

ADVENTURETIME PARENT HANDBOOK
REVISED August 1, 2018

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District Mission: Teaching All – Reaching All.

District Vision: Urbandale will be a school district that brings learning to life for everyone.

Educational Equity Statement: No student enrolled in the Urbandale Community School District shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the District's programs on the basis of race, color, creed, sex, religion, marital status (for program), ethnic background, national origin, disability, sexual orientation, gender identity, age (for employment) or socio-economic background (for program). The policy of the District shall be to provide educational programs and opportunities for students as needed on the basis of individual interests, values, abilities and potential.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district office at 11152 Aurora Ave, Urbandale, IA or call 515.457.5000. The district's Equity Coordinators are Dr. Keri Schlueter, Coordinator of Student Services, schlueterk@urbandaleschools.com, Mark Lane, Director of Human Resources, lanem@urbandaleschools.com, and Crista Carlile, Director of Teaching and Learning, carlilec@urbandaleschools.com.

Bosnian Translation - Niti jedan učenik upisan u Školski distrikt Urbandale neće biti isključen iz učešća u programima distrikta, neće mu biti uskraćene beneficije niti će biti izložen diskriminaciji u programima distrikta zbog svoje rase, boje kože, vjere, spola, religije, bračnog stanja (za programe), etničke pripadnosti, nacionalnog porijekla, invalidnosti, seksualne orijentacije, rodnog identiteta, starosti (za zapošljavanje) ili socio-ekonomskog porijekla (za programe). Politika distrikta će biti da osigura obrazovne programe i stvori mogućnosti za sve učenike prema potrebi i na temelju pojedinačnih interesa, vrijednosti, sposobnosti i potencijala. Za procesuiranje pritužbi zbog diskriminacije postoji žalbeni postupak. Ako imate pitanja ili pritužbu u vezi sa našom politikom, slobodno se obratite na adresu glavnog ureda 11152 Aurora Ave, Urbandale, IA ili nazovite 515-457-5000. Koordinator za pitanja ravnopravnosti su Dr. Keri Schlueter, koordinator Studentske službe, schlueterk@urbandaleschools.com, Mark Lane, direktor Kadrovske službe, lanem@urbandaleschools.com, i Crista Carlile, direktor za nastavu i učenje, carlilec@urbandaleschools.com.

Spanish Translation - No se excluirá a ningún estudiante inscrito en el Distrito Escolar de la Comunidad de Urbandale de la participación en, ni se denegará los beneficios de, ni será sujeto a la discriminación en los programas del Distrito a base de raza, color, credo, sexo, religión, estado civil, trasfondo étnico, origen nacional, discapacidad, orientación sexual, identidad de género, o trasfondo socio-económico. La política del Distrito será de proveer programas de educación y oportunidades para estudiantes en base de intereses individuales, valores, habilidades, y potencia. Hay un procedimiento de agravios para procesar quejas de discriminación. Si usted tiene alguna pregunta o una queja relacionada con esta política, por favor, póngase en contacto con la oficina distrital a 11152 Aurora Ave, Urbandale, IA o llame a 515.457.5000. Los Coordinadores de Equidad del distrito son Dra. Keri Schlueter, Coordinadora de Servicios Estudiantiles, schlueterk@urbandaleschools.com, Mark Lane, Director de Recursos Humanos, lanem@urbandaleschools.com, y Crista Carlile, Directora de Enseñanza y Aprendizaje, carlilec@urbandaleschools.com.

Urbandale Community School District Policies and Procedures

Adventuretime will follow the policies and procedures set forth by the Board of Directors, Urbandale Community School District. These policies and procedures may be found on the District website at www.urbandaleschools.com. Parents / guardians are encouraged to review these policies and procedures. This document serves to supplement those policies and procedures and provide much more guidance on routine matters.

Program Goals

1. Program Goals
 - a. To provide a safe, caring, healthy environment for students.
 - b. To provide quality staff who enjoy interacting with students.
 - c. To plan developmentally appropriate activities for students.
 - d. To encourage and support communication between staff, students, families, other district staff, and the community.
2. Goals for Children
 - a. Children will meet developmental milestones in the areas of social/emotional, cognitive, physical, and language development.
 - b. Children will be curious about learning and use problem-solving skills.
 - c. Children will be safe and healthy.
3. Goals for Families (Parent/Legal Guardian Involvement)
 - a. Families will feel welcome at all times.
 - b. Parents/legal guardians will have unlimited access to the program at all times.
 - c. Families will be advocates for their children.
 - d. Families will be actively involved in their child's learning and build positive relationships with staff.
4. Program of Activities
 - a. The program provides students the opportunity to learn in a variety of ways (i.e., through problem solving, exploration, play, music, movement, art, writing, listening, storytelling, etc.).
 - b. The program plans developmentally appropriate activities for preschool through 5th grade students in the areas of social/emotional, language, literacy, math, science, music, and fine/gross motor development.
 - c. The program strives to meet individual student interests and learning needs.
 - d. Program schedules and lesson plans are available to parents on site at all times.
 - e. Students are given time to work on homework based on their parents/teacher recommendations.
5. Non-Center Activity Policy
 - a. The center may or may not accommodate non-center activities at the discretion of the director.
 - b. In most cases, these activities will be optional and may require an additional cost, e.g. swimming lessons held at the Urbandale Swimming

Pool during the summer program. The center will require written permission for each child to attend the non-center activity. For any non-center activity that is offered, the center will provide an adequate amount of team members to accompany the children on the activity.

Program Options

1. Before and After School Care
 - a. Adventuretime offers child care services before and after school each day of the school year.
 - b. Hours of Operation:
 - i. Jensen, Karen Acres, Valerius, and Webster: 6:30am – 8:30am and 3:30pm – 6:00pm. Late start: 6:30am – 9:45am.
 - ii. Olmsted and Rolling Green: 6:30am – 8:45am and 3:45pm – 6:00pm. Late start: 6:30am – 10:00am.
2. Late Start Care
 - a. Adventuretime offers child care services on days where the District has a scheduled late start.
 - b. Hours of Operation:
 - i. Jensen, Karen Acres, Valerius, and Webster Late start: 6:30am – 9:45am.
 - ii. Olmsted and Rolling Green Late start: 6:30am – 10:00am.
3. Full-Day Care
 - a. Adventuretime offers child care services on some days when the District is not in session during the school year. These sessions are held only at Olmsted Elementary.
 - b. Hours of Operation: 6:30am – 6:00pm (All-day charge of \$35.00/day).
 - c. Adventuretime does not provide childcare at Rolling Green during intersessions. Rolling Green's building principal coordinates intersession programming.
4. Summer Programming
 - a. Adventuretime offers childcare services throughout the summer break at Olmsted Elementary.
 - b. Hours of Operation: Monday through Friday from 6:30am – 6:00pm
 - c. Registration Fee: There is a non-refundable registration fee of \$40.00 for services provided during summer programming.
 - d. Rates: \$175.00/week

Registration Information

1. Enrollment Policy. Any student attending preschool – 5th grade may enroll in Adventuretime programs (i.e., preschool, before/after school, all day, or summer programs).
2. Registration Procedure
 - a. Parents/guardians may register online at the following website:
<http://urbandaleschools.revtrak.net/tek9.asp>
 - b. Contact the Adventuretime office if you have any questions regarding the online registration process. The Adventuretime phone number is 515-457-5855.
3. Required Documentation to Register
 - a. Parents must fill out the entire online registration form.
 - b. Parents will also be asked to fill out the following release form before student attends a childcare program:
 - c. Information will include:
 - i. Medical Consent Information
 - ii. Dental and Medical Health Care Provider Information
 - iii. Emergency Contact Information
 - iv. Pick Up Permission Information
 - v. Health/ Safety Consent Information
 - vi. Field Trip Consent
 - vii. Sun Screen Information and Consent
 - viii. Statement of Health Status
 - d. A current Certificate of Immunization must be presented on or before the first day the child attends the center. It must include a health official's signature as well as source of immunization. This certificate must be updated as the child receives immunizations.

Payment Information

1. Statement Regarding Funding. Adventuretime is a self-supporting program financed through registration fees. The cost of wages, supplies, and other expenses are derived from fee payments. If you are unable to make a payment, contact the Director of Adventuretime. Failure to make timely payments may result in termination of these services.
2. Rates
 - a. There is a one-time, annual, non-refundable registration fee of \$40.00 for services provided during the 2018-2019 school year.
 - b. There is a one-time, annual, non-refundable registration fee of \$40.00 for services provided during the 2018-2019 summer program.
 - c. Rates are based on 180 actual school days and are billed on a 9 month prorated schedule. Monthly payments remain the same from September 1st, 2018 – May 1st, 2019.

- d. Intersession weeks, in-services days, and recess days are not included in the 180 actual school days.
- e. You must pre-register and pay an additional cost for care and activities if you would like your student to attend any additional days.

Before/After School Program Options:	Rates
1. Before School and After School (5 days/week)	\$328.00/month
2. Only Before School	\$249.00/month
3. Only After School	\$249.00/month
4. Only After School and Late Start Mornings	\$270.00/month
All Day Program:	\$35.00/day
Summer Program:	\$175.00/week

3. Accepted Formats

- a. Payments may be made by credit card online or by cash or check at the Adventuretime Office between 7:00 am-5:30 pm. There is a drop box at Olmsted Elementary for payments available from 6:30 am-6:00 pm.
- b. Credit Card payments, using Revtrak located on the Urbandale Community Schools Website- www.urbandaleschools.com or directly at <http://urbandaleschools.revtrak.net/tek9.asp> . Payments may be made at any time.
- c. Automatic payments made through your bank must be sent by the 24th of the month so the check is received in the Adventuretime office by the 1st of the month.
- d. Monthly/weekly payments may NOT be dropped off at building sites. ALL REGISTRATION FORMS FOR ALL DAY PROGRAMS AND PAYMENTS MUST BE DONE ONLINE. If you need assistance, call the Adventuretime office at (515) 457-5855.

4. Late Payments

- a. Families that have not made their monthly payment by the 1st of each month (or next business day if the 1st falls on a weekend or holiday) will be charged a \$25.00 late fee that will be automatically added to their account.
- b. Families that have not made their weekly payment by Monday at 6:00 p.m. will receive a \$25.00 late fee that will be automatically added to their account.
- c. Families that have not made their monthly payment by the 15th of the month will receive a reminder phone call and letter.
- d. Families that have not made their monthly payment by the 23rd of the month will receive a phone call and a letter informing them that their student will be dismissed from the program if payment, including late fee, is not made by the last day of the month.

5. Payment Deadlines

- a. Statements are e-mailed around the 15th of each month to show the amount due on the 1st of the month.
- b. If making weekly payments, payments are due each Monday.
- c. Payments must be made online, mailed and received, or taken to the Adventuretime Office at Olmsted Elementary by the 1st day of each month.

Attendance

1. Arrival and Departure
 - a. To ensure the safe arrival and departure of your student each day, parents /guardians are required to sign students in and out of the program.
 - b. In the event a parent/guardian will be taking a student from the program early and then returning, he/she must sign the student in and out at that time as well.
2. Absentee Reporting
 - a. When students will not be attending the Adventuretime program, please notify the on-site coordinator for that program.
 - b. In the event that Adventuretime staff is not notified, staff will contact school personnel, parents, and emergency contacts so as to ensure the safety of the student.
3. Authorized Pick-Up
 - a. Students will only be released to designated people on registration materials.
 - b. Please notify the Adventuretime office should this list need to be modified.
4. Custody / Visitation Agreements.
 - a. Communication with Adventuretime staff on custody or visitation issues is important.
 - b. A written copy of the custody / visitation agreement must be included with registration materials.
 - c. If custody / visitation agreements change, notify Adventuretime staff immediately.
 - d. Documented court-ordered changes should be provided to the Adventuretime staff within 24 hours of execution.
 - e. Adventuretime staff cannot hold children from biological or adoptive parent(s) without a specific court order prohibiting such action.
5. Late Pick-Up Fees. There is a \$2.00 fee for each minute after 6:00 pm. If parents or emergency contacts can't be reached by 6:30 pm, the Urbandale Police must be contacted. After 3 late pick-ups your child will be asked to leave the program.

6. Non-Registered Participants. Due to limited space, friends of students enrolled in the program will not be admitted on a drop-in basis. This includes, but is not limited to relatives and/or other visitors.
7. Temporary or Extended Discontinuance. Should a student need to have his or her service discontinued for any reason, parent(s) / guardian(s) should contact the Director or Assistant Director.

Behavior Guidelines

1. Discipline Policy
 - a. Adventuretime's goal is to provide support and guidance to help students deal with conflicts and changes, accept responsibility for his/her actions, and to help your student develop techniques to use when upset with another student, staff member, or program expectations.
 - b. Staff will use the following techniques with children when guiding their behavior:
 - i. Actively monitor student and prevent negative behaviors from occurring.
 - ii. Talk to students about their positive and negative feelings.
 - iii. Model and role-play positive and negative behavior situations with students.
 - c. When negative behaviors occur, staff will:
 - i. Discuss the incident with all students involved.
 - ii. Discuss why he/she acted or reacted in a certain way.
 - iii. Discuss what he/she could do differently in the future to handle the situation in a more positive manner (i.e., use your words, talk to an adult, take a break, etc.).
 - d. Biting. In cases where a mark is left on another child as a result of biting or other injury, the staff will notify both parents as soon as the situation is under control. The staff will complete an incident report listing the details of the incident for the children involved. Documents will be held by the staff until parent pick up. At pick up time, the parent of the individual student will be shown and asked to sign one copy of the report that will be placed in the students's file for documentation.
 - e. In situations where biting occurs, the following first aid procedure will be followed:
 - i. For a surface bite, ice will be applied to reduce any swelling or bruising.
 - ii. For a bite that breaks through the skin, the area will first be cleaned with soap and water. Bite mark will be bandaged and child will be monitored for any changes. Should changes occur, the parent will be contacted immediately.
 - f. Disruptive/unsafe behavior or biting, which does not respond to intervention, will require the Director or staff to contact the parent. The

parent and teacher will then meet to develop an individual plan to meet the needs of the student and the program.

- g. According to licensing procedures for child care centers in the state of Iowa [Section 109.7(2)]:
 - i. Corporal punishment including spanking, shaking and slapping shall not be used.
 - ii. Punishment which is humiliating or frightening or which causes pain or discomfort to the child shall not be used.
 - iii. Punishment shall not be administered because of a child's illness, or progress or lack of progress in toilet training, nor shall punishment or threat of punishment be associated with food or rest.
 - iv. No child shall be subjected to verbal abuse, threats or derogatory remarks about the child or the child's family.
 - v. Each program shall have a written policy on the discipline of children which provides for positive guidance, with direction for resolving conflict and setting of well defined limits. The written policy shall be provided to team members and parents.

Suspension /Discharge Policy

1. Suspension. Adventuretime reserves the right to suspend any student from Adventuretime if the student is endangering him/herself, other students, or staff members. A student may also be suspended if a student requires constant one-on-one attention, is inflicting physical or emotional harm to another student or staff, or is not conforming to the behavior guidelines.
2. Parent Notification. If a student is not able to adjust to the Adventuretime program, the Adventuretime Director will notify the parents regarding the situation and request that a meeting be arranged to discuss a solution. If a student does not improve his/her behavior, the Adventuretime Director may recommend that childcare services be terminated.
3. Discharge Policy. Adventuretime reserves the right to terminate services at any time. Termination may occur for any of the following reasons, but are not limited to: failure to comply with the fee agreement and/or payment arrangements, unresolved behavior conflict by a child, or any type of hostile situation. All decisions to terminate services, communication concerning the identified problem and/or appeal or review of the termination shall be handled by the director.

Health Guidelines

1. Illness.
 - a. When a student becomes ill during the Adventuretime program, a parent/guardians will be notified to pick up their student within one hour of notification. Parents will be notified to pick their student up in the following situations:

- i. The illness prevents the student from participating comfortably in activities as observed by the staff.
 - ii. The illness results in a greater need for care than the staff determines they can provide without compromising their ability to care for other students.
 - iii. The student has the following conditions, unless a health professional determines the student's condition does not require exclusion.
 - iv. The student appears severely ill; could include lethargy, lack of responsiveness, irritability, persistent crying, difficult breathing, extreme sunburn, or quickly spreading rash.
 - v. Fever (temperature above 101 degrees F orally) and behavior change or other signs and symptoms such as a sore throat, rash, vomiting, or diarrhea.
- b. Students may return to Adventuretime once they are symptom free for at least 24 hours without the use of fever-reducing medication (acetaminophen and ibuprofen).
 - c. When a student is unable to attend school due to an illness, he/she is also unable to attend Adventuretime that day.
 - d. Adventuretime will notify parents and school nurses of communicable diseases by posting notices and sending notices home.

2. Medical Emergencies

- a. All Adventuretime staff are required to be certified in First Aid and CPR.
- b. Accident or injury to a student will be documented on an incident report and parents are required to sign the form when the student is picked up.
- c. The Director of Adventuretime or Adventuretime staff will notify parents or guardians immediately and after contacting 911 if the student will need medical care or emergency dental care. If a parent or guardian cannot be reached, staff will call emergency contacts listed on the student's registration form. If emergency medical care is considered necessary and the above cannot be reached, the staff member will have the student transported to the hospital at parent expense.
- d. First Aid kits will be located at each site.

3. Medications

- a. A medication release form must be signed with each medication that must be administered while attending Adventuretime.
- b. Medication must be in its original container with instructions from the pharmacist or doctor to distribute to the student (all prescriptions and doctors orders must be current).
- c. Topical medicines such as sunscreen, ointments, creams, etc., may only be applied with written permission from the parent.
- d. All medication will be kept in areas inaccessible to children.
- e. Medication should not be left in a child's backpack.

4. Hand Washing Policy

- a. All team members must wash their hands at the following times to prevent or minimize the transmission of illness or disease: Upon arrival at the center, immediately before eating or participating in any food service activity, after diapering a child, before leaving the restroom either with a child or by themselves, before and after administering first aid and after handling animals and cleaning cages.
- b. Children's hands will be washed at the following times to prevent or minimize the transmission of illness or disease: Immediately before eating or participating in any food service activity, after using the restroom or being diapered and after handling animals.

5. Universal Precaution Policy

- a. Universal precautions must be followed by team members at all times. A protective barrier such as gloves must be worn when handling any bodily excrement or discharge.
- b. Proper hand washing must be followed as stated in the Hand Washing Policy. All sharps must be placed in the sharps container after use.

6. Nutrition (Breakfast/Snack)

- a. All meals and snacks are prepared and served according to CACFP (Child and Adult Care Food Program) standards. Exceptions to these standards will be allowed for allergies, medical conditions or religion
- b. Before School Programming. Adventuretime will take students to breakfast at the parent's request. The district's Food Services Program provides breakfast. Parents may also bring a breakfast item for their student. Parents/ Students may pay the Food Service Program for breakfast that is offered at each building.
- c. Three-Year-Old Wrap around care. The district's Food Service Program provides lunch. Parents may also bring in a sack lunch and drink.
- d. After School Programming. Adventuretime serves a nutritious snack along with water or milk after school.
- e. All Day Programming. Adventuretime serves a morning and afternoon snack along with water and milk. Parents must send a lunch and drink for lunch unless indicated on enrollment for that day.
- f. Any foods brought from home must meet the nutritional requirements set by the USDA child and Adult Food Program.
- g. Snack menus will be posted on the program website and on the Adventuretime bulletin board at each location.
- h. Lunchroom Procedures
 - i. All students and staff will wash their hands with soap and water when arriving to school, after using restroom, before and after eating and/or handling food. Children who consume cold lunch will be required to wash their hands before they go to the playground or back to their classrooms.

- ii. The school will also promote a “No Food Trading” and “No Utensil Sharing” policy.
 - iii. Lunchroom tables will be cleaned after each lunch shift.
- i. Guidelines for Severe Food Allergies
 - i. If your child has a food allergy, we will ask you to provide a note from your child’s physician that specifies what the allergy is and what foods may not be eaten.
 - ii. A list of all children and their allergies will be posted.
 - iii. Adventuretime will accommodate any children that have allergies and offer a substitute item for them.
 - iv. Staff and parents in programs where one or more students with a life threatening allergy will be notified of the health threat and be provided with a list of foods and materials to avoid.
 - v. **NO HOMEMADE TREATS OR FOOD ITEMS**, for students, will be brought into our schools either by parents or staff. All treats must be commercially prepared and packaged for distribution with intact ingredient labels. Classrooms with students who have life threatening allergies may have more specific guidelines.
 - vi. Food preparation as related to the curriculum may occur during nutrition lessons and food and candy items may also be used as a part of a craft project
 - vii. Whenever students travel on field trips, a clear plan to activate EMS will be in place.
 - viii. The District Transportation Supervisor will be notified of student(s) who have life threatening allergies and it with the supervisor’s responsibility to communicate this information to drivers.
7. Special Needs. Please contact the Director of Adventuretime to discuss any special needs or limitations that your student may have. Reasonable accommodations will be made to serve students, provided that the nature of the request does not fundamentally alter the delivery of services within our program.
8. Student Protection. All employees of Adventuretime Family Services and the Urbandale Community School District are Mandatory Reporters of suspected abuse. Employees are required by law to report any suspicion of physical, sexual, or emotional abuse.
9. Hold Harmless Agreement. The Urbandale Community School District and its employees assume no financial liability for injury to any student during his/her participation in the Adventuretime program. Parent(s) / guardian(s) are responsible for all costs and fees associated with emergency medical care or treatment.

Field Trips and Transportation

1. Field Trips. The program will schedule age appropriate field trips for students during summer and all-day programs. Field trips will be scheduled for educational as well as entertainment purposes for students. A permission slip will need to be signed by the parent for the child to attend field trips.
2. Transportation. Durham Bus Service will provide the transportation to field-trips during all day programming.

Emergency Procedures

1. Intoxicated/Impaired Parent. Adventuretime cares about the safety and well being of the children participating in the program. This concern does not end when a parent/guardian or other authorized person comes to pick up a child from the site. If a staff member observes conduct by an individual wishing to pick up a child that reasonably leads the staff member to believe the individual is impaired, the staff member may take action to address these concerns. If necessary, an authorized pick up person will be contacted. If the parent/guardian decides to take the child, the proper authorities will be contacted.
2. Lost or Abducted Child: The following steps will be taken if a child is lost or abducted from the site.
 - a. Thoroughly search the immediate area.
 - b. Call 911
 - c. Call the building principal or the Adventuretime Director.
 - d. Notify parents.
 - e. The Adventuretime Director or building principal will contact the District Administrative Office.
 - f. The Director or on site supervisor will remain at the center as the point person and to gather information/description of the child to share with authorities.
3. Intruder/Unauthorized Person. An intruder is an unauthorized person who enters the school where the program is located. It is suggested for staff to follow the steps listed below if they an intruder on site:
 - a. Adventuretime staff will speak to individual from a safe position. Question the individual as to why individual is on school grounds. Be polite but persistent. Do not accept their reason or excuse. Don't leave the individual unattended.
 - b. If a trespasser arrives before 8:00 am or after 4:00 pm ask the individual to leave the school grounds and escort him/her out.
 - c. If the individual refuses to leave the building, ask for assistance from the Adventuretime team lead, Adventuretime Director, or building principal. Use your best judgment to decide if police need to be contacted if the individual refuses to leave and/or becomes aggressive.

4. Aggressive, Armed, or otherwise Dangerous Intruder. It is suggested for staff to follow the steps listed below if an intruder is aggressive, armed, or otherwise dangerous:
 - a. Notify law enforcement and give a full description of intruder, including last known location, physical description, and known weapon or other device.
 - b. Back away from intruder, with hands raised, if he/she indicates a potential for violence. Allow an avenue of escape for the individual. To the extent safely possible, maintain visual contact.
 - c. Be aware of intruder's actions at this time (where he/she is located in school building/center, whether he/she is carrying a weapon or package, etc) Revised April 27, 2010-DHS policy change.
 - d. Adventuretime staff will take students to a safe location. This may require lockdown in a designated area or evacuation from the building.
 - e. Inform Adventuretime Director or building principal.
 - f. If the aggressor leaves the school grounds before police arrive, note the direction the aggressor went and if they were on foot or left in a vehicle. If the aggressor left in a vehicle note the type of vehicle, color, and license plate number.
5. Emergency Drills. Drills for fire, tornadoes, and disasters are practiced monthly. An emergency plan is posted in each room for evacuation procedures. In the event of a bomb threat, power failure, chemical spills, or other disasters, the center will be evacuated and parents will be asked to pick up their child/children at the area designated for emergencies.
6. Parent Communication. After the safety of our students is assured, Adventuretime will make every attempt to contact and inform parents of the situation as soon as possible. The following procedures will also be followed:
 - a. Should parents arrive to take their students during a tornado, fire or evacuation, the student may leave as long as they have been signed out with the team leader or designated staff.
 - b. Should parents arrive to pick up their child during a lock-down, they will not be allowed to enter the building and will need to wait in a safe area of their choosing until the all clear has been given and students are dismissed.
 - c. Keep classroom phone lines open during any emergency procedures.
 - d. Keep cell phone lines open during any emergency procedures.

Weather Policies / Emergency Cancellations

1. If the Urbandale School District cancels, delays, or dismisses early Adventuretime is also required to cancel, delay, or dismiss early.
 - a. Example: If school is on a 2-hour delay and will start at 10:55am, instead of 8:55 am. Adventuretime will open at 8:30am instead of 6:30 am.
 - b. For up-to-date cancelations, delays, or early dismissals due to building or weather emergencies go to www.urbandaleschools.com or most local media outlets.

Access Policy

1. Unrestricted Access. Any person in the program who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care shall not have “unrestricted access” to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.
 - a. “Unrestricted access” means that a person has contact with a child alone or is directly responsible for child care.
 - b. It is imperative that program not allow people who have not had a record check assume child care responsibilities or be alone with children. This directly relates both to child safety and liability to the center.
 - c. Persons who do not have unrestricted access will be under the direct “supervision” and “monitoring” of a paid staff member at all times and will not be allowed to assume any child care responsibilities.
 - d. Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact their Site Manager or another management staff to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the “intruder in the center” procedures. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.
 - e. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A).
 - f. Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
 - g. Shall not be on the property of the child care center without the written permission of the center director, except for the time reasonably necessary to transport the offender’s own minor child or ward to and from the center.

- i. The center director is not obligated to provide written permission and must consult with their DHS licensing consultant first.
- ii. If written permission is granted it shall include the conditions under which the sex offender may be present, including:
 1. The precise location in the center where the sex offender may be present.
 2. The reason for the sex offender's presence at the facility.
 3. The duration of the sex offender's presence.
 4. Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
 5. The written permission shall be signed and dated by the director and sex offender and kept on file for review by the center licensing consultant.

Site Information

Adventuretime Administrative Offices
Located at Olmsted Elementary School
7110 Prairie Avenue
Urbandale, IA 50322
(515) 457-5855

Jensen Elementary School
6301 Aurora Avenue
Urbandale, IA 50322
(515) 457-5107

Karen Acres Elementary School
3500 74th Street
Urbandale, IA 50322
(515) 457-5707

Olmsted Elementary School
7110 Prairie Avenue
Urbandale, IA 50322
(515) 457-5807

Rolling Green Elementary School
8100 Airline Avenue
Urbandale, IA 50322
(515) 457-5907

Valerius Elementary School
3305 92nd Street
Urbandale, IA 50322
(515) 457-6507

Webster Elementary School
12955 Aurora Avenue
Urbandale, IA 50323
(515) 331-8607

Program Contact Information

Director of Adventuretime Family Services and Preschool

Ashley Becker - Phone: (515) 457-5855 - Email: beckera@urbandaleschools.com

Assistant Director of Adventuretime Family Services and Preschool

Kellie Dickinson- Phone: (515) 457-5859 - Email: dickinsonk@urbandaleschools.com

Adventuretime Childcare Coordinator

Rob Wisniewski- Phone: (515) 457-5809- Email: wisniewskir@urbandaleschools.com

Administrative Assistant (Accounts/Billing)

Deb Roetker- Phone: (515-457-5855) - Email: roetkerd@urbandaleschools.com

For more information on Adventuretime, visit: www.urbandalecommunityed.com