9. To go directly to and from Adventure Club.

There is no refund if a child is suspended or expelled for disciplinary reasons.

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. No child will be expelled due to a parent complaint regarding alleged violations, reports of child abuse or neglect, or questioning the program regarding the state's rules and regulations. Every effort will be made to avoid expulsion with positive reinforcement, parent communications, collaboration with teachers, and other school personnel, and behavior plans designed to encourage and promote positive behavior.

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 **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.

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. **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 need 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. **Payment arrangements should be made between guardians 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.** All exchanges of personal items should be handled outside of the Adventure Club Program

Online Payment Instructions

If you wish to make online payments for your Adventure Club care please begin using Brightwheel.

Please note: You must pay for each of your children separately.

For Example:

If you have two children attending Foothills you will have to pay for each individually.

Getting started is a simple three-step process!

1. Download the app or visit [Brightwheel](#) and sign up
2. Create a user profile.
3. Set up automatic payments or pay weekly.

Now you're ready to make payments!

Registration

A \$30.00 registration fee is due at the time of school year enrollment. A \$75.00 activities fee is due at summer enrollment. A \$37.50 activities fee is due at summer or full day enrollment for children zoned for Foothills but attending a non-city school. These fees are non-refundable.

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. Copies of records such as attendance, sign out sheets, and parent communication may be copied for legal guardians only.

Participation Rates

School In 2:50-6:00	Part-Time (1 or 2 Days) \$18.00 per child per day	Full-Time (3 or More Days) \$55.00 per child per week
Drop In 2:50-6:00	Part-Time (1 or 2 Days) \$25.00 per child per day	Full-Time (3 or More Days) \$65.00 per child per week
Full Days 7:00-6:00 In-Service Days	Part-Time (1 or 2 Days) \$30.00 per child per day	Full-Time (3 or More Days) \$100.00 per child per week
7:00-6:00	\$30.00 per child per day	+\$25.00 per child per day
Early Out Days Dismissal-6:00	Part-Time (1 or 2 Days) \$25.00 per child per day	Full-Time (3 or More Days) \$20.00 per child additional
School Year Reg.	\$30.00 per child	Each School Year
Summer Reg.	\$75.00 per child	Each Summer
School In Out of Zone	Part-Time (1 or 2 Days) \$37.50 per child per day	Full-Time (3 or More Days) \$130.00 per child per week

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 are scheduled attend three or more days, they are considered full time and will pay full time rates. Children who are scheduled to 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 weekly 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. The payments for full days and full week breaks are explained in the section titled Full Days & Weeks Summer. Children zoned for Foothills but attending a non-city school may only attend on full week breaks with a fee 30% higher than children attending their zoned school. **Please make your checks payable to Foothills Adventure Club. If your child's name is different from the name on the check, please write the child's name in the memo area of your check.** We accept checks, cashier's checks, online payments, and money orders for payment. Please do not send cash. **Refusal to pay any fees incurred will result in immediate termination from the Adventure Club program.**

Special Rates

Foothills 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 Payment 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 costs associated with the collection of any unpaid debt to the Adventure Club Program. Families with reoccurring delinquent accounts may lose their space in Adventure Club.

Late Pick Up fees

If you can not arrive by 6 p.m., make plans for your emergency contact person to pick up your child and notify program staff immediately. **The continuing care program closes promptly at 6:00p.m. If you arrive after 6:00 you will be charged an additional fee of \$1.00 per child for each minute past 6:00.** This fee must be paid within 3 days. Your failure to comply with the 6:00p.m. closing time on 3 occasions may result in termination from the program. Also, failure to pay late pick up fees within 3 days may result in losing your space in the continuing care program. 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 after 6:00, 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 6:00pm closing time, please contact someone from your authorized pick up list to have them pick up for you to avoid any late pick up fees and removal from program.

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 to 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. Thank you for your cooperation.

Full Days/Weeks

Full Days during the school year are typically in-service days, administrative days, and parent conference days. For each full day or half day your child attends within a normal school week there is a \$25.00 charge (Full Day) or \$20.00 (Early Dismissal Day) 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. **Pre-payment is required for all school year full days. There is no refund for these days after the sign up deadline even if children do not attend. Also, all accounts must be paid in full and current to attend on full days.** 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. Special activities such as field trips, guests, treat, etc... may incur additional charges to your weekly fee. We must have a minimum of **15 children sign up for care on any full week or day 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 will be charged to anyone signing up after a full day/week deadline if space is available. Families with a past due balance cannot sign a child up for full day/week care. Parents will be notified in advance of all planned field trips. All children must arrive no later than 8:00am daily. If a field trip is scheduled during these times parents will need to provide a shirt of the color requested to make it easier to identify children. **Please be aware that all in-service or early dismissal rates are in addition to the full time rates for any children scheduled to attend 3 days or more.**

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. Each group is asked to check their backpack for all of their things when we pick them up each day. All children are given the opportunity to retrieve anything

they have left in their classroom at that time. **No one (child or adult) will be allowed to go back to their classrooms after dismissal.**

Lost And Found

Please label you child's belongings. All articles found in Adventure Club will be placed in lost and found. We will try to return any labeled items to their rightful owner within that week. Periodically throughout the year lost and found items are turned over to charity.

Outdoor Play

All children will go outside everyday weather permitting 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 that 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 to the program. No video games, portable music players, or other electronic devices are permitted. Video games may be brought on full days when we are staying at the school. Children are not allowed to share video games. **Please do not send these items on field trip days.** Music and video players are not permitted. Adventure Club is not responsible for any toys or other personal items which are broken or lost. Please be sure to label these items if your child brings them on full days. Children will have to keep up with anything they bring. Items will need to be left with their things when they are not in use. If personal items become a problem we may ask that a child not bring the item that is causing the problem. We may also take the item away until the child is picked up when we will return it. Children will be held responsible for any damage done to the personal property of another individual. **In order to insure everyone's privacy, no cameras are permitted.**

Pet Policy

Due to medical risks and fears of some of our children, we ask that our families refrain from bringing pets into Adventure Club unless they are service animals. By not bringing pets in, we can help all of the children attending our program be healthy and feel safe. Children may not bring class pets to Adventure Club. If a child is taking the class pet home arrangements must be made to pick the child and pet up from school at dismissal instead of the child coming to Adventure Club with the pet.

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 is not permitted to enter the restroom to help them. We will contact parents to pick up and separate child if necessary while we await their arrival. Also, children need to behave appropriately while in the restroom and respect other people's 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 or vaping 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 in our program is under the influence of drugs or alcohol the police and/or Department of Children's 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. Snacks are chosen in accordance with the guidelines in the Tennessee Department of Education School-Age Guidelines. The daily snack menu is posted on the door each week. Alternate snacks for children with allergies may be provided if doctor's documentation of requirements is provided to our program.

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. Children are not permitted to have cellphones or smart watches during Adventure Club hours. Cell phones and wifi electronics are not permitted in the Adventure Club Program.

Homework

First - Third grades have 30 minutes of homework time daily Monday - Thursday. Children should bring all homework materials including AR books, pencils, paper, and spelling words. We will help children as we can however, our staff does not check homework for accuracy. Please review completed homework each evening.

Sunscreen & 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 the application of sunscreen. Spray on sunscreen is preferred. Sunscreen with an SPF of 30 or greater is required. Sunscreen cannot be stored in Adventure Club. Parents will need to purchase and allow it to travel with the child from home to school.

Pictures

The Foothills 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 scrapbooks, bulletin boards, newsletters, and special events. To protect the privacy of all of our families; no child is allowed to bring cameras to the Adventure Club Program or take pictures of anyone in Adventure Club. A signed RUP must be on file with the school at the time of registration. No child will be photographed if there is a restriction listed on the RUP.

Computers/Electronics

The use of computers and the internet is a privilege. Inappropriate use could result in cancellation of those privileges. Each user will receive information on internet etiquette and proper use during regular school hours. Adventure Club students must follow the same guidelines set forth by the school concerning computer and internet usage. Responsible Use Policies used by the school will also be valid in the Adventure Club Program. Children will only be allowed to access sites that Adventure Club allows.

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, electronics, enrichment, indoor and outdoor physical games and sports, art, quiet activities such as board games or reading. Children participating in school sponsored activities will need to check in with Adventure Club before joining their activity. When they return, they will have snack before joining their Adventure Club group.

Cell Phones/Electronics

In order to protect the environment of Foothills Adventure Club, cell phones, smart watches, toys, and other small electronic devices, such as game systems and music devices, are **not** allowed to be used during Adventure Club hours. Student cell phones and smart watches are to be turned off and put away during Adventure Club. If you wish to communicate with your child during program hours, please contact the Adventure Club, and we will relay your message.

Smart watches will be treated the same as a cell phone. If a cell phone or electronic device is visible during program hours, we will collect this device.

1st offense – Contact parents of offense.

2nd offense – Confiscate the phone/device and contact parent to arrange for pick up.

3rd offense – Student may not bring phone/device back to program.

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 sick or contagious, he/she **SHOULD NOT** be brought to the childcare program. If at any time the childcare director or another staff member feels that a child is 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 parent(s) to pick up 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:

- _ A temperature is present. 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 pinkeye. 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 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 24hours

without the use of medication before returning to school or Adventure Club. Please be aware that upon a child being sent home we will contact the classroom teacher, school nurses, and front office to comply with the MCS policy.

In addition, a child who is not well enough to participate in ALL of our daily activities should not attend Adventure Club. Our staff is 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 will call and ask you to remove the child within one hour of notification.

Immunizations

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

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 doctor on file. All medications must be in a pharmacy labeled container with specific instructions.** **DO NOT** send medication in your child's backpack, make sure that Adventure Club has a copy of these forms. **Medication must be made available if you have listed an illness (i.e. Asthma, Allergy, etc...) during registration. All Medications (inhalers, epi-pens, Benadryl, etc..) MUST be made separately available to Adventure Club. All forms and life-saving medication must be made available and kept in date for children to enroll or continue enrollment in The Adventure Club Program.**

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

A release and emergency medical form are included your application packet. In the event of an emergency parents will be notified using the most current contact information provided.

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 as well as personal safety being taught to all children through the school's guidance classes. 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 Foothills Adventure Club website.

Additional Resources can be found at the following websites:

Sexual Assault Safety and Support for Parents and Caregivers
(sacenter.org)

And Erin's Law and Child Abuse Prevention Curricula.pdf
(tn.gov)

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 check
- 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
- Any other training deemed necessary

Our Adventure Club staff are ready to meet the needs of children and to provide 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 school 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 Fire Station #3 across the street on Sandy Springs Road. 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 enrichment, sports, 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. Children zoned for Foothills but attending a non-city school may only attend on full week breaks with a fee 30% higher than children attending their zoned school. **Swimming and field trip charges are included in weekly fees. These fees will apply even if a child does not attend.** Please add these fees in your weekly check. **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. Children must arrive by 8:00am daily.

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. Only Adventure Club children, staff, and our bus driver attend field trips. 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 drivers. Children must wear tennis shoes, socks, and specified t-shirts on all field trips excluding swimming. **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 give each child a swimming test. 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. We will give children colored armbands to help us see where they are allowed to go while at the pool. **All non-swimmers and struggling swimmers MUST bring a COAST GUARD APPROVED LIFE-VEST, no arm floaties.** Children who are non-swimmers or struggling swimmers must bring their life-vest every time we swim or they will not be permitted to attend swim trips. These children will not be tested unless we see improvement during the summer. No children will be left on site during the swim trips. **If your child is not permitted to swim please make other arrangements for that day.** All children will need to be in the pool to help insure proper supervision. **Pool passes are not valid for our swim trips because we rent the facility for our group.** 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 the

concession stand on swim days; please do not send money with your children. 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 will be taken away.**

Bus

School bus transportation for field trips is a privilege provided to students conditional upon appropriate behavior. 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 with their teacher when leaving the school or field trip site. Students must wait before boarding the bus with their group quietly while roll is taken for our transportation log. When loading the bus students should 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 instruction 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 roll is called before unloading the bus with their group. This prevents any student being left on or off 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.

Walking Field Trips

On occasions the Adventure Club will walk to nearby locations such as fire station #3, Sandy Springs Park, MRIS, Sterling House, etc... for special activities. Parents must sign a permission slip for children to attend these walking field trips.

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 the 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 the current Certificate of Approval posted where parents and visitors can easily see it, along with the Department of Human Services childcare complaint number and the Department of Children's Services Child Abuse Hotline number.
- No smoking must also 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 m)	8	1:4
Toddler (11m-23m)	12	1:6
Two (2) years old	14	1:7
Three (3) years old	18	1:9
Four (4) years old	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 years old only	20	1:10
3 – 6 years old*	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 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.

- 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 all 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 ages 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 res 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 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 the written consent of the parent/guardian.
- Safe sleep practices for infants must be followed:
 - Infants places 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 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 classrooms.
- Developmentally appropriate equipment that is in good repair and easily cleaned is required. All manufacturer'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 hand when handling and eating food.
- All eating surfaces must be washed with soapy water and sanitized before eating 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 from it 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.
- 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 a fall.

- 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-.01 (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 of age.

- 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

FERPA –Student Privacy

PARENTAL NOTIFICATION

Every Student Succeeds Act (ESSA), The Family and Educational Rights and Privacy Act (FERPA), and The Tennessee State Board of Education

Parents or Guardians of Maryville City Schools children: The Every Student Succeeds Act (ESSA) makes it clear that Congress expects schools and school systems receiving federal funds to ensure that Parents are actively involved and knowledgeable about their schools and their children’s education. As part of this law, it is required that schools give parents many different kinds of information and notices in a uniform and understandable format and to the extent practicable, in a language that the parents can understand. Also listed are notices as required by FERPA and the TN State Board of Education. Listed below are such notices.

- ***Disclosure of Directory Information from your child’s education records.*** The primary purpose of directory information is to allow Maryville City Schools to include this type of information from your child’s education records in certain school publications. Examples include: a playbill, showing your student’s role in a drama production; multi-media presentations; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information includes: Student’s name, address, telephone listing, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members athletic teams,

degrees, honors and awards received, the most recent education agency of institution attended. If you do not want this information used in school publications, for more information, please contact the principal at your child's school.

- ***Military recruiter access to student information.*** You have the right to request that names, addresses and telephone numbers of high school juniors and seniors not be released to a military recruiter without prior written consent. Please contact the high school principal for more information.
- ***Institutions of higher learning access to student information.*** You have the right to request your child's name, address and telephone number not be released to institutions of higher learning or colleges without prior written consent. Please contact the high school principal for more information.
- ***Student privacy.*** You have the right to inspect third party surveys and instructional materials before they are distributed to students.
- ***Unsafe Schools Choice Compliance.*** As required by the Tennessee State Board of Education's Unsafe School Choice Policy, parents shall be notified immediately if their child is the victim of a violent crime, as defined in TCA 40-38-111(g). If this occurs, the student will have the right to transfer to another school within the LEA.
- ***School Accessibility.*** Parents who have handicap barriers, etc., that need additional assistance when visiting Maryville City Schools, please contact the principal at the school.
- ***National Assessment of Education Progress (NAEP).*** Districts, schools and students may voluntarily participate in the National Assessment of Educational Progress. Parents of children selected to participate in any NAEP assessment must be informed before the assessment is administered that their child may be excused from participation for any reason.
- ***Student education records.*** You have the right to inspect and review your child's education records and should submit a written request that identifies the record you wish to inspect. Within 45 days, the school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Contact the school's principal for more information.
- ***Parental Involvement Policy.*** A district receiving Title I funds and each school served under Title I must jointly develop with and distribute to parents of children participating in Title I programs a written parental involvement policy. Included in this policy should be a school-parent compact that outlines the responsibilities of each party for improved student academic achievement. For further information, contact Sharon Anglim, 865-982-7121.
- ***Individual achievement on state assessment.*** Any school that received Title I funds must provide each parent information on the achievement level of their child on each of the state academic

assessments as soon as is practicably possible after the test is taken. Such a school must also give timely notice that the child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

- ***Homeless children.*** A district must provide written notice to the parents of each child enrolled in a separate school for homeless children of the choice of schools that homeless children are eligible to attend, that no homeless child is required to attend a separate school, and that homeless children must be provided transportation services, educational services and meals through school meal programs comparable to those offered to other children in the school attended. For further information, contact Deb Skyler at Maryville City Schools Central Office, 865-982-7121.
- ***Right to know the professional qualifications of the classroom teachers and teacher assistants who instruct your child.*** Although the State verifies annually that Tennessee teachers meet training requirements for the position they hold, federal law allows you to ask for certain information about the qualifications of your child's classroom teachers or teacher assistants and requires the school system to give it to you in a timely manner if you ask for it. Please contact the school's principal.
- ***Student fees.*** Student fees for certain supplies needed for instruction in our schools have been approved by the Maryville City Schools Board of Education. This funding provides items that are necessary to make your students' learning experiences the best that they can be. School fees shall be waived for students who are eligible for free and reduced price schools meals. Any other student may have their fees waived by completing a fee waiver form and submitting this form to the classroom teacher. These forms may be obtained from the school office or the district website.

*Welcome to Adventure
Club!*

