



Parent Handbook

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Our Beginnings

In 1997, a group of families approached us looking for a different type of summer program for their children. They wanted a program where their children were active, entertained, and well supervised...The result was Kids Adventures!

Our program is geared towards the needs of children who want more than “the same old thing.” We provide an exciting, active, and safe environment where children can learn and grow physically, as well as emotionally.

Over the years, the families of Kids Adventures have been instrumental in our program development. Each year, more children and parents become involved in our planning.

It is our belief that including children in the planning process and responding to their needs will lead to a more enjoyable experience for everyone in the program.

Dear Parents,

We are glad that you have chosen Kids Adventures for the care of your child. We encourage close interaction between your home and our program, as an open relationship between caregivers and parents will ensure the success of your child’s experience in our program.

Our child care program strives to foster creativity and independence in each child. We are concerned with growth in all areas of development. Your child will be participating in a loosely structured program which has stability and regularity, combined with flexibility so that your child’s individual needs will be met.

At Kids Adventures, we value the uniqueness of each child and always put the child’s welfare first. Although we cannot replace your home, we regard child care as an extension of the home, and we provide love and understanding in a safe environment.

This handbook has been prepared so that you may know the policies and understand the program at Kids Adventures-where quality child care is our priority. Please read this handbook in its entirety and sign and return the last three (3) pages to the Kids Adventures Main Office.

Please feel free to visit any time.....

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Kids Adventures Before and After School

It is our goal at Kids Adventures to provide each child with a safe, active, and comfortable environment where he or she can excel as an individual. Children take part in planning and running a program that includes various different choices of age appropriate clubs, activities, projects and field trips. Children will also have the opportunity to take advantage of activities such as Parent Date Nights, Kids Night Out, overnight camping trips, community service projects, and fundraising projects just to name a few.

Activities will, at all times, reflect a sound knowledge and understanding of each child's development.

Older Children at Kids Adventures

The older children who attend Kids Adventures will be given special privileges as well as responsibilities not available to the younger children. The older children will be given their own space in the room that will be theirs to decorate and use. These children will help design and run activities as well as have the opportunity to participate in special activities and field trips.

It is our belief that by including this age group in the planning process and offering them the opportunity to present and run activities, the children will develop important skills that will stay with them for life. Above all, leadership and cooperation will be stressed.

Kids Adventures Preschool

The Kids Adventures Academy for Early Learning currently has programs located at Takoma Park Elementary School, with other locations coming soon. The program is available to children ages 2 to 4 and is dedicated to providing each child with a safe, active and comfortable environment where they can excel as individuals. The program is a balance of child exploration and teacher instruction, covering social, emotional, physical, self-care, language and writing development.

Teen Adventures

Teen Adventures was developed in recognition of the need to keep Middle Schoolers involved. We understand the importance of providing constructive activities, as well as positive role models, for this age group.

The goal of Teen Adventures is to provide Middle Schoolers with a safe environment that they want to participate in. Teen Adventures offers an exciting variety of trips that engage each individual in physical activity, as well as plenty of opportunity for socialization.

We strive to involve as many adolescents in the planning process as possible. We find that this involvement not only ensures a more enjoyable experience for everyone involved, but it also creates a better understanding of the needs for limits and rules.

Teen Adventures offers trips on school holidays and half days during the school year.

Teen Adventures participants are expected to follow the same guidelines as outlined for Kids Adventures participants.

A Sample Day at Kids Adventures for School-Age Children

Morning Program:

7:00 AM	Staff Arrives to Set Up
7:00-7:30 AM	Quiet Free Choice - crafts, board games, puzzles, books and computer
7:30-8:30 AM	Morning Snack, Quiet Free Choice, Group Games, Crafts, Clubs
8:30 AM-School Start	Wind Down Group Game, Announcements, Prepare for Class Attendance & Dismissal

After-School Program:

Attendance Immediately / Check-In With Counselors

School End - 4:00 PM	Arrival, Attendance, Settle-In, Group
4:00-4:30 PM	Snack, Free Choice (board games, organized outdoor games, free art)
4:30-5:00 PM	Homework, Enriching Choice
5:00-6:00 PM	Choice, Club Time
6:00-6:30 PM	Clean-Up, Group Game, Wind Down

A Sample Day at Kids Adventures - Preschool

7:00-8:30 AM	Welcome - Centers, Dramatic Play, Blocks, Table Activities, Puzzles, Puppets
7:45-8:30 AM	Breakfast
8:30-9:00 AM	Outdoor or Gym Play
9:00-9:15 AM	Morning Circle, Calendar, Weather, Music/Movement
9:15-9:30 AM	Language Arts Rotation - Alphabet, Shapes, Colors, Read Aloud
9:30-9:45 AM	Math Focus; Counting, Numbers
9:45-9:55 AM	Bathroom Break/Wash Hands
9:55-10:15 AM	Morning Snack
10:15-11:15 AM	Centers; Dramatic Play, Sensory Table, Blocks, Book Nook, Crafts
11:15-11:30 AM	Bathroom Break/Wash Hands
11:30-11:50 AM	Outdoor Play
11:50 AM-12:00 PM	Clean-Up, Bathroom, Wash Hands
12:00-12:30 PM	Lunch
12:30-1:00 PM	Science and Social Studies Focus
1:00-3:00 PM	Rest Time
3:00-3:15 PM	Bathroom Break/Wash Hands
3:15-3:30 PM	Afternoon Snack
3:30-3:45 PM	Closing Circle; Alphabet, Shapes, Colors, Counting, Read Aloud
3:45-4:00 PM	Bathroom Break
4:00-4:30 PM	Arts & Crafts/Cooking Activity
4:30-5:00 PM	Music & Movement
5:00-5:30 PM	Outdoor or Gym Play
5:30-6:00 PM	Games, Table Activities, Wind Down, Clean Up, Dismissal

A Sample Day at Teen Adventures

After-School Program:

Attendance Immediately / Check-In With Counselors

2:40-3:00 PM	Arrival, Attendance, Settle-In, Group & Announcements
3:00-3:20 PM	Snack, Free Choice (board games, organized outdoor games, free art)
3:20-4:30 PM	Homework, Enriching Choice
4:30-5:45 PM	Choice, Club Time
5:45-6:05 PM	Free Choice
6:05-6:30 PM	Clean-Up, Group Game, Wind Down

Homework (Kids Adventures and Teen Adventures)

Students are given a mandatory 45 minutes to 1 hour of homework time each day (Monday - Thursday). During this time, staff members are available to give children assistance. Children who finish homework early or do not have homework may work on other enriching activities until homework time is over. Although an adult monitors homework, we cannot take the place of a parent as far as checking and being involved in your child's work. Daily check sheets recording your child's progress will be available for your review.

Outdoor Play (All Programs)

Weather permitting, Kids Adventures enjoys an active outdoor program throughout the year. Please have your child dress appropriately so that he/she may participate. Remember to label all clothing you send in with your child. In winter months, if your child does not have a coat or appropriate clothing for the weather, they will not be able to participate in outdoor activities.

Field Trips (Kids Adventures)

Throughout the year we will be taking field trips to nearby attractions. These trips could be as a culminating activity for a club or just as a diversion on a ½ day, or day off from school. If for some reason, a child is unable to attend a trip, alternate activities will be available in most cases. While most trips will be optional, there will be occasions when a trip cannot be optional.

The costs of trips are in addition to tuition costs. We will strive to keep the amounts reasonable and will give you sufficient notice regarding the amount of such costs.

Field Trips (Preschool)

Each month, the Preschool class will be taking field trips to nearby attractions. Field Trips are designed to complement classroom lessons. There will be no optional care at school during these trips.

The costs of trips are additional to tuition costs. We will strive to keep the amounts reasonable and will give you sufficient notice regarding the amount of such costs.

Field Trips (Teen Adventures)

The Teen Adventures program will also take trips as a culminating activity for a club or just as a diversion on a ½ day or day off from school. However, the Teen Adventures program will endeavor to go on field trips on every early release day and school holiday. On these days, there will be no alternative care at school.

The costs of trips are additional to tuition costs. We will strive to keep the amounts reasonable and will give you sufficient notice regarding the amount of such costs.

We strive to involve as many students in the planning process as possible.

Parent Involvement (All Programs)

Kids Adventures encourages all parents to visit and participate with their children in the activities that we provide. In addition, Kids Adventures also offers activities specifically intended to foster parent involvement, such as Parent Shows, Parent Breakfasts, etc.

We welcome and encourage all parents to visit and participate in the activities that we offer, however we must also remember that parents are not members of the Kids Adventures Staff and therefore cannot be expected to take the role of a staff member.

We have established a set of guidelines for parents to follow when participating in Kids Adventures activities. These are intended for the protection of the parents as well as the children.

- Please be prepared to follow the same rules that we ask of your children and our staff.
- While we do appreciate an extra set of eyes, it is not the responsibility of parents to discipline other Kids Adventures children. Please inform a Kids Adventures staff member of any behavior problems you may observe.
- Additional siblings (who are not enrolled in Kids Adventures) should be kept with you at all times.
- Due to the uncertainty of space on our buses and vans, please be prepared to provide transportation, admission, food, etc., for yourself on field trips.
- If you should have any concerns or questions regarding a facility/place visited, please address them directly to a Kids Adventures staff member. Kids Adventures will then take the necessary steps to correct the situation, as needed.

Again, these guidelines are intended for the protection of parents as well as the children participating in Kids Adventures.

Parties & Holidays (All Programs)

We will celebrate various holidays during the year. We will let you know our plans in advance so that you can be a part of the celebrations. We invite you to celebrate your child's birthday with any type of special treat or snack.

Please Note: *Special treats or snacks must be prepared in accordance with the State Health Code Guidelines.*

Calling the Center: (All Programs)

Each Kids Adventures and Teen Adventures program is equipped with dedicated phone and voicemail services. These phone numbers are posted at the center, on the Kids

Adventures website, on business cards, and in monthly newsletters. These phones are reserved for center business and emergencies. Parents calling during center hours should keep in mind that the center staff's first priority is to the children and thus are unable to have extended conversations during center hours.

Kids Adventures Mobile Phones (All Programs)

Each Kids Adventures and Teen Adventures program uses mobile phones on field trips. These phone numbers are posted on the parent portion of permission slips. These phones are reserved for field trip use only. Parents calling during field trips should keep in mind that some trips may periodically enter a non-service area or the staff may be unable to safely answer the phone. Parents should be prepared to leave a brief message that the staff will retrieve when it is safe to do so.

Dropping-Off & Picking-Up Your Child (All Programs)

All children must be escorted to the center and be signed in and out each day. We realize that this is not always convenient, especially in the morning on the way to work. Please understand that this is intended for your child's safety. Repeated failure to sign in and out could result in dismissal from the program.

Children will only be released to those individuals listed on their Emergency Information Card. If your child is to be picked up by someone who is not listed on the Emergency Information Card, please send in a written note stating who will be picking them up. Anyone picking up your child should be prepared to present their driver's license or photo ID at the time of pick-up.

If there is a last minute change and it is necessary for someone to pick-up your child who is not listed on your child's Emergency Information Card, please call the center to inform the site director of the change. Children will not be released to anyone, under any circumstances, without prior authorization by a parent or guardian.

If there are custody issues regarding your child, please review the section on "Custody Arrangements" (in this handbook) and inform your site director of such issues.

After School Activities (Kids Adventures & Teen Adventures)

If your child is involved in an extracurricular activity that takes place on school grounds, please inform us in writing of the activity, the room number, day(s) and starting and ending time of activity, so that we may escort your child to and from this activity.

Please Note: *Even if your child's activity begins immediately after school, your child must first check in at Kids Adventures and drop off his/her belongings.*

School Closings & Emergency Plan

Kids Adventures

School Closing	7:00 AM-6:30 PM
Delayed Opening	7:00 AM- School Opening
Early Release	School Dismissal-6:30 PM

Kids Adventures Preschool

Kids Adventures Preschool program will follow the same schedule that MCPS follows. The program runs from 7:00 AM until 6:00 PM.

Teen Adventures

School Closing	8:00 AM- 6:30 PM
Delayed Opening	No Morning Care
Early Release	School Dismissal-6:30 PM

*If Montgomery County School Administrative offices are open late, then Kids Adventures will open at the same time as Montgomery County School Administrative Offices.

Snow Policy (Kids Adventures & Teen Adventures)

If Montgomery County School Administrative Offices are closed or opening late, we will be closed or will open at the same time as the Administrative Offices.

If Montgomery County Schools are closed, but the Administrative Offices are open, we will make a decision by 6:30AM as to the status of our opening. (Parents, please call your Kids Adventure Center prior to arrival so you will know what time we will open.) Please remember that the time we open is determined by the severity of the conditions of the roads, the sidewalks and parking lot of the school. The safety of you, your child, and our staff is our first priority on these days.

Kids Adventures does not have keys to the school. Therefore, our ability to open is determined by the arrival of school building services personnel. If you arrive on a snow day and find the Kids Adventures staff there, but the building unopened, we require that you wait until the building is opened before you leave your child and depart.

PLEASE NOTE: On the day of any possible weather emergency, you must call the Center phone for updates before going there.

School Closings (All Programs)

Due to Circumstances Other than Weather

In the event that Montgomery County Schools close due to circumstances other than the weather, the opening status of Kids Adventures will be determined based on the information available. If we are unsure of the reasoning for the closing, we will make a decision based on the safety of everyone at Kids Adventures.

Signing Your Child In and Out During Emergency School Closings (All Programs)

When signing your child in on snow days, please leave a phone number where you can be reached in the event that Kids Adventures must close early.

There are three types of emergency situations when we may need to reach you:

- If the heat goes out, a pipe bursts, etc., we will call and ask that you make arrangements to have your child picked up within two (2) hours.
- If the weather conditions have become so extreme that Montgomery County Schools require all buildings to be closed, and requires that Kids Adventures close early, we shall cancel all of our activities and prepare parent pick up notification in accordance with Montgomery County Schools' mandate for that specific date.
- If for some reason we must evacuate the school premises immediately, we will call you as soon as practicable to advise you where we have transported your child. They will be taken to the nearest safe location. A note will also be left on the door of the school telling you the location of your child.

An Emergency Transportation Permission slip is located at the end of this handbook, and must be signed and returned to Kids Adventures.

Coverage for 1/2 Day & School Closing

Kids Adventures

If there is no school & Kids Adventures is open:

Plan	Hours Your Child Will Be Covered
AM & PM	7:00 AM-6:30 PM
AM Only	7:00 AM-School End Time
PM Only	School Start Time-6:30 PM

If there is an early release day:

Plan	Hours Your Child Will Be Covered
AM & PM	7:00 AM-6:30 PM
AM Only	7:00 AM-School End Time
PM Only	School End Time-6:30 PM

Kids Adventures Preschool

The Kids Adventures Preschool Program will follow the MCPS schedule. This program will be closed during Kindergarten Round-Up each spring.

Teen Adventures

If there is no school & Teen Adventures is open:

Plan	Hours Your Child Will Be Covered
PM Only	7:00 AM-6:30 PM

If there is an early release day:

Plan	Hours Your Child Will Be Covered
PM Only	School End Time-6:30 PM

If school is closed due to a weather emergency, Teen Adventures will be closed.

**If your child comes during hours not covered by your plan, you will owe a drop-in fee.*

**Drop-in care on days that are not covered by your plan is subject to availability.*

Tuition (All Programs)

Tuition is based on a yearly (academic year) sum and then averaged into 10 monthly payments. For your convenience, your tuition will be the same each month (August through May), regardless of holidays, half days or snow days.

Please call the Kids Adventures office at any time if you would like to discuss your payment schedule or history. Please remember that when you enroll your child in Kids Adventures or Teen Adventures, you are buying a space in our program. It is your child's space as long as you continue to pay for it, even if your child is not at the center. Days missed due to illness or vacation will not be discounted.

Tuition payments are due by the 15th of each month. For prompt credit to your account, please include your child's name on your check and mail directly to:

**Kids Adventures
PO Box 6957
Silver Spring, MD 20916**

Center staff are not authorized to accept tuition checks. Please mail them to the above address.

Parents who would like to set up electronic payments should complete the Electronic Funds Transfer Authorization form included in your registration packet.

Late Payments (All Programs)

Tuition is paid monthly, and prompt payment operates to reserve your space. Failure to pay tuition on time will result in a late fee of \$25, per occurrence, which will automatically be charged to your account. A finance charge of 6% APR (or the maximum allowed by law, whichever is less) will be applied to all balances 30 days past the due date, and any tuition payments made will be applied to the outstanding balance with the earliest due date.

If tuition payments are not made for two months and you have not made special arrangements with the Kids Adventures office, you will automatically be sent to collections and additional attorney fees will be assessed, for which you are responsible.

In addition, Kids Adventures reserves the right to suspend your child's attendance at Kids Adventures or Teen Adventures, with no refund or discount for days missed, until your account is brought up to date.

Receipts (All Programs)

We will be happy to issue a receipt for tuition payments so that you may submit them for reimbursement. Requests may be made via e-mail to accounts@kidsadventures.com.

For income tax purposes, a summary of payments made to Kids Adventures during the previous calendar year will be available after January 15th. ***Please make your requests well in advance of April 1st to guarantee that you will receive your statement on time.***

Scholarship Plans (All Programs)

Kids Adventures will accept vouchers for childcare from Working Parents Assistance (WPA) and the Department of Social Services. The parent, however, is required to pay the balance of tuition that is not covered by the tuition voucher.

Kids Adventures, at its sole discretion, will also provide a limited number of scholarships to parents who are eligible for WPA, but have been placed on a waitlist.

Special Arrangements (All programs)

Any special arrangements, such as split payments, late payments, vouchers, etc., must be made **in writing** and **in advance** with the Kids Adventures office and must be renewed each school year. Failure to request, and receive prior written consent for, such special arrangements shall result in denial of the same.

Special Requests must be submitted in writing and must be approved in advance by the Kids Adventures office.

Returned Check Fee (All Programs)

There is a \$25.00 charge for checks or bank drafts returned for insufficient funds. We will re-deposit a returned check once (late fees will be charged, if applicable). If a check or bank draft is returned again, new payment (by money order or cashier's check) will be required immediately. After two (2) returned checks (during a one-year period) all payments will be required to be paid by money order or cashier's check.

Extra Fees (All Programs)

Payments for extra days and field trips should be made payable to Kids Adventures, and given to the Director or Teacher at the center. Please put your child's name on each check, and label "Extra Care" or "Field Trip." We do not accept cash payments.

Please do not write checks to any staff persons, except in the event of paying a late fee when you arrive at the center to pick up your child.

Arriving at the Center Late (All Programs)

Every Kids Adventures Staff member is committed to providing an outstanding experience for your child. We pride ourselves on our devotion to your child. However, our staff members do have other commitments and need to leave work promptly at closing. Therefore, a late fee of \$10.00 for every 10 minutes (or fraction thereof) after closing must be paid to the staff member on duty.

Kids Adventures staff are not paid beyond center closing time and are not permitted to make exceptions. There will be no exceptions.

Failure to pay late fees or recurrent problems with lateness may result in dismissal from the program, at the discretion of Kids Adventures.

Third Party Subpoenas, Legal Interpretations and Legal Fees (All Programs)

We understand that there are times when parents are involved in litigation and Kids Adventures may be required to respond to a subpoena by a third party, and/or a parent, to provide certain records of Kids Adventures for use in court, or require interpretation of a disputed legal document. Further, Kids Adventures reserves the right to submit any disputes or issues arising from, related to or connected with its daycare services, including without limitation any collection efforts for unpaid fees, to its legal counsel.

In the event Kids Adventures incurs an expense related to (i) assembling and copying Kids Adventures' records, or (ii) legal fees and expenses, Kids Adventures will assess the financially responsible parent for all reasonable costs, including attorney's fees, incurred by Kids Adventures associated with said required measures. Such financially responsible parent acknowledges that he/she is responsible for the prompt payment of such fees and expenses, and any failure to promptly pay such fees and expenses could result in dismissal from the program, at the discretion of Kids Adventures.

The term "parent" shall mean and include a legally appointed guardian.

Children's Absences from Center (All Programs)

If your child is absent due to illness, vacation, etc., please call the center, or leave a message on the answering machine. You are still expected to pay normal tuition in order to hold his/her space in the program. If your child is absent for more than three (3) days due to illness, we must have a note from your doctor/pediatrician authorizing their return to the program.

Withdrawal from Program (Kids Adventures)

If it becomes necessary for you to withdraw your child from our program, we require that you give us thirty (30) days notice and fill out and deliver a Withdrawal Form (available from your Director or Teacher). If thirty (30) days notice is not given, you will be charged for thirty (30) days tuition from the date of notification. If no notice is given, you will be responsible for all monthly tuition fees.

Withdrawal from Program (Preschool)

Due to the nature of our Preschool Program, parents are required to commit to one academic year. Withdrawal is only permitted in accordance with the terms of the enrollment agreement, the terms of which are incorporated hereby by reference.

If the terms of the enrollment agreement are met, then thirty (30) days written notice to Kids Adventures shall be required.

Withdrawal from Program (Teen Adventures)

Due to the nature of our Teen Adventures Program, parents are required to commit to one academic year. Withdrawal is only permitted in accordance with the terms of the enrollment agreement, the terms of which are incorporated hereby by reference.

If the terms of the enrollment agreement are met, then thirty (30) days written notice to Kids Adventures shall be required.

Changes to Attendance Plan (All Programs)

Please complete a Change Form for each time you change the number of days or times that your child will need care. These forms are available from your Director. Changes must be made on these forms in order for them to be accepted and processed.

Changes may only be made in accordance with the terms of your applicable enrollment agreement, though Kids Adventures reserves the right, at its discretion, to accept changes based on extraordinary circumstances.

Re-Enrollment in Program (Kids Adventures and Teen Adventures)

During the month of March, all parents whose children are currently enrolled in any of our programs have the first option for re-enrolling for the next year's program.

A re-enrollment form will be provided for each child and must be returned to Kids Adventures by March 30th with a non-refundable deposit in order to reserve a space for the following year.

Please Note: *All currently enrolled families are guaranteed a space in the program for the following year at their current year's attendance plan, so long as there is no reduction in licensed capacity.*

Kids Adventures cannot be responsible for changes in licensing regulations that affect floor space requirements, the space available in a school building, or any unforeseen events that may change the licensed capacity of a center.

Medication (All Programs)

Maryland Health Department regulations permit childcare providers to give prescription and non-prescription medication to children in care under certain conditions. Prior written permission from the child's parent (or doctor for a prescription drug) is a requirement (we will have forms available at the center). Complete a separate form for each prescription or non-prescription drug. All medication must be in its original container.

Prescription Medication: Prescription medications must be in a container labeled by the pharmacy or physician with the child's name and expiration date. The child may receive medication only according to the written instruction of the health practitioner or the instruction on the medication label.

Non-Prescription Medication: Non-prescription medications must be provided in the original unopened and unexpired package. The child may receive medication only according to the instructions on the medication label or the written instruction of the health practitioner. A child may receive only one dose per illness, except acetaminophen (Tylenol) and topical medication. A licensed health practitioner must approve the medication and dosage for the child to receive more than one dose.

Special Needs (All Programs)

Kids Adventures' priority is to serve all the children in your community, including those with special needs. An assessment will be completed with the parent at the time of enrollment. We will evaluate the specific needs of the child and make a decision together to see if Kids Adventures will be able to accommodate them. As long as it does not require Kids Adventures to change the nature of our program (i.e. one-on-one supervision), we will accept enrollment

promptly upon the conclusion of the evaluation of the child. It is the parents' responsibility to communicate any special circumstances to Kids Adventures prior to enrollment.

Safety (All Programs)

Our primary concern is your child's safety and welfare. Children will always be supervised and every precaution will be taken to prevent any accident from happening. However, children are active and occasionally accidents do happen. Should an accident occur involving your child, the Director will determine the severity of the circumstance and, if the circumstances warrant, based on the reasonable determination of the Director, you will be promptly notified. Incident reports are filled out for every accident and one copy will be placed in your mailbox or given to you by the Director, Teacher, or Group Leader. Copies of such incident reports are kept on file at the center.

Students with Mobile Phones, Camera Phones, or Cameras

Kids Adventures

According to the Montgomery County Board of Education Regulation COG-RA, Elementary School students are not permitted to possess or use portable communication devices on MCPS Middle School and Elementary School campuses, except by written approval of the MCPS. Students will be subject to the same regulations during Kids Adventures. Any unauthorized phones will be subject to confiscation and returned to the parent or guardian.

Teen Adventures

Middle School students may have cell phones or other portable devices on school property. However, these devices must be turned off and kept out of sight during program hours. Specific permission must be granted for each use by the staff on site.

All Programs

The Kids Adventures or Teen Adventures staff must be informed, in advance, of any changes to a student's schedule or pick-up arrangements. Please do not make arrangements over the phone with your child. The staff cannot accept the word of another parent or your child.

No camera phones or cameras are permitted during Kids Adventures or Teen Adventures without written authorization. No camera phones or cameras are permitted in **restrooms or locker room areas** at any time.

No student may use a portable communication device in a manner that is profane, indecent, obscene, or constitutes bullying, harassment, or invasion of privacy.

Policies on Discipline (All Programs)

The handling of behavioral problems will, at all times, reflect a sound knowledge and understanding of each child's development. Discipline will always be used with respect for all children involved. We will attempt to enable the child to deal with situations in a constructive manner.

In most cases, we find that redirection to another activity proves to be highly effective. However, it is important that children learn to take responsibility for their actions. Children will have a clear understanding of what behavior is expected and will understand the consequences of unacceptable behavior.

Children who are angry and upset will be taken aside, calmed down and talked to. All parties involved will come to a clear understanding of the situation in question. Staff will talk with children to explain why certain behaviors are not appropriate while attending Kids Adventures. They will work together to decide upon a fair course of action and a way to prevent this from happening in the future. The staff will encourage different strategies and acceptable alternatives for future situations.

Kids Adventure is a private company and reserves the right to dismiss children from the program at the sole reasonable discretion of the Kids Adventures administration. Any determination by Kids Adventures to suspend or dismiss a child from the program shall be conclusive and binding upon the parties.

Dismissal from the Program (All Programs)

We understand that Kids Adventures may not be the most appropriate place for every child. If the staff finds that this program is not the best possible environment for a particular child because his/her individual needs cannot be met, a parent conference will be held (either by telephone or in-person).

After identifying what the expectation of change in behavior should be, the child will be given two (2) weeks to comply with this request. If the child is still unable to behave as expected, the decision will be left to the Executive Director and Site Director to suspend or dismiss the child from our program, at his/her sole discretion.

Some of the behaviors that may result in probation/dismissal are as follows:

- Fighting and/or assaulting behavior
- Leaving grounds without permission
- Intimidation and/or extortion
- Refusing to follow directions primarily aimed at correcting behavior
- Profanity and/or obscenity
- Theft
- Intentional abuse of Kids Adventures', school, or others' personal property
- Verbal abuse
- Possession of dangerous objects such as cigarettes, lighters or any other item prohibited in school

In the event of student violations, the circumstances of the situation and the previous behavior of the student will be considered in determining the consequences.

In addition, children may also be dismissed from the program if their parent has disrespectful interactions with the Director, staff, or other children.

Further, children may be dismissed from the program if tuition and/or fees are not paid by the end of each month.

Kids Adventures maintains a close relationship with the schools that we use space in. It is the policy of Kids Adventures and Teen Adventures to report any behavior that we deem threatening to school personnel, students, or property to the school administration. These behaviors can include, but are not limited to, threats or acts of violence, vandalism, or theft.

Child Abuse (All Programs)

All staff members are required to report suspected cases of child abuse or neglect to the police or the Department of Social Services.

Necessary Paperwork (All Programs)

Before attending Kids Adventures or Teen Adventures, each child must have the following items on file:

- Emergency Information Card (completed by parent or guardian)
- Part 1 Health Inventory (completed by parent or guardian)
- Part 2 Health Inventory (completed by physician/ copies from child's school are acceptable)
- Health Inventory Addendum - Lead Testing (Kids under 6yrs/ completed by physician)
- Immunization Records (completed by physician/ copies from child's school are acceptable)
- Medication Authorization Form (if needed/ completed by physician, originals including all times that the child will be in the care of Kids Adventures or Teen Adventures)
- Acknowledgment - "Making the Difference For Your Child" (completed by parent or guardian)
- Parent Acknowledgement (completed by parent or guardian)
- Emergency Transportation & Evacuation Permission (completed by parent or guardian)

All forms are available on the Kids Adventures website:

www.KidsAdventures.com by clicking the "Forms" button on the home page.

Emergency Information Cards (All Programs)

Please keep the information on these cards up-to-date! This is the only way we have to contact parents. Let us know of any changes in address and phone numbers immediately. Change forms are available at the center. Children may not attend the program without an emergency card on file.

Custody Arrangements (All Programs)

Families with specific custody arrangements must provide a copy to Kids Adventures of the court order demonstrating any restrictions or conditions that affect the children. Without a court order, Kids Adventures will assume both parents have equal custody rights and an equal right to pick up their children from Kids Adventures.

In the event that there is a change in custody, parents must inform Kids Adventures immediately and provide any NEW or revised court order in connection with the change in custody.

In the event that there is a difference of opinion as to the interpretation of any legal documentation, or parents do not agree as to an issue involving their child, Kids Adventures reserves the right to submit the document or issue to Kids Adventures' legal counsel for review and a determination of how Kids Adventures shall proceed. In the event either parent disagrees with how Kids Adventures proceeds, then Kids Adventures shall only proceed in accordance with a document signed by both parents. If the parents cannot agree as to how Kids Adventures should proceed, then Kids Adventures reserves the right to terminate the contract with the parent.

In the event that Kids Adventures determines, in its sole reasonable discretion, that it is necessary to consult with its legal counsel, Kids Adventures shall notify the financially responsible parent, and such parent shall pay to Kids Adventures reasonable attorney's fees incurred by Kids Adventures in connection with the aforesaid consultation.

Third Party Subpoenas, Legal Interpretation and Legal Fees (All Programs)

We understand that there are times when parents are involved in litigation and Kids Adventures may be required to respond to a subpoena by a third party, and/or a parent, to provide certain records of Kids Adventures for use in court, or require interpretation of a disputed legal document. Further, Kids Adventures reserves the right to submit any disputes or issues arising from, related to or connected with its daycare services, including without limitation any collection efforts for unpaid fees, to its legal counsel.

In the event Kids Adventures incurs an expense related to (i) assembling and copying Kids Adventures' records or (ii) legal fees and expenses, Kids Adventures will assess the financially responsible parent for all reasonable costs, including attorney's fees, incurred by Kids Adventures associated with said required measures. Such financially responsible parent acknowledges that he or she is responsible for the prompt payment of such fees and expenses, and any failure to promptly pay such fees and expenses could result in dismissal from the program, at the discretion of Kids Adventures.

The term "parent" shall mean and include a legally appointed guardian.

Parents:

Please take a moment to read and sign the following Emergency Transportation Parent Permission Slip, Liability Waiver, and Parent Acknowledgement. You must return them to Kids Adventures with your registration form.



Appendix A

Liability Release with Parental Consent for Medical/Emergency Treatment and Transportation

CHILD'S NAME _____ DATE OF BIRTH _____
CHILD'S NAME _____ DATE OF BIRTH _____
ADDRESS _____ PHONE NUMBER _____

The undersigned, being the lawful parent(s) and/or guardian(s) of the above child (or children), hereby consent to the participation by the child in all day care and/or summer camp activities conducted by Kids Adventures, LLC and to the participation of the child in all events related to said activities. The undersigned recognize(s) both that Kids Adventures, LLC takes many precautions in the supervision of the students in its care, and that certain risks exist in sending our child to any school, day care or summer camp.

The undersigned acknowledge that: (i) Kids Adventures, LLC is not responsible for damages to or theft of personal property brought to or left at any Kids Adventures program; and (ii) the undersigned is responsible for any damages or losses caused by the above child to the property or persons of Kids Adventures, LLC, its agents, employees, attendees, invitees and vendors. The undersigned hereby further authorize(s) any of the staff, employees, agents and representatives of Kids Adventures to provide for, approve and authorize any health care at any hospital, emergency room, doctor's office or other institution, employ any physicians, dentists, nurses or other person whose services may be needed for such health care, review and if necessary disclose the contents of any medical records, execute any consent form required by medical, dental or other health authorities incident to the provision of medical, surgical or dental care to the child. Health care shall include, but not be limited to the administration of anesthesia, x-ray, examination, performance of operations, diagnostic and other procedures. The undersigned(s) hereby further authorize(s) emergency transportation by either day care personnel or if necessary by ambulance or other emergency vehicle. In any such event, I acknowledge that I will be notified as soon as practicable as to the location of my child. If there is no medical emergency, the day care staff will first use reasonable efforts to contact the parent(s) and /or guardian(s) before administering or authorizing any treatment. Notwithstanding other provisions in this consent form, Kids Adventures shall not have the authority to withhold or withdraw life-sustaining procedures for the child. The day care and the summer camp are well child-proofed and the children are consistently well-supervised. However, accidents do happen. The undersigned assume(s) full responsibility for any and all risk of accidental bodily injury or harm to the child, howsoever caused, arising or to arise by reason of or during the child's participation in the day care.

The undersigned expressly agrees that the foregoing release, waiver and indemnity is intended to be as broad and inclusive as is permitted by the law of the State of Maryland and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Lastly, and in furtherance of Kids Adventures overarching concern for the safety and well-being of the children entrusted to its care, the undersigned covenant and agree: (i) to provide Kids Adventures with the required up-to-date and complete emergency card, health inventories, immunization forms, about my child form and any other form that shall be deemed reasonably necessary and required in the future by Kids Adventures or any applicable federal, state or local governmental authority; and (ii) that it is the parents' or guardians' responsibility to promptly notify Kids Adventures, LLC regarding any legal custody or parenting time arrangements, or issues, acknowledging that it is not possible for Kids Adventures, LLC to heed the terms of any such arrangement of which it is not made aware.

Unless the context clearly indicates otherwise, where appropriate the singular shall include the plural and the masculine shall include the feminine or neuter, and vice versa, to the extent necessary to give the terms used in this agreement the proper meanings.

Appendix B

Parent Acknowledgement

Please sign below and return this page to the Kids Adventures LLC main office to finalize your registration for your child (children).

I have read and understand the Kids Adventures Parent Handbook and I agree to abide by its terms and conditions. I understand that failure to abide by these terms and conditions may result in dismissal from the program.

Parent Signature

Date

Parent's Name (print please)

Child's Name (Children's Names)

Center Location