



2008-2009

“Believe in yourself and everything is possible.”

By signing the following, you agree to follow the policies, procedures, and practices placed before you within the Adventure Park Academy Handbook.

Name of Child _____ School/Program _____

Name of Parent(s) _____ Start Date _____

Signature _____ Date _____

Please remember to notify your child (ren)’s school about the days your child will be attending Adventure Park Daycare. We also ask that you remember to notify Adventure Park Daycare of all absences.



Adventure Park Academy Handbook

Adventure Park
11113 West Baldwin Road
New Market, Maryland 21774
Phone: (301) 865-6800 Ext. 107
www.adventureparkusa.com

Policies and Procedures

1. **Pickup:** All children must be picked up no later than 6:30 p.m. or a late fee will be charged.
2. **Plan of Evacuation:** If an emergency evacuation must occur, all children will be transported to Green Valley Elementary School. Tune into WAFY 103.1 FM for emergency information.
3. **Snow Day:** Please call 301-698-6800 ext 107 and the message will be changed.
- ** **Full Day:** If your school is closed because of weather, please call to see if Adventure Park Academy will be open.
- ** **Early Dismissal:** If your school closes early because of bad weather, Adventure Park Academy will be open. At which time we will assess the roads and decide if it is necessary to close early as well. Parents will be notified if you close early in enough time to safely pick up their children. Please understand that Adventure Park Academy **cannot guarantee** care on such a day, but we can guarantee that if care is provided on an early dismissal, it will be free of charge. The safety of our children and our staff is our first concern.
- ** **Delayed Opening:** If schools are on a delayed opening, Adventure Park Academy will open when 2 staff members can safely arrive at the center. Please call before bringing your child to ensure staff is available.
4. **Child Absent from School:** Please remember that it is your responsibility if your son or daughter is absent from school to **call and notify Adventure Park Academy before 1:00p.m on the day missed.** If you do not notify us we will spend time calling you at work and the main office at your school to notify you of a missing child. Without a phone call, all these efforts to keep your child safe cause our bus route to run late picking up other children that attend our camp. .
5. **Sign In and Sign Out:** All children, upon arrival at Adventure Park, must be signed in; and all children being picked up from Adventure Park, at any time and under ALL circumstances, **must be** signed out by his or her parent/guardian or designated pickup person.
6. **Parental Visitation:** Parents and/or guardians of enrolled/attending children are permitted to view and observe their children at any time while being escorted by a staff member. We only allow observation by parents of enrolled/attending children.
7. **Designated Pickup Persons:** We will only release children to persons designated by parents on the child's emergency form. Parents may also provide an additional list. An ID provided by the designated pickup person must be shown to a staff member before release of the child will be permitted.
8. **Responsible for Child:** Adventure Park Academy will not assume responsibility of any child until his/her actual arrival and sign-in on *Adventure Park's* transport vehicles.
9. **Fee Calculation:** All fees are calculated on a 180-day school year. We have set annual fees in accordance with the schedules that accommodate your needs and divided these fees into ten (10) equal monthly installments for your convenience. This is why there are **no discounts** for months with holidays, or for the first and last months of the school year. (August and June)
10. **Half-Day Dismissals:** Half-day dismissals are included in your monthly fees if you are full time. If you are part time an extra \$10 will be charged to your account. It is the parent's responsibility to check their monthly school calendars to be sure that their school's half days are listed appropriately. **Children must bring their lunch; Adventure Park Daycare does not provide lunch. \$5.50 will be charged for a small pizza, small drink. This fee must be paid the same day lunch is provided. "No Charges Allowed."****
11. ***** Days Off/School Closings –** Days off and school closings are not included in your tuition. Childcare is available for such days, but it is at an additional cost (see fee schedule).
12. **Snack:** Students will receive one snack in the morning and one in the afternoon. However if they need more, snacks can be purchased from Adventure Park on a daily basis. A pre-paid snack card can be maintained for your child to purchase daily snacks. See the director to open, add to, or close a snack account.
13. **Personal Property:** Adventure Park Academy is NOT responsible for lost, stolen or damaged items brought to Adventure Park. **All personal property must be labeled with child's first and last name.**
14. **Lost and Found:** Clothing/items left at Adventure Park at the close of each business day will be placed in Lost and Found. It is the parent's responsibility to check this area daily. All items left at month's end will be discarded.
15. **Change in Personal Information:** Adventure Park Academy's administrative personnel **must be notified immediately** when there are any changes in the following, i.e., home telephone, work phone, address, emergency contacts etc.
16. **Parents Authorization:** I hereby grant permission for my child to be transported by Adventure Park Academy and contracted providers chosen by them, to and from Adventure Park Academy. I also authorize Adventure Park Academy to transport my child at any time Adventure Park Academy chooses to transport for daily excursions without notifying parent of guardian. Walking excursions are also permitted in and around the surrounding property/buildings of Adventure Park Academy and the town of New Market.
17. **Early Childhood Class Trips:** Should you decide that you do not want your child to attend a scheduled class trip, you must find alternate care for your child during these class trips. You may drop your child off at Adventure Park after the children have returned from the trip. Adventure Park Academy does not provide care during any scheduled trips.
18. **Discipline Policy -** Definition of a Behavioral Problem:
 1. Any behavior by a child that is viewed or deemed unsafe to the well being of himself/herself, or any other person/child.
 2. The improper use of language or gestures directed to staff or other children.

3. Damage or theft of camp property or the property of others.

4. An overall disrespect to staff or other children.

Behavioral Disciplinary Actions

1. Verbal warning from teacher
2. Verbal warning from director with a written notice for parent(s) to be signed.
3. Conference with director
4. Suspension or termination from Adventure Park Academy without refund.
5. Extreme or violent behavior resulting in an injury to another child or staff member may warrant immediate termination from our program without any previous warnings.
6. Adventure Park Academy retains the right to dismiss any student without prior written notice from or conference with the director.
7. The center will not expel a child based solely on the child's parent making a complaint to the Bureau of Licensing regarding a center's alleged violations of the licensing regulations.

19. **Policy On Release of Children:**

1. Each child may be released only to the parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.
2. If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.
3. If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:
 - a) The child is supervised at all times.
 - b) Staff members will attempt to contact the parent(s) or person(s) authorized by the parent(s).
 - c) 30 minutes or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed, and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call Frederick County Sheriff's Office at 301-600-2071 to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.
 - d) If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that, the child may not be released to such an impaired individual:
 - i. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
 - ii. If the center is unable to make alternative arrangements, a staff member shall call the Frederick County Sheriff's Office at 301-600-2071 to seek assistance in caring for the child.
 - e) For school-age childcare programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

20. **Policy on the Management of Communicable Diseases:** If a child exhibits any of the following symptoms, he/she should not attend school/camp. If such symptoms occur at school/camp, the child will be removed from the classroom/area, and you will be called to pick up your child.

Severe pain or discomfort	Infected untreated skin patches
Acute Diarrhea	Difficult or rapid breathing
Episodes of acute vomiting	Skin rashes lasting longer than 24 hours
Oral temperature of 101.5 degrees Fahrenheit	Swollen joints
Sore Throat or severe coughing	Visibly enlarged lymph nodes
Yellow eyes or jaundice skin	Stiff Neck
Red eyes with discharge.	Blood in urine

Once the child is symptom free for 24 hours, or has a physician's note stating that he/she no longer poses a serious health risk to themselves or others, he/she may return to school. If a child contracts any of the following diseases, please report it to us immediately. The child may not return to school/ camp without a doctor's note stating that the child presents no risk to himself/herself or others.

Table of Excludable Communicable Diseases

Respiratory Illnesses	Hepatitis A*	Meningococcus
Chicken Pox	Salmonella*	Mumps
German Measles*	Shigella*	Lice (must remove all eggs/nits before returning to Adventure Park Academy with note from physician.)
Homophiles Influenza*	Whooping Cough	
Measles*	Contract illnesses	
Strep Throat	Impetigo	
Gastro-intestinal illnesses	Scabies	
Giardia Lamblia*	Tuberculoses*	

Reportable diseases, as specified in the state regulation manual. If your child is exposed to any communicable diseases at school/camp, you will be notified in writing.

22. **Policy on the dispensing of medication:** If your child needs to receive medication while at Adventure Park Academy, you will need to fill out a medication form. You will need to state the name of the child receiving the medication, the date(s) they will be receiving the medication, what the medication is for, and the dosage. You will need to make sure that the prescription/ medication is current. If it is a long term prescription, such as an inhaler or Epi Pen, Adventure Park Academy will need a note from the doctor stating the name of the medication, the dosage, and the dates the child will be receiving the medication.

EMERGENCY AUTHORIZATION

State law requires that we have written authorization from a child's legal guardian to seek medical help in the event of a medical emergency. Signing the statement on the handbook acknowledgement form will provide us with that authorization.

Our policy, in the event of a medical emergency, is to contact you first. If we can't contact you, we will try to contact any others you may designate. In the event that we are unable to contact you or your designated representative(s), or if the medical emergency warrants immediate response, we will act on your behalf and in the best interest of the child. In the event of an emergency, your child will be transported to Frederick Memorial Hospital 240-566-3300.

INFORMATION TO PARENTS

The General Laws of your state mandates that childcare is regulated and rules are enforced by your state licensing bureau.

The regulations require certain things of licensees (child care program owner) in regard to their work with parents. A summary of the required parent information, rights, and responsibilities follows.

Parental Input. The licensee must appropriately involve parents of children in care in visiting the program, meeting with the staff and receiving reports of their children's progress. The program must have a procedure for allowing you to give input and make suggestions, but it is up to the program to decide whether or not they will be implemented.

Meeting with parents. In group child care programs, the licensee shall assure that the administrator or his designee meets with the parent(s) prior to admitting a child to the program. The parents shall have an opportunity to visit the program's classrooms at the time of the meeting or prior to the enrollment of the child. In school age programs, the licensee shall provide an opportunity for the parent(s) and child to visit the program and meet the staff before the child's enrollment.

Parent Information. The licensee must provide to the parents upon admission of their child the program's written statement of purpose, including the program philosophy, goals and objectives, and the characteristics of children served; information on the administrative organization of the program, including lines of authority and supervision; the program's behavior management policy; the program's plan for referring parents to appropriate social, mental health, education and medical services for children; the termination and suspension policy; a list of nutritious foods to be sent for snack or meals; the program's policy and procedures for identifying and reporting suspected child abuse or neglect; the procedures for emergency health care and the illness exclusion policy; the program's transportation plan; the procedure for administration of medication, and, upon request, a copy of the complete health care policy; a copy of the fee schedule, and in school age child care, the procedures for on-going parent communication. All of this information may be contained in a "Parent Handbook".

Parent Conferences. The licensee must make staff available for individual conferences with parents at your request.

Children's Records. Information contained in a child's record is privileged and confidential. Program staff may not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without your written consent. You must be notified if your child's record is subpoenaed.

Access to your child's record. You are entitled to have access to your child's record at reasonable times on request. You must have access to the record within two business days of your request unless you consent to a longer time period. You must be allowed to view your child's entire record, even if it is maintained in more than one location. The center must have procedures governing access to, duplication of, and dissemination of children's record, and must maintain a permanent, written log in each child's record which identifies anyone who has had access to the record or who has received any information from the record. This log is available only to you and the people responsible for maintaining the center's records.

Amending your child's record. You have the right to add information, comments, data, or any other relevant materials to your child's record. You also have the right request deletion or amendment of any information contained in your child's record. If you believe that adding information is not sufficient to explain, clarify or correct objectionable material in your child's record, you have the right to a conference with the licensee to make your objections known. If you have a conference with the licensee, the licensee must inform you in writing within one week of his decision regarding your objections. If the licensee decides in your favor, he must immediately take the steps necessary to put the decision into effect.

Transfer or records. When your child is no longer in care, the licensee can give your child's record to you, or any other person you identify, upon your written request.

PROGRAM RESPONSIBILITIES

Providing Information to the State Licensing Bureau

The program must make available any information requested by the State Licensing Bureau to determine compliance with any licensing regulations governing the program, by providing access to its facilities, records, staff and references.

Reporting abuse or neglect

All center staff are mandated reporters. They are required by law to report suspected abuse and neglect to either the Department of Social Services or to the licensee's program administrator. The licensee must have written policies and procedures for reporting and must provide the written policy to you upon enrollment.

Notification of injury

The licensee must notify you immediately of any injury, which requires emergency care. The licensee must also notify you, in writing, within 24 hours, if any first aid is administered to your child.

Availability of State Licensing Regulations

The program must maintain a copy of the state licensing regulations on the premises of the center and must make them available to any person upon request. If you have a question about any of the regulation, ask the center to show them to you.



Yearly Schedule for Adventure Park Academy Programs
2008-2009

<u>Program</u>	<u>Dates Running</u>
Before & After School	*August 25, 2008 – June 16, 2009
Preschool	*Open Year Round

* Program dates will coincide with the opening and closing dates of your child's school.

Adventure Park Academy 2008 – 2009 Closing Dates

On the dates Adventure Park Daycare is closed, parents must make alternate arrangements for their child's care.

September	1	Labor Day
November	27	Thanksgiving Holiday
December	25	Christmas Day
January	1	New Years Day
May	26	Memorial Day
July	4	Independence Day

* Early Dismissal in Christmas EVE and New Years EVE. 4:00pm

Please remember to notify your child(ren)'s school about the days your child will be attending Adventure Park Daycare. We also ask that you remember to notify Adventure Park Academy of all absences.

Adventure Park Daycare Financial Policies

- ✓ **No Refunds or Credits Available**
- ✓ **Payment Due Schedule:**
Payment is due **Monday of each week**. A late fee of \$15 will be assessed on any account which is not paid in full by 6:00 p.m. on the Wednesday of that week. Invoices will not be provided unless requested.
- 1) Payment for camp is due **upon registration** or before commencement of service. **(DO NOT send in with child)**
- 2) Payments will be applied as follows: registration fee, late fees, past due balances, then current balances.
- 3) A **non-refundable** registration fee of \$50 per child is due upon enrollment in any of Adventure Park's programs. A separate registration fee is due for each Adventure Park Academy program (e.g. Summer Camp, After School program, etc.)
- 4) Under no circumstances will Adventure Park Academy credit for absenteeism or cancellation of a child's enrollment in any of our programs.
- 5) Accounts that are delinquent may result in suspension or termination from Adventure Park Academy without refund.
- 6) If outside assistance is required to collect any outstanding balances on your account, all costs incurred, including any and all attorney fees, collection fees, and/or court costs will be added to your account.
- 7) **Fee Calculation:** All fees are calculated on a 180-day school year. We have set annual fees in accordance with the schedules that accommodate your needs and divided these fees into ten (10) equal monthly installments for your convenience. This is why there are **no discounts** for months with holidays, school closings due to teacher conferences, etc. or for the first and last months of the school year (September and June).
- 8) A two week written notice is required if services are being terminated for whatever reason. Your account will be charged regularly until notice is given.

ADVENTURE PARK ACADEMY PROGRAM FEES

Updated May 2007

BEFORE & AFTER SCHOOL PROGRAMS

BEFORE SCHOOL (School Age)

(Weekly Payment)

5 Day \$75.00



AFTER SCHOOL - Until 6:30 PM

(Kindergarten - 8TH Grade) (Weekly Payment)

5 Day: \$85.00

3 days: \$55.00

BEFORE AND AFTER

(Kindergarten - 8TH Grade) (Weekly Payment)

5 Day: \$120.00

3 Day: \$80.00

PRESCHOOL

5 Days: \$180.00

3 Days: \$152.00

2 Days: \$85.00

Morning or Afternoon \$110.00

- **Registration Fee:** \$50 per child School Session Sept - June, Summer Camp Session June - Aug
- **Second Child Rates:** First Child rate is charged for the higher fee of the children attending, and then the 2nd child rate would apply. Additional children are at a 10% discounted rate.

SCHOOL CLOSINGS / DAYS OFF Program

\$30.00 per Day - Program participants and siblings Pre-registration required

½ days off of school are included in the price of children attending both before and after school program. For children attending just before or just after, a \$10.00 fee will be charged.

Sibling discounts are on tuition only; therefore, they do not apply to days off.

6:30am - 6:30pm - Am snack and Pm snack Included. Lunch NOT included.

LATE PICKUP

If you have an emergency, please call and our staff will attempt to work with you. Late pick up fees are per child and **NOT** per family. *This fee must be paid at the time of pick up or before your child can come to the program again.*

1 to 15 minutes \$10.00

16 to 30 minutes \$20.00

31 to 45 minutes \$30.00

46 to 60 minutes \$45.00





Enrollment Requirement Check Sheet

The following steps must be completed and submitted to the Adventure Park Daycare main office prior to the child's first day attending Adventure Park Academy programs. All personal information will be kept confidential, unless required to be given to the appropriate staff to meet your child's individual needs.

STAFF NOTE: Please Initial as Received

INT

- ✓ **Application of Enrollment** – Registration form must be signed by the parent or legal guardian with child's correct information.
- ✓ **Signed Handbook Acknowledgment Form**
- ✓ **Child Health Inventory** – Health Inventory. You can receive this from your child's school or have your doctor fill out the health form provided. You or your doctor may fax this information to 301-865-8919.
- ✓ **Updated Immunizations**
- ✓ **Payments** – Each child's annual registration fee of \$50.00 must be received
- ✓ **Payments** – Each child's first week's payment must be received
- ✓ **All about me form**
- ✓ **Emergency Card**
- ✓ **Parent's Guide to regulated child care**
- ✓ **Lead screening (only needed if under 6 years old)**



Adventure Park Daycare

11113 West Baldwin Road

New Market, MD 21774

301-865-6800

ENROLLMENT FORM

Pick Up

YES

NO

FAMILY INFORMATION

Primary Sponsor

Secondary Sponsor

Last	First	MI	Last	First	MI
Relation	SS#		Relation	SS#	
Address 1			Address 1		
Address 2			Address 2		
City	State	Zip	City	State	Zip
Home Phone	Work Phone		Home Phone	Work Phone	
Cell Phone	Email		Cell Phone	Email	

CHILD INFORMATION

First Child

Second Child

School _____	Days: M _ T _ W _ TH _ F _	School _____	Days: M _ T _ W _ TH _ F _		
Last	First	MI	Last	First	MI
Sex	Grade	Birth Date - M/D/Y	Sex	Grade	Birth Date - M/D/Y
Emergency Contact 1	Phone	PickUp Y N	Emergency Contact 1	Phone	PickUp Y N
Emergency Contact 2	Phone	PickUp Y N	Emergency Contact 2	Phone	PickUp Y N
Dr.'s Name	Phone		Dr.'s Name	Phone	
Insurance Provider	Policy #		Insurance Provider	Policy #	
Last Phys.	Allergies/Spec. Accommodations		Last Phys.	Allergies/Spec. Accommodations	

If additional people are authorized to pick-up your child/children, please attach a list.

It is your responsibility to notify your child(ren)'s school of the days that your child(ren) will be attending Adventure Park. You also must notify Adventure Park when your child(ren) will be absent from Adventure Park.

Please sign here: _____ Date: _____

OFFICE USE ONLY

Tuition: \$ _____	Program: _____	Enrolled by: _____
Reg. Fee: \$ _____	Start Date: _____	Date: _____
Funding Source: _____	Classroom: _____	
Billing Cycle: _____	Lunch Charge: _____	
Comments: _____		

Summer Camp Weeks you are enrolling your Child/Children _____



Let the Adventure Begin

**Parent Handbook
2008-2009**

Our Staff is very excited and looking forward to a wonderful year. This handbook contains Adventure Park Academy's policies and procedures, which are important to you and your child. Please read over them very carefully. If you have any questions or concerns, please feel free to contact us at any time.

In writing at:
PO Box 362
New Market, MD 21774

By phone:
301-865-6800 ext. 107

By fax:
301-865-8919