

ADVENTURE ACADEMY EARLY LEARNING CENTER

Handbook & Policies

Full Time & Part Time Contract

This handbook contains important information about our facility and program procedures. Please feel free to discuss any questions or concerns with your provider prior to care.



Adventure Academy

EARLY LEARNING CENTER

Address

1060 Chestnut Road Orwigsburg, PA 17961

212 N Rte 183 Schuylkill Haven PA 17972

Hours of Operation

6:30 AM to 5:30 PM

Contact Information

Orwigsburg: adventureacademyelc@gmail.com (570) 943-5013

West: adventureacademywest@gmail.com (570) 739-7420

Search us on Facebook/www.adventureacademyelc.com

Purpose

Our purpose is to provide childcare for children ages 1 year to 12 years of age.

Our Vision

Adventure Academy Early Learning Center understands how important it is to maintain a positive, nurturing relationship between the children, staff, families, and community. Our vision is to work together as a team for the common good of happy, healthy children who become lifelong learners. We work together so our families feel a sense of belonging within our community, and feel confident leaving their children in our care. Families are welcomed to participate in classroom events, special activities, and field trips. Our programs are designed to meet the cognitive, social, emotional, and physical development of our children. It is our vision to be one the leading organizations in care and curriculum. We offer a wide range of child care programs where our children will explore learning through play, imagination, activities, movement, experiments, and projects. Our classrooms promote an environment that helps children discover the purpose of speaking, listening, reading, and writing through many experiences. Our staff is trained in classroom management and state guidelines, and we strive to support them to make the most of each day as educators and care givers. We end our time each day grateful for having your family as part of our community.

Mission Statement

The mission of Adventure Academy Early Learning Center is to provide the highest quality of family care in our community. We are a family owned company that is not only committed to providing learning experiences that promote a child's process of self-discovery and growth, but also committed to encouraging parents' involvement in the education process. At Adventure Academy Early Learning Center, children will have a safe, comfortable, and nurturing environment that fosters positive experiences and teachable moments that inspire our students to be lifelong learners. Our program has a healthy balance of child-directed and teacher-guided activities and is designed to reflect the developmentally appropriate needs of our children and families. We look forward to working closely with our families and staff to create a supportive, nurturing partnership.

Enrollment Policies

Non-Discrimination Policy

Adventure Academy Early Learning Center offers enrollment for children 1 year to 12 years. Enrollment shall be granted without regards to race, ethnicity, gender, creed, nationality, religion,

national origin, or disability; and without regard to a parent/guardian's race, ethnicity, gender, creed, nationality, religion, national origin, or disability.

Documents Required for Admission

Enrollment is based upon completion of enrollment packet, and signed billing contract. Immunization and health records must be completed on/before start date.

The following items must be received, reviewed, and filed by the Owner/Director before a child is enrolled for child care:

- \$25 Registration Fee + One week tuition (Security Deposit)
- Child Health Assessment signed by a Physician
- Immunization Records
- Emergency Contact Form
- Custody Orders, if applicable
- Program Policy Agreement/Contract Signed
- Infant Feeding Form (If Applicable)
- Permission for Photography
- Medication Log
- Food Allergy & Anaphylaxis Emergency Care Plan
- Program Policy Agreement

Security Deposit/Registration Fee

A non-refundable \$25 registration fee and one week's tuition security deposit are due at the time of application enrollment. Security deposits are to secure your spot for up to 30 days at Adventure Academy Early Learning Center. Once 30 days has passed, you will be responsible for paying tuition based on your contracted price. This deposit will also be applied to your child's first tuition bill.

Tuition

Tuition rates are priced by the day, and cover up to a 10 hour period of care. For every hour after the 10 hour period, tuition will be billed at \$5 an hour. Tuition is due bi-weekly in advance and is due no later than Friday for the following two weeks. We accept cash, check, bank auto-pay or money order. Tuition is payable even if your child is not in attendance, **including** sick days, snow days, and holidays (school age children omitted).

If the facility is closed on a due date, parents are required to pay on the last day of operation for that period. Tuition pays for food, building maintenance, curriculum necessities, classroom and bathroom supplies, and teacher salaries.

Non-payment of tuition or fees will result in immediate dismissal from care. There will be a \$15.00 late payment fee charged to each bill that is received after the due date. If Adventure Academy receives a returned check on your behalf, there will also be a \$50.00 fee added to your next bill. Adventure Academy Early Learning Center accepts Child Care Works, a subsidized childcare program, that is

administered by the Early Learning Resource Center (ELRC). The parent must submit an application to ELRC to see if your family meets the qualifications for the program. The parent is responsible for the co-payment.

Program	Adventure Academy Early Learning Center Tuition Rates		
<u>Infant 0-1 Y/O</u>	<u>Daily Rate</u>	<u>Weekly Rate</u>	<u>Bi-Weekly Rate</u>
M-F	\$37.75	\$188.75	\$377.50
MWF	\$39.75	\$119.25	\$238.50
TTH	\$39.75	\$79.50	\$159
<u>Toddler 1-2 Y/O</u>	<u>Daily Rate</u>	<u>Weekly Rate</u>	<u>Bi-Weekly Rate</u>
M-F	\$35.75	\$178.75	\$357.50
MWF	\$37.75	\$113.25	\$226.50
TTH	\$37.75	\$75.50	\$151
<u>Preschool 3-5 Y/O</u>	<u>Daily Rate</u>	<u>Weekly Rate</u>	<u>Bi-Weekly Rate</u>
M-F	\$29.50	\$147.50	\$295
MWF	\$31.50	\$94.50	\$189
TTH	\$31.50	\$63	\$126
<u>School Aged Summer & School Year Care (completed K to 12 years old)</u>	<u>Daily Rate</u>	<u>Weekly Rate</u>	<u>Bi-Weekly Rate</u>
M-F	\$25	\$125	\$250
MWF	\$25	\$75	\$150
TTH	\$25	\$50	\$100
<u>School Aged/ Before/After</u>	<u>Daily Rate</u>	<u>Weekly Rate</u>	<u>Bi-Weekly Rate</u>
M-F	\$6/hr	Contingent upon contracted time	Contingent upon contracted time
MWF	\$6/hr	Contingent upon contracted time	Contingent upon contracted time

TTH	\$6/hr	Contingent upon contracted time	Contingent upon contracted time
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Summer Holding Fee

Adventure Academy accepts “school year only” care upon request to the Director/Owners only. This means that Adventure Academy will hold a child’s enrollment spot for the academic year, while the child leaves care from the beginning of June until the end of August, before school and after school program children omitted. If the request is approved, you will be responsible for paying a **weekly** tuition of \$50. Adventure Academy has the right to no longer hold the spot if a parent fails to pay the **weekly** fee.

Staff Licensing

Staff to Child ratios are determined by the State Licensing regulations.

- Infants 0-12 months: 1 staff to 4 children
- Young Toddler 1-2 years: 1 staff to 5 children
- Older Toddler 2-3 years: 1 staff to 6 children
- Preschool 3-5 years: 1 staff to 10 children
- Young School-age K-4th grade: 1 staff to 12 children
- Older School-age 4th grade to 15 years of age: 1 staff to 15 children

At least two facility persons shall be in the facility when two or more children are in care. In the event that a classroom does not meet the requirements of staff to children, we will need to refuse care until our ratios are met. This will be on a “first come first serve basis”.

Supervision

*Children on the facility premises and on facility excursions off the premises shall be supervised by a staff person at all times. Outdoor play space used by the facility is considered part of the facility premises. The requirement of supervision includes compliance with childcare ratios.

(1) Each staff person shall be assigned the responsibility for supervision of specific children. The staff person shall know the names and whereabouts of the children in his assigned group. The staff person shall be physically present with the children in his group on the facility premises and on facility excursions off the facility premises.

(b) A facility person may not use any form of physical punishment, including spanking a child.

(c) A facility person may not single out a child for ridicule, threaten harm to the child or the child’s family and may not specifically aim to degrade the child or the child’s family.

(d) A facility person may not use harsh, demeaning or abusive language in the presence of children.

(e) A facility person may not restrain a child by using bonds, ties or straps to restrict a child’s movement or by enclosing the child in a confined space, closet or locked room. The prohibition against restraining a child does not apply to the use of adaptive equipment prescribed for a child with special needs.

Staff Qualifications

Staff are trained in mandated child abuse, health & safety, fire safety, and first aid/CPR. Staff must also have cleared criminal history, FBI fingerprints, and child abuse history clearances. Adventure Academy Early Learning Center offers employee opportunities for applicants with disabilities and reasonable accommodations shall be made to meet the limitations of qualified applications or employees. Personnel Policies, procedures and practices are designed to prohibit discrimination on the basis of race, color, religious creed, disability, ancestry, national origin, age, or sex.

- A volunteer shall be directly supervised at all time, and must be 16 years of age or older, unless enrolled in an approved training curriculum.
- A staff person must be at least 18 years of age or older.
- **Director:** must have a bachelor's degree from an accredited college or university in early childhood education elementary education or the human services field, or a bachelor's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field and 1 year of experience with children, or An associate's degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field and 2 years of experience with children, or an associate's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field and 3 years of experience with children.
- **Group Supervisor:** A bachelor's degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field, or A bachelor's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field and 1 year of experience with children, or An associate's degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field and 2 years of experience with children, or An associate's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field and 3 years of experience with children.
- **Assistant Group Supervisor** must have a high school diploma or a general educational development certificate and 30 credit hours from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field, or high school diploma or a general educational development certificate, including 600 or more hours of secondary training, or a high school diploma or a general educational development certificate, 15 credit hours from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field and 1 year of experience with children, or a high school diploma or a general education development certificate and completion of a post-secondary training curriculum, or A high school diploma or a general educational development certificate and 2 years' experience with children.

Toddler Care (1 year old to 2 years old)

In the toddler program, your child will expand on vocabulary, develop creativity, start to practice independence, and how to cooperate with others. Parents provide diapers, wipes, training pants, pull ups, and rash ointment. Once the child reaches 2 years old, and the parents and staff feel the child is ready for toilet training, we will begin this very important milestone. To ensure the most consistency, please discuss with your director/child's teacher any system, choice words, or philosophy you use at home so we can apply the same method during care.

Preschool Program (3 years old to 5 years old)

Our Program is designed to prepare your child for Kindergarten, independence, writing, and pre-reading skills. Our program is also designed to teach the preschoolers through play, and a variety of experiences. Our schedule is a structured, consistent routine with a developmentally sequenced curriculum as we recognize this is needed for children to thrive in their classroom environment. Parents provide a backpack, 1 folder, bedding, wipes, and training pants. We will provide a monthly calendar of curriculum content and special activities.

Before/After School Program

School-aged children will be able to complete their homework at the facility. Supervision and help will be provided.

Summer Program (Kindergarten to 12 years)

This program is a safe, fun way for school-aged children to stay active over the summer. They will have access to playground equipment, and will partake in a variety sports/physical activities. Other activities include table games, arts and crafts, story time, and independent time.

Supplies to bring to the facility

All supplies **must be labeled** with child's first and last name.

- Bottles/Sippy Cups
- Lunch box (thermos for storing hot food, if needed)
- Pacifiers
- Diapers/Wipes
- Pull-ups
- Rash Ointment
- Two sets of clothing
- Sunscreen
- Blanket, sheet, pillow
- Crib Sheet (Infants)

Nap/Quiet Time

Nap time is scheduled Monday through Friday for a maximum of two hours however, please let your director/child's teacher know if you do not wish to have your Preschool aged child nap. In this event,

your child will be able to do quiet activities at his/her cot. Use of electronics (such as iPad/headphones) stuffed animals, or dolls can be used during nap only, but Adventure Academy Early Learning Center is not responsible for lost, stolen or broken items. All bedding will be sent home on Friday, or your child's last scheduled day of the week, to be laundered, and then returned on Monday or your child's first scheduled day of the week.

Transitions

Classroom placement is based on chronological ages of children enrolled. We typically transition children in late August and early June. An exception can be based on the child's social, physical, and emotional development and interest in curriculum and activities, as long as there is a slot available. Your child's teacher will assist you in gradually transitioning in the most positive way we can.

Behavior Management Procedures

Adventure Academy Early Learning Center has a no yelling policy, and prohibits corporal punishment of any kind, verbal abuse, or humiliation. Our staff is trained to problem solve, redirect, and set clear limits when a behavior problem occurs. We encourage positive reinforcement, redirected activities, and moving the child to a quiet place in the room to calm down. If behavior problems occur such as harming others/property, or disruptive manners, parents will be notified and encouraged to discuss an action plan to help the child behave in a more positive manner. If the problem occurs a second time, parents will be required to sign a written warning. The written warning will state that if the problem continues for a third offense, harms safety of staff and other children, child care will be suspended until a proper action plan takes place.

Biting Policy

Biting is unfortunately a phase for some toddlers. This behavior is a form of communication. Younger children often bite when they are teething, overtired, frustrated or angry. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. If a child bites 2 times in a four hour period, the parents will be called and required to pick up their child for the day.

When Biting is Excessive: 1. If a child bites 3 times in one week (5 weekdays) in which the bite leaves a significant mark, a conference will be held with the parents to discuss the behavior and an action plan. A "Behavior Management Procedure for Biting" form will be filled out and signed by the Director and parents. 2. If the child bites 3 times in a one week period for the second time (5 weekdays) in which the bite leaves a significant mark, the child will be suspended for two business days. The "Behavior Management Procedure for Biting" form will be filled out again and signed by the Director and the parents. 3. If the child bites 3 times in a one week period for the third time (5 weekdays) in which the bite leaves a significant mark, the parents will be asked to make other daycare arrangements and/or at the discretion of the Director and owners, may be suspended for a time to be determined. The "Behavior Management Procedure for Biting" form will be filled out and signed by the Director and parents. *If a child who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again. *If a child was sent home for biting 2 times in a four hour period that will not count towards the 2 day suspension.

Assessment

Adventure Academy Early Learning Center will use three different methods of assessment. Each age group will have a designated log. The younger/older toddler log is daily and includes information on potty training, mood, nap, and meals. The preschool log is weekly and is a great tool to learn more about specific content your child is learning and their classroom behavior. At the end of each week, you will receive your child's log which is a personalized weekly synopsis and contains information on what skills your child mastered and what play centers they enjoyed the most. The 6 month service report is on your child's total development, and is based upon observation and performance in all classroom and natural settings. Our Preschool aged children will also complete a formal Pre-K evaluation twice a year (October and May) to ensure the curriculum goals adhere to the classroom needs, and for ongoing program improvement. These methods of assessment also help the parents and teachers communicate effectively on the child's development and milestones.

Individualized Education Program

A copy of your child's Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP) or written behavioral plan is required in order to assist your child appropriately. We consider the individual needs of all children, and will integrate individual accommodations or strategies that therapists, special educators, and other professionals see fit. We will permit an adult individual who provides specialized services in the facility for the child in need, with appropriate documentation.

Family Involvement

Our program is designed to keep you knowledgeable about your child's milestones, day to day activities, and school events. Parents are encouraged to read any newsletters, weekly/daily logs, and calendars that we send home. Parents can also communicate via email, Facebook page, and telephone calls. Families are welcome to participate in classroom activities, school events, fundraising, and field trips. We encourage you to make things for the program and contribute to the curriculum in any way you see fit. Teachers will be sure to communicate with their classroom parents when any volunteer opportunities are available. Any person, including parents, with felony convictions, sex offender convictions, and/or open investigations to any criminal activities will not be permitted to volunteer in the classroom, or on field trips. Parents with court orders detailing custodial agreements will only be permitted to volunteer on days in which they are afforded custody.

Field Trips

Our program incorporates guest speakers and off-premise field trips. In order for children to attend these events, parents are required to sign a permission slip. Parents will receive a note with all trip information including day, time, location, cost, supplies needed, and mode of transportation. If your child is not permitted to attend on off-premise field trip, please discuss alternate care with your child's teacher/director. There will be a slot available for the day if the required ratios can be maintained.

Birthday Events/Holiday Parties

If you choose to send in treats for your child's birthday, you must check with your child's teacher/director on classroom allergies, just a reminder we are peanut & treenut free. We encourage pizza for lunch to avoid allergy exposure. If you choose to bring in a store bought item it must have the list of ingredients; homemade treats must be approved by Director/Owner.

Below is a list of parties we will plan throughout the year:

- Christmas
- Thanksgiving
- Halloween
- Valentine's Day
- Year End Party
- Mother's Day
- Father's Day

Allergies

Food allergies are becoming more common in children. To reduce the likelihood of exposure, our facility is **peanut/tree nut free**.

Parents are required to provide a signed copy of the "Food Allergy & Anaphylaxis Emergency Care Plan" form and include information on food or other allergies at time of enrollment or when allergy occurs. Parents must also inform facility on treatment and prevention of the child's allergy. All staff that are in contact will be made aware of the child's allergy.

Food

The facility provides breakfast and three snacks. All meals will consist of a fruit and a grain. Parents are to provide a lunch each day, lunchboxes must be stored in the classroom refrigerator. Per state regulations, ice packs are not permitted in your children's lunch. Teachers are unable to heat up lunches, so parents must store warm food in a thermos, which must be kept in their designated classroom thermos holder. If a special diet is prescribed for a child, and if the diet is administered during care, written instructions and the parents written consent shall be retained in the child's file.

Children and staff will be required to wash their hands before and after all meals. The teachers will encourage table manners, socialization, and good eating habits during meal time.

- Daily Meal Schedule provided by facility
 - 7:30-8:30 AM Breakfast (milk, whole grain, fruit)
 - 10:15-10:30 AM Snack (water, whole grain, fruit)
 - 3:00-3:15 PM Snack (water, whole grain, fruit)
 - 5:00-5:15 Late Snack (water, whole grain, fruit)

Health and Illness

If your child has a temperature of 100 degrees or higher, or is experiencing symptoms such as pink eye, vomiting, ear ache, mouth sores, diarrhea, or unusual skin rash while in care, you will be contacted by staff to come get your child. You will be permitted to return to school only after 24 hours of your child being symptom/fever free. In some cases, a doctor's note may be required to return to school. Please keep your child home if they are experiencing any of the above symptoms prior to care. Staff are required by the Department of Health to conduct a health check upon arrival. In some cases, your child may not be accepted into care if he/she is showing signs of illness upon observation. Parents are required to call or email the school to inform staff if their child will be late or absent. A note will be given to the whole facility in the event a child has a serious contagious illness.

Medication Policy

The staff will only give medication to a child that is over-the-counter and/or prescription that is in original labeled bottle. Any prescriptions must have a written doctor's note with administration instructions including the child's name, the medication name, dosage, special precautionary measures, and the dates the medication is to be given. Parents and staff are required to fill out a Medication Form, which can be obtained from teacher or director. Please make sure medications, and/or creams are not expired.

Injury/Accident

If weather appropriate, we are required to take children outside for at least one hour a day. Please keep this in mind when dressing your child for school. If your child becomes injured, other than that of a minor incident such as a scrape or bruise, the parent will be notified immediately via telephone. All incidents will be assessed and documented on an "Incident Report" signed and dated by the staff who reported the incident. The parent will also need to sign the report, and copies of the report shall be kept in a file at the facility. The staff is required to have a first-aid kit with them, inside of the classroom, and outside of the care space at all times.

Pick up and Drop off

Our facility has a secure access door. All staff are clearly identifiable by a photo ID badge and lanyard. The reception area located in the facility lobby will have a sign-in/sign-out sheet (this is required for ELRC attendance), and parents are responsible to write on their child's sheet the time of drop off and pick up, with a signature. We ask that parents make this a daily habit as it is important for attendance records, and emergency situations, if needed. Each morning a staff member will greet parents and children in a friendly, positive matter. Parents are required to escort their children to their designated classroom at arrival. Parents will help children put away their belongings (backpack, lunchbox, and outerwear) and get settled.

Once a parent arrives to pick up their child, they are solely responsible for supervising their child in the facility. The parent may not allow their child to wander around any part of the facility alone. Children are required, by law, to be always supervised while at the facility.

In the event of an emergency, a child may be released to an individual upon verbal designation of the parent, if the identity can be proven by staff. Please note the individual picking up must have a valid form of identification.

Please note, early drop off/late pick up must be approved by the staff first, as we are required to follow teacher to child ratio. We will only accept pick up/drop off outside of contracted times if there is a slot available.

- \$5.00 upon pick-up: 16-30 minutes
- \$10.00 upon pick-up: 31-60 minutes
- \$20.00 upon pick-up: 61 minutes or more
- \$15.00 for every 15 minutes after facility closing

Key Fob Access

The facility has secured doors to ensure that entry is only permitted to authorized staff and families. In order to enter the building, families will need to use their key fob. Limit 2 per family. The first key fob is free, the second must be purchased at a \$5.00 cost. Replacement of a key fob will be granted at a \$5.00 cost. Key fobs are nonrefundable and must be returned at the end of services with Adventure Academy.

Adverse Weather/Holidays

In the event of inclement weather, we will try our best to stay open, however for the safety of the staff and children we will close based upon severe conditions of ice, snow, extremely cold temperatures, and road conditions. Families will be notified of delays or closures through email and/or Facebook. In some cases, an early dismissal may be called for severe weather conditions, in this event, families will be notified via call/text, email, or Facebook.

The center will be closed for the following observed Holidays:

- New Year's Eve: December 31
- New Year's Day: January 1
- Good Friday: Friday before Easter
- Memorial Day: Last Monday in May
- Independence Day: July 4th
- Teacher In-Service Day: Day before the First day of school
- Labor Day: First Monday in September
- Thanksgiving: November
- Black Friday: Friday after Thanksgiving
- Christmas Eve: December 24
- Christmas Day: December 25
- Day after Christmas: December 26
- Some business days between Christmas Eve and New Year's Day

Emergency Procedures

The facility practices fire drills and evacuation every 60 days.

- In case of a fire, staff will assist children in evacuating to the nearest, safest fire safety exit. The staff will assemble the children outside in the safest location, and conduct roll call and count. Staff is required to take emergency contact sheets with them, and Director is required to contact the fire department, as well as, report any missing children.
- In case of a threat, parents will be notified of a threat to the facility, child, or employee. In some cases, the facility may close.
- In the case of a missing child, the teacher will immediately check with all other teachers in the building and notify the Director on duty. The Director will call 911 immediately, if after the quick search, the child is not found, The Director will notify the parents. When the child is found, all parties will be notified, and the event will be reported to the Department of Children and Families. A mandatory staff meeting will also take place to discuss preventive measures.
- In case of a building service loss, these include, but are not limited to, heat, water, air conditioning, electricity, and plumbing problems, all lasting more than an hour, the parents will be notified to come pick up their child. If it will be a prearranged loss of service for repairs, the parents will receive prior notification, so they are able to find alternate care for that time.

Adult Code of Conduct & Confidentiality

Child Abuse Policy

The staff of Adventure Academy Early Learning Center are mandated reporters and required by law to report any type of abuse or neglect to the ChildLine 1 (800) 932 0313. They are not required to inform parents about their reporting. As mandated reporters, they can be held criminally responsible for not reporting the matter. Child abuse is any serious physical or mental injury that is not included in the child's available medical history. Corporal punishment, and/or withholding food, sleep, as a punishment will be not tolerated.

Confidentiality

Employees are not to discuss any information regarding another child, other employees, or other parents with you, and that is for the protection of everyone's privacy. Sensitive information will only be shared with employees if they need to know in order to appropriately provide care for your child.

Code of Conduct

Our environment is one that nurtures growth, positivity, and healthy interactions. Parents are expected to act with respect and courtesy. We prohibit cursing/inappropriate language, yelling at or threatening of children, employees, or other parents, physical or verbal punishment of your child or others, and smoking on premises. We also prohibit violations of safety such as holding the door open for someone you may not know or recognize, or an unauthorized personnel. Your child will be dismissed from care if an adult violates our code of conduct. Parents are entitled by law, to immediate access of their child. If the parent is denied access to the facility, the child must be dismissed to meet this requirement. The facility must be provided with appropriate documents, in cases where the child is subject to a court order. This includes Custody Orders, Restraining Orders, or Protection from

Abuse Order. We cannot, without a court order, limit the access of one parent by another parent, regardless of reason. Parents or any person, are prohibited from carrying any type of firearm, ammunition, or weapon on premises.

Withdrawal & Schedule Changes

A written letter is required 2 weeks prior to withdrawal of our program. Without notice, parents will be required to pay for the upcoming 2 weeks of tuition. If you withdraw from the program without a 2 week notice or paying your tuition, your account will be sent to collections, and the parent will be responsible for all extra legal fees. The parent will have access to the child's complete day care record. Schedule changes require approval based on ratios, and if there is a slot available.

Attention Adventure Academy Families:

PA Child Care Regulations can be found online at:

55 Pa. Code Chapter 3270. Child Day Care Centers (pacodeandbulletin.gov)

Department of Human Services Northeast Regional Office

100 Lackawanna Avenue, Room 339

Scranton State Office Building

Scranton, Pa 18503

800-222-2108

Certification Representative Michele Winters

Parent Acknowledgment

Please note that the policies and procedures in this handbook are subject to revision as deemed necessary by Adventure Academy Early Learning Center. Please sign below and return this form prior to enrollment.

“I have read and I agree to abide by the rules, regulations, and policies of Adventure Academy Early Learning Center as specified in the parent handbook/contract.”

Child’s Name: _____

Mother/Legal Guardian Signature: _____ Date: _____

Father/Legal Guardian Signature: _____ Date: _____

Owner/Representative of Adventure Academy Early Learning Center Signature:

_____ Date: _____