

THE 2018-2019



HANDBOOK

General Information

Who We Are:

The Adventure Club of Moscow School District No. 281 is a self-supporting, no-profit, after school and summer program for elementary school-age children. The program’s mission is to provide a supervised environment that promotes intellectual, physical, and social development. We are committed to providing a safe, affordable, and enriching environment for children in our care. The Afterschool and Non-School Day programs are open to all children in the kindergarten through fifth grades. Summer enrollment is open to children about to enter the kindergarten through sixth grades. The Adventure Club was established in 1992 at the request of the MSD school board and Moscow community to help parents, who work beyond school hours, provide a positive alternative to children being home alone.

Philosophy & Mission Statement:

The Adventure Club staff plans activities that are inquiry-based and interesting to its participants. The staff members strive to be good role models for children. The program’s missions statement is to *provide a supervised environment that promotes the intellectual, physical, and social development of children.*

Phone Numbers:

Adventure Club District Office.....892-3998

Director – David Garnett

Email: garnettd@msd281.org

Russell Site.....882-4533

Site Supervisor – Jena Malm

Lena Whitmore Site.....892-1201

Site Supervisor – Marsha Williams

McDonald Site.....892-1160

Site Supervisor – Jill Malm

Hours of Operation:

The Adventure Club After School Program is open Monday through Thursday from 3:00 to 6:00 p.m. and Friday from 2:15 to 6:00 p.m. Non-School Days during the school year operate from 7:30 a.m. to 6 p.m. The Summer Program operates from

7 a.m. to 6 p.m., Mondays through Fridays. Closures will be posted at least one week in advance. Emergency situations or weather conditions can result in immediate closure. If the schools are closed due to such a situation, the Adventure Club will also be closed. *The program will close for the two days following the last day of school and the days when teacher's return from summer vacation to their classrooms prior to the start of fall semester.* The Adventure Club will also be closed on federal holidays.

Holidays and Teacher Work Days:

The program will be open most teacher workdays and vacation days around holidays, as long as we have sufficient enrollment and staffing on those days. During the **winter holidays**, the Adventure Club closes when: 1) school district support services staff are on vacation; 2) days in close proximity to Christmas Day and New Year's Day; or 3) enrollment numbers are insufficient to justify operating costs.

Location:

During the school year there are three after school sites: Russell, Lena Whitmore and McDonald Elementary Schools. Children from West Park ride the bus to the Russell site, and children from Moscow Charter School and Palouse Prairie School ride the bus to McDonald. During teacher in-service days and holidays, the program is usually located at McDonald Elementary.

During the summer months, the Adventure Club is located at Moscow Middle School for the first two to three weeks, and then moves to McDonald Elementary for the remainder of the summer.

The Adventure Club's Website:

The Adventure Club's website is a resource tool provided for the entire community, and includes enrollment information, planned activities, announcements, expectations, site information, and downloads (i.e., *The Handbook*, enrollment forms, and change of enrollment forms). Families may access the Adventure Club's website via the school district's website (www.ms281.org).

ADVENTURE CLUB PROGRAM EXPECTATIONS

Parent/Guardian's Expectations of the Program

1. Their children are cared for in a safe, supportive environment.
2. They may visit with the staff about concerns related to their children or the program.
3. They are informed about any misbehavior on the part of their children, and will be able to conference with the staff in order to bring about improvement of the situation.
4. They are informed promptly if their children do not arrive at the program according to their enrollment information.
5. The staff regularly announces program activities.

Program's Expectations of Parents/Guardians

1. Pay fees on time.
2. Keep enrollment records up-to-date.
3. Pick children up on time.
4. Follow the health policy.
5. Contact the staff if their children will not be attending on a scheduled day.
6. Pay attention to any communications from staff regarding their children's behavior, and cooperate in efforts to bring about improvement in the situation.

Children's Expectations of the Program

1. To have a safe, supportive, and consistent environment.
2. To use all program equipment, materials, and facilities on an equal basis.
3. To receive respectful treatment from other children and staff.
4. To have discipline that is fair and non-punitive.
5. To receive nurturing care from staff who are actively involved with them.
6. To be able to participate in interesting, developmentally appropriate activities.
7. To be able to choose, whenever possible, from a variety of activities.

Program's Expectations of the Children

1. Responsibility for one's actions.
2. Respect the rules that guide them during the day and while at the program.
3. Remain with the group and program staff at all times.
4. Take care of materials and equipment properly, returning them to their place when done.
5. Arrive at Adventure Club promptly, according to enrollment information.
6. Refrain from physical or emotional harm to others and themselves.

Enrollment Information

Any kindergarten through fifth grader may enroll in the Adventure Club's Afterschool Program as long as the child can be transported to and/or picked up at an Adventure Club site. Children entering the kindergarten through seventh grades may enroll in the Adventure Club's Summer Program.

Families register online at www.ezchildtrack.com/adventure/parent. Once enrolled for a specific date, refunds or credits will not be provided. Please carefully read enrollment options in the parent portal prior to enrolling.

Important Information found at www.ms281.org/parent_resource/special_programs/adventure_club/participant_enrollment:

- **The Handbook**: Information regarding billing, enrollment changes, expectations of parents/guardians and children.
- **Program Calendar**: Special events during the school year and daily, detailed schedules during the summer months.
- **Summer Adventure Club T-Shirt**: All children enrolled for the 2018 Summer Adventure Club Program are eligible to receive a t-shirt at no extra charge.
- **Summer Adventure Club Logistics & Guidelines**: Information that is frequently requested by families.
- **University of Idaho Climbing Center Waiver**: Needs to be completed for each child going to the UI Climbing Center.

Donate Supplies: A list of upcyclable items needed for arts, crafts, science, and other projects during the summer months.

Schedules & Activities

Typical After School Daily Schedule:

Time	Activity
3:00 – 3:30 p.m.	Arrival/Free Play/Snack
3:30 – 4:00 p.m.	Homework/Reading/Quiet Activities
4:00 – 5:30 p.m.	Daily Activity Choices/Outside Play
5:30 – 6:00 p.m.	Free Play until departure

All children must be picked up by 6:00 p.m. (see late pick-up fees below).

Typical Non-School Day Schedule (School year opens at 7:30 a.m.; Summer opens at 7a.m.)

Time	Activity
7a.m. -- 8:30 a.m.	Children Arrive/ Supervised Free Choice Time
8:30 a.m. -- 9:00 a.m.	Snack and Snack Clean-up
9:00 a.m. – 12:00 p.m.	Activity Rotation or Field Trip
12:00 p.m. -- 12:30 p.m.	Lunch and Lunch Clean-up (Weather permitting, kids on outdoor field trips will eat at field trip sites).
12:30 p.m. -- 3:30 p.m.	Recreation Time
3:30 p.m. -- 4:00 p.m.	Snack and Snack Clean-up
4:00 p.m. – 6:00 p.m.	Supervised Free Choice

Summer and full day schedules vary. Non-School Days during the school year operate from 7:30 a.m. to 6 p.m., while summer Non-School Days are from 7:00 a.m. to 6 p.m. Field trips are more frequent during non-school days, especially during the Summer Program.

The Adventure Club program provides children with the opportunity to choose activities of interest. Activities promote the social, emotional, cognitive, and physical development of the participants. The staff plan and facilitate activities that encourage teamwork, creativity, compassion, STEM education, fine arts, and literacy.

Community Partners:

The Adventure Club is developing a network of partners on the Palouse, including the following current partners: the University of Idaho's Center on Disabilities and Human Development; the Palouse-Clearwater Environmental Institute; the Palouse Discovery Science Center; and the University of Idaho's Departments of Education and Engineering.

Through community partnerships, the Adventure Club provides enriching activities in cooperation with experts in a wide range of academic fields. The Adventure Club Director writes grants with community partners, increasing funding and Adventure Club program offerings.

Fees & Payment Information

Fee Schedule:

Afterschool, Monday through Friday, (3:00 – 6:00 p.m.)...	\$ 8.50/Day
Afterschool, Friday, (2:15 - 6:00 p.m.)	\$8.50/Day
Non-School Day.....	\$24.50/Day

Families qualifying for free or reduced lunches will receive a 25% discount

Payment of Fees:

All enrollment dates must be prepaid.

Late Pick-Ups:

Parents are expected to pick up their children by 6:00 p.m. A \$1 per minute fee will be automatically billed to accounts if children are not picked up by 6:00 p.m. Late pick-ups may result in discontinuation of services.

POLICIES

Enrollment in Adventure Club constitutes an understanding that all parties will abide by the listed policies.

Arrival & Departure of Children:

During the school year, children arrive between 3:00 and 3:15 p.m. on Mondays through Thursdays, and between 2:00 and 2:15 p.m. on Fridays. Children from West Park ride a bus to Russell, while Moscow Charter School and Palouse Prairie School students are bused to McDonald Elementary.

Children who walk to their Adventure Club sites from their school or other location are not the responsibility of the Adventure Club or the Moscow School District until they arrive inside their Adventure Club site. Children who depart an Adventure Club site without parent/guardian supervision are not the responsibility of the Adventure Club or the Moscow School District.

Program participants are checked in by staff after they arrive, putting away their backpacks and jackets before playing. If children are unexpectedly absent and we have not received a phone call or prior notice, we will call their school or parents/guardians to determine if they are ill and are safe. If parents/guardians cannot be reached, emergency personnel will be contacted.

During all Non-School Days and the Summer Program, the Adventure Club requires that you walk your children **into** the Adventure Club site and sign them in to make sure they arrive in our area safely. iPads are used for sign-in and sign-out. Each adult must setup a Personal Identification Number (PIN) in the EZChildTrack parent portal at www.ezchildtrack.com/adventure/parent.

Children will be released only to parents, guardians or persons authorized through the EZChildTrack parent portal. Authorized persons, other than a parent or guardian, must have a PIN. Persons not authorized on the enrollment form must have prior permission from the parent and must also present proper identification. We may call to confirm information regarding a person picking up your children.

Absences:

If your children are ill, please call the site and leave a message so that we will know they are safe. No billing credit will be given for days missed.

Medication:

Adventure Club leaders cannot dispense prescription or non-prescription medication without written authorization from the child's parent or guardian.

Illness:

In order to prevent the spread of illness, please DO NOT send your children to the Adventure Club if they show any signs of illness, including a fever of 100 degrees Fahrenheit or greater. If your children become ill during Adventure Club hours, we will provide a rest area until a parent/guardian can be notified. We appreciate your promptness in attending to your children.

If your children have chronic illnesses, such as asthma, we urge you to let the Site Supervisor know how to help your children when they feel sick.

If children have been exposed to a communicable illness, please do not send them to the Adventure Club so that the illness will not spread to others.

Injuries & Emergencies:

Adventure Club staff members are trained in First Aid and CPR. Staff will provide care in cases of minor injuries. If the Adventure Club staff feels a parent/guardian should know about the injury, an *Incident/Injury Form* will be completed and the family will receive a copy. If we are not sure the situation is an emergency, staff will call the school nurse to evaluate the injury. Staff will then contact a parent/guardian.

If an accident occurs that is serious enough to require medical attention, a staff member will contact the parent/guardian immediately so he/she can take the child to the doctor or dentist.

In an emergency, when immediate attention is needed, the staff will call 9-1-1 and then contact the parent.

After 9-1-1 has been called, paramedics will take control and make decisions

regarding the health of the child. If paramedics and/or the parents/guardians decide children need emergency treatment, the paramedics will take the children to the hospital. The parent, or other individual who signed the Adventure Club agreement, will be responsible for the medical and emergency service charges.

If a parent or guardian cannot be reached, the Director or Site Supervisor in charge will assess the situation and make the necessary decisions for the safety of the child. **It is very important that information in the parent portal remains current.**

Emergencies – Natural Disasters:

In the event of an emergency or natural disaster, the following procedures will be initiated:

1. All children in the program will be kept at the site until they are picked up by a parent or authorized person. Staff members are to remain with the children until they are all signed out.
2. Should it be necessary to evacuate the children from the site, staff will follow the Emergency Evacuation Plan posted at each school.

Other Safety Concerns:

In the case of someone appearing on the premises with a firearm or other destructive instrument, the emergency number (911) will be called and the children will be taken out of danger.

Staff members are to make every effort to keep children from getting into a car with a parent/guardian under the influence of alcohol or other drugs. An emergency contact person will be called to transport the parent/guardian and child home.

Staff members are to report suspected cases of child abuse and neglect to the Adventure Club Director. School district administrators and Child Protective Services will then be contacted.

Snacks & Meals:

On school days, children will receive an afternoon snack on a daily basis, prepared by the school district's nutrition staff. During Non-School Days and during the Summer Program, snacks will be provided in the mornings and afternoons. Parents need to provide a lunch and non-carbonated beverage for their children on Non-School Days. Please do not send items that need to be heated or refrigerated, and please do not send carbonated beverages or drinks containing staining dyes.

Field Trips & Special Activities:

Educational and recreational field trips will occasionally be part of our schedule during Non-School Days. Parent/guardian permission is required for students to attend field trips/special activities. On days when **all** children are on field trips, families should bring their children **before** or **after** the field trips, **not** during the field

trips when adult supervision is not available.

Transportation:

School buses will provide field trip transportation. Parents must sign a permission slip for their children to participate in field trips. Field trip and transportation costs are included in the daily tuition rate.

Personal Belongings:

Children are not permitted to bring toys from home to the Adventure Club. We ask parents not to allow children to bring playing cards of any kind or toys to the program sites. There may be days when electronic games can be played as a scheduled event. These days will be posted in advance. Otherwise, we ask that toys are left at home. Staff will ask a child to put away any personal item that becomes a distraction (such as caps, sunglasses, toys, etc.).

Lost and Found:

Any personal property that remains onsite after each day will be put in an Adventure Club lost and found box or taken to the school's lost and found box. Periodically, we need to take the contents of unclaimed lost and found to Goodwill. We will notify you in advance to check the box.

Smoking:

Regulations prohibit smoking on school grounds and in childcare facilities.

Volunteers & Visitors:

Adventure Club volunteers and other non-staff people who contribute to the program on a regular basis. The program keeps a daily volunteer/visitor sign-in log to track who has been with the children.

Confidentiality:

Information received from parents/guardians is strictly confidential. Children's records will be kept out of public view and will not be shared outside of the Adventure Club without permission of parents/guardians.

COMMUNICATION

Open communication is the key to a program that satisfies the needs of everyone involved. Please let program staff know of any concerns or ideas regarding the program. Family input is important to the program and staff. Feel free to ask Group Leaders and Site Supervisors about your child's day at Adventure Club. Staff will also communicate with you regarding your child's experiences, planned activities or anything else we think you may like to know. Please be sure to provide your email address on enrollment forms so you can receive periodic updates from the Program Director.

POSITIVE REINFORCEMENT

Good Friend Awards were started so that staff could recognize good behavior among the children. A Good Friend Award is simply a paper reward that is attached to the sign-out sheet of the students, so the children do not know about the award until the end of their day. We typically put the child's name on the front and back, and write down the good behavior that is being rewarded. The staff decides how the rewards will be distributed, but some examples may include: 1) helping a new child feel welcome by showing them around the site; 2) playing a game with a younger child; or 3) offering to help a leader sweep the floor. By recognizing the *positive* rather than the *negative*, good behavior becomes more frequent than poor behavior.

A tally of the paper rewards is kept at each site. When students reach five awards, they choose a prize. Prizes vary according to the site, but some examples are: a prize from the prize box; an extra 15 minutes of Internet time; a candy bar of choice (picked up from the grocery store by staff); or 15 minutes of a leader's undivided attention to play a game together. After the child has received the reward, the individual tally begins again at zero.

DISCIPLINE & DISCHARGE

Our basic rule for the children and staff is respect for self and others, respect for leaders, and respect for property. Each school also has rules that we follow in order to support the smooth functioning of the program. The staff's role is one of strong leadership, helping children gain self-confidence and direction. Limits are necessary to maintain safety, protect health, and guard the rights of others. Staff will enforce limits as part of their leadership role.

Our philosophy of discipline is to take a preventative stance. Staff will keep order and actively use methods that encourage appropriate behavior by establishing and maintaining patterns, changing topics, redirecting children's attention, or engaging children in a quiet activity or conversation. Staff will actively get to know each child in order to understand him or her better.

The Behavior Chart:

Reasonable efforts will be made to assist children in adjusting to the program's behavior expectations. Disruptive behavior will be dealt with using a behavior chart that is modeled after charts currently used by the Moscow School District. Each child will have an envelope on the chart labeled with his or her name. The envelope will contain four cards.

1. The *green* card indicates superior behavior.
2. The *yellow* card represents a verbal warning.
3. The *orange* card sends the student to renewal time for about five minutes (i.e., the child completes a "renewal sheet" containing the following questions that must be answered: 1) Why are you in time out? 2) What should you have done differently? 3) Is there anything more you would like to talk about?)
4. The *red* card means that the child must sit out longer and must talk with staff, and then again with parents. The *red* card includes an *Incident Report* prepared by staff that must be shared with parents. Children may skip straight from green cards to red cards. The chart is posted during all after school and full days.

Suspension & Discharge:

If a child's behavior is violent, endangers the safety of others, involves the destruction of property, or is misconduct on a school bus, parent notification may be

made without recourse to the above steps.

1. If a child receives multiple incident reports, the child may be *suspended*. During the first week of suspension, the parents/guardians, staff, and Adventure Club Director will meet in a conference setting in order to determine the conditions of reinstatement. A behavior contract will be written detailing the behavioral expectations necessary for reinstatement. Suspensions are considered paid, non-attending days. Parents/guardians will be responsible for payment of fees during the period of suspension, or until the child is withdrawn by family or discharged by the Adventure Club Director.
2. If a child is reinstated in Adventure Club and breaks the behavior contract, the Adventure Club Director may suspend the child immediately, including, if necessary, notifying the parent/guardian to come and get the child. The Director will decide the appropriate action, including discharge without the right of reinstatement if deemed necessary. The child's family will continue to be responsible for the payment of tuition during the period of suspension.
3. If the severity of a problem is great enough that it could endanger the safety of the child or other children in the Adventure Club program, *discharge* will be effective immediately as decided by the Adventure Club Director. The Adventure Club Director will notify the parent/guardian to come pick up the child immediately.

Behavior Plans:

A behavior plan to help reduce disruptive or negative behavior can be set up by staff and parents.

Other Reason for Discharge:

1. A child may be discharged if he/she is picked up late three times.
2. A child may be discharged for non-payment of fees, as discussed in the *Fees and Payment Information* section of this handbook.

It is our intention to resolve all conflicts between the program, children and/or parents/guardians in a mutually satisfactory manner. Services will be withheld only when attempts at positive change have been exhausted.

No attendance if suspended from school:

Adventure Club participants may not attend the Adventure Club on days they are suspended from school due to disciplinary actions during the school day. Families will not be charged for suspension days.