



# URBANDALE

## ADVENTURETIME FAMILY SERVICES

**2018 Summer Program Information:** Welcome Urbandale families! We'll be offering summer programming for preschool through fifth-grade students. Each week is planned around a central theme, which gives your child new opportunities to explore, learn, and have fun all summer long. Students will have the opportunity to participate in crafts, games, literacy and math activities, science enrichment activities, team building, field trips, guest speakers, and weekly celebrations. **Online registration for the 2018 summer program will begin on Monday, March 19th, 2018 at 6:00 a.m.** Please thoroughly read through all the information below before registering your child.

**Enrollment Information:** Enrollment is limited due to staff-student ratio guidelines and space availability. Preschool students who register for the 2018 summer program must have attended 3-year-old or 4-year-old preschool through Adventuretime during the 2017-2018 school year.

**Location/Programming Dates/Hours of Operation:** The summer program will begin on **Monday, June 4<sup>th</sup> and end on Friday, August 10<sup>th</sup>**. The summer program will be primarily located at Olmsted Elementary. However, programming will be located at Valerius Elementary the week of June 25<sup>th</sup> through 29<sup>th</sup> and July 2<sup>nd</sup> and 3<sup>rd</sup>. There will be NO programming offered Wednesday, July 4<sup>th</sup>- Friday, July 6<sup>th</sup>. The hours of operation are from 6:30 a.m. to 6:00 p.m. **Please Note: Program dates are subject to change in the event that the last day of 2017-2018 school year changes due to make-up days.**

Programming Dates/ Weekly Themes	Location	Weekly Programming Rates
<b>Online Summer Registration: Monday, March 19<sup>th</sup>- Monday, April 30<sup>th</sup></b>	Online	\$40.00 Per Child Registration Fee <i>(includes summer swim shirt)</i>
Week 1: Monday, June 4 <sup>th</sup> - Friday, June 8 <sup>th</sup> Theme: Team Building	Olmsted	\$175.00 (5 Day Week)
Week 2: Monday, June 11 <sup>th</sup> - Friday, June 15 <sup>th</sup> Theme: Game, Set, Match	Olmsted	\$175.00 (5 Day Week)
Week 3: Monday, June 18 <sup>th</sup> - Friday, June 22 <sup>rd</sup> Theme: Beauties and Beasts	Olmsted	\$175.00 (5 Day Week)
Week 4: Monday, June 25 <sup>th</sup> - Friday, June 29 <sup>th</sup> Theme: Hawaiian Hullabaloo	Valerius	\$175.00 (5 Day Week)
Week 5: Monday, July 2 <sup>nd</sup> - Tuesday, July 3 <sup>rd</sup> Note: No programming on July 4 <sup>th</sup> , 5 <sup>th</sup> , or 6 <sup>th</sup> . Theme: Wacky & Wonderful	Valerius	\$70.00 (2 Day Week)
Week 6: Monday, July 9 <sup>th</sup> - Friday, July 13 <sup>th</sup> Theme: Blast from the Past	Olmsted	\$175.00 (5 Day Week)
Week 7: Monday, July 16 <sup>th</sup> - Friday, July 20 <sup>th</sup> Theme: Walking on the Wild Side	Olmsted	\$175.00 (5 Day Week)
Week 8: Monday, July 23 <sup>th</sup> - Friday, July 27 <sup>th</sup> Theme: Lost in Science and Space	Olmsted	\$175.00 (5 Day Week)
Week 9: Monday, July 30 <sup>st</sup> - Friday, August 3 <sup>rd</sup> Theme: Mission Impossible	Olmsted	\$175.00 (5 Day Week)
Week 10: Monday, August 6 <sup>th</sup> - Friday, August 10 <sup>th</sup> Theme: Adventuretime's Talent	Olmsted	\$175.00 (5 Day Week)
<b>Note: NO Adventuretime programming will be offered on the following dates:</b> Monday, May 28 <sup>th</sup> (Memorial Day)- Friday, June 1 <sup>st</sup> Monday, Wednesday, July 4 <sup>th</sup> - Friday, July 6 <sup>th</sup> Monday, August 13 <sup>th</sup> - Friday, August 17 <sup>th</sup> Monday, August 20 <sup>st</sup> - Wednesday, August 22 <sup>nd</sup>		

**Fee Information:** Program rates are \$175.00 per week (this equates to \$35.00 per day or \$3.04 per hour). Payments may be paid online at <http://urbandaleschools.revtrak.net> or by check or cash in the Adventuretime office. Payments must be made a week in advance. Payments are due on Mondays by 4:00 p.m. to avoid a late fee for the week. (Example: Students attending the week of June 11<sup>th</sup> should pay for the week by Monday, June 4<sup>th</sup>) Payments submitted after 4:00 p.m. on Mondays will be assessed a \$25.00 late fee. No refunds will be issued after payments have been submitted. There is a late pick-up fee of \$10.00 for each 5 minutes 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.

**Special Needs: Please contact the Adventuretime Childcare Coordinator 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. This includes students who currently attend Adventuretime preschool or before/after school care during the 2017-2018 school year. The Adventuretime Summer Program provides childcare for up to 11.5 hours per day and involves high activity and many fieldtrips off site.

**Emergency Forms:** All students must have an updated Adventuretime emergency form for the 2017-2018 school year on file before attending summer programming. You will not need to fill out a new emergency form if your child attended Adventuretime during the 2017-2018 school year.

- ✓ If you have not filled out an emergency form or turned in a physical/immunization records for the 2017-2018 school year, you must mail, fax, or drop off a completed emergency form to the Adventuretime office by May 18<sup>th</sup>, 2018. The emergency form can be found at the following link:  
[http://urbandalecommunityed.com/adventuretime/Files/Microsoft\\_Word\\_-\\_2017-2018\\_ADV\\_PreK-5th\\_Grade\\_Emergency\\_Form.docx.pdf](http://urbandalecommunityed.com/adventuretime/Files/Microsoft_Word_-_2017-2018_ADV_PreK-5th_Grade_Emergency_Form.docx.pdf)

**Health Concerns & Medications:** A medication release form must be signed with each medication that must be administered while attending Adventuretime. The medication release form can be found at the following link:  
[http://urbandalecommunityed.com/adventuretime/Forms/Medication\\_Permission\\_Form.pdf](http://urbandalecommunityed.com/adventuretime/Forms/Medication_Permission_Form.pdf)

- ✓ **It is the responsibility of the parent or guardian to communicate any health concerns or medication needs to the Adventuretime office when you register. This will give us time to schedule a meeting with the parents and communicate with the school nurse before the last day of school. Please note, the school nurses do not work during the summer.**
- ✓ Medication **must** be in its original container with instructions from the pharmacist or doctor to distribute to the student.
- ✓ It is the responsibility of the parent or guardian to pick up all medications and/or health plans on the last day of school. It is also the responsibility of the parent or guardian to bring all medications and/or health plans with you to the first day of summer programming and check them in at the health office before leaving the building.
- ✓ Please contact the Adventuretime office if you have any questions or concerns regarding medications.

#### **What Students Should Bring:**

- ✓ **Sack lunch from home: Students must bring a sack lunch and a drink** (please label sack lunch with your student's name). Adventuretime will not have available space in refrigerators for lunches or have access to microwaves to heat lunches for students. Adventuretime will not provide lunch for students if a student's lunch is forgotten. Parents will be called to bring a lunch to the school.
- ✓ **Sunscreen:** Students will need to bring sunscreen from home (please label it with your student's name). Children are responsible for their sunscreen. Parents should apply sunscreen in the morning and staff will monitor and assist with reapplying throughout the day.
- ✓ **Appropriate Footwear:** Students should wear comfortable shoes. Students will spend a lot of time running on the playground, in the gym, and walking on fieldtrips. Sneakers/tennis shoes are preferred.
- ✓ **Water bottles:** Please send a water bottle with your student (please label it with your student's name).
- ✓ **Swimsuit and towel:** On scheduled swim days, students should bring their, swim shirt, swimsuit and a towel. Parents may also send a swim vest for students who have limited or no swimming ability.

- ✓ **Change of clothes:** Every child should bring a change of clothes in their backpack (shirt, shorts, socks, underwear, etc.).

**What Students Should NOT Bring:** Students should **NOT** bring toys, sports equipment, or electronics from home. Adventuretime will not be responsible for student's lost or stolen personal items.

**Snacks:** Adventuretime will provide students with a morning and afternoon snack each day.

**Swimming Lessons:** Swimming lessons are operated through the Urbandale Swimming Pool. Students must be registered in advance with the Urbandale Swimming Pool.

- ✓ Adventuretime will transport students to the Urbandale Pool for an additional \$10 fee. If you would like Adventuretime to transport your child to swimming lessons, you will need to contact the Adventuretime Office at (515) 457-5855 and sign up for this service. Lessons run from **8:35 a.m. until 9:05 a.m.** Make sure that you are registering for the swim lessons offered to Adventuretime. **Adventuretime will only transport the during Session I June 4-14, Session III July 9-19, and Session IV July 23-August 2.** Adventuretime staff will walk students back and forth from the pool.
- ✓ Students must be dropped off at Adventuretime by 8:00 a.m. if you'd like Adventuretime staff to walk your student to lessons.

**Online Registration Information:** Summer registration will begin on Monday, March 19<sup>th</sup>, 2018 at 6:00 a.m. Summer registration will end on Monday, April 30<sup>th</sup> at 11:59 p.m.. A \$40 per child registration fee will be due when you register. Registrations received after April 30<sup>th</sup> will be assessed a \$25.00 late fee per child. The summer registration process will play a key role in determining facility and programming needs for the 2018 summer program.

**During registration, we'd like to receive your answers to the following questions:**

1. What grade is your child currently in (2017-2018 school year)?
2. Did you participate with Adventuretime during the 2017-2018 school year?
3. What size of swim shirt will your child need?

**To register your child for the 2018 Summer Program, please review all Summer Program Information included on this page. When you're ready to register, [click here!](#)**

Note: You can also access the online registration page by going to:

1. Go to <http://urbandaleschools.revtrak.net>
2. Click on the 'Adventuretime Family Services' icon.
3. Click on '2018 Summer Registration.'
4. Click on 'CLICK HERE to Register for this Class.'
5. After you register, you will receive an email confirmation. Contact the Adventuretime office if you do not receive a confirmation email.
6. The Adventuretime office will send an email once we have a confirmation of your registration with instructions on how to pick a week. Once you have picked your weeks you are committed to paying for those weeks unless you call the Adventuretime office two weeks in advance to change or cancel. Families changing or canceling weeks will be charged a \$25.00 change fee per child per week.

Thank you for taking the time to review this registration information. We look forward to welcoming your family for the 2018 summer program!

Rob Wisniewski: Adventuretime Childcare Coordinator  
Office Phone: 515-457-5855 or Email: [wisniewskir@urbandaleschools.com](mailto:wisniewskir@urbandaleschools.com)

Ashley Myers: Director of Adventuretime Family Services/Preschool  
Office Phone: 515-457-5854 or Email: [myersa@urbandaleschools.com](mailto:myersa@urbandaleschools.com)

Kellie Dickinson: Assistant Director of Adventuretime Family Services  
Office Phone: 515-457-5859 or Email: [dickinsonk@urbandaleschools.com](mailto:dickinsonk@urbandaleschools.com)

Deb Roetker: Administrative Assistant (Registration, Billing, & Payments)  
Office Phone: 515-457-5855 or Email: [roetkerd@urbandaleschools.com](mailto:roetkerd@urbandaleschools.com)