AdventureClub

Family Handbook

2026-27 School Year

Updated August 2026
The terms of this handbook are subject to change.









Quality childcare for students in
Parkway and Rockwood elementary schools.

Parkway-Rockwood CommunityEd
Where learning and fun meet!

AdventureClub

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Adventure Club

Adventure Club is a program of Parkway-Rockwood Community Ed that provides high-quality, school-age care, offering engaging experiences before and after school as well as during the summer. The program emphasizes safety, supervision and fun, allowing kids to explore, create and learn through developmentally appropriate, relevant and enriching activities.

Thank you for choosing Adventure Club for your child!

Adventure Club
Parkway-Rockwood Community Ed
1401 Froesel Drive
Ellisville, MO 63011
636-891-6644
info@prcommunityed.org
prcommunityed.org

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AdventureClub Program Sites

Parkway School District

BARRETTS ELEMENTARY
1780 Carman Road
Manchester, MO 63021
314-415-6020

BELLERIVE ELEMENTARY
620 Rue de Fleur
Creve Coeur, MO 63141
314-415-6090

CARMAN TRAILS ELEMENTARY
555 S. Weidman Road
Manchester, MO 63021
314-415-6121

CLAYMONT ELEMENTARY
405 Country Club Drive
Ballwin, MO 63011
314-415-6170

CRAIG ELEMENTARY
1492 Craig Road
St. Louis, MO 63146
314-415-6222

GREEN TRAILS ELEMENTARY
170 Portico Drive
Chesterfield, MO 63017
314-415-6270

HANNA WOODS ELEMENTARY
720 Hanna Road
Manchester, MO 63021
314-415-6320

HENRY ELEMENTARY
700 Henry Avenue
Ballwin, MO 63011
314-415-6370

HIGHCROFT RIDGE ELEMENTARY
15380 Highcroft Drive
Chesterfield, MO 63017
314-415-6420

MASON RIDGE ELEMENTARY
715 South Mason Road
Town & Country, MO 63141
314-415-6470



McKELVEY PRIMARY/INTERMEDIATE
Program runs at McKelvey Intermediate
1751 McKelvey Road
Maryland Heights, MO 63043
314-415-6520

OAK BROOK ELEMENTARY
510 Big Bend Road
Ballwin, MO 63021
314-415-6580

PIERREMONT ELEMENTARY
1215 Dauphine Lane
Manchester, MO 63011
314-415-6620

RIVER BEND ELEMENTARY
224 River Valley Drive
Chesterfield, MO 63017
314-415-6670

ROSS ELEMENTARY
1150 Ross Avenue
St. Louis, MO 63146
314-415-6720

SHENANDOAH VALLEY ELEMENTARY
15399 Appalachian Trail
Chesterfield, MO 63017
314-415-6776

SORRENTO SPRINGS ELEMENTARY
390 Tumulty Drive
Ballwin, MO 63021
314-415-6845

WREN HOLLOW ELEMENTARY
655 Wren Avenue
Manchester, MO 63021
314-415-6870

AdventureClub Program Sites

Rockwood School District

BABLER ELEMENTARY
1955 Shepard Road
Wildwood, MO 63038
636-733-1190

BALLWIN ELEMENTARY
400 Jefferson Avenue
Ballwin, MO 63021
636-891-6590

BLEVINS ELEMENTARY
25 East North Street
Eureka, MO 63025
636-733-3190

BOWLES ELEMENTARY
501 Bowles Avenue
Fenton, MO 63026
636-891-6790

CHESTERFIELD ELEMENTARY
17700 Wild Horse Creek Road
Chesterfield, MO 63005
636-891-6515

ELLISVILLE ELEMENTARY
1425 Froesel Drive
Ellisville, MO 63011
636-891-6615

EUREKA ELEMENTARY
5350 Rockwood Arbor Drive
Eureka, MO 63025
636-733-3165

FAIRWAY ELEMENTARY
480 Old Fairway Drive
Wildwood, MO 63040
636-733-4190

GEGGIE ELEMENTARY
430 Bald Hill Road
Eureka, MO 63025
636-733-3215

GREEN PINES ELEMENTARY
16543 Green Pines Drive
Wildwood, MO 63011
636-733-4165



KEHRS MILL ELEMENTARY
2650 Kehrs Mill Road
Chesterfield, MO 63017
636-891-6065

KELLISON ELEMENTARY
1626 Hawkins Road
Fenton, MO 63026
636-891-6715

POND ELEMENTARY
17200 Manchester Road
Wildwood, MO 63040
636-733-3240

RIDGE MEADOWS ELEMENTARY
777 Ridge Road
Ellisville, MO 63021
636-891-6665

STANTON ELEMENTARY
1430 Flora Del Drive
Fenton, MO 63026
636-891-6765

UTHOFF VALLEY ELEMENTARY
1600 Uthoff Drive
Fenton, MO 63026
636-891-6740

WESTRIDGE ELEMENTARY
908 Crestland Drive
Ballwin, MO 63011
636-891-6165

WILD HORSE ELEMENTARY
16695 Wild Horse Creek Road
Chesterfield, MO 63005
636-891-6090

WOERTHER ELEMENTARY
314 New Ballwin Road
Ballwin, MO 63021
636-891-6190

AdventureClub Overview

A Choice-Based Experience

Program Curriculum

Adventure Club offers a diverse curriculum aligned with student interests while introducing new opportunities. Each week has a central focus woven into activities in:



- ✔️ **STEM**
- ✔️ **Creative Arts**
- ✔️ **Life Skills**
- ✔️ **Enrichment**
- ✔️ **Outdoor & Group Games**

Participation Requirements & Hours of Operation

- School Year
  - Adventure Club: Kindergarten through Grade 5
    - 6:30 a.m. to 6 p.m.
  - Non-School Day Care: Kindergarten through Grade 5
    - 7 a.m. to 5:30 p.m.
- Summer Adventure Club
  - SummerLink: Completed Kindergarten through completed Grade 4
    - 6:30 a.m. to 5:30 p.m.
  - On the Move: Completed Grade 2 through completed Grade 5
    - 9 a.m.to 4 p.m. (before- and after-care available)

Enrollment Limitations/Staff-to-Child Ratio

Adventure Club is an optional program available to all students meeting the age requirement for enrollment. Limits on the number of children per Adventure Club site can vary based on the following factors:

1. The number of staff at the site
2. The staff-to-child ratio which is dependent on the the children enrolled in the program (Adventure Club intends to maintain a staff-to-child ratio of 1:16)
3. The size and availability of school facilities

Behavior Expectations & Discipline Guidelines

Students in Adventure Club are expected to exhibit the following behavior:

- Actively participate in available activities
- Follow all safety procedures, including:
  - Avoiding harm to themselves and others
  - Following directions from Adventure Club staff
  - Requesting permission before leaving a designated area
  - Showing respect for fellow students, staff and school property
- Manage their own needs and belongings:
  - All students should have the ability to primarily meet their activities of daily living needs (e.g., toileting, feeding). Accommodations and modifications can be made to assist on a case-by-case basis.

Adventure Club's approach to discipline is based on respect for each child's ability level and self-esteem, setting reasonable limits and consequences, and encouraging self-discipline while promoting respect for others and adherence to expectations of Adventure Club staff.

Parkway-Rockwood Community Ed has a philosophy of discipline that is based on respect for the participant and others. We advocate a positive guidance and discipline policy with an emphasis on redirection, prevention, positive reinforcement, and the development of self-discipline. Program rules are established for safety purposes and to create a common standard of behavior. To foster consistency, Adventure Club staff will follow school-specific guidelines whenever applicable. If participants exhibit behavioral concerns, staff will work closely with the children and families to address the concern and take immediate steps to correct it. These steps may include, but are not limited to, corrective discussion or verbal warnings to attempt to redirect, implementing behavior modification plans, meeting with parents/guardians, or suspension from the program. In some cases, if a child is exhibiting behavior that is unsafe or is unable to be redirected by staff, parents/guardians may be asked to pick up their child from the program immediately.

If efforts to resolve behavioral issues are unsuccessful, additional suspensions from the program (between 1 to 10 days) or dismissal from the program may occur. A single severe infraction could lead to immediate dismissal from the program.

For more information on Parkway-Rockwood Community Ed's Behavior Management and Discipline Guidelines, please visit our website at prcommunityed.org.

Health and Special Needs

Inclusion and Support for Children with Special Needs

Adventure Club is committed to fostering an inclusive environment for all children.

Parkway-Rockwood Community Ed actively promotes inclusive practices in programming and strives to provide reasonable accommodations to all participants of all ability levels. Reasonable accommodations are resources to aid in the participation of programs and may include the following:

- Training for program staff
- Consultation with individual and family
- Activity modification
- Behavior Management support
- Sign language interpreters
- Assistive devices
- Provision of a support staff up to a 1:1 adult-to-child ratio.

Accommodations are made as needed and can be flexible and creative, so long as they do not fundamentally alter the nature of the program.

During registration, parents must disclose social, emotional, cognitive, physical, or medical needs that may require special accommodations (i.e. allergies, diagnoses, behavior plans, IEPs, health plans, etc). This disclosure is necessary to ensure the program is prepared to support each child's success.

Enrollment will not be considered final until all requirements have been met and reviewed. The Inclusion Specialist, alongside Adventure Club staff, will assess whether reasonable accommodations can be provided to support the child's participation. While we strive to meet all participants' needs and provide any accommodations within our ability that will support a child's success, it is important to note that Adventure Club does not have the same level of staff resources that may be available to students during the school day.

If a child requires support that would fundamentally alter the nature of the program or exceed the accommodations the organization can provide, Adventure Club reserves the right to deny or terminate enrollment.

We encourage parents to invite Adventure Club staff to attend IEP, 504, and BIP meetings, as this helps us better understand and support your child's needs.

For more information on inclusion services, please visit our website at prcommunityed.org.

AdventureClub Health & Special Needs

Medication Administration

Adventure Club does not have a school nurse or medical personnel on staff. Therefore, staff will not administer medication, including emergency intervention medication, unless specifically agreed upon.

- If your child requires medication administration or related procedures during Adventure Club, please contact Adventure Club to discuss reasonable accommodations.
- The determination of whether a particular medication or procedure requires a nurse, nurse supervision, or specialized training will be made by Adventure Club in consultation with a district nurse.
- Adventure Club reserves the right to deny requests for administering medication.
- If Adventure Club agrees to administer medication, a parent/guardian and the child's healthcare provider must complete an Adventure Club Medication Administration Form. The first dose of any medication must be administered at home.
- A parent/guardian or designated responsible party must deliver all medications directly to Adventure Club staff. Transportation of medication by the child is prohibited, except in cases of approved self-administration as outlined in the child's health plan.
- Adventure Club staff will not administer homeopathic or naturopathic medications to students.

Sick/Illness

- Adventure Club follows district policies regarding contagious illnesses. Children may not attend if they have a contagious or infectious illness.
- Children who have been absent due to illness or elevated temperature must remain home until they have been symptom and fever-free for at least 24 hours.
- If a child becomes ill after arrival, parents will be notified and are expected to pick up as soon as possible.



Contract Options

Contract Options

School-Year Program

- Contract applications for the upcoming school year open in late February/early March for current families and early/mid-March for new families.
- Registration remains available online year round, but submissions or schedule changes made less than two weeks before school starts may be placed on hold until openings are reevaluated.
- Enrollment is not complete until you receive a confirmation notification from Adventure Club. Confirmation notification will come via email.
- Visit prcommunityed.org for specific dates regarding application start dates and deadlines.

Consistent Schedule Contracts

- Monthly schedules include the specific days of the week (Monday, Tuesday, etc.) selected for each session (Before School and After School). You may choose a consistent schedule that is for 1 to 5 days per week.
- The full monthly payment is binding and due in full, regardless of absences due to inclement weather, illness or person reasons.

Drop-In Contracts

- Drop-in contracts are available for families with varying schedules.
- Care is subject to site capacity, staffing, and individual student needs.
- Availability varies by day and location; space may be open for one session (before/after school) but not the other.
- Drop-in requests require an approved drop-in contract or a consistent schedule contract.
- Requests should be submitted at least three (3) program days in advance via the Community Ed online registration system.
    - For requests with less than three days' notice, contact the site directly to check availability.
- Drop-in requests are reviewed and approved/denied no sooner than 10 program days before the requested date(s).
- Fees are billed upon approval and must be paid before the scheduled drop-in date(s).
- No refunds will be issued for canceled drop-in dates, even if the child does not attend.
    - Exception: A full refund will be provided in the event of a school or district closure.

Non-School Day Contracts

- Adventure Club offers care on select non-school days for an additional fee.
- Dates and sites are subject to change based on enrollment and staffing.
- Registration is available through the account holder's online account and is processed on a first-come, first-served basis until space is filled.

AdventureClub

Contract Options

Summer Programs

- Contract applications for the upcoming summer programs opens in late January/early February and are available online throughout the summer.
- Submissions made two weeks or less before the summer program starts may be placed on hold until openings are reevaluated.
- Schedule changes may not be accepted within two weeks of the program's start date.
- Enrollment is not complete until you receive a confirmation notification, which will be sent via email.
- Visit prcommunityed.org for specific summer program dates and deadlines.

Summer Schedules

- Weekly schedules are offered during the summer program.
- Once selected, the weekly schedule is binding, even if absences occur due to inclement weather, illness, or vacations.
- To modify your summer schedule, refer to the "Changes in Schedule" section.

Summer Refund Policy

- Cancel by February, 100% refund, minus a 5% processing fee.
- Cancel by March, 50% refund, minus a 5% processing fee.
- Canceling in April or later, no refund or credit. Deposits may be moved to other summer weeks, as staffing allows.





AdventureClub

Registration

Application Process

Online applications are submitted at prcommunityed.org. Families re-register prior to each session. School-year and summer contracts are two separate applications.
The online system will guide you through the contract application process.

- School Year: An activation fee per child, with a maximum per family, charged only upon contract activation.
- Summer: A weekly deposit is required per child for each enrolled week, charged only upon contract activation. The weekly deposit is applied toward the total fee for the week.

Once you have reviewed the handbook, you may begin the online application process. For families without internet access, contract applications can be completed at the Community Ed Office located at 1401 Froesel Dr. Ellisville 63011, Monday through Friday, 8 a.m.-4:30 p.m.

Priority & Processing

- School-Year Program
  - Families currently attending the program have priority over new families during the first week of the contract application process.
- Summer Program
  - Applications are accepted on a first come, first served basis.
- Drop-In Program
  - Applications are accepted on a first-come, first served basis and must be received at least three (3) program days in advance.
  - Applications are reviewed and approved/denied no sooner than 10 program days before the requested date(s).
- Non-School Day Program
  - Applications are accepted on a first come, first served basis.
- Contracts are processed based on the date and time of submission.
- Applying does not guarantee a spot in Adventure Club. A waitlist will be maintained as needed.
- Adventure Club accounts must be in good standing for enrollment in both the School Year and Summer programs.
- Adventure charges a non-refundable activation fee during the school year.
  During the summer, a non-refundable weekly deposit is charged for the program and is applied toward the total fee for the week.



Costs and Discounts

School Year Rates and Invoicing

- School-Year Adventure Club fees are based on a daily rate.
- For specific rates, view the School-Year Rates for your school. Note: rates may vary by school based on school start and end times. In addition, the daily rate decreases with each additional day added to the contract.
- A 10% sibling discount is applied per month for each additional child in the same family (with the same billing address as the parent/guardian).
- If siblings have different rate schedules, the discount applies to the lower rate.
- Families will receive an invoice on the 1st of each month, which will include all contracted days from the previous month. If the 1st falls on a weekend or a holiday, invoicing will occur on the next available business day. Payments are due within seven (7) calendar days of the invoice date.
- A $25 late fee per family will be applied to any overdue payment.
- Late payments may result in child(ren) being removed from the program and account being sent to collections.
- No credits or refunds will be issued for absences due to inclement weather, illness or personal reasons. Missed days cannot be exchanged for additional attendance days.

Summer Rates and Invoicing

- Summer Adventure Club fees are charged weekly and are divided into three (3) payments over the summer based on attendance periods.
- For specific rates by summer Adventure Club program, view the summer program pages.
- Families will receive an invoice via email approximately one week before the due date each month, generated from the registration system.
- A $25 late fee per family will be applied to any overdue payment.
- Late payments may result in child(ren) being removed from the program and account being sent to collections.
- No refunds will be issued for absences due to inclement weather, illness, vacation or holidays. Missed days cannot be exchanged for additional attendance days.

Drop-in Rates and Invoicing

The rate for Drop-In Care is the same as the one day before/after care rate for the school year. For specific rates by location, view the drop-in care webpage. Drop-In days are invoiced upon approval and must be paid before the scheduled drop-in date(s). No refunds or credits will be issued for canceled drop-in dates, even if the child does not attend.

Registration

Non-School Day Rates and Billing

The rate for Non-School Day Care is $60 per day and increases to $70 when registering two weeks or less before your preferred days. For specific dates and locations, view the non-school day pages. Upon approval, Non-School Day rates will appear on the next monthly invoice following the non-school day.

Notification of Acceptance

- All contracts are automatically placed on a waitlist. Once your contracts can be approved, you will receive an email confirmation stating your child is accepted into Adventure Club.

Payment Options

Families can choose from the following payment methods:

- Credit/Debit Card (Visa, MasterCard, American Express, Discover)
- Checking or Savings Account (requires routing and account number)

You will be required to enter a saved payment method when setting up your account. Payments will not be accepted at your child's Adventure Club location.



Changes in Schedule

School-Year Schedule Changes

- Schedule changes must be requested through the parents' online account. The start date for new schedules depends on the type of change:
  - Schedule reductions (fewer contract days): Require a two-week notice before taking effect.
  - Schedule additions (more contract days): Subject to staffing availability and may be able to go into effect as early as the following week.
- Final schedule start dates will be determined once the request has been received and reviewed.

Additional Details & Guidelines

- Before the start of the term: Changes before the start of the school year or summer sessions can be made online if the contract has been approved. If the contract has not been approved, email your request to info@prcommunityed.org.
- Fees: One schedule change is free per year. Additional changes will incur a $25 fee.
- Approvals: A supervisor must approve all changes. Parents/guardians are responsible for calling the Community Ed office to confirm approval of schedule changes.

Summer Schedule Changes

- Summer schedule changes follow the same process as school-year changes and must be submitted through the parent's online account.
- A minimum of two weeks' notice is required.
- One schedule change is allowed free per summer session. Additional changes will incur a $25 fee.
- The deposit for each week is non-refundable, but may be transferable depending on the situation.

Changes in Attendance

- If a child drops a session but later needs to re-enroll, space may not be available, and the child will be placed on a waitlist.
- Changes include:
  - Increasing or decreasing attendance days or switching specific days for Before School and After School care.
  - Adding additional sessions for Before School and/or After School care.
- If withdrawing from a complete session or the entire program, refer to the "Withdrawal from the Adventure Club Program" section.
- Changes will not take effect until they are approved, and the account will continue to be charged at the original rate until the schedule change is requested and approved.
- Summer weekly deposits are non-refundable for canceled weeks, but they may be transferred to a different week.

AdventureClub

Registration

Late Pick-up Fee

A late fee of $2 per minute, per family will be charged for children picked up after the program's closing time. Continued late pick-ups may result in dismissal from the program. This strict policy is in place to respect the time of our staff.

- During the school year, the program closes promptly at 6 p.m.
- During full-day programs during the summer and on non-school days during the school year, the program closes promptly at 5:30 p.m.

Returned Payment Policy

- If a payment cannot be processed, an automatic notice will be sent to the account holder.
- A $25 late payment fee will be applied.
- Failure to make payment may result in the account being sent to collections.

Dependent Care Reimbursement Vouchers

- Adventure Club will sign reimbursement vouchers upon receipt of indicated payments.
- Parents must complete and submit vouchers via fax to 636-891-8844, email at info@prcommunityed.org, or mail to 1401 Froesel Drive, Ellisville, MO 63011.
- Adventure Club will verify only the amount paid, then date and sign the completed voucher.
- Adventure Club does not accept funds from Missouri Department of Health and Senior Services (DHSS).

Fee Assistance and Payment Arrangements

Fee assistance is available to families based on demonstrated financial need. In addition, alternate payment arrangements may be possible if determined in advance. Contact the Community Ed office at 636-891-6644 or info@prcommunityed.org for more information.



Receipts & Account Management

- Account holders can view and print invoices, payment receipts, and federal tax statements from their account.
- Payment receipts will be automatically sent after successful processing.
- Account holders will also be notified of any payment errors.

Changes in Personal Information

All updates to personal information must be made through the parents' online account. Additionally, parents should notify the Adventure Club Facilitator of any changes.

Registration

Withdrawal from the Program

Parents must request a withdrawal or session drop through their online account. All withdrawals take effect on Mondays for staffing purposes, and a two-week notice may be required. The final withdrawal effective date will be determined once the request has been received. Tuition fees will be charged through the last day of attendance. If you wish to return to a session that is full, you must contact the office to be placed on a waitlist and the child may re-enter the program when space is available.

Early Release and Half Days (School Year Only)

If your child is registered for aftercare on a day that falls on an early release or half day, care will be provided at no additional charge. Please inform your facilitator if your child will be attending on that day. If your child is not registered for aftercare on an early release or half day but needs care, please contact our office to check for availability and any additional fees.

Non-School Day Cancellation

Cancellations must be submitted in advance to receive credit. Credit will not be issued for cancellations made less than two weeks before the scheduled day, or for missed days due to illness or vacation.

Changes in Personal Information

All updates to personal information must be made through the parents' online account. Additionally, parents should notify the Adventure Club Facilitator of any changes.





AdventureClub

Safety & Security

Drop-off and Pick-up Procedures

- All children must be signed into the program. A parent or authorized person (16 years or older) must sign the child out, and a valid photo ID is required.
- Please inform the facilitator if your child will not be attending their regularly scheduled afternoon day.
- A child will only be released to the custodial parent(s)/guardian(s) or individuals listed on their contract. This policy is strictly enforced for your child's safety.
- To authorize a one-time or recurring pick-up by another individual, Adventure Club staff must receive the authorization in writing in advance. A government-issued photo ID is required for verification upon pick-up.
- In an emergency or last-minute situation, verbal authorization can be arranged if staff verify a parent's identity over the phone using contact information on file at the site. Staff may need to call the phone number listed on the account if caller ID is not available or the parent's voice cannot be verified.
- If applicable, custody papers and restraining orders may be requested for your child's file. We cannot accept verbal notification of any legal documentation.

Inclement Weather and Emergency School Closings

- If the district closes for the entire day, Adventure Club will also be closed.
- If the district announces a late start, the before-school Adventure Club session will be canceled, but the after-school Adventure Club session will proceed as usual.
- If school is dismissed early prior to the end of the school day, Adventure Club will also be closed unless determined otherwise. Students will be dismissed according to their emergency pick-up plan. Please ensure your child has a plan for early arrival home if this occurs.
- If school is not dismissed early but the district cancels afternoon activities (activities prior to 6 p.m.), Adventure Club will also be closed unless determined otherwise.
- If school is not dismissed early but the district cancels evening activities (activities after 6 p.m.), Adventure Club will remain open. However, for everyone's safety, parents will be encouraged to pick-up as soon as possible.
- Parents will receive notification from the district regarding closures or early dismissals. In addition, Community Ed will send out notifications regarding Adventure Club closures.
- Fees will not be reduced due to inclement weather or emergency school closings, as Adventure Club staff receive their pay for the day and costs remain the same.

AdventureClub

Safety & Security

Injuries/Medical Emergencies

- Minor injuries (e.g., scratches, scrapes, insect bites) will be treated by Adventure Club staff with basic first aid, such as cleansing, bandaging, and/or ice application.
- Parents/Guardians or the designated emergency contact will be notified of minor injuries upon pick-up.
- Serious injuries, including head injuries, will be reported to parents immediately.
- In the event of a major injury or medical emergency, staff will call professional medical help immediately. Parents and emergency contacts will be notified right away.
- If emergency transportation to a hospital is required, a staff member will accompany the child if parents/guardians are not available, and parents/guardians will be informed of the hospital's location.

Summer Field Trips

- All transportation and field trip fees are included in the weekly tuition.
- Students enrolled in Summer School, Summer Academy, or Extended School Year (ESY) are not eligible to participate in summer program field trips while they are actively enrolled in those programs.



AdventureClub Family Communication

Family Involvement and Communication

Adventure Club encourages strong and active family involvement. Families are welcome to contact the site staff at any time. Each Adventure Club site has a system for providing program updates throughout the year, both through information displayed at the site as well as through email. Site contact information can be found at prcommunityed.org.

Parent and Family Feedback

Families will receive both a midyear check-in and an end-of-year evaluation to share their experience in Adventure Club. Your feedback helps us continuously improve the program.

Process for Expressing Concerns

Families are encouraged to share their feedback about Adventure Club at any time. If you have a concern about the program, please use the following communication steps to ensure it is addressed in an appropriate and timely manner:

1. The site facilitator
2. The Adventure Club supervisor overseeing the site
3. The Adventure Club lead supervisor
4. The director of Community Ed
5. The director of activities and athletics for Parkway School District or the assistant superintendent of supervision for elementary schools for Rockwood School District
6. The superintendent of schools





Additional Information

Breakfast, Lunch and Snacks

- Breakfast
  - During the school year, breakfast is available for purchase in the school cafeteria. Children may also bring their breakfast.
  - In the summer, breakfast is not provided by Adventure Club or the school.
- Lunch:
  - Adventure Club does not provide lunch.
  - On all-day programs (such as non-school days and summer sessions), children must bring a non-perishable lunch. Purchasing lunch from school is not an option.
- Snacks:
  - A snack will be provided during the afternoon session of Adventure Club during the school year.
  - For summer and non-school day programs, children should bring two non-perishable snacks from home.

Electronics Policy

Personal electronic devices include cell phone, smart watches, tablets, e-readers, personal gaming devices, and school-issued Chromebooks.

- The use of personal electronic devices during Adventure Club is prohibited unless deemed appropriate and necessary by staff (e.g. homework or school-approved games on school-issued Chromebook).
  - There are some occasions during full- or extended-day programming (summer, non-school day care, early release/half days) when personal electronic devices are allowed with parental permission.
    - Only electronic devices used for reading or listening to music are allowed during extended-day programs. Handheld gaming devices are not permitted.
  - Devices must be set to "airplane mode" in order to disable WiFi or internet functions. Access is limited to content that has been downloaded to the device at home.
  - Sharing or group use of personal devices is prohibited.
  - Headphones are required to listen to music.
  - Personal devices will be the responsibility of the student. Adventure Club will not be responsible for lost or damaged devices.
  - Parents must sign the "Personal Electronic Agreement" form each time a device is brought to the program.
- Cameras or recording devices may not be used at any time while at school, as defined by district technology guidelines.
- Use of personal electronic devices without approval will result in the confiscation of the device until it can be returned to the parent or guardian.
- If a device is used in a way that inhibits another's privacy, disrupts the program environment, or causes harm to another person, the student may face suspension and/or dismissal from the program.

AdventureClub Additional Information

Data Privacy

- Adventure Club staff follow FERPA guidelines. Information regarding an Adventure Club child's physical, emotional, intellectual, and social wellbeing will only be shared with relevant district staff and any individual identified by Parkway-Rockwood Community Ed as needed in order to effectively execute the program.
- Prior written approval from the custodial parent or guardian is required before sharing information with anyone outside of the school district.

Media Release

Adventure Club may take photographs or videos for promotional purposes. If you do not want your child to be photographed or recorded, you must notify the Community Ed office in writing at info@prcommunityed.org.

Mandated Reporting

Adventure Club staff are mandated reporters and are required to report any suspicion of child abuse or neglect.

Dress Code

- Adventure Club follows district expectations for student dress code.
- Adventure Club follows district weather guidelines for being outdoors and takes children outside in the mornings and afternoons whenever weather permits. Please ensure your child is dressed appropriately for the outdoors. Children are welcome and encouraged to bring water bottles.
- Children should wear appropriate footwear that allows them to run, play and climb without the risk of injury in the gym or on the playground.

Personal Items

Children should not bring toys or valuable items from home unless prior arrangements have been made with the Adventure Club staff. Adventure Club is not responsible for lost, stolen or damaged items.





AdventureClub



Visit the Community Ed office:

Parkway-Rockwood Community Ed
1401 Froesel Drive
Ellisville, MO 63011

Phone: 636-891-6644
Fax: 636-891-8844
Email: info@prcommunityed.org
Website: prcommunityed.org



Quality childcare for students in
Parkway and Rockwood elementary schools

Adventure Club is a
Parkway-Rockwood Community Ed program

Parkway-Rockwood CommunityEd
Where learning and fun meet!