



St. Anthony School  
Adventure Club Jr.  
(4 year old program)

# Handbook

## 2017-2018

Adventure Club Jr.

16 Columbus Ave, Des Moines, IA 50315

515-710-0798

Mayra Rodriguez

[mrodriguez@ stanthonyschoolsm.org](mailto:mrodriguez@stanthonyschoolsm.org)

## Mission Statement:

Our mission is to provide a safe environment where children can complete academic work and engage in fun physical activities.

## Adventure Club Jr.

Adventure Club Jr. is our Extended Care Program designed ONLY for 4 year olds who attend Afternoon PK at St. Anthony School. The student must be 100% potty trained to qualify for this program and must be attending the Afternoon PK Class. Adventure Club Jr. **is designed to reinforce what they are learning in PK.** This program helps students develop academic, and socially within a creative, age appropriate environment.

## Drop off and Pick up Policy

To ensure the safety of your child and all of the other children, once you arrive at SAS Adventure Club Jr. to drop off or pick up your child you assume full responsibility for your child while you are in our facility. SAS Adventure Club then assumes full responsibility once the parent has left our facility. When dropping off or picking up your child you will pick them up in the SAS Adventure Club Jr. located in our LOWER CHURCH. You must **SIGN IN AND SIGN OUT YOUR CHILD.**

## Schedule:

6:30am – 7:55am Adventure Club Room (free play)  
8:00am – 8:20am Breakfast (school cafeteria)  
8:20am – 8:30am Bathroom break and hand washing  
8:30am – 9:00am Circle time (Theme focus)  
9:00am – 10:00am Learning Centers (small group activity)  
10:30am – 10:50am Circle time  
10:50 –11:00am Bathroom break and hand washing  
11:00am – 11:30am Lunch (school cafeteria)  
11:30 – 11:50am Recess  
12:00 -12:10am Bathroom / Hand washing  
12:15pm Ms. Howards PK Classroom  
3:20pm PM Snack  
4:00pm Adventure Club Activities

## Payment Guidelines.

All monthly fees are due each month. They will be billed in nine (September thru May) monthly increments for the entire school year if you enrolled in monthly Payment Plan. All Payments will be made through **Smart Tuition**. You will be billed for the entire amount, no matter how many days your child attends Adventure Club.

*\*\*\* If at any time your account falls more than 90 days behind we will ask your child to be removed from SAS Adventure Club until your account is brought to current.*

*\*\*\* Failure to pay will result in your child being removed permanently from our SAS Adventure Club Jr. Program.*

## Notice to Withdrawal.

If a child is enrolled after the 15th of the month, the tuition is one-half the monthly fee. For children being enrolled before the 15th of the month, tuition for the month will be the full monthly fee. If a child is withdrawn before the 15th of the month, tuition will be one-half the monthly fee.

If a child is withdrawn after the 15th of the month, the tuition will be the full month's fee. A two-week notice is required to receive partial tuition rates. In cases of short-term notification (anything less than two weeks) of student withdrawal after the 15th of any month (with the exception of May), the student's family will be responsible for half of the next month's tuition. This allows SAS to maintain full enrollment of the SAS Adventure Club Jr. for the purpose of operation and budgetary needs. Please note: Tuition rates are reviewed yearly. Tuition is an annual fee that is divided into equal monthly payments. The tuition rate is a set fee no matter how many days a student attends SAS Adventure Club Jr. each month.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Holidays:**

Each month we will provide each family with a calendar of events for SAS Adventure Club. This will help serve as guide as to when SAS Adventure Club Jr. will be available. If you have any questions please feel free to ask or you can check the Calendar on SAS webpage.

### **Special Days:**

SAS Adventure Club Jr. is open during some holidays. Parents will be given a calendar with a list of holidays we will open. On these special days that we are open and school is not, each child needs to bring their own lunch with a drink.

### **Breaks:**

Christmas, Spring Break or any other time school is not in session for a consecutive week the fee will be **\$125.00** for the whole week. This also includes holidays and any other days SAS Adventure Club Jr. is closed. Minimum of 10 kids must register for that time.

### **Notification of Absence:**

Please let the Director know when your child will be absent. You may do so by calling, leaving a voice mail / or texting a message to this cell (515) 571-8634 or Office: (515) 244-2534.

### **Daily Routine:**

Our program is set up to guide them through the day in a developmentally appropriate way. Children will be able to discover and learn at their own pace. We will offer learning center time, small group activities, recess, choice time and teacher directed activities.

### **Communication:**

All parents will be contacted via email, or a phone call. Adventure Club Jr. will send a weekly newsletter email every Friday to inform parents of student's activities. Every Friday your child will be going home with an Adventure Club Jr. folder. Folders are asked to be returned on Mondays. If you have any questions about your child's day at Adventure Club Jr. do not hesitate to ask during pick up time.

### **Health Policy**

Please help us by keeping a watchful eye on your child if they are not feeling well. Children should not be at school if they have a cold, fever or diarrhea. If your child shows signs of sickness, we kindly ask that they be fever free for 24 hours before returning to Adventure Club Jr. If there are other concerns about your child we will contact our school nurse.

**Potty Trained Policy:**

Every child enrolling in Adventure Club Jr. **MUST** be potty trained. Please send an extra set of Clothes and shoes for your child in his/her bag.

**Inclement Weather Policy:**

In the event of inclement weather SAS Adventure Club will close if SAS School closes. **We will notify the local television and radio stations of the closing.**

In the event SAS School dismisses classes early for inclement weather SAS Adventure Club Jr. will close 60 minutes after dismissal.

If there is a late start due to inclement weather SAS Adventure Club Jr. will open at 8:30am unless prior notification is posted.

Thank you;

Adventure Club Jr. Director

Joe Grandanette

Adventure Club Jr. Teacher

Mayra Rodriguez

(515)244-2534

(515)571-8634

Email: [jgrandanette@stanthonydsm.org](mailto:jgrandanette@stanthonydsm.org)

[mrodriguez@stanthonydsm.org](mailto:mrodriguez@stanthonydsm.org)

SAS Adventure Club Jr.  
Registration Forms  
2017-2018



Adventure Club Jr. Program

Childs Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Childs Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

**Parent Information**

Parent Name: \_\_\_\_\_ Parent Name: \_\_\_\_\_

Parent Cell Number: \_\_\_\_\_ Parent Cell Number: \_\_\_\_\_

Parent Work: \_\_\_\_\_ Parent Work: \_\_\_\_\_

Parent Work Phone Number: \_\_\_\_\_ Parent Work Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Emergency Contacts**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Authorized Person to pick up child**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

# Doctor and Dental Information



Adventure Club Jr. Program

Student's Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_

Student's Doctor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

*Hospital you like your child to be taken in case of an emergency:*

\_\_\_\_\_

Student's Dentist: \_\_\_\_\_

Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Allergies:

\_\_\_\_\_

\_\_\_\_\_

Medical Condition:

\_\_\_\_\_

\_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_



Adventure Club Jr. Program

## SAS Adventure Club Jr. Fee

\_\_\_\_\_ \$500.00/month (6:30am–5:30pm) Aug–May includes breakfast, lunch and snack after school only during school days. *All NO school days we will provide breakfast and snack and students need to bring their own lunch.*

### SAS Adventure Club Payment Guidelines.

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- If at any time your account falls more than 90 days behind we will ask your child to be removed from SAS Adventure Club until your account is brought to current.
- Failure to pay will result in your child being removed permanently from our SAS Adventure Club Program.

### Notice to Withdrawal.

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Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_





SAS Adventure Club Jr.

Health / Immunization / Communicable Disease Statement

Adventure Club Jr. Program

I state that my child \_\_\_\_\_, is free of any communicable or infectious disease, and is able to participate in a child care program. I also state that my child's immunization record is on file with St Anthony's School Nurse.

My child has the following Allergies.

Three horizontal lines for listing allergies.

My child has the following acute or chronic condition(s).

Three horizontal lines for listing conditions.

My child is presently taking the following medication(s).

Two horizontal lines for listing medications.

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



## SAS Adventure Club Medication Authorization

*Adventure Club Jr. Program*

I \_\_\_\_\_ authorize SAS Adventure Club Jr. to administer medication to my child  
\_\_\_\_\_. Per my instructions.

I \_\_\_\_\_ authorize SAS Adventure Club Jr. to administer medication to my child  
\_\_\_\_\_. Per my instructions.

(Please fill out one line for every child)

Please list any know medical conditions of your child/ any medications your child is o that we should know about:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



*Adventure Club Jr. Program*

## SAS Adventure Club Jr. Permission for Emergency Care

I \_\_\_\_\_ hereby give SAS Adventure Club Jr. permission to take my child  
\_\_\_\_\_ to the Emergency Room or to the Dentist in case of an Emergency.

I \_\_\_\_\_ hereby give SAS Adventure Club Jr. permission to take my child  
\_\_\_\_\_ to the Emergency Room or to the Dentist in case of an Emergency.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Adventure Club Jr. Program

## SAS Adventure Club Jr. Photograph, Publish in Newspaper Authorization

I \_\_\_\_\_ give SAS Adventure Club Jr. permission to photograph my son or daughter \_\_\_\_\_ and use the resulting photographs for any purpose that SAS Adventure Club deems proper.

I \_\_\_\_\_ give SAS Adventure Club Jr. permission to photograph my son or daughter \_\_\_\_\_ and use the resulting photographs for any purpose that SAS Adventure Club deems proper.

(Please fill out one line per child)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SAS Adventure Club Jr.  
Pricing for 2017-2018**



*Adventure Club Jr. Program*

Please mark one:

**Option "A" those that need it full time**

\_\_\_\_\_ 6:30am – 5:30pm daily

\$ 500.00 a month

**Option "B": those that need just school hours**

\_\_\_\_\_ 8:00am -3:20pm daily

\$ 325.00 a month

**Option "C" those that need care before or after**

➤ \_\_\_\_\_ Option # 1: 6:30am -3:20pm daily

Or

➤ \_\_\_\_\_ Option # 2: 8:00am -5:30am

\$400.00 a month

- ✓ Breakfast and lunch is included for all options
- ✓ If you need drop in or extended time you will be charge \$ 25.00



*Adventure Club Jr. Program*

Dear Parents,

In order to stay up to date with our State Requirements for Extended Child Care, we are in need of some important information:

We need a current physical form that has been completed within the last 12 months. Also a copy of Immunization Records up to date.

You can personally bring this in or have your Doctor's office fax it to the school at 515-243-4467.

Attention to Joe G. Adventure Club Jr.

We need the form ASAP.

Thank you,

Nicole Sanders  
School nurse