



CLUB EDVENTURE PARENT HANDBOOK



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FAQ's

Club EdVenture is an award-winning, hands-on, educational program, backed by an experienced staff with knowledge in child development and care.

We are an affordable extended learning program, operated by staff from EdVenture Museum, conducted in cooperation with the local school district. Our 10:1 student-to-adult ratio ensures that all students get the attention and engagement that they deserve. This fun, academic, enrichment, and educational program provides a safe and structured space for students, while keeping their minds stimulated during an extension of the regular school day.

Students will engage in age appropriate activities that encourage creativity and self-expression, strengthen good problem-solving skills, promote academic achievement, encourage fitness and good nutrition and instill good citizenship and respect for others.

Getting Started

Before a student may enroll in Club EdVenture, at least one caregiver must attend an orientation session, register online, pay an annual \$30 registration fee, and pay the first week's tuition. Orientation sessions are held during EdVenture's Open House, and then monthly (check dates on the website). Club EdVenture registration is online at www.edventure.org/after-school.

FREE Museum Membership!

After completing registration and attending parent orientation, you will receive a free membership to EdVenture Children's Museum. That means free admission to the museum for your family that was named in your CE application and special discounts on EdVenture camps and other special programs! This membership will remain valid from the day you enroll in Club EdVenture until you are no longer enrolled. If your account accrues an outstanding balance, your membership will be suspended until the account balance has been satisfied.

Club EdVenture Schedule

Take-A-Break or TAB [30 minutes] TAB time will take place daily for the first 15 minutes after student arrival. This time includes restroom breaks, attendance roll calls educational games and social time.

Brain Break [3 minutes] Physical Activity/ Personal care routine

Dinner/ Snack [30 minutes] Hot snack (provided by School Districts) will be provided for all students at the start of every Club EdVenture day.

Brain Break [3 minutes] Physical, Music/Movement Activity/Personal care routine

Homework/Enrichment Time [60 minutes] Club EdVenture staff will be available to help with homework questions. During this session, EdVenture's Educators will break students into groups by grade. All children will **work on their** homework, write or read during this time. If students do not have homework, they will complete enrichment activities. An Educator will provide a Read-Aloud to children who have completed homework.

CATCH/Recreational Physical Time [45 minutes] CATCH (Coordinated Approach to Child Health) is a series of outside recreational activities that encourage active lifestyles and healthy nutrition. Students participate in organized recreation led by the Club EdVenture staff. Snack is served.

Restroom/Water Break

EDDIE's Sci-Fly Activity Time/Academic Enrichment [30 minutes] These science-based activities will encourage students to "soar" into the world of science! This time is dedicated to activities in science, technology, engineering, the arts and/or math.

Brain Break [3 minutes] Physical, Music/Movement Activity

Small Group Activity [15 minutes] Read Aloud, games recap of the end of the day and dismissal.

Policies and Procedures

1-1 The Program's Purpose, Philosophy and Staff

It is the mission of the CE program to provide children with an individually, developmentally, and age appropriate program. It is every child's right to explore his/her individuality with guidance through appropriate activities. Believing that by offering a secure and safe atmosphere during our program, children will develop strong interpersonal skills that can be applied both academically and socially in life. Our experienced staff is knowledgeable in child development, STEAM content, teaching, mentoring, and informal education. Club EdVenture helps students to meet state and local student standards in core academic subjects. Every Club EdVenture employee successfully completing a background investigation for the SC Bureau of Investigation, completes training on the child abuse reporting system, completes a 26-hour Health and Safety course, and must have CPR/Frist Aid/AED trained.

1-2 Ages of Children Accepted CE program will accept children who are in Pre-Kindergarten up until they reach the eighth grade. Club EdVenture has an open-door policy for parents to attend Club at any time.

1-3 Services Offered for Children with disabilities (Compliance with the Americans with Disabilities Act) CE program will not discriminate against persons with disabilities. People with disabilities will be provided with the same opportunities to participate in programming. Reasonable modifications will be made to accommodate people with disabilities; however, the program cannot make fundamental alterations to the program to accommodate youth. The program will provide services necessary for effective communication with children or adults with disabilities. Program facilities will be accessible for persons with disabilities. Each youth with a disability who wants to enter the program will need to provide in writing any conditions that need to be met for success in the program. A meeting with parents or guardians will need to take place to identify accommodations for the child and ways to meet those needs. If meeting those needs does not fundamentally alter the program, the youth will be admitted. The program is not able to hire a staff for a child who needs a one to one ratio for care; however, if a guardian can provide a personal assistant to the child (at no cost to the program), the child can participate in the program. Youth who pose a direct threat to the health and/or safety of others will not be allowed to participate in programs and services offered by the program.

1-4 Program Hours, Full/Half Days CE will operate Monday through Friday, accordingly to the school district calendar. The program begins as children are released from their classrooms at the end of the school day. Club EdVenture program closes at 6:00 pm. Club EdVenture provides educational experiences for Half Days/Full Days, teacher workdays, and professional development days as determined by the school district. Pre-registration is required to attend any Club EdVenture full day camps. Pre-registration will be available at all Club EdVenture sites two weeks prior to any extended care days. Club EdVenture full day camps will operate at EdVenture Museum from 7:30 a.m.–6 p.m. and include a full day of activities and exploration. During half-day extended care, Club EdVenture will operate as normal from 12 p.m.–6 p.m. at the schools. No transportation will be provided.

1-5 Admission and Registration of children Each family must complete a registration packet of documents required by Club EdVenture and attend a parent orientation. Registration materials are available via www.edventure.org A new registration must be completed each year. Parents/guardians are required to sign the Parent Handbook yearly. Parents have access to the Parent Handbook upon completion of the registration process and can download a copy of the document.

1-6 Check-in Procedures Attendance will be taken at the beginning of each session. All absent students will be marked with an A. Students who arrive after roll call must be accompanied by a teacher/program coordinator for sign in (including students who are in other after school programs (chorus, CRP, dance, tutoring, etc.) Students will not be allowed to leave Club EdVenture for any reason (including

assisting school teachers in classrooms or receiving additional help from a teacher during Club EdVenture hours) without a written letter of parental consent and approval from the Area Supervisor. Parents must notify CE if their child will not be attending CE. When parents are notifying school about their child being absent that day they must notify CE also.

1-7 Day Camps, Extended Camps, and Summer Camps EdVenture Children’s Museum offers various camps during school closing, and extended school holidays, such as EDDIE@s Election Day Camp, EDDIE@s Winter Break Camp, EDDIE@s MLK Dream Day, EDDIE@s Spring Break Camp, and EDDIE@s Summer Camp. It is important to note that these camps are separate from Club EdVenture. Registration and billing for these camps is handled separately. If you have a past due balance for Club EdVenture, you will not be eligible to register for camp until the outstanding balance is resolved. Winter, spring, summer, and Day Camps are available at EdVenture Museum for an additional fee on a weekly basis. Camp schedule are based on the public-school schedules. Children must be 4 -12 yrs. All policies apply to camps. Please visit www.edventure.org for additional information concerning camp content and to register for the weekly camps. Visit www.edventure.org for more information.

1-8 Tuition Rates and Financial Information To maintain a quality program we must be financially self-sufficient.

Standard Tuition Rate

\$50.00 per week for one child \$45.00 per week for each additional child in the household

Reduced Tuition Rate

\$45.00 per week for one child \$40.00 per week for each additional child in the household.

Only those students who are eligible will qualify for reduced tuition. This must be indicated during the registration process when registering your child. Eligibility is determined based on family income and expenses. Standard Rates apply for any ABC Voucher or Scholarship Assistance, and do not affect the client fee paid from the Voucher or Assistance. Employee of the museum will receive a 50% discount on tuition rate.

If your child participates in the School District Comprehensive Remediation Program (CRP), please provide documentation to the finance department by email.

Tuition **will not be prorated due to attendance**. If your child only attends one day of the week, you will still pay the full amount. No refunds will be given due to schedule changes including inclement weather.

Comprehensive Remediation Program (CRP)

If your child has been required to attend the CRP by your child’s school and is attending Club EdVenture you are eligible for reduced tuition for the period that your child is in CRP. You must notify the Finance Department or the Director of Club EdVenture that your child has been selected for CRP and provide us with the letter stating that your child has been required to attend CRP within the first 30 days of CRP attendance to be able to receive reduced tuition. After 30 days of attendance reduced tuition will not be considered.

How to Pay Tuition: Payments are always due on the Friday prior to the week of service. A \$10 late fee will be assessed for payments not received before the following Monday each week. This fee does accrue. If you incur this fee, it will be added to your weekly tuition. Payments cannot be made at the school office, to school’s staff or to Club EdVenture staff. Payments may be made via the parent portal on our website (www.edventure.org).

Auto Debit / Credit Card Authorization are the only option for Club EdVenture. This helps to minimize the amount of late fees charged to your account. Those caregivers without a checking account must obtain a prepaid Visa or MasterCard. If we are unable to withdraw the requested funds from your card for any reason, you will accrue one \$10 late fee per registered student.

Financial Delinquency Once an outstanding balance of \$100 or greater accrues on a student’s account, this balance must be resolved in-full by the following billing cycle. Otherwise, your student will be removed from the program until the balance is paid off in full. A student who has been removed may not be re-enrolled in Club EdVenture if an unpaid outstanding balance remains. The student will be re-admitted

only if Club EdVenture receives payment for the total past out-standing balance. If a child is removed due to financial delinquency, parents/caregivers will be called to pick up child afterschool.

Financial Statements Financial statements will be available via the parent portal found on our website (www.edventure.org).

1-9 Communication with Club Club EdVenture's values regular communication between parents and Club staff. Phone numbers are posted on the web and at the entrance door. The primary form of communication with caregivers is email. Remind Me Text service is available for caregivers that sign up. Caregivers will receive outstanding balance or financial notices, monthly newsletters, and updates on the program. At each site a CE Trifold contains monthly updates and news.

Section 2: Policies and Procedures

2-1 Discipline Philosophy The goal of the Club EdVenture Discipline Philosophy is to create a safe, respectful, and responsible environment where learning can take place. Discipline is used as a teaching strategy, which supports each child's social and emotional development and wellbeing. The program staff will use its discretion in its choice of disciplinary measures depending upon the child's age, his or her specific infraction, and general pattern of behavior.

Discipline Policy Club EdVenture members will follow the school's discipline policy. Students should always be a small group accompanied by Club EdVenture staff. Students are expected to be polite and respectful toward all individuals. Club EdVenture discipline policy disallows any strategy that hurts, shames, or belittles a child and any strategy that threatens, intimidates or forces a child. Rules are stated in what children can do (i.e. Be Kind and Respectful, Keep your hands and feet to yourself, Catch your words before you speak, Use your inside voices etc.). No horseplay or "hostile hands" (hitting, pushing, slapping, etc.) are allowed. Club EdVenture will not withhold physical activity or use food as a reward or punishment. Club EdVenture has zero tolerance for bullying and sexual harassment.

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, Club EdVenture uses a positive approach to discipline and practices the following discipline and behavior management techniques.

This is what we do:

- ✓ Communicate to children using positive statements.
- ✓ Communicate with children on their level.
- ✓ Talk with children in a calm quiet manner.
- ✓ Explain unacceptable behavior to children.
- ✓ Give attention to children for positive behavior.
- ✓ Praise and encourage the children.
- ✓ Reason with and set limits for the children.
- ✓ Apply rules consistently.
- ✓ Model appropriate behavior.
- ✓ Provide alternatives and redirect children to acceptable activity.
- ✓ Give children opportunities to make choices and solve problems.
- ✓ Help children talk out problems and think of solutions.
- ✓ Listen to children and respect the children's needs, desires and feelings.
- ✓ Provide appropriate words to help solve conflicts.
- ✓ Use storybooks and discussion to work through common conflicts.

Club EdVenture Rules

Keep your hands and feet to yourself

Be respectful to other students

Raise hand before you speak

Listen when someone is talking
Walking feet
Quiet voices

Disciplinary Consequences

The following steps will be taken if a disciplinary issue arises with your child at Club EdVenture:

1. A reminder of the Club EdVenture rules is given to the student.
Re-teaching of the Club EdVenture rules and a written incident report is issued to the caregiver if the behavior continues and the student will be asked to complete a rules procedure chart.
2. Conflict Resolution process is put into place with the child(ren) holding child accountable for their actions and the solution to the problem.
3. A written incident report is issued to the caregiver if the behavior continues. The student will be asked to sit out for many minutes to complete the action steps of the behavior chart. They will be able to return to activities when they are in control of their own bodies and emotions.
4. If the issue is not resolved, the student can lose their opportunity to participate in activities and the caregiver will be called to pick up their child.
5. If the behavior escalates or continues, the Educator will contact the student's caregivers. The Extended Learning Director will schedule a parent conference. A Club EdVenture Behavior Contract will be developed with the Parent, Student and Club EdVenture. A child goal sheet will be developed with the parent and child to be maintained and reviewed by all parties on an agreed date. If the behavior continues, the student will be suspended from the program.

Please note that the above steps can be changed at any time depending on the severity or level of the behavior in question. Caregivers will be notified at pick-up of any discipline issues pertaining to the students and will be given a written incident report describing the incident and consequences for their signature. If a student causes damage to school or Club EdVenture property, due to noncompliance of rules, the cost of repairs will be billed to the student's parent(s)/guardian(s).

We Do Not inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.) Use any strategy that hurts, shames, or belittles a child. Use any strategy that threatens, intimidates, or forces a child. Use food as a form of reward or punishment. Use or withhold physical activity as a punishment. Shame or punish a child if a bathroom accident occurs. Embarrass any child in front of others. Compare children. Place children in a locked and/or dark room. Leave any child alone, unattended or without supervision. Allow discipline of a child by other children. Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

Suspension

A student may be suspended from our program due to a behavioral issue. The length of this suspension will depend on the severity of the issue. Any student who has been suspended from school is not permitted to attend Club EdVenture during that suspension. Weekly Club EdVenture tuition will not be adjusted according to days missed due to suspension.

Expulsion

If a student's behavior issues continue after suspension, he or she may be expelled from Club EdVenture. Nine weeks after the expulsion, the caregiver may apply for re-enrollment. As part of the application process, the program manager, Club EdVenture staff, and at least one caregiver must schedule a conference to determine whether re-enrollment is appropriate. If it is determined that the student may re-enroll, the caregiver must re-register the student. Any student who has been expelled from the school will also be expelled from Club EdVenture.

2-2 Supervision of Children Upon arrival to the Club EdVenture children must report to Club Educators. Clear expectations of where the children can go and not go, will be given, modeled, and restated to the children while they are in the program. This will remain a constant no matter if we are in the classroom, at recess, or on a day trip. Children must ask permission to use the restroom and notify their Educator that they have returned from the bathroom. All children are to stay within sight always. While on day trips, the group will travel together, remaining within an arm's length of each other while walking. When the destination has been reached, parameters will be set-up by the supervisor. Children will be reminded that they are never to be alone and will be assigned a "buddy" to be with always. Children will have to be in an area where they can see the person in charge and can be seen by the leader, within the parameters. Children must ask permission to use the restroom and will go with another child. Roll call will be taken before, during, and after each field trip to ensure all youth are present and accounted for. Parents must come into the building and sign-out their child(ren) upon pick-up each day.

2-3 Nutrition Policy: Meals and Snacks Club EdVenture provides healthy foods in the after-school and summer program supplied by the school district which uses U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). Healthy foods give children a nutritional boost and draw them into supervised activities that are safe, fun and filled with learning opportunities. Healthy foods help ensure that children receive the nutrition they need to learn, play and grow. Organized, structured and supervised programs that provide healthy foods allow children to think and behave more positively. Healthy foods should contain the following components during a full day program and half during the afterschool program:

Fruits and Vegetables We serve fruit at least 2 times a day. We offer a vegetable other than white potatoes at least 2 times a day. Grains We serve whole grain foods at least 2 times a day. Beverages We limit juice intake to once per day in a serving size specified for the child's age group. When served, the juice is 100% fruit juice. We do not serve sugar sweetened beverages. We serve milk. Fats and Sugars High fat meats, such as bologna, bacon, and sausage, are served no more than once per week. Fried or pre-fried vegetables, including potatoes, are served no more than once in a 2-week period. We limit sweet food items to no more than once per week.

Role of Staff in Nutrition Education Staff provide opportunities for children to learn about nutrition during hot dinner weekly. Staff act as role models for healthy eating in front of the children. At least 1 staff member joins children at the table during meals and snacks.

We provide a variety of nutritionally balanced, high quality foods each day so **please do not send your child with outside food and drinks.**

A "hot dinner" will be provided for all students at the start of every Club EdVenture session. After homework time, the students will be given a snack.

Students may provide their own healthy snacks if the caregiver has **reported special dietary concerns** in writing to the Club EdVenture management. The types of food, number and size of servings shall be appropriate for the ages and developmental levels of the children participating in after-school and summer programs. Drinking water must be freely available to children of all ages and offered at frequent intervals. Approved drinking fountains or individual drinking utensils shall be provided by families. Children's special diets or food allergies shall be posted in the food preparation and distribution area for the summer program. Any food required by special diets should be provided by the caregivers of the participating child. If children bring their own food for snacks due to specialize diet during the afterschool or summer programs, the food should meet the recommended nutritional standards in this policy.

Food or beverages with little or no nutritional value such as fruit drinks, soft drinks, or packaged bakery goods, are not allowed as snacks for these programs. Students will not be allowed to take dinner, snack, or any part of those meals out of the school door. If caregivers arrive for pick up, students will discard remaining food items or continuing eating until they are finished. Club EdVenture staff is not responsible for students who miss dinner and snack sessions due to participation in other activities. Staff and parents attend annual nutrition professional development to ensure that all staff understand the important role nutrition plays in the overall well-being of children. Students must receive all dinner and missed snacks with the program they attend during the designated snack time. Students must clean up after themselves and notify staff of particularly large messes.

2-4 Homework Policy Every effort will be made to provide students with adequate support to complete home work during the homework session. Club EdVenture staff can only be responsible for and made aware of homework assignments through student communication and/or regular classroom teachers. Club EdVenture staff will provide direct instruction and assistance to students during the homework hour. Students who do not have homework will participate in quiet, literacy-based activities led by a Club Educator. All homework will be checked for completion at the end of the homework session. A Homework Contract is required to be signed by the parent/guardian. As a safety precaution, students who do not have the required materials for homework assignments will not be allowed to retrieve them from other parts of the school. Club EdVenture Program staff may attempt to contact school officials to retrieve the materials, but staff and classroom access after school are not guaranteed.

2-5 Children's Personal Belongings and Electronic Device Policy The program requires that proper clothing and footwear (closed toed shoes) be worn always. . It is recommended that all the child's belongings be clearly marked with child's first and last name. It is the parent/guardian's responsibility to make sure their child is leaving with everything he/she came with. Participants will be expected to wear proper clothing always and for all weather conditions. Children will be going outside daily and proper clothing is needed.

Personal Electronic Devices, phones, toys, video games, items of value, candy, money (unless otherwise stated for field trips), weapons, and fireworks are not permitted. The program is not responsible for lost or broken items. If the above items are out of child's book bag they will be held until parent arrives.

2-6 Visitor Policy EdVenture museum educators will be visiting Club EdVenture sites to provide special programming. Occasionally other vendors/visitors will visit Club sites to provide educational or creative programs. All visitors must sign in. The program staff will be present while visitors are with the youth.

2-7 Releasing Children with Written Authorization Policy Students will be released only to those individuals authorized for pick-up on their registration form and who are at least 16 years old. Everyone attempting to pick up a student from the program will be asked to present a valid photo I.D. to staff. If a student is scheduled to participate in an additional after school program or activity, the caregiver must notify the Site Lead or Area Supervisor/Coordinator in writing before that activity or program begins. Program staff is not authorized to release any students to teachers or school staff without prior approval of the student's parent or legal guardian.

2-8 Late Pick Up Policy All students must be picked up from the program by 6 P.M. Starting at 6:01PM; a \$1 per minute late fee will accrue for any student still in Club EdVenture's care, regardless of any attempts to contact site staff. If a caregiver has not contacted the staff by 6:05pm, caregivers will be called. All other emergency contacts will be called if contact is not made with the primary caregiver. Starting at 6:15, a \$2 per minute fee will accrue for any student in the program. The EdVenture Extended Day Director will be called. If no contact or pick up has been made by 6:30pm, the principal, school security and Police/Sheriff will be called. The child will then be in placed their care. Any late pick up fees will be due

with regular Club EdVenture tuition. If a caregiver arrives before students are released to the Police, the site staff will present a Late Pick Up notice at pick up to caregivers to be signed by them showing pick up time and fees to be assessed.

Section 3: Safety Management Policies and Procedures

3-1 Inclement Weather Policy If school is cancelled, students are released early due to weather conditions, or afterschool is cancelled by the school district, the program will not operate. In the event of severe inclement weather during program operating hours, staff will contact caregivers and students should be picked up immediately. We reserve the right to cancel club EdVenture due to inclement weather. **We will not prorate tuition based on school closings due to weather.** For outside activities, youth will be expected to bring appropriate clothing. Clothing includes close toed shoes, rain jacket, and a warm layer. Outside play and activities may be cancelled or shortened due to weather. Staff will make the decision based on keeping the group safe. Staff will have access to first aid kits and a cell phone in case of emergency. Children will be going outside daily if the weather is appropriate. The program cannot keep one child indoors due to ratios.

3-2 Physical Activity Policy We recognize the importance of physical activity for young children. Implementation of appropriate physical activity practices supports the health and development of children in Club, as well as assisting in establishing positive lifestyle habits for the future. Club will provide all children with at least 60 minutes of daily outdoor active play opportunities. Club will increase indoor active play time, so the total amount of active play time remains the same, if weather limits outdoor time. We will go outside daily during the daylight when the temperature is above 40 degrees or below 95 degrees. Children are required to bring appropriate clothing items for the Winter weather such as coats, hats, mittens/gloves. Club will provide a variety of play materials (both indoors and outdoors) that promote physical activity. Club EdVenture staff will: encourage children to be physically active indoors and outdoors at appropriate times; Will provide 10-15 minutes of planned physical activities daily. Staff members do not withhold opportunities for physical activity (e.g., not being permitted to play with the rest of the class or being kept from play time), except when a child's behavior is dangerous to himself or others. Staff members never use physical activity or exercise as punishment, e.g., doing push-ups or running laps. Play time or other opportunities for physical activity are never withheld to enforce the completion of learning activities or academic work. Club uses appropriate alternate strategies as consequences for negative or undesirable behaviors

3-3 Safety: No Loitering Mandate To ensure the safety of all Club EdVenture participants, parents are not allowed to pass the parent corner and sign out station. Only School District personnel, EdVenture personnel, and adults who have passed the necessary background checks can participate in Club EdVenture participant areas. If anyone (caregivers included) desires to tour the program, a member of the Club EdVenture administration team will accompany them, please contact Ms. Robin McCants at rmccants@edventure.org for a tour. District facilities management staff will lock each site's outside doors daily. All caregivers are encouraged to input and save Club EdVenture site phone numbers. Club EdVenture Educators will be available to open outside doors during heavy traffic pick up times and during inclement weather. However, caregivers are asked to note that pick up may take up to ten minutes daily.

3-4 Transporting Children, Transportation Arrangements, Parental Permission for Excursion Policy. The program has been designed to remain at the school during hours of operation, except for a few occasions. Parents' permission for any activities that may require the program to leave the school campus will be acquired prior to the day of the activity. This permission must be in written form granting the program the right to leave the campus with each child under the proper adult supervision. Parents have the right to request that their child not participate in any excursion away from the campus.

3-5 Field Trips, Television and Video Viewing Policy Field trips will be described, posted, and permission for children to attend will be sent home to parents/guardians at least one week prior to any planned trip. Program staff will carry all relevant information pertaining to each child on all field trips.

Certified First Aid kits will also be in staff possession. The program staff will not transport children in any private vehicles.

The program will not watch TV. The program may watch educational videos as part of an Eddie-SciFly STEAM and /or CATCH activities. All videos will be interactive. Staff is responsible to visually supervise all youth present always.

3-6 Emergency Procedures Parents/guardians must provide written authorization for emergency medical care and all pertinent information regarding emergency parent/guardian contact. In cases of emergency, staff will immediately call 911 and then parents/guardians next. In cases in need of non-emergency care, parents/guardians will be contacted by phone. If parents/guardians cannot be contacted the people listed on the Emergency Contact information form will then be contacted. In the event of a lost child additional staff members will be provided to search for the lost child. The child's parents/guardians and appropriate authorities will be notified when necessary. Fire/emergency and evacuation drills will be conducted periodically. The school is on a fire alert system that automatically notifies the fire department in the event of a fire. In the case of a natural disaster, the established plan of action will be taken which includes prompt notification of parents/guardians and local authorities. Emergency transportation will be provided as available.

3-7 Children who arrive late to Club EdVenture All children are required to report to the program as soon as they have been dismissed from their classrooms. If a child is to arrive late to the program written notification must be provided by the parent/guardian or teacher of the student, notifying the program staff that the child will be arriving late for the program.

3-8 Withdrawal from Club EdVenture To withdraw a student from Club EdVenture a withdrawal form must be emailed to the Director and Finance Associate. Please do NOT turn this information into the site staff. Please note that tuition and fees will apply each week until your child is properly withdrawn – regardless of the child's attendance. You will be responsible for any accrued balance that remains. You will be responsible for up to two weeks of payments if not properly withdrawn. End of School Year Tuition must be current by Friday of the prior to the last week of service.

* **Caregivers of 4K students** are required to submit a withdrawal form at the end of the school year to avoid being charged an additional week of tuition. 4K students begin school a week later and end a week earlier during the school year.

3-9 Family Special Events! Club EdVenture provides family engagement programs throughout the year! The whole family is invited to these events! Dates and details for these events will be made available to students and caregivers as they are scheduled. They are detailed in the newsletter.

3-10 Sunscreen and Hand Washing Policy All sunscreen needs to be labeled with the child's first and last name. The child needs to be able to apply sunscreen on them. Educators will supervise. Sunscreen cannot be shared with other children other than siblings. **Hand washing** is the single most important means of preventing the spread of infection and germs. Staff and children's hands must be washed with soap and warm water. Staff must ensure that children's hands are clean. **Hands must be washed at a minimum at these times:**

- Before preparing or serving food
- Before and after toileting
- After assisting a child with toileting
- After wiping a nose
- After contact with body fluids
- After cleaning
- After using cleaning materials
- After contact with animals

- After administering medication

3-11 Privacy Clause Policy Club EdVenture does not sell emails, phone numbers to any third-party vendors. All documents, registration, and credit card information are secure. We will not release any pick-up times of your child unless you are the primary contract. We will not release any account information to any person not listed under the "primary or secondary contacts" within parent portal.

Section 4: Reporting Policies

4-1 Procedure for filing a complaint about after school If a parent, guardian, or employee has a concern regarding after school, they are encouraged to bring that concern, in person or in writing, to the Site Lead or Area Supervisor. The Site Lead or Area Supervisor will act to resolve the issue. If no action has been taken, contact the Director of Extended Learning.

4-2 Child Abuse and Neglect Policy Pursuant to South Carolina state law, all staff members of the program are required to read and sign a statement clearly defining child abuse and neglect and their responsibility to report all incidents of child abuse or neglect. Any staff member suspecting a youth has been subjected to child abuse or neglect or who has witnessed a child being subjected to abuse or neglect must immediately report the incident to SC Department of Social Services or local law enforcement. If there is a parent/guardian under the influence of drugs or alcohol the staff cannot release a child to that person. The Site Lead will notify the child's emergency individuals listed on the application form to arrange a safe ride home for the child and parent. If the parent/guardian does not cooperate and insists on removing a child from the program, the staff will call proper authorities. The program staff will contact the Area Supervisor and Extend Learning Director of the situation.

4-3 Custody Issues In cases of separation or divorced parents where visitation rights are denied to one parent, we cannot deny releasing the child to such parent unless a court decree or separation documents are in our file expressly forbidding such parent to pick up the child from our program, or from pick up times not allowed by court decree. The court decree must also be specific to the rights visitation on the Club EdVenture site during afterschool. The court document must specify in writing that visitation is permitted by the non-custodial parent. Otherwise, visitation will not be permitted. Please call the Extended Learning Director if you have specific custody issues that we need to be aware of.

4-4 Family Transitions Children's actions in our program often reflect problems they are experiencing at home (i.e. pet's death, parent divorcing, fight with sibling, etc.) If any such disruptive or traumatic experience should occur, please inform the Site Lead. This will enable us to better meet the needs of your child.

4-5 Caregivers under the influence of drugs or alcohol If a Club EdVenture staff member believes that a parent is intoxicated when they arrive to pick up their child, we will detain the child until an alternate plan can be arranged for transportation of the child and his/her parent. We will first try to contact another family member or spouse. If one no can be reach than one of the emergency contacts listed on the child's registration form will be contacted. If those means are unsuccessful a cab will be contacted at the expense of the parents. If the parent is suspected of being under the influence of drugs and/or alcohol, and is unruly, uncooperative, or out of control physically, for the safety of the child and the staff person, the staff may have no other choice than to contact the police.

Section 5: First Aid, Illness, and Injury

5-1 Illnesses, Accident, and Injuries Policy

Children must be healthy enough to participate in the program's daily routine. The program does not have the facilities to care for sick children. If a child becomes ill while in the program, the parent/guardian will be required to pick up their child as soon as possible. The Staff will not administer any form of medication to a student. Club EdVenture recommends that any necessary medication be obtained from the school nurse at the end of the school day. The child will be placed in an appropriate area until a parent/guardian arrives. If your child has any health concerns it is very important that it is recorded in the on-line application. This is the

only way that the program staff can help you keep your child safe while in our care. All known information about drug reactions, allergies, medications and special diets or special education conditions must be included.

All program staff must become CPR/AED/First Aid certified. Approved first aid kits are kept at each site and taken on all off-site activities. If a youth becomes injured or there is an accident, staff will first assess the situation. If the accident or injury is minor (a scrape or a bruise), the staff member will apply first aid as necessary. Incident reports of all injuries will be provided to caregivers at pick-up.

In case of serious accidents or injuries, staff will immediately call 911 and contact the parent/guardian. Parents must provide written authorization for emergency medical care and all pertinent information regarding emergency parent/guardian contact. Club EdVenture should be notified immediately in writing of any changes to the medical status of a student. This will allow the staff to provide appropriate learning environments for the students. Tuition will NOT be adjusted for days in which a student cannot attend Club EdVenture due to medical reasons.

Frequently Asked Questions

Q: Do I have to pay tuition even when my child is not in school?

A: From the time that a student is registered with our program until the student is withdrawn, Club EdVenture will charge tuition for each week that the program operates. We do not prorate tuition based on your child's unique attendance schedule, nor do we prorate tuition on weeks cut short by school holidays or inclement weather, or when we provide service for half-day services, and full-day services. During full weeks that Club EdVenture does not operate (e.g. Winter Break, Spring Break) we do not charge tuition.

Q: I get paid every two weeks / twice a month / every month / etc. – can I pay my tuition on that same schedule?

A: Club EdVenture can NOT schedule automatic tuition payments based on your unique payment schedule. Caregivers are encouraged to pay on a schedule they find most convenient, provided that all tuition is paid in advance. For example, a caregiver may wish to pay for Week 1 and 2 in one payment. However, to avoid unnecessary late fees, payment for each week must arrive before Week 1 begins.

Q: I am unable to get in touch with anyone. Why hasn't my call/email been returned?

Club EdVenture is rapidly expanding! Your first point of contact regarding Club EdVenture programs or staff should always be your Site's Lead or Club EdVenture Coordinator. Your first point of contact regarding Club EdVenture finances should be our finance office. You may contact the Extended Learning Director.

Q: Why doesn't Club EdVenture operate during school holidays?

A: Club EdVenture operates during all school days, half days, teacher workdays and professional development days. During extended breaks, such as Spring Break, Winter Break, and Summer Break, we encourage you to extend the Club EdVenture experience by enrolling your children in one of the many camps offered at the EdVenture Children's Museum. These camps are operated by museum educators, area content specialists, as well as much of the same staff who operate Club EdVenture.

Q: I did not realize I had an outstanding balance, and now I am having trouble catching up. Why wasn't I contacted?

A: Visit our parent portal via the website to view your balance due and make a payment. We also try our best to contact all caregivers who have an outstanding balance via email. We do each of these as a courtesy to you. Ultimately, it is your responsibility to keep up with your payments. If you ever have questions regarding your balance, we encourage you to visit the parent portal via our website or direct additional questions to Finance Office by email.

EdVenture's Pledge

Club EdVenture will provide your child with a safe and secure environment, hands-on activities that are fun and creative to stimulate your child's mind. Our well-trained staff will offer academic support in all content areas and help with homework. Our 10:1 student-to-adult ratio ensures that all students get the attention and engagement that they deserve. We pledge to treat your child with respect and courtesy. Our dedication is to your child's education and fun experiences that they will have while at Club EdVenture.

Parent/Guardian Consent

I, _____
Please print parent/guardian's name

Parent/Guardian of _____

Please print student's name or names

At _____

Please print student's school name

I have read and understand the Club EdVenture Parent/Guardian Handbook, including, but not limited to the discipline and corporal punishment policy, fee policy, Club EdVenture schedule, pick-up procedures and have attended the parent orientation. If there is any policy or provision in the handbook that I do not understand I will seek clarification from the Director. I understand that this document replaces and supersedes all prior policies, notices, memos and employment-related practices.

Parent/Guardian Signature _____

Date _____

Important Note:

Club EdVenture reserves the right to make appropriate changes to location during half/full day sessions, discipline policies and any other procedures that are necessary for the benefit of the students enrolled in the program.