

Adventure Club

Parent Handbook

2026-2027





ADVENTURE CLUB

AT A GLANCE

Before School • After School • Full Days • Summer

Working hand-in-hand where children are our priority. ♥



WHO CAN ATTEND?

- ✓ Kindergarten–5th Grade (School Year)
- ✓ Completed Kindergarten–7th Grade (Summer Program)



HOURS



BEFORE SCHOOL
6:45 AM – School Begins



AFTER SCHOOL
Dismissal – 6:00 PM



SUMMER
6:45 AM – 6:00 PM



TUITION & PAYMENTS



Due on the 1st of each month



Late after the 15th (\$30 late fee)



Pay online through EZChildTrack



WHAT'S INCLUDED?

- ✓ Healthy Snacks
- ✓ Outdoor Play
- ✓ Homework Time
- ✓ Leadership Activities
- ✓ STEM Activities
- ✓ Character Building
- ✓ Arts & Crafts
- ✓ Field Trips



FAMILY COMMUNICATION

- ✉ ParentSquare Messages
- @ Email Updates (sacc@nkcschools.org)
- 🌐 Website & Parent Portal
- 📅 Monthly Newsletter
- 📞 Phone & Text Alerts



FULL DAY CARE

Available on select school closure days.

Care provided from 6:45 AM – 6:00 PM.



HEALTH & SAFETY

- ✓ Staff are trained in safety and emergency procedures
- ✓ Secure sign-in & sign-out
- ✓ Illness & injury procedures
- ✓ Medication administration with required documentation
- ✓ Clean, safe environments



DAILY FAMILY REMINDERS

- ✓ Sign your child in & out every day
- ✓ Pick up by 6:00 PM
- ✓ Pack a disposable lunch & drink for full days
- ✓ Label all belongings
- ✓ Keep phones & toys at home
- ✓ Dress for outdoor play



ENROLLMENT

- ✓ School Year and Summer Registration are offered.

Priority enrollment for current families.



CONTACT US

Adventure Club
2000 NE 46th Street
Kansas City, MO 64116



816-321-5017
<https://www.nkcschools.org/district/dept/adventure-club>
sacc@nkcschools.org



SAFETY



RESPECT



CREATIVITY



GROWTH



FUN

OUR PRIORITIES

Safe environment. Engaging activities. Lasting memories.

We can't wait for an amazing year! ☆

Table of Contents

Welcome to Adventure Club Letter

Letter from the Director & Coordinator..... 5

About Adventure Club

- Program Overview.....6
- Program Goals & Objectives.....7

Enrollment & Student Support

- Enrollment Policy.....8
- Keeping Information Current...8
- Enrollment for Students Needing Additional Support.....9
- Waitlist Information.....9
- School Program Information...10-11
- Summer Program Information..12-13

Weather & Emergency Procedures

- Snow Day Information.....14
- Early Closures/ Delayed Starts.....15
- Emergency Closings.....15
- Evacuation Procedures/Emergency Preparedness.....15-16
- Severe Weather.....16
- Tornado Safety Procedures.....16

Communication With Families

- How Adventure Club Communicates.....17
- Updates/Monthly Newsletters.....17
- Parent Square.....18
- Partnering With Adventure Club.....18
- Urgent Communication Procedures.....19

Arrival, Departure & Student Safety

- Electric Sign In/Out Procedures.....20
- Authorized Pick-up Procedures...20
- Changes to Pick-up Arrangements.....21
- Legal Custody & Release Information.....21
- Safety Concerns During Pickup.....21
- Late Pick-up Policy & Fees.....22
- Pick-up Due to Illness/Behavior...22
- Adventure Club Building Access.....23
- Student Safety Procedures.....24

Tuition & Account Information

- Registration Fees: School Year & Summer.....25
- Tuition Payments/ Viewing Balance.....25
- School & Summer Tuition.....26
- Additional Charges/Make-up Days.....26-27
- Payment Options.....27
- Automatic Payments.....27
- Office Payment Option/Mailing Payments.....28
- Processing Fees/Tuition Assistance.....29
- Enrollment Changes.....29
- Termination of Care/Returning from Termination of Care.....30
- Collection Accounts.....30
- Account Responsibility.....30

Attendance & Credits

- School Year Sick Credit Policy.....31
- Full Day Absences.....31
- Summer Vacation Credit Policy.....32

Supporting Student Health & Wellness

- Illness Guidelines.....33
- Illness During Program Hours.....33
- Injuries & Emergency Medical Care.....34
- Student Medications.....35
- Medical Needs/Support.....36
- Student Personal Care Needs.....36

Positive Behavior Support/Respect, Harassment & Smoking/Vaping Policies

- Conscious Discipline Philosophy.....37
- Behavior Support Process/Partnering with Families on Behavior.....38
- Behavior Expectations/Safety Concerns.....39
- Continued Behavior Concerns/Respect Policy.....39
- Harassment Policy.....40
- Smoking & Vaping Policy.....41

Family & Community Involvement

- Parent/Guardian Attending Field Trips /Events.....42
- A+ Student Volunteers.....43
- Personal Items from Home/Responsibility.....43

Rights & Responsibilities

- Children's Rights & Responsibilities.....44
- Parent Rights & Responsibilities.....44
- Staff Rights & Responsibilities.....44

Welcome to Adventure Club Letter

Dear Adventure Club Families,

Welcome to Adventure Club! We are excited that you have chosen North Kansas City Schools' School Age Child Care program to provide care for your child before and after school.

At Adventure Club, we believe children thrive in environments where they feel safe, supported, valued, and connected. Our goal is to provide a high-quality program where children can build friendships, explore new interests, develop life skills, and participate in activities that encourage creativity, problem-solving, and confidence.

As a family-centered program, we recognize the trust you place in us each day. Our team is committed to providing:

- A safe and nurturing environment where children can learn and grow
- Engaging activities that support social, emotional, and academic development
- Caring and trained staff who prioritize the needs of each child
- Opportunities for children to make choices, develop independence, and build relationships
- Open communication and partnership with families

Throughout the year, students may participate in activities including STEM exploration, literacy activities, arts and crafts, cultural experiences, service projects, outdoor play, homework support, leadership opportunities, and field trips.

Our staff receives ongoing training in areas such as CPR, First Aid, emergency procedures, child development, positive behavior support, medication administration, and other school-age care practices. We are committed to continuing to improve our program and providing the best experience possible for children and families.

Thank you for choosing Adventure Club. We appreciate the opportunity to partner with your family and look forward to an amazing year together!

Sincerely,

Vanessa L. New
Director

Tina Biggs
Coordinator – Training & Recruitment

About Adventure Club

Program Overview

Adventure Club is North Kansas City Schools' before and after school childcare program serving students in kindergarten through fifth grade during the school year and providing summer programming opportunities for complete 5th grade through 7th grade students.

Adventure Club is a fee-based program designed to support families by providing a safe, enriching environment outside of regular school hours. The program is financially self-supporting and is not funded through district tax dollars.

Adventure Club partners with families, schools, and the community to provide students with opportunities to learn, explore, and grow.

Our Mission

Adventure Club Mission Statement

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

Program Goals & Objectives

Providing a Safe Environment

Adventure Club is committed to maintaining a safe and secure environment for all students by:

- ✓ Completing criminal background checks for employees
- ✓ Requiring authorized pickup procedures, photo identification, and individual PIN numbers
- ✓ Maintaining student safety tracking procedures
- ✓ Practicing emergency drills including fire, tornado, shelter-in-place, earthquake, and lockdown drills
- ✓ Conducting regular safety reviews and audits

Promoting Life Skills

Students have opportunities to develop:

- ✓ Problem-solving skills
- ✓ Independence and confidence
- ✓ Creativity and leadership
- ✓ Social-emotional skills
- ✓ Collaboration and teamwork

Providing Quality Childcare

Adventure Club provides high-quality care by:

- ✓ Offering engaging activities that support student development
- ✓ Providing ongoing staff training and professional development
- ✓ Offering healthy snack options
- ✓ Maintaining appropriate staff-to-child ratios
- ✓ Following best practices in school-age childcare

Supporting Student Achievement

Adventure Club supports student success by providing:

- ✓ Homework opportunities
- ✓ Access to technology when appropriate
- ✓ Academic support through activities and enrichment
- ✓ A positive environment that encourages learning

Enrollment & Student Support

Enrollment Policy

Adventure Club is a fee-based childcare program provided by North Kansas City Schools. The program serves eligible district students in kindergarten through fifth grade during the school year and provides summer programming opportunities for students who have completed 5th grade-7th grade.

Adventure Club is not a mandated program, and participation is voluntary. Enrollment is based on available space and staffing at each location.

Enrollment for the school year and summer program typically occurs during the spring. Enrollment dates and registration information will be posted annually on the Adventure Club website.

Adventure Club Website:

<https://www.nkcschools.org/district/dept/adventure-club>

Priority enrollment is given to families currently enrolled in Adventure Club. When a site reaches capacity, families may be placed on a waiting list. Families interested in joining a waitlist should contact the Adventure Club office at: **816-321-5017**

Enrollment forms are completed online through the Adventure Club parent portal:

www.ezchildtrack.com/adventureclub/parent

To allow time for enrollment processing, a **two-business-day waiting period** is required before a student may begin attending Adventure Club.

Keeping Enrollment Information Current

Families are responsible for keeping all information in EZChildTrack accurate and up to date, including:

- Parent/guardian contact information
- Emergency contacts
- Authorized pickup information
- Health information
- Enrollment schedule changes

Changes to contact information or authorized pickup arrangements should be updated as soon as possible to ensure student safety.

Priority Enrollment for Current Families

Families currently utilizing school year Adventure Club services receive priority enrollment during the designated returning family registration period. Once open enrollment begins, any remaining available spaces will be filled, and additional registrations will be placed on the waitlist if a site reaches capacity.

Enrollment Policy for Children Who Need Additional Support

Adventure Club provides group childcare services. If a child requires additional support to participate safely and successfully in the program, an informational intake meeting will be held with the parent or guardian prior to application approval. The purpose of the meeting is to explore the needs of the child and whether they can be accommodated in a group setting. We are committed to supporting the needs of each child by collaborating with families, school staff, and other professionals. This may include providing specialized materials, developing individualized support plans, and offering targeted staff training.

Adventure Club reserves the right to delay a start date, offer a trial period, or temporarily suspend care while appropriate accommodations are identified, implemented, and evaluated to ensure the safety and success of all participants. We commit to maintaining consistent communication with the parent/guardian during the first few weeks to ensure the student acclimates within the structures of the program. In some cases, the accommodations possible within a group childcare setting may not fully meet a child's needs. When this occurs, Adventure Club will work in partnership with the family to determine the most appropriate next steps and identify other resources or supports that may best serve the child.

Adventure Club does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, or any other characteristic protected by law in its admission, access, treatment, or employment practices.

Waitlist Information

Adventure Club strives to provide care for as many families as possible. Because enrollment is limited at each school, some locations may reach capacity and maintain a waitlist.

Being placed on a waitlist means your child is eligible to be considered for enrollment if an opening becomes available. Placement on the waitlist does **not** guarantee enrollment.

How the Waitlist Works

- Waitlists are maintained separately by program and for each Adventure Club location.
- Students are added to the waitlist in the order requests are received.
- Families will be contacted when an opening becomes available.
- Enrollment is based on available space and staffing.
- Current enrollment and program capacity may change throughout the school year and summer.

Notification of an Opening

When space becomes available:

- The Adventure Club Office will contact the parent or guardian using the contact information on file.
- Families will be given **48 hours** to accept or decline the available opening.
- If the family declines the opening or cannot be reached within the response period, the opening may be offered to the next family on the waitlist.

School Year Program

Hours of Operation

Adventure Club provides before and after school care on days North Kansas City Schools is in session.

Before School Care

6:45 AM until school begins

Before school care provides students with a calm and welcoming transition into the school day. Students may participate in self-directed activities such as:

- Art
- Building activities
- Games
- Reading
- Science exploration
- Quiet activities

After School Care

School dismissal until 6:00 PM

After school care begins when students arrive from their school day. Students check in with Adventure Club staff and participate in a variety of activities designed to support social, emotional, physical, and academic growth.

Days Adventure Club Is Open

Adventure Club is available on most days that school is in session. There are also a limited number of days when Adventure Club may operate while school is closed, such as select professional development days. Adventure Club is closed on designated holidays, breaks, and scheduled staff professional development days. Families should refer to the Adventure Club website for the current operating calendar:

www.nkcschools.org/adventureclub

Full Day Care

A **Full Day** occurs when school is closed for students, but Adventure Club remains open for care.

Examples may include:

- Teacher workdays
- Professional development days

Full Days are included in the monthly tuition rate. No additional charge is assessed for these scheduled care days.

If a child does not attend a scheduled Full Day, tuition credits or refunds are not provided. However, eligible absences may count toward the School Year Sick Credit Policy.

Families should notify Adventure Club if their child will not attend.

Sign-up forms may be provided for Full Days to help Adventure Club plan:

- Staffing
- Activities
- Snacks
- Field trips

Locations for full days may differ from snow day site locations. This list is emailed out to all current families once finalized typically in late September/Early October and posted on our website no later than Mid-October.

Half-Days

Typically, there are two half days during the school year. One in February and the last day of school. These are included with your tuition which includes AM only students.

School Year Daily Experience

Before School Routine:

Students will check in using their safety card while the adult checks them In on the iPad with their individual PIN. Students will be able to go to choice areas, crafting area, gaming area. There is outside or gym time offered. Students who wish to go to school breakfast are dismissed before school begins.

After School Routine:

1. Check-In & Snack Time

Students check in with Adventure Club staff and may participate in afternoon snack.

Adventure Club provides healthy afternoon snacks during the school year. Students are encouraged to provide input and help plan snack choices.

Morning snacks are not provided. Students may participate in the district breakfast program or bring breakfast from home.

2. Activity Choices

Students have opportunities to participate in activities based on their interests and developmental needs. Activities may include:

- Creative projects
- STEM activities
- Literacy activities
- Homework time
- Outdoor play
- Games
- Group activities

3. Circle Time & Club Times

Students participate in daily group activities.

Circle Time provides an opportunity for students to:

- Connect with others
- Share ideas
- Participate in group games and activities
- Receive important announcements

Following Circle Time, students participate in **Club Times**, which may include:

- Crafts
- Science projects
- Gym Games/Outdoor
- Student-led activities
- Activity Bins

Summer Program

Adventure Club provides a fun, engaging summer experience focused on exploration, creativity, friendships, and continued learning. Summer programming is available for eligible students based on enrollment availability.

Hours of Operation

Adventure Club Summer Program Hours:

6:45 AM–6:00 PM

Summer Adventure Club (Elementary):

For students who have completed
Kindergarten through 4th grade

TGA (The Great Adventure):

A program for students who have completed
5th through 7th grade

Summer Learning & Activities

Summer is designed around weekly themes and hands-on experiences. Students participate in activities that encourage:

- Creativity
- Problem-solving
- Teamwork
- Leadership
- Independence
- Social-emotional growth

Daily activities may include:

- STEM exploration
- Cooking activities
- Arts and crafts
- Games
- Outdoor recreation
- Community service projects
- Special events
- Leadership opportunities

Students may also participate in staff-planned specialty workshops and student-created events.

Examples may include:

- Theme days
- Talent shows
- Performances
- Cultural activities
- Special celebrations

Field Trips & Special Activities

Field trips provide students with opportunities for educational enrichment and recreation.

Trips may include locations such as:

- Nature centers
- Museums
- Gardens
- Bowling centers
- Entertainment venues
- Outdoor attractions
- Community locations

Field trips vary each year based on availability and program planning.

Parents/guardians are welcome to attend most field trips with their child. Parents attending field trips:

- Must provide their own transportation
- Are responsible for their own admission fees
- May not be left alone supervising students
- Must follow all volunteer expectations
- Some field trips may require signed participation or injury waivers

Summer Lunch & Snacks

Adventure Club provides nutritious morning and afternoon snacks during the summer program on full days. Adventure Club does **not provide lunch during summer programming**.

Families must send:

- ✓ Lunch
- ✓ Drink

During summer school programming in June, students may purchase lunch through the school cafeteria.

For all other summer days, families must provide a lunch/drink and recommended to be disposable on field trip days.

Please note:

- Lunch heating and cooling appliances are not available.
- Non-field trip lunches should be sent in an insulated container when needed.
- Field trip lunches must be labeled with student name

Summer Transportation & Field Trips

North Kansas City Schools' transportation department provides buses for Adventure Club field trips. District transportation is provided through a licensed transit carrier.

Students are responsible for personal items brought on field trips, including money. Adventure Club staff will not hold or track student money.

Adventure Club is not responsible for lost, damaged, or stolen personal belongings.

Staff do not remain at the site during field trips. Families who choose not to attend a scheduled field trip may keep their child home; however, tuition adjustments **are not** provided for missed field trips.

Weather & Emergency Procedures

The safety of our students and staff is always our highest priority. Adventure Club works closely with North Kansas City Schools to monitor weather conditions and determine appropriate procedures when weather impacts the school day. Families should monitor official North Kansas City Schools and Adventure Club communication channels for updates regarding weather-related changes.

Snow Day Information

When North Kansas City Schools closes due to extreme weather conditions such as snow, ice, or extreme temperatures, Adventure Club may remain open for care.

When Adventure Club provides care on a district-designated snow day with virtual learning in effect:

- Adventure Club will operate from **7:15 AM–6:00 PM**
- A **\$15.00 per child, per day fee** will be added to your account
- This fee is not included in monthly tuition
- Charges will be added after the care day is used and will be due with the next tuition payment

Snow days are unpredictable and are not included in the monthly tuition calculation.

Snow Day Site Locations

On snow days, Adventure Club will operate at a limited number of locations.

Current Families will be emailed this combining list when it is finalized in late September/early October. It will be posted to our website no later than Early October of each year.

www.nkcschools.org/adventureclub

Lunch Requirements for Snow Days

Students attending snow days **must bring:**

- ✓ A sack lunch
- ✓ A drink

Please note:

- Refrigeration and food heating appliances are **not available**.
- Families should pack lunches accordingly.

Early School Closures Due to Weather

If North Kansas City Schools announces an early dismissal due to weather conditions during the school day:

- Adventure Club will provide care from dismissal until **6:00 PM**
- Families should monitor district and Adventure Club communication for updates

Delayed Start Days

If North Kansas City Schools announces a delayed start day:

- Adventure Club will open at **6:45 AM** as normal
- Students should be dropped off at their regular Adventure Club location unless otherwise communicated

Emergency Closings

The safety of students during emergency situations is our top priority. Adventure Club follows North Kansas City Schools emergency procedures and works with district staff to respond appropriately.

Emergency situations may include:

- Severe weather
- Fire
- Facility concerns
- Safety situations
- Unexpected school closures

Evacuation Procedures

In the event students must be evacuated from their school building:

- Staff will remain with students throughout the process
- Every effort will be made to notify families by phone or district communication methods
- Signs will be posted at the original school location with information regarding where students have been relocated. Families should follow communication instructions provided by Adventure Club and North Kansas City Schools.

Emergency Preparedness

Adventure Club staff are trained to respond to emergency situations and practice safety procedures throughout the year.

Safety drills include:

- Fire drills
- Tornado drills
- Lockdown drills
- Shelter-in-place drills
- Earthquake drills

Staff monitor emergency situations and follow district procedures to ensure student safety.

Severe Weather

In the event of a severe weather event:

- Staff will move students to designated safety areas within the building
- Weather conditions will be monitored
- Appropriate safety precautions will be taken
- Families will be notified if early pickup becomes necessary

Adventure Club staff will remain with students until they are safely released according to program procedures.

Tornado Safety Procedures

When the National Weather Service issues a Tornado Warning affecting North Kansas City Schools, Adventure Club locations included in the warning will take appropriate action to protect students, staff, and visitors. Because school buildings have different layouts, shelter locations and procedures may vary by site.

During a Tornado Warning:

- Students and staff will move to designated shelter areas
- Students will remain in a safe location until the warning has ended and an official all-clear has been given
- Normal pickup procedures may be delayed until it is safe to release students

If a warning occurs during pickup time:

- Parents waiting outside or in vehicles may be asked to enter the building and seek shelter
- Students will not be released until safety conditions allow, our priority during severe weather is always the safety of students and families.

Communication With Families

Strong communication between Adventure Club and families is an important part of creating a successful experience for every child.

We encourage families to stay connected, ask questions, share feedback, and communicate any information that may help us better support their child.

Adventure Club maintains an open-door philosophy and welcomes family involvement and partnership.

How Adventure Club Communicates

Adventure Club uses multiple communication methods to share important information, reminders, and updates.

Communication may include:

- Emails from the EZ Child Track system
- ParentSquare Alerts & Messages
- District communication systems
- Monthly newsletters
- Phone calls
- Posted information at Adventure Club sites

Families are responsible for ensuring their contact information and communication preferences remain current in the EZChildTrack parent portal and in PowerSchool.

Please make sure you are opted in to available communication platforms, so you receive important updates.

Updates/Monthly Newsletters

Adventure Club provides regular newsletters through ParentSqaure and updates to keep families informed about:

- Program reminders
- Upcoming events
- Important dates
- Field trips and activities
- Program updates
- Seasonal information

Families are encouraged to review all communication carefully, as important deadlines and required actions may be included.

Parent Square

Adventure Club's primary communication with families will come through **EZChildTrack**.

ParentSquare will be utilized to send newsletters, important reminders, and urgent or last-minute program updates. Families are encouraged to ensure their ParentSquare account is active and notifications are enabled so they don't miss important communications.

Please ensure that all contact information in **PowerSchool** is accurate and up to date, as ParentSquare pulls family information directly from PowerSchool.

Partnering With Adventure Club

Open Door Policy

Adventure Club values family involvement and encourages parents/guardians to be active partners in the program. Our goal is to work together to provide the best possible experience for every child.

Families are welcome to:

- Share questions or concerns
- Provide feedback
- Participate in approved volunteer opportunities
- Attend special events and activities when available

Questions, Concerns & Feedback

We value feedback from families and want concerns to be addressed in a timely and respectful manner.

If you have a question or concern:

Step 1:

Contact your child's **Site Manager**.

The Site Manager is the first point of contact for questions regarding:

- Daily activities
- Student experiences
- Site procedures
- Pickup arrangements
- Program concerns

Step 2:

If additional assistance is needed, families may contact the **Adventure Club Administrative Office at 816-321-5017**

The Program Director will work with families to understand concerns and support resolution.

Adventure Club believes open communication and collaboration create the strongest partnerships.

Families may provide feedback through:

- Parent surveys
- Direct communication with staff
- Program feedback opportunities

Urgent Communication Procedures

Communication During Emergency Situations

When events occur that require urgent communication with families, North Kansas City Schools and Adventure Club will make every effort to provide accurate information as quickly as possible.

Our priority during any emergency situation is always:

1. Ensuring the safety of students and staff
2. Assessing the situation
3. Providing families with accurate information

Why Communication May Be Delayed

In emergency situations, information may become available through outside sources, including social media or news outlets, before the Adventure Club has had an opportunity to communicate directly with families.

Adventure Club works carefully to:

- Confirm information
- Coordinate with emergency personnel when needed
- Protect student privacy
- Share accurate updates

At times, this process may mean families receive information from outside sources before receiving official communication from the district or Adventure Club.

Working With Emergency Partners

Adventure Club and North Kansas City Schools may work with local emergency agencies, including law enforcement, during certain situations. When emergency personnel are involved, communication may be coordinated based on their guidance and the needs of the situation. Families can expect that we will share information as quickly as possible while prioritizing student safety and accuracy.

Staying Connected

Families are encouraged to:

- ✓ Keep contact information updated
- ✓ Monitor district and Adventure Club communication platforms
- ✓ Review messages carefully
- ✓ Reach out with questions when clarification is needed

Thank you for partnering with us to keep students safe and informed.

Arrival, Departure & Student Safety

Electronic Sign-In/Sign-Out Procedures

The safety of every child is our highest priority. To help ensure accurate attendance records and the safe release of students, Adventure Club requires all students to be signed in and out each day according to program procedures.

For safety and legal documentation purposes:

- Students must be signed in and out every day by an adult **18 years of age or older**.
- Each authorized adult must use their own individual electronic PIN.
- PIN numbers may not be shared.
- A PIN serves as the adult's electronic signature confirming the student's arrival or departure.
- Students **may not** sign themselves in or out.

Families are responsible for ensuring that all authorized adults understand sign-in and sign-out procedures.

Authorized Pickup Procedures

Students may only be released to:

- Parents/guardians listed on the student enrollment form
- Authorized adults added by the account holders through Adventure Club procedures

If someone other than a listed parent/guardian will be picking up your child:

- The individual must be authorized in advance with the office/site staff.
- The individual must provide photo identification.
- The individual must have a PIN to check in/out

For safety reasons, students will not be released to an adult who cannot be properly identified or verified.

Changes to Pick up Arrangements

If there is a last-minute change to your child's pickup arrangements:

1. Contact your child's Adventure Club Site Manager/Staff directly.
2. Provide the full legal name of the authorized adult picking up your child.
3. Prepare the adult picking up that they must bring their ID or Drivers License

Changes communicated through students or unofficial methods cannot be accepted.

Legal Custody & Release Information

Adventure Club **must have** appropriate legal documentation if a parent or guardian is not permitted to pick up a child.

Without legal documentation, Adventure Club staff are unable to prevent the release of a child to a parent/guardian.

Families should provide updated legal documentation to the Adventure Club office as soon as possible if custody arrangements change.

Safety Concerns During Pickup

Adventure Club staff have a responsibility to protect students.

If a person arriving to pick up a child appears to be under the influence or staff have reason to believe the child may be unsafe while leaving with that person:

- Staff will address the concern with the individual.
- Staff may contact another authorized adult listed for pickup.
- If the individual refuses to cooperate and removes the child, emergency services may be contacted.

The safety of the child remains our priority.

Late Pickup Policy & Fees

Adventure Club closes promptly at: **6:00 PM**

Families should plan to arrive early enough to complete the pickup process before closing time.

Late Pickup Fees

Families arriving after 6:00 PM will be charged: **\$1.00 per minute, per child**

The time recorded through the electronic checkout system will determine the pickup time used for billing. Late pickup fees are added separately from monthly tuition.

Excessive Late Pickups

Repeated late pickups may result in:

- A conference with Adventure Club staff
- A review of family circumstances
- Additional support planning
- Termination of care when necessary

Families are encouraged to communicate with their Adventure Club Site Manager/Staff as soon as possible if an emergency affects pickup time.

Pickup Due to Illness or Behavior Concerns

If a child must be picked up due to illness, injury, or significant behavior concerns:

- Parents/guardians are expected to make arrangements for pickup as soon as possible.
- If the child is not picked up within a reasonable timeframe, Adventure Club may contact another authorized adult listed on the account.

Adventure Club Building Access

Adventure Club is committed to maintaining a safe and secure environment for students, families, and staff.

Adventure Club utilizes the **Avigilon camera system** and controlled entry procedures at all Adventure Club sites.

Entering an Adventure Club Location

When arriving for pickup:

1. Go to the designated Adventure Club entrance.
2. Use the ring-style camera system or entry process provided at your location.
3. Staff will acknowledge you through the camera/speaker system.
4. Be prepared to show photo identification when requested.

Building Security Expectations

For the safety of students:

- Adults **may not allow** others to enter behind them unless staff have acknowledged and approved access. This is very important and crucial for safety.
- Visitors must follow Adventure Club entry procedures.
- Staff may ask for identification or verification at any time.

Adults who do not follow building access procedures may be referred to district safety personnel and may be restricted from campus access.

Student Safety Procedures

Adventure Club is committed to providing a safe environment where students can learn, play, and participate in meaningful activities.

Safety procedures include:

- ✓ Staff background checks
- ✓ Emergency preparedness training
- ✓ Regular safety drills
- ✓ Student attendance tracking procedures
- ✓ Secure pickup procedures
- ✓ Staff training requirements
- ✓ Routine safety reviews

Staff Training & Preparedness

Adventure Club staff receive training in areas including:

- CPR and First Aid
- Emergency procedures
- Child safety practices
- Positive behavior support
- Food safety
- Medication administration (Site Managers & Assistants only)
- Diversity and inclusion practices
- Conscious Discipline

Adventure Club staff participate in ongoing professional development to support student safety and program quality.

Staff-to-Student Supervision

Adventure Club maintains appropriate supervision practices and follows district guidelines to ensure students are safely supervised during all program activities.

Staff actively monitor students during:

- Indoor activities
- Outdoor play
- Transitions
- Meals/snacks
- Field trips
- Emergency situations

Tuition & Account Information

Adventure Club is a fee-based program that relies on tuition payments to provide quality childcare services, staffing, activities, and program resources. Families are responsible for reviewing and understanding all tuition and payment policies prior to enrollment.

Registration Fees: School Year and Summer

A **non-refundable and non-transferable registration fee** is required at the time of enrollment for each program session:

- School Year Program- **\$50.00 per student**
- Summer Program- **\$60.00 per student**

The registration fee reserves your child's placement in the program and is not refunded or transferred

Even if a family chooses not to use Adventure Club services.

Tuition Payments

Tuition payments are due on the: **1st day of each month**

A grace period is provided each month.

If payment is not received by: **Midnight on the 15th of the month** (or the next business day if the 15th falls on a weekend or holiday) the following may occur:

- A \$30 late fee will be added to your account
- Childcare services may be terminated

August and September tuition are considered one billing cycle.

Viewing Your Account Balance

Families may view account balances, payment information, and make payments through the EZChildTrack parent portal: www.ezchildtrack.com/adventureclub/parent

Families may call the Adventure Club Office at 816-321-5017 if they are having trouble logging in. Please note that only account holders have login credentials to the system and are the only individuals that can discuss account balances.

School Year Tuition

School year tuition is calculated based on the total number of days school/full days that Adventure Club provides care during the school year.

The annual amount is divided into **9 equal monthly payments**:

September–May

The first school year payment is always due by September 1 and late on September 15 by midnight

This allows families to have consistent monthly payments throughout the school year.

Families are not charged tuition for days Adventure Club is not scheduled to operate.

Discounts may be available for families who choose to make lump-sum payments by the due date.

Summer Tuition

Summer tuition is calculated differently from the school year.

Summer tuition is based on:

- The number of days Adventure Club provides care each month
- The child's enrollment schedule
- The applicable daily rate

Because summer months may vary in the number of program days offered, monthly tuition amounts may differ.

Additional Charges

Additional charges may apply for:

- Late pickups after 6:00pm
- Snow days (**see page 14**)
- Calendar make-up days when applicable
- Drop-in care for AM or PM only students (max of 3 per year per student)

Make-Up Days

If additional school days are added to the academic calendar due to inclement weather closures, Adventure Club charges:

\$15.00 per student, per day

These charges will be added after care is used and must be paid according to the communicated deadline. Families will only be charged if they choose to use these additional days.

AM/PM Drop-in Care Days

Students who are enrolled for **AM-only or PM-only care** during the school year may use the opposite session for a maximum of **3 days per school year** if needed.

Drop-in care is available for **\$15.00 per student per day** and must be scheduled through an office staff member. If a last-minute need arises, an account holder must call the office to request the additional care day. Payment for drop-in care may be made **on the day of use** or added to the family's **next monthly tuition payment**.

Payment Options

Families may make payments through the EZChildTrack parent portal:

www.ezchildtrack.com/adventureclub/parent

Available payment methods include:

- Visa debit/credit cards
- MasterCard debit/credit cards
- Discover credit cards
- Electronic checks
- Personal checks

Automatic Payments

Families may choose to enroll in automatic payments through EZChildTrack.

Automatic payments using cards are processed 1-2 days before the 15th each month

When using a checking or savings account, payments may be withdrawn approximately 5-7 business days before the due date to allow time for processing.

Families are responsible for ensuring payment information remains accurate and funds are available.

Office Payment Option

Families may contact the Adventure Club office to make payments using:

- Visa debit/credit card
- MasterCard debit/credit card
- Discover credit card
- Personal check

Adventure Club **does not** accept:

- American Express
- Cash

Site Staff cannot accept account payments, you must speak with the Adventure Club Office staff to make a payment.

Mailing Payments

Accepted mailed payments include:

- Money orders
- Cashier's checks
- Personal checks

Please allow **5–7 business days** for mailed payments to arrive.

Payments should include:

- Student name(s) and school name
- Name of person paying

Mail payments to:

Adventure Club
2000 NE 46th Street
Kansas City, MO 64116

Payments cannot be dropped off or made at school locations.

Processing Fees

Online payment processing fees apply when using electronic payment methods.

These fees are charged by the payment processing system and are non-refundable.

Current processing fees:

Credit/Debit Card Payments: 2.75% processing fee per transaction

Electronic Check Payments: \$1.00 processing fee per transaction

A separate receipt may be provided for processing fees. Personal checks and money orders may be accepted without online processing fees if mailed or taken to the Adventure Club Office.

Tuition Assistance

Adventure Club offers tuition assistance for families who qualify through the Division of Family Services.

Currently, Adventure Club is unable to accept additional free or reduced meal discount applications because available funding has reached capacity and currently has a waitlist. Families may contact the Adventure Club office at: **816-321-5017** for additional information.

Enrollment Changes

Primary account holders may request changes to their child's enrollment schedule.

Enrollment changes will become effective: **The first day of the following month**

Monthly tuition remains due regardless the amount of attendance. Changes cannot be made retroactively during the current month.

Termination of Care

If an account balance remains unpaid after the payment deadline:

- A \$30 late fee will be assessed
- Childcare services may be terminated

Families remain responsible for tuition charges for the month in which care is terminated.

Returning From Termination of Care

Families may be eligible to return to Adventure Club if:

- ✓ The account has not been sent to collections
- ✓ The outstanding balance is paid in full
- ✓ Required future tuition payments are made
- ✓ Enrollment space is available

Collection Accounts

Once an account has been sent to the collection agency, families must satisfy the outstanding balance before future enrollment can be considered. After payment has been verified, families may re-enroll if space is available.

Account Responsibility

Families are responsible for understanding:

- Tuition obligations
- Payment deadlines
- Enrollment change procedures
- Account balances

We encourage families to contact the Adventure Club office at 816-321-5017 as soon as possible if questions or concerns arise regarding their account.

Attendance & Credits

Families should notify their Adventure Club Site Manager/Staff when their student(s) will not attend.

Families are responsible for understanding and following all credit policies and required notification procedures.

School Year Sick Credit Policy

Adventure Club recognizes that students may occasionally miss care due to illness or unexpected circumstances.

During the school year, families may receive a tuition credit when a child has accumulated: **Five (5) absences from Adventure Club**. Once five absences have been reached:

- An account holder must contact the Adventure Club Office
- After verification, credit will be issued to the family account
- No more than five sick days may be claimed per school year per student
- Sick credits are non-transferable between students

Full Day Absences

If a child is absent from a scheduled Full Day of Adventure Club care, the absence may count toward the School Year Sick Credit Policy if all requirements are met.

Summer Vacation Credit Policy

Adventure Club offers a summer vacation credit opportunity for students enrolled in full time, part time and Monday-Thursday.

Each **eligible** student may receive a credit **once** per summer.

Vacation Credit Requirements

To qualify: Families must submit a vacation request form or complete the designated QR code process provided by Adventure Club at each site. After the vacation has occurred, Adventure Club will verify attendance and apply the appropriate credit to the family account each following Monday.

Full-Time Students

Full-time students must be:

- Absent **five** scheduled days in a row

Eligible families will receive up to a credit based on five days of care.

Monday-Thursday/Part-Time Students

Students enrolled for Monday-Thursday must be absent Monday-Friday and will be credited up to 4 days.

Part-time students must be gone Monday-Friday and will be credited up to 3 days.

Vacation Credit Guidelines

Please note:

- Vacation days beyond the one-week allowance are not eligible for credit.
- Vacation credits cannot be transferred between students.
- Requests submitted more than 30 days after the vacation occurred are not eligible for credit.
- Students must be absent during the approved vacation period to receive credit.

Planning Ahead

Vacation requests help Adventure Club plan:

- Staffing needs
- Student attendance
- Activities
- Field trip participation
- Daily operations

Supporting Student Health & Wellness

The health and safety of our students is one of Adventure Club's highest priorities. Families and staff work together to help maintain a healthy environment for all children.

Families are responsible for notifying Adventure Club of important health information, illnesses, medical needs, and changes that may impact their child's participation.

All health information should be kept current in the EZChildTrack parent portal.

Illness Guidelines

To help protect the health of all students and staff, children should not attend Adventure Club if they are ill or have experienced symptoms that may indicate they are contagious.

Children should remain home if they:

- Have had a fever within the past 24 hours
- Have experienced vomiting within the past 24 hours
- Have a contagious illness

Students may return to Adventure Club when they have been:

- Fever-free without medication for at least 24 hours
- Vomit-free for at least 24 hours

Illness During Program Hours

If a child becomes ill while attending Adventure Club:

- Staff will assess the situation and provide appropriate care.
- Parents/guardians will be contacted.
- The child may need to be picked up by an authorized adult

If a parent/guardian cannot be reached, Adventure Club may contact another authorized emergency contact listed on the child's account.

Injuries & Emergency Medical Care

Adventure Club staff are trained to provide appropriate first aid and respond to injuries that occur during program hours.

Minor Injuries

For minor injuries, staff will provide basic first aid which can include:

- Scrapes
- Minor cuts
- Insect bites
- Small bumps or bruises

Parents/guardians will be notified according to the situation and will receive written documentation regarding the injury.

Serious Injury or Medical Emergency

In the event of an accident, injury, or medical emergency:

- Parents/guardians will be contacted immediately.
- If immediate medical attention is needed, staff will call emergency services.
- The child may be transported to the hospital listed on the enrollment form.
- Parents/guardians are responsible for ambulance costs and medical expenses related to care provided.

Adventure Club staff will continue to supervise and support the child until appropriate medical assistance, or a parent/guardian arrives.

Student Medications

Adventure Club follows North Kansas City Schools medication procedures and guidelines.

Any student requiring medication while attending Adventure Club must have the required documentation completed.

Medication must:

- ✓ Be provided in the original container
- ✓ Include required authorization documentation
- ✓ Follow district medication procedures
- ✓ Be administered only by trained and authorized staff

During full days and summer programming, medication should be provided directly to the Site Manager.

Parents/guardians and physicians must complete required medical authorization forms before medication can be administered.

Medication Administration

Medication may only be administered by staff members who have completed required medication administration training. Adventure Club staff may administer medications permitted under district guidelines.

Families should communicate any medication changes immediately.

Medical Needs/Support

Families must provide information regarding chronic health conditions on the student enrollment and health forms.

Examples may include:

- Allergies
- Asthma
- Medical conditions requiring monitoring
- Other health concerns that may impact participation

Families should provide clear instructions regarding:

- The child's condition
- Symptoms to monitor
- Required response procedures
- Emergency information

Medical Support & Accommodations

Adventure Club will work with families to provide reasonable accommodations and support students whenever possible.

Because Adventure Club is a group childcare program, staff abilities and available resources may impact the types of medical support that can safely be provided.

Adventure Club staff are not registered nurses and are unable to perform certain medical procedures, including but not limited to:

- Injections
- Feeding tubes
- Calculating insulin dosage
- Other procedures requiring specialized nursing care

Adventure Club staff may provide approved support within district guidelines and staff training requirements.

Student Personal Care Needs

Adventure Club staff are not equipped to provide ongoing toileting care. If a student has an accident involving urine or stool:

- A parent/guardian will be contacted.
- The parent/guardian may be required to assist with the child's personal care needs.

Positive Behavior Support/Respect, Harassment & Smoking/Vaping Policies

At Adventure Club, we believe children thrive best in environments where they feel safe, connected, respected, and supported.

Our goal is to help students develop the skills needed to:

- Communicate effectively
- Solve problems
- Manage emotions
- Build positive relationships
- Make responsible choices

Adventure Club staff use positive behavior support strategies to help children learn and grow while maintaining a safe environment for all students.

Conscious Discipline Philosophy

Adventure Club staff are trained in **Conscious Discipline**, a research-based approach that focuses on building connections, teaching self-regulation, and helping children develop problem-solving skills. Conscious Discipline recognizes that children's behaviors communicate their needs and emotions. Staff work to understand the reason behind behaviors while guiding students toward appropriate choices.

Our approach focuses on:

Safety: Creating an environment where children feel physically and emotionally safe.

Connection: Building positive relationships between students and staff.

Problem Solving: Teaching students' strategies to resolve challenges and make responsible decisions.

Behavior Support Process/Partnering with Families on Behavior

Adventure Club provides a variety of activities and choices designed to engage students and reduce behavior challenges.

When concerns occur, staff will work with students using supportive strategies such as:

1. Helping the student recognize the concern
2. Discussing what happened
3. Identifying possible solutions
4. Practicing appropriate choices
5. Redirecting when needed

Students may use a designated **Calm-Down Area** or take a short break to regain control and prepare to rejoin activities.

Staff may also facilitate restorative conversations to help students:

- Reflect on their choices
- Repair relationships
- Develop problem-solving skills

Partnering With Families

If a behavior concern continues or significantly impacts the safety or experience of others:

- The Site Manager will communicate with the parent/guardian.
- A meeting may be requested with the family and Adventure Club leadership.
- Additional support strategies may be developed.
- The program behavior consultant may be involved when appropriate.

Adventure Club believes families and staff working together create the strongest support system for children.

Behavior Expectations & Safety Concerns

While Adventure Club works to support student success, certain behaviors may require immediate intervention to maintain safety.

Students may be asked to take a temporary break from care due to serious concerns including:

- Harassment, including sexual or racial harassment
- Leaving designated areas without permission
- Verbal or physical acts of violence
- Threatening behavior
- Use of inappropriate or profane language or gestures

Temporary breaks from care are determined based on the situation and may typically range from **1–3 days**.

Continued Behavior Concerns

If a student requires multiple breaks from care:

- A meeting may be scheduled with the family, Site Manager, Program Director, and appropriate district support staff.
- A success plan may be developed to identify strategies and supports.
- If concerns continue and the program is unable to safely meet the child's needs, the student may be asked to exit Adventure Club.

Adventure Club will make every reasonable effort to communicate with families and identify solutions before this occurs.

Respect Policy

Adventure Club expects respectful communication and behavior from:

- Students
- Families
- Staff
- Visitors

Everyone has the right to participate in an environment that is safe, welcoming, and respectful.

Parents/guardians who engage in abusive, threatening, or disrespectful behavior toward staff may be contacted by district leadership and may be asked to participate in a meeting before continuing program participation.

Harassment Policy

North Kansas City Schools is committed to maintaining a school environment free from all forms of harassment.

Adventure Club does not tolerate harassment based on race, ethnicity, sex, disability, or any other protected characteristic.

Harassment may include:

- Verbal abuse
- Threats
- Offensive comments
- Inappropriate gestures
- Visual displays
- Unwanted physical contact
- Sexual comments or behaviors

Responding to Harassment Concerns

Any student who experiences or witnesses' harassment should report the concern to:

- Adventure Club staff
- A Site Manager
- A school administrator

All concerns will be taken seriously and reviewed appropriately. Appropriate action will be taken based on district procedures and the circumstances of the situation.

Smoking & Vaping Policy

To promote the health and safety of students, staff, and visitors, North Kansas City Schools prohibits the use, possession, display, promotion, or sale of tobacco products, vaping products, and tobacco-related devices.

This policy applies to:

- Students
- Employees
- Families
- Visitors
- Volunteers

The prohibition applies:

- Inside district facilities
- On district property
- On district transportation
- At district-sponsored events and activities, including off-campus activities

Adventure Club expects all participants and visitors to follow district safety policies.

Family & Community Involvement

Adventure Club believes families are an important part of creating a successful program experience. We welcome opportunities for families to participate, share ideas, and partner with staff to support students.

Families may be invited to participate in:

- Special events
- Program activities
- Field trip opportunities
- Guest presentations
- Family engagement opportunities

All family involvement opportunities must follow Adventure Club and district safety procedures.

Parent/Guardian Attending Field Trips & Events

Parents/Guardians are welcome to join for field trips. Parents must transport themselves and admission cost must be paid separately by the parent/guardian.

To ensure a safe and positive experience for all students, volunteers must:

- Complete any required volunteer agreements or documentation
- Follow Adventure Club staff directions
- Maintain appropriate boundaries with students
- Use respectful language and behavior
- Follow district safety expectations

Parents/Guardians are welcome and encouraged to join for site family events.

Being on district property or sponsored activities/field trips, **you may not:**

- Smoke or vape
- Use inappropriate language
- Engage in inappropriate behavior
- Be left alone with students

A+ Student Volunteers

Adventure Club may utilize North Kansas City Schools A+ student volunteers when available.

A+ volunteers support students by:

- Assisting with homework
- Supporting activities

Before beginning service, **A+ volunteers must:**

- Complete required A+ tutor training
- Receive Adventure Club site-specific training
- Follow all Adventure Club expectations and procedures

A+ Volunteer Expectations

A+ volunteers must follow the same expectations regarding:

- Respectful interactions
- Student safety
- Appropriate behavior
- Confidentiality

Because A+ volunteers are not Adventure Club employees:

- They may not be left alone with students.
- They do not supervise groups independently.
- They may not attend Adventure Club field trips.

Personal Items from Home

Adventure Club encourages students to leave personal toys, electronics, and valuables at home.

Personal items can:

- Become lost or damaged
- Create distractions
- Cause conflicts between students

Some Adventure Club locations may allow toys or electronics on designated special days with Site Manager approval.

Personal Item Responsibility

Students are responsible for their own belongings. Adventure Club is not responsible for lost, damaged, or stolen personal items brought from home. Families should clearly label any approved personal items brought to Adventure Club.

Rights & Responsibilities

Children's Rights

- ✓ Be treated with respect
- ✓ Feel safe and supported
- ✓ Participate in a welcoming environment
- ✓ Choose from engaging activities
- ✓ Have access to appropriate supplies and equipment
- ✓ Express creativity and ideas
- ✓ Express emotions appropriately
- ✓ Build relationships with caring adults
- ✓ Experience a sense of belonging, equity, and inclusion

Children's Responsibilities

- ✓ Treat others with respect
- ✓ Keep hands, feet, and objects to themselves
- ✓ Use appropriate language
- ✓ Follow Adventure Club expectations
- ✓ Care for supplies and equipment
- ✓ Clean up after activities
- ✓ Share materials and space with others
- ✓ Participate positively in activities
- ✓ Remain in designated Adventure Club areas
- ✓ Arrive directly to Adventure Club after school
- ✓ Be responsible for personal belongings
- ✓ Leave toy weapons and unsafe items at home

Parent Rights

- ✓ Be treated with respect
- ✓ Visit Adventure Club locations following safety procedures
- ✓ Know their child is being cared for in a safe environment
- ✓ Ask questions and provide feedback
- ✓ Receive communication regarding their child
- ✓ Be informed about program activities and opportunities
- ✓ Share talents, skills, and experiences
- ✓ Receive reasonable accommodations and communication regarding support needs

Parent Responsibilities

- ✓ Signing children in and out according to procedures
- ✓ Picking up children on time
- ✓ Paying tuition and fees by required deadlines
- ✓ Treating staff and others respectfully
- ✓ Communicating concerns appropriately
- ✓ Updating contact and enrollment information
- ✓ Informing Adventure Club of illness or health concerns
- ✓ Communicating changes to pickup arrangements
- ✓ Reviewing program policies and updates
- ✓ Following Adventure Club expectations

Staff Rights

- ✓ Be treated with respect by students, families, and coworkers
- ✓ Work in a safe and supportive environment
- ✓ Provide input and creativity within the program
- ✓ Have appropriate workplace boundaries

Staff Responsibilities

- ✓ Providing a safe, welcoming environment
- ✓ Treating students, families, and coworkers respectfully
- ✓ Providing engaging activities
- ✓ Maintaining accurate records
- ✓ Communicating important information
- ✓ Following safety procedures
- ✓ Completing required training
- ✓ Serving as positive role models
- ✓ Supporting student growth and development
- ✓ Maintaining professional boundaries

Thank You for Being Part of Adventure Club!

We know you have choices when it comes to your child's care, and we are honored that you've chosen Adventure Club.

Our goal is to provide a safe, welcoming, and engaging environment where every child can learn, grow, build friendships, and create lasting memories.

Our staff are committed to partnering with families to ensure every child has a positive experience before school, after school, during full days, and throughout the summer.

We believe that strong partnerships between families and staff create the best experience for children.

Thank you for trusting us with what matters most.

We look forward to another amazing year together!

Adventure Club Administrative Office

Adventure Club Office Address:

6465 N Prospect Ave
Gladstone

Phone: 816-321-5017

Website:

<https://www.nkschools.org/district/dept/adventure-club>

Parent Portal:

www.ezchildtrack.com/adventureclub/parent

"Working hand-in-hand where children are our priority."