



AFTER SCHOOL CARE  
POLICIES & PROCEDURES

## **WELCOME!**

We would like to welcome you to the Adventureland Academy family! Our staff is looking forward to servicing you and your family. If you have any questions or concerns, please don't hesitate to address us. We want to accommodate you and your family in every way possible.

## **IMPORTANT**

In the following pages, we will be addressing Adventureland policies and procedures. This is to help you and your family to adjust and become more familiar with your new facility. Your satisfaction and your child's safety depend on how well we can communicate. By making yourself familiar with these member policies your experience with Adventureland will be positive and truly exciting.

*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)*

*To file a complaint of discrimination write USDA, Director, Office of Civil Rights, Room 326-W, (Voice and TDD). USDA is an equal opportunity provider.*

## **HOURS OF OPERATION**

Adventureland Academy will be in operation Monday through Friday from 6:30 a.m. to 6:00 p.m. for all ages. During inclement weather, we will follow the Little Rock School District's closing policy, please check the local newscasts. Although, you may contact Adventureland to see if we are open.

Please remember that it is against DHS Regulations to keep children in care longer than 10 hours.

## **LATE CHARGES (PICK-UP)**

For children left after 6:00 p.m., a grace period of 10 minutes will be given. Anytime thereafter, we will assess a \$1.00 per minute fee (per child). Calling DOES NOT eliminate your obligation to pay this fee, although letting us know if you're going to be late is appreciated. Please be advised that after a total of 30 minutes, we are required to call the Department of Human Services and file a report.

## **SUPERVISION**

Adventureland Academy does extensive child maltreatment and criminal background checks on all employees. We also do a FBI check if the employee has lived outside the state of Arkansas in the past 6 years. Our staff is well trained in serving your child at all times. All Adventureland staff is required to actively participate in the supervision of children at all times regardless of the type of activity.

Children in care at Adventureland and Adventureland staff are subject to be interviewed by childcare licensing, DCFS Special Investigations and law enforcement for investigative purposes and/or for determining compliance with licensing requirements. In the event that an interview would occur, a written notice will be sent to the parents and staff.

## **MANDATED REPORTER**

All individuals who work with children are required by law to report any suspected signs of child abuse to the child abuse hot line. It is then up to the proper authorities to investigate. In this case we are not allowed to contact the parents.

## **ENROLLMENT**

A NON-REFUNDABLE registration fee of \$50 for a single child is due at the time of enrollment to hold your child's position in our program. If you have 2 or more children enrolling, your registration fee will be \$75 for the whole family. To receive the family registration price, the children MUST be siblings, or have the same guardian.

## **TUITION**

Tuition is set on a WEEKLY –or- DAILY basis and is as follows:

Daily rate: \$15.00 per day

Weekly rate: \$60.00

If you have more than one child enrolled, a \$10.00 sibling discount will be given. Tuition fees are due on Monday of that week. Payments made after closing on Monday will assess a \$10.00 per day late fee. **NO EXCEPTIONS.** If payment for the week is not accepted by the following Monday, your child will not be accepted into care unless payment arrangements have been made with the office staff.

## **STATE VOUCHERS**

Adventureland Academy welcomes state voucher participants, but you must understand that the voucher only applies to tuition costs. Other fees including registration fees, supply fees, late charges, and field trips are the responsibility of the parent/guardian to pay. Only if your voucher is set at TEA will you be exempt from the registration fee but all other fees will still apply. **PLEASE NOTE THAT YOUR CHILD(REN)'S AUTHORIZATION MUST BE RECEIVED INTO THE ONLINE BILLING SYSTEM BEFORE YOUR CHILD MAY ATTEND CARE. NO EXCEPTIONS!** We will notify you when your voucher is close to expiring. Please understand that if your renewal authorization has not been received by the time of expiration, your child will not be accepted into care.

## **CUSTODY ORDERS**

Certified custody orders must be provided to the center director or office staff prior to enrollment. Any charges in custody orders must be provided to the center immediately. In sole custody situations, the center has the authority to ask that the exchange of the child(ren) is conducted off the center's property.

## **GENERAL INFORMATION**

Signing in and out- Parents must sign their children in and out everyday using our automated system. At the time of enrollment you will set a 4-digit pin number that you will use for the automated system. If you are not given a number at the time of enrollment, please tell the office staff so that they will assign one to you.

We cannot release your child to anyone without parental consent. Please include all probable parties on your child's registration form. If the person picking your child up is not on that list, we **CAN NOT** release your child to them. If you anticipate that someone other than your list of authorized parties will be picking up your child, please notify us in writing. All persons picking up your child will be required to show a picture ID.

## **RETURN CHECK POLICY**

If your check is dishonored or returned for any reason, this merchant will electronically debit your account for the amount of the check plus a processing fee of \$25.00. Your payment means that you accept these terms.

## **ATTENDANCE/ABSENCES**

WE MUST KNOW THE EXACT DAYS YOUR CHILD WILL BE ATTENDING CARE. Since we follow a strict student/teacher ratio, we must know in advance, what your child's schedule is and when they are absent from Adventureland Academy. Adventureland Academy care rates are based on a weekly budget. We must maintain the same staff and overhead regardless if your child is absent. For this reason, there is no refund or make-up for absences.

## **STAFF TO CHILD RATIOS**

Pre-K (4 to 5 years)- 1 staff to 15 children  
School-age (5-10 years)- 1 staff to 20 children

## **TRANSPORTATION**

Transportation will be provided in one of our 15 passenger vans from a local elementary school. All children are required to wear their seatbelts at all times. If a child weighs under 60 lbs., they are required by law to seat in a booster seat. Booster seats must be provided by the parents and be labeled with his/her name. Any child who does not follow the van rules will be reprimanded and possibly dismissed depending on the severity of the behavior.

## **VACATION**

We have to staff according to how many children are enrolled in our programs. Vacation weeks will not be given for After School Care participants; however you will not be charged for the weeks of Spring Break and Christmas Break if your child does not attend since these are weeks they are not attending school.

## **HOLIDAYS**

Adventureland Academy acknowledges and will be closed for the following holidays:

New Years Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

\*Tuition is not prorated for holidays.

If a holiday falls on a Saturday, we will recognize that holiday and be closed the Friday before. If a holiday falls on a Sunday, we will recognize that holiday and be closed the Monday after.

## **REFUNDS**

NO refunds or deductions will be made for withdrawals, ordinary illnesses, inclement weather, vacations, or holidays. Adventureland Academy operates on a weekly basis of total reserved full-time enrollment.

## **NUTRITION**

We participate in the USDA Food Program which allows us to provide all children with a nutritional afternoon snack each day. Please make sure you fill out the enclosed Food Program application. We must have this application on all children who attend our center even if you think you do not qualify.

If your child(ren) has any known allergies, we will provide an alternative if, and only if we have a note from your physician stating each allergy. For milk allergies, water will be provided as an alternative.

## **ILLNESSES**

When your child is absent due to an illness, please contact Adventureland Academy. Children absent due to a contagious disease may not return to Adventureland Academy without a signed statement from the child's physician indicating that the child is no longer contagious and is able to return to their regular activities. Please remember that when your child is sent/kept home with a fever of 101 or higher, vomiting, or diarrhea, they **MUST** be free of symptoms for 24 HOURS before returning to the center. This not only aids in the recuperation of your child, but also will help to prevent the children from spreading the illness. \*This is a DHS regulation and must be followed at all times.

The following is a list of contagious/infectious diseases that will require us to send a child home:

- Fever (101° or more)
- Diarrhea (3 or more watery stools in a 24 hour period)
- Vomiting (2 or more occasions in a 24 hour period)
- Rash (body rashes not associated with diapering, heat or allergic reactions to medicine)
- Sore Throat (if associated with fever or swollen glands)
- Severe coughing (episodes that may lead to repeated gagging, vomiting or difficulty breathing)
- Pink Eye (pink or red eye(s) which may be swollen with white or yellow discharge, until on antibiotics for 24 hours)
- Untreated Scabies, Head Lice, or presence of nits (may return after treatment)
- Multiple Sores inside mouth with drooling (unless determined as non-infectious)
- Ring Worm (may return after evaluation and under treatment by a health care provider- doctors note required)
- Impetigo (may return 24 hours after treatment is initiated)

## **MEDICATION**

We may disperse medication **ONLY** with written permission signed by a parent stating the date, time, and the amount of medication to be given. All medication must be in the original container with prescription label intact. Please stop at the front desk to fill out the Medication Distribution form. All medications must be left at the front desk.

## **INJURIES**

If a child in our care acquires an injury, whether self induced or by another child the staff witnessing the injury will fill out an accident/incident report. If the injury is serious in nature, the parent/guardian and unless we are instructed to do different, we will call for an ambulance and EMTs. Please realize that any medical expense will be the responsibility of the parent/guardian. Adventureland Academy's staff is CPR and First Aid certified.

## **EMERGENCY DRILLS**

Our facility is equipped with smoke detectors; fire alarms, fire extinguishers, carbon monoxide detectors, and doors that open out to the exterior of the building that have “panic” hardware. We hold monthly fire and tornado drills with the children. Each room has an emergency evacuation plan posted which shows the route to be taken in case of a fire or other emergency.

## **LOST/MISPLACED ITEMS**

Please be aware that Adventureland Academy is not responsible for lost, misplaced, torn, stained, or stolen items.

## **WITHDRAWAL FROM THE CENTER**

One may withdraw from the childcare program at any time with a TWO WEEK WRITTEN NOTICE, which you are responsible for paying.

## **DISMISSAL FROM THE PROGRAM**

Adventureland Academy staff reserves the right to dismiss any child or family who violates policies and procedures. Other reasons for dismissal are but not limited to; non-payment, non-attendance for at least 2 weeks without proper notice and destructive behavior. This decision is at the discretion of the child care and facility directors.

## **PARENT CODE OF CONDUCT**

Adventureland Academy prohibits the use of inappropriate language by any person while inside our facility. This includes swearing, the use of “cuss” words, racial slurs, etc.

It is the policy of Adventureland Academy to contact local law enforcement in the event that a staff member, parent or child is threatened by another person. Any parents of an enrolled child who threatens another person may be asked to leave the facility permanently. This may cause his/her child to be dropped from the center’s enrollment.

Adventureland Academy’s policy prohibits adults from using physical or verbal punishment on its property regardless of the circumstances. Also, at no time is any adult to discipline or punish in any way any child other than their own.

### **Arkansas Child Care licensing regulations prohibit smoking in all child care centers.**

It is the policy of Adventureland Academy that all parents and staff deserve to be treated with respect. This policy prohibits all persons from quarreling with any other parent or staff. Persons who choose to engage in quarreling will be escorted from the facility, by law enforcement officials if necessary. If there is an issue to be discussed, the parent may set up a conference time with staff member and director.

## **CONCLUSION**

This concludes the policies and procedures for Adventureland Academy and you are encouraged to refer to it when you have questions.

----- Keep pages 1-5 for your records -----

# AFTER SCHOOL CARE REGISTRATION FORM

## Registration Information (Office Use Only):

Start Date: _____	Registration Fee: \$ _____	PAID / NOT	Requested PIN for clock IN/OUT: _____
Tuition Options: _____	Weekly (\$60) /	Daily (\$15) /	Sibling Weekly (\$50) / Voucher
How did you hear about us? _____	Internet/website	Newspaper	Yellow Pages Kids' Directory Other _____

## Child's Information:

Child's Name: _____	Age: _____	DOB: _____
Address: _____	City: _____	
State: _____	Zip: _____	SS#: _____ Sex: M / F
Does your child weigh 60 lbs or less? YES NO If so, you will need to provide a car seat for him/her.		
School: _____	Teacher: _____	Grade: _____

**Child lives with: Mother / Father / Both / Guardian**

## Parent Information:

Mother's Name: _____
Mother's Employer: _____
Mother's Work Phone: _____
Mother's Home Phone: _____
Mother's Cell Phone: _____
Address: _____ _____
E-Mail Address: _____

Father's Name: _____
Father's Employer: _____
Father's Work Phone: _____
Father's Home Phone: _____
Father's Cell Phone: _____
Address: _____ _____
Email Address: _____

## Emergency Contacts:

Please list any other consenting adults that may be contacted in the event of an injury.	
Name: _____	Relationship: _____
Phone Number: _____	Alternative Number: _____
Name: _____	Relationship: _____
Phone Number: _____	Alternative Number: _____
Name: _____	Relationship: _____
Phone Number: _____	Alternative Number: _____
Name: _____	Relationship: _____
Phone Number: _____	Alternative Number: _____

List all consenting adults that may pick-up your child. Photo I.D. must be shown at the time of pick-up.

_____	_____
_____	_____
_____	_____

Health Information:

Does your child have any physical limitations that may prevent he/she from performing in activities? \_\_\_\_\_  
If so, please explain: \_\_\_\_\_  
\_\_\_\_\_

Does your child have any allergies? If so, please list: \_\_\_\_\_

Does your child take any medication? \_\_\_\_\_ If so, please list: \_\_\_\_\_

Do you give permission to Adventureland associates to give your child Tylenol if needed? (We will notify you)    YES    NO

In the event of an injury serious in nature, take/send my child to: \_\_\_\_\_

Child's Physician: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Release Waivers:

I have read and understand the Adventureland After School Care Policies and Procedures.

I have read and understand the Adventureland Discipline Policy.

I hereby release Adventureland Academy and all associates of any liability for injuries that may arise on the premises.

I understand that Adventureland Academy will not be responsible for any lost, torn, stained, stolen, (etc.) items.

I give permission to management of Adventureland Academy to administer medical assistance to my child if needed.

In the event of a serious injury, I give permission for Adventureland associates to contact emergency personnel if parent/guardian cannot be reached. I realize that any charges that may apply will be at the parent/guardian's expense.

I give permission for my child to be photographed for class activities and possible viewing in advertisements for the facility.

By signing below, I am stating that I agree to all of the above statements.

\*Please be advised that without a parent/guardian signature this contract is considered null and void and the child will not be admitted into our facility.

***By completing this application I am agreeing to the enrollment terms set by Adventureland Academy. I agree to pay the amount stated in the agreement each week for my child(ren) to attend. Any violation of said agreement will result in my child's enrollment becoming null and void. Any weeks non-paid where services have been rendered will be prosecuted to the fullest extent of the law.***

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **DISCIPLINE POLICY**

When inappropriate behavior or language is witnessed or reported to a staff member, the staff will take the following steps:

**STEP ONE** – Verbal warning issued regarding specific offense or behavior

**STEP TWO** – Time out issued

**STEP THREE** – Behavior slip issued

A behavior slip will include information for the parent regarding the nature of the offending behavior, the date and time the indiscretion occurred, and the name of the staff in issuing the behavior slip.

The behavior slip will also include the signature of the staff issuing the slip, signature of the facility director/assistant director, and the signature of the parent. The parent/guardian will receive a copy of the behavior slip for their records, and a copy will be filed at the facility.

### **FIRST BEHAVIOR SLIP**

Slip must be signed by the person responsible for the child and turned in.

### **SECOND BEHAVIOR SLIP**

Parent must meet with their child and the director to discuss the offense and possible solutions or ways to prevent further inappropriate behavior.

### **THIRD BEHAVIOR SLIP**

Parent must meet with director to discuss the problem, and the child will be suspended from the center for two “care” days with no refunds to be granted. A warning will be given to the parent that any further unacceptable behavior will result in the child being asked to leave our program.

For serious offenses, Adventureland Academy’s management reserves the right to bypass the above procedure and expel a child immediately if necessary.

\*The above procedure is used for children 2 years old and above.