



Our Mission

Students of the Kirkwood School District will think critically and creatively, driven by a sense of wonder, connection, and joy.

Our Vision

Working together, we will ensure all students are prepared for success – now and in the future.

Kirkwood Adventure Club Before- And After-School Care Summer Adventure



2020-21 Family Handbook

100 North Sappington Rd. Phone - 314.213.6136

Kirkwood MO 63122 Fax - 314.213.6138

[Adventure Club Website](#)

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Adventure Club Vision

All children will learn, grow, and develop to realize their full potential. Adventure Club takes great pride in our focus on each individual child and their success. This growth comes in many forms and in many ways. We believe in attending to the whole child and their development across all areas. We want our students to have the ability to have healthy relationships with other children and adults that lays the foundation for future confidence as a learner.

Adventure Club Mission

On a foundation of safety and supervision, the Adventure Club has built a child-centered program where a kid can be a kid. Children are able to choose activities that will challenge them and motivate them, as well as serve to strengthen their development. Adventure Club children are often engaged in planned art projects, science and music exploration, indoor and outdoor physical activities, field trips, group games, and individual help with school work. Learning is embedded in the many choices offered. Most importantly, kids in Adventure Club are encouraged to have fun, laugh with their friends, use their imagination, and to be creative.

The Kirkwood School District does not discriminate on the basis of sex, race, religion, age, national origin, handicap, or disability in admissions to, or treatment of employment in its programs and activities. Any person having inquiries concerning the District's compliance with Title IX, Section 504 for student issues should contact Dr. Matthew Bailey, Assistant Superintendent Data, Intervention & Supports, at 314.213.6106. For employee issues, contact Cindi Nelson, Chief Human Resources Officer, by calling 314.213.6103.



Kirkwood Early Childhood Center
Debbie Fechter, Adventure Club Site Manager
Mandy Rose, KECC Principal
Mary Pat Blaskewicz, KECC Assistant Principal

Adventure Club Welcome!

Dear Parents,

Welcome to Kirkwood School District's Adventure Club! By enrolling in Adventure Club, you and your child can now experience the high-quality program provided by Kirkwood School District. Whether your child is enrolled for three or five days per week, they will benefit from the various opportunities provided by the Adventure Club.

On a foundation of safety and supervision, the Adventure Club has built a child-centered program where a kid can be a kid. Children are able to choose activities that will challenge them and motivate them, as well as serve to strengthen their development. Adventure Club children are often engaged in planned art projects, science and music exploration, indoor/outdoor physical activities, and group games. Most importantly, kids in Adventure Club are encouraged to have fun, laugh with their friends, use their imagination, and to be creative.

Communication is one of the skills the Adventure Club staff works on with the children, and it is also vital between families and the Adventure Club Educators at your child's school. We encourage you to communicate problems, concerns, daily information, and of course, compliments. If the need arises, please feel free to call the Adventure Club office at KECC and speak to any of us.

Thank you for choosing Kirkwood's Adventure Club for your child's out-of-school time.

Sincerely,

Debbie Fechter,
Adventure Club Site Manager

Mandy Rose, KECC
Principal

Mary Pat Blaskewicz,
KECC Assistant Principal

Celebrating 150 Years of Excellence in Education

Adventure Club Primary Contacts

Adventure Club Manager: Debbie Fechter 314.213.6100 extension 3 6 5 1
Debbie.Fechter@kirkwoodschoools.org

KECC Principal: Mandy Rose 314.213.6100 extension 3 6 0 1
Mandy.Rose@kirkwoodschoools.org

KECC Assistant Principal: Mary Pat Blaskiewicz 314.213.6100 extension 3 6 0 2
MaryPat.Blaskiewicz@kirkwoodschoools.org

KECC School Secretary II: Kelly Graham 314.213.6100 extension 3 6 2 2
Kelly.Graham@kirkwoodschoools.org

KECC School Secretary II: Marsha Harper 314.213.6100 extension 3 6 3 6
Marsha.Harper@kirkwoodschoools.org

KECC School Secretary II: Michelle Faust 314.213.6100 extension 3 6 3 5
michelle.faust@kirkwoodschoools.org

Abuse Hotline: 1.800.392.3738

Department of Health: 314.877.2873

Adventure Club Sites

Internal calls dial the extension. External calls dial 314.213.6100 and then the extension

<u>School</u>	<u>Extension</u>
Keysor	2 3 6 1
North Glendale	3 0 2 5
Robinson	4 3 5 1
Tillman	5 4 4 1
Westchester	6 4 5 0

Adventure Club School Year Hours

(Except Major Holidays)

Before-School Session: Monday through Friday, 7:00 a.m. until start of school
After-School Session: Monday through Friday, school dismissal until 6:00 p.m.

Adventure Club Summer Hours

(Closed for Independence Day)

Monday through Friday, 7:00 a.m. until 6:00 p.m.

Adventure Club FEIN number: 43-6004228



KIRKWOOD
SCHOOL DISTRICT

2020-2021 School District Calendar

Calendar dates are subject to change across the year. Please check [Kirkwood Early Childhood Center Website](#) for the most up-to-date information.

The ABC's of Adventure Club

SECTION A

ARRIVAL AND DEPARTURE POLICIES

Sign In and Sign Out:

1. All children must be signed in and out daily by authorized persons only. Children may not sign themselves IN or OUT of Adventure Club or Summer Adventure.
2. A child shall be released from the facility only to the child's custodial parent or guardian or to a person authorized to pick up. Authorized individuals should be listed on the application form. This policy is strictly enforced for your child's safety.
3. Notes to authorize a person to pick up on a one-time or more basis can be given to the Adventure Club staff but must have the custodial parent or guardian signature.
4. If needed, copies of custody papers or court-issued legal documents will be requested for your child's file.

ATTENDANCE

Adventure Club School Year:

Your child's attendance schedule is indicated by checking the actual days (Monday, Tuesday, etc.) needed per week, per session (before-school, after-school), selected on the application form. Please refer to the link on the Kirkwood School District [Adventure Club website for the fee schedule](#). The monthly schedule is binding, and the full payment is due even if days are missed for any reason including inclement weather, vacations, illness, or holidays that fall on that day

Adventure Club Changes In Schedules:

If a change needs to be made to your schedule prior to the start of the school year or the summer session, please contact the Adventure Club office at KECC. If a change is needed during the school year, the change must be completed two weeks prior to the next billing cycle (which occurs the first Friday of each month). If the form is not received two weeks prior to the next billing cycle, please know that you can continue accessing your current schedule until the next billing cycle begins. This should be completed using a Change of Schedule or Withdrawal Form (available at all Adventure Club sites and KECC). This form can be mailed to KECC or turned into the Program Assistant at each respective site. A supervisor at the office will approve the requested change and your tuition amount will change with the appropriate billing cycle based on the timeline within which your form was received.

THE \$100 SUMMER SESSION DEPOSIT IS NON-REFUNDABLE FOR CANCELLED WEEKS, BUT MAY BE MOVED TO ANOTHER SESSION.

Adventure Club Alternative Schedules:

If the above schedules do not meet your needs, please contact the Adventure Club Site Manager (314.213.6136) to discuss possible alternatives.

Summer Adventure:

Children are enrolled for a two-week session of Summer Adventure. The session fee is not refunded for days missed due to weather, vacations, illness, or holidays that fall during the session. Before- and after-care are offered together for all days of the session. There is no change in the fee for before- and after-care if the child does not attend all mornings or all afternoons.

SECTION C

CHILD ABUSE

Adventure Club staff members are mandated to report any suspicion of child abuse or neglect.

CLOTHING

Remember that Adventure Club will take children outside in the early mornings and afternoons whenever weather permits. Please be sure all children are dressed appropriately for outside or gym play.

CONFIDENTIALITY

Information which concerns an Adventure Club student's physical, emotional, intellectual, or social welfare will only be shared with other Kirkwood or Special School District staff members who are involved with the care of the child.

Prior written approval from the custodial parent or guardian will be required before information will be shared with anyone other than Kirkwood and Special School District staff. We encourage parents to invite Adventure Club staff members to attend any meetings (such as IEP meetings) that will help staff to understand and meet your child's needs.

If a two-household family, both parents will have access to account information unless we have court papers stating otherwise.

CONTACT INFORMATION

Any changes in personal data on the registration form (i.e. changes in address, phone numbers, family structure, etc.) must be reported to Adventure Club staff on site or via email as soon as possible to ensure your child's safety.

CURRICULUM - ADVENTURE CLUB

During all sessions of Adventure Club, developmentally-appropriate and age-appropriate activities are planned. These activities are relevant to and accurately reflective of the background and culture of the children enrolled. The Adventure Club rooms or areas are set up in centers, and the emphasis is on choice. The children have many opportunities to select activities and materials and to share their experiences throughout the day. Children are helped to learn to communicate thoughts and feelings, to listen, and to use words to solve conflicts, thus strengthening both language and social development.

Children want to make sense and meaning out of their world and to use experiences to construct knowledge. Adventure Club curriculum reflects the philosophy that children learn best when the curriculum is diverse. All areas of a child's development play a part, including physical, social, emotional, and cognitive. Thematic units are often used to unify centers and activities that can be staff-directed or child-directed. All centers are presented as open-ended, fun activities, which encourage children to develop their organizational, critical thinking, conflict resolution, and their intellectual skills.

SECTION D

DISCIPLINE POLICIES

The Adventure Club's philosophy of discipline is based on respect for the child's self-esteem, setting reasonable limits and consequences, encouraging increased self-discipline, while also promoting respect

for others. Constructive methods of discipline, such as conflict resolution, and the Kirkwood School District's guidelines, shall be used to promote good behavior. The Adventure Club staff will work with the child and cooperate with the families to resolve problems. Conferences or a pause in attendance may be required. Occasionally parents are requested to pick up a child when an unsafe situation is unfolding. If efforts to resolve the situation do not result in a safe environment for all, dismissal from the program will be a consideration. Please refer to Board Policy JG-R1 for a detailed description of discipline guidelines on the [Kirkwood Online Policy website](#).

Suspension:

Any child receiving in-school suspension will have limited activities in Adventure Club. Any child assigned out-of-school suspension may not participate in any before- or after-school activity, including Adventure Club, during the period of removal from the regular school program. Other arrangements must be made for the child's care during this period of time.

SECTION E

EARLY RELEASE DAYS (Adventure Club Only)

Adventure Club is provided at elementary schools on early release "half days". Early release day enrollment forms will be available on site or e-blasted to families as each early release day approaches. All children must enroll through email or paper registration by the published due date to participate in the half-day programming. The tuition charged for a half day is \$27 per student, with a \$39 cap per family. Those receiving financial assistance are charged \$13.50 per child. Registrations are processed on a first-come, first-served basis depending on staffing and space limitations.

ENROLLMENT

Application – Online Submission:

We have an online application process. It can be found under the [Adventure Club](#) link on the Kirkwood School District website.

The application process for Adventure Club and Summer Adventure takes place online and begins on a published date, as well as time. All applications will be automatically dated and time-stamped upon submission. The application process is not complete until all forms and fees are received. Completing the application process does not guarantee a spot in Adventure Club. A waiting list will be maintained if necessary. Please note that enrollment for both Summer Adventure and Adventure Club is approved on a first-come, first-served basis.

Notification of Acceptance:

An email confirmation will be sent when your child has been accepted into the Adventure Club and or Summer Adventure programs. If your child is placed on a waiting list, you will receive a phone call or email when space becomes available.

Payment Procedure:

Once the online registration form has been submitted, please print an [Automatic Withdrawal Authorization](#), and mail or deliver the form to the Adventure Club billing office at KECC along with a non-refundable registration fee of \$50 per child (\$100 max) and a voided check for the monthly automatic withdrawal.

Summer Adventure Enrollment:

Please mail a \$100 deposit, per two-week session, per child to the Adventure Club billing office. The remainder of payment for each Summer Adventure session is due prior to the first day of the session in order for your child to attend. Direct withdrawal is not available for Summer Adventure payments. Summer Adventure payments may be made by check or money order.

Send to: Adventure Club, c/o KECC, 100 North Sappington Road, Kirkwood, MO 63122

SECTION F

FEIN OR EIN NUMBER

Kirkwood Early Childhood Center's Federal Employer Identification Number (FEIN or EIN) is 43-6004228.

FIELD TRIPS - SUMMER ADVENTURE

At this time, we will be hosting on campus field trips where we have the entertainment come to us.

SECTION H

HOURS OF OPERATION

Adventure Club:

Hours are 7:00 a.m. to 6:00 p.m. Children will be accepted into care at 7:00 a.m. and must be picked up by 6:00 p.m.

Summer Adventure:

Hours are 9:00 a.m. to 3:00 p.m. daily. Before- and after-care begins at 7:00 a.m. and is available until 6:00 p.m. for an extra fee.

If children are picked up after 6:00 p.m., the family will be charged a late pick-up fee of \$2.00 per minute, per child. Continued abuse of time limits for scheduled sessions will be cause for dismissal from the **Adventure Club** and or **Summer Adventure** programs.

SECTION I

ILLNESS

Adventure Club and Summer Adventure adhere to the district's policies regarding contagious illness. Children may not attend Adventure Club when afflicted with a contagious or infectious illness. Children who have been absent from school because of illness and elevated temperature should be kept home until they have been symptom free and their temperature has been normal for 24 hours. If a child becomes ill after arrival, the parents will be notified and expected to pick up their child as soon as possible.

INCLUSION

Adventure Club and Summer Adventure welcome participation by children of all abilities. We provide a safe environment for children with or without special needs. In order to facilitate successful participation in the program, support will be added when appropriate. Although every effort is made to provide reasonable accommodations, there may be instances where a child's needs may exceed the parameters of our program. It is essential that families follow the enrollment procedures and provide a copy of a child's applicable documents - Individual Education Plan (IEP), Behavior Plan, 504, etc., as well as communicate special needs. Without full disclosure of a child's needs, Adventure Club may not be prepared to ensure the child's success in the program. Enrollment will not be considered final until all required enrollment processes have been completed and reviewed.

INJURIES

Adventure Club:

Adventure Club does not have a nurse on site before 8:30 a.m. or after 3:30 p.m. As a result, Adventure Club staff members are trained in First Aid and CPR (during the school year) and will treat minor injuries, such as scratches, scrapes, insect bites, etc., if necessary. Any serious injury or head injury will be reported to the parents immediately so that appropriate action may be taken. If a major injury occurs, the staff will immediately call for professional help and, if needed, 911. Parents, designated emergency contacts, or the child's doctor will be notified immediately. If an emergency is such that immediate transportation to the hospital is necessary, a staff member will accompany the child and will have in their possession the emergency consent form signed by the parent. A parent or guardian will be notified regarding the hospital to which the child is being transported. Staff will make every effort to send the child to the preferred hospital on your registration form.

Summer Adventure:

Summer Adventure has a nurse available from 9:30 a.m. to 3:00 p.m. However, there is not a nurse on site during the before- and after-care portion of the day. As a result, Adventure Club staff members are trained in First Aid and CPR (during the school year) and will treat minor injuries, such as scratches, scrapes, insect bites, etc., if necessary. Any serious injury or head injury will be reported to the parents immediately so that appropriate action may be taken. If a major injury occurs, the staff will immediately call for professional help and, if needed, 911. Parents, designated emergency contacts, or the child's doctor will be notified immediately. If an emergency is such that immediate transportation to the hospital is necessary, a staff member will accompany the child and will have in their possession the emergency consent form signed by the parent. A parent or guardian will be notified regarding the hospital to which the child is being transported. Staff members will make every effort to send the child to the preferred hospital on your registration form.

SECTION L

LOST AND FOUND

Please mark coats, clothes, etc., with your child's name. If the clothing is marked, we can help find the owner. Please be sure to check the elementary school's lost and found.

LUNCH AND SNACKS

Adventure Club:

A snack is provided during after-school Adventure Club. During full-day programming, lunch is provided for those who attend. Please note that we do not allow leftovers from daily lunches to be eaten during Adventure Club due to potential allergies.

Summer Adventure:

Participants bring their lunch daily. Those with allergies are provided special seating for lunch. An afternoon snack will be provided for students enrolled in before- and after-school programs during Summer Adventure sessions.

Please talk to the Adventure Club staff if special snacks are needed.

SECTION M

MEDIA COVERAGE, VIDEOS

Videos and photos are sometimes taken at school. If you do not wish for your child to be included in these videos and photos, inform the site manager at your school and indicate this preference on the registration form.

MEDICATIONS

Adventure Club and Summer Adventure adhere to Kirkwood School District's medication policy. All prescriptions and over-the-counter medications must be given to an Adventure Club staff member if the medication is to be administered at a time when the school nurse or summer nurse is not available. The medication must be in the original container and accompanied by the appropriate paperwork. Children are not to keep medications, such as cough drops, vitamins, or Tylenol in book bags or lunchboxes.

Please note that Adventure Club staff does not readily have access to existing medications warehoused within the locked school clinic (e.g. EPI Pens; asthma medications). These medications should also be provided to us by families of Adventure Club.

SECTION P

PARENT CUSTODIAL ISSUES

Divorce or separation is a difficult time in a family's life. Our position is to be supportive of your child and to meet his or her needs. Please note that Adventure Club or Summer Adventure follow Kirkwood School District policy in that we cannot deny a non-custodial parent access to his or her child unless we have a copy of a current court order.

Also note that responsibility for tuition payment must be determined between the parents. Please do not ask Adventure Club or Summer Adventure to intercede and request payment from an ex-spouse.

PARKING

Fire Lanes:

The Kirkwood City Council has passed an ordinance establishing fire lanes at all school buildings. The fire lanes are to be kept open and accessible at all times – please do not park your vehicles or leave them unattended in these marked areas (red painted curbs).

Handicap Parking:

All Kirkwood School District campuses reserve several handicap parking spaces for our visitors needing wheelchair access to the curb cut-out ramps on our sidewalk. Please DO NOT park in a handicap space without proper identification in your vehicle. Violators will be towed.

PERSONAL POSSESSIONS - Toys, Books, Electronics, Etc.

Toys, electronics, phones, kindles, iPods, and iPads are not to be brought from home unless previous arrangements have been made with the Adventure Club Site Manager. School issued iPads can be accessed during the time when students are working to independently complete homework assignments.

PETS

As per the Kirkwood School District Coordinator of Safety and Security, family pets should not be on the school grounds during arrival and dismissal times. Also, some students may be afraid of or allergic to pets. **Please refrain from bringing your pets on campus during arrival and dismissal times.**

PROGRAMS AND AGE REQUIREMENTS

Adventure Club:

The school year program consists of two sessions: the before-school session is from 7:00 a.m. until the start of school, and the after-school session is from the end of the school day until 6:00 p.m. Children enrolling for Adventure Club must meet specific age level requirements - the minimum age level must be a registered kindergartner, with the maximum age level being grade 5.

Summer Adventure:

Summer Adventure is held at an elementary location and is available for children who have completed Kindergarten through grade 5. The location varies from year to year and will be determined each spring. We also offer an Adventure Club before- and after-care program that is designed to extend the day for working families.

All district accounts in the parent's or guardian's name must be current to register your child or children for the school year and the summer sessions.

SECTION R

REPORTING ABUSE

Please note that the law mandates the entire Adventure Club and Summer Adventure staff to report any suspected case of child or sexual abuse or neglect.

SECTION S

SCHOOL CLOSINGS, DELAYED OPENINGS, EARLY DISMISSALS

All Adventure Club programs will follow the advisement of the R-7 District administration in determining if the buildings will be open during emergency conditions including severe weather and unforeseen circumstances. When the R-7 district is closed, Adventure Club will also be closed.

Families will receive a phone call from the District (using our Blackboard robocall system) announcing the decision to cancel school. Successful delivery is dependent on accurate contact information for each student. Should your contact information change, please notify your child's school immediately.

The notification to cancel or delay school will also be posted on the [Kirkwood School District website](#), [District Facebook page](#), and Tweeted on the District's twitter handle which is @kwoodschoools.

Individuals who have downloaded the Kirkwood School District app will receive a push notification. You can download this free app in the [Apps on Google Play store](#), or the [iTunes App store](#).

Circumstances which affect our schedule, inclement weather, or building conditions will be announced on the following local radio and television stations:

AM Radio: KMOX 1120

Television: KTVI Channel 2 (Fox), KMOV Channel 4 (CBS), KSDK Channel 5 (NBC), KTVI Channel 2 (Fox), and KPLR Channel 11 (CW)

If Kirkwood School District closes during the school day, Adventure Club will also close. Your child will be dismissed with regular school dismissal. Please make arrangements for your child's early arrival at home should this occur. No credits will be applied for inclement weather closings.

If after-school activities are cancelled across the Kirkwood School District prior to 1:30p, PM Adventure Club will not be in session. If a decision is made after that time, our staff will be prepared to host students in PM Adventure Club. We do, however, ask that families pick up their children from Adventure Club as soon as possible following school dismissal.

If an individual school (not the whole district) is canceled during the school day due to an emergency situation (i.e. power failure), your child may be transported to the nearest school if that is necessary and possible by school bus. You will be notified by School Messenger about the situation and whether to pick up your child immediately at their own school or at another school. Adventure Club staff will remain with your child throughout the transition if they are transported to another school.

Fees may not be reduced due to emergency school closings or inclement weather closings.

If the school operates on a late start schedule due to inclement weather, the AM Adventure Club session will be cancelled. However, the PM Adventure Club session will still be held.

SCHOOLS AND HOURS OF OPERATION

During the 2020-2021 school year, Adventure Club will operate in all five elementary schools within the Kirkwood School District. All sites are open from 7:00 a.m. to 6:00 p.m., Monday through Friday, except as noted on the Adventure Club calendar. The school locations for full-day sessions may vary throughout the year.

SMOKING POLICY

All Kirkwood School District properties are smoke-free campuses. For the well-being of all the children, please abide by this policy.

SECTION T

TUITION POLICY

Adventure Club Rates:

In regard to Adventure Club before- and after- care, the total cost for the scheduled attendance days in the school year is divided into nine payments. The automatic withdrawal will occur on the first Friday of every month. There are no charges for school holidays included in your payment. Fees for scheduled days may not be deducted for any type of absence including inclement weather, unforeseen closures, illness, or vacation. Missed days cannot be substituted for additional attendance days.

Delinquent payments may result in dismissal from the program. Please note that a past due balance will result in your family's registration not being considered complete for future programming. Registration cannot be considered complete until the balance has been addressed.

Payments (by check or money order) for early release days or full-day programming can be accepted at your school's Adventure Club site, or you can mail or drop off your payment to the office at KECC. If a child starts Adventure Club any time after the start of the school year, a registration fee and full payment

of the current attendance period are due at the time of application. The adjusted attendance period charges will be calculated from the Monday of the starting week. It is the parent or guardian's responsibility to call the Adventure Club Secretary for the adjusted amount for the next attendance period payment.

A 3% discount per child will be given if the school year tuition is paid in full for the entire nine-and-a-half-month program in one payment. To qualify for this discount, payment is due by August 1. This discount only applies for children who attend the same monthly schedule for the entire nine-and-a-half-month program. If the schedule is changed (add or drop days) the discount is void. **Payment must be made by check or money order to qualify for the discount.**

Please make checks payable to: KECC

Please mail or deliver Adventure Club payments to: Adventure Club, c/o KECC, 100 North Sappington Road, Kirkwood MO 63122

Adventure Club Receipts:

Monthly statements are emailed to families during the second week of each month during the school year. Paper copies of Adventure Club monthly statements are available upon request.

Adventure Club Refunds:

If it is determined that our program owes you a refund for any reason, please know that it will take approximately two weeks to generate a refund check. Please call the Adventure Club billing department at 314.213.6136 for further information.

Adventure Club Schedule of Payment:

Before- and after-school rates are charged in nine equal payments September through May. Please see the School Year Tuition Packet for the appropriate rates for your school.

For the 2020-2021 school year, we will be offering three- and five-day programming. There will be a \$50 non-refundable registration fee per child, with a \$100 cap per family.

1. AM Only – three days: \$127 per month
2. AM Only – five days: \$211 per month
3. PM Only – three days: \$151 per month
4. PM Only – five days: \$252 per month
5. AM & PM – three days: \$181 per month
6. AM & PM – five days: \$301 per month
7. Early Release Days – half day: \$27 per month (see Early Release notes above, page 9)
8. Full Day Adventure Club: \$48 per day

A 10% discount, per month, will be given to the second child in the same family (with the same billing-responsible parent or person), a 20% discount to the third child, and a 30% discount for the fourth child enrolled. There are no discounts for full-day or extended day programming. All discounts will be applied to the lowest fee or fees.

Adventure Club – Withdrawing a Student:

A child may be withdrawn from the Adventure Club program at any time. If the withdrawal form is received two weeks prior to the upcoming billing cycle, then the withdrawal will be effective at the date of that billing cycle. If it is received less than two weeks prior to the upcoming billing cycle, it will then be effective with the next billing cycle. The completed form (available on site) can be mailed to KECC or delivered to your Program Assistant at your elementary campus. Tuition fees will be charged according to the timeline that your withdrawal form is received. If you wish to return to a program that is full, you will need to contact the Program Assistant at the respective school to be placed on a waiting list.

After withdrawal, a child may reenter the program - provided there is space available - by paying a new non-refundable registration fee.

Dependent Care Reimbursement Vouchers:

Reimbursement vouchers will be signed upon receipt of payments indicated on the voucher. The parent must complete the voucher. Adventure Club will only verify the amount paid, then date and sign the completed voucher.

Summer Adventure Rates:

Rates are charged per two-week session with full payment due before the start of the session. Tuition is \$315 per session . Before- and after- care is \$180 per session.

A 10% discount per session for each additional child in the same family (with the same billing-responsible parent or person) will be applied. Discounts are given only for siblings and employees of Adventure Club and KECC. All discounts will be applied to the lowest fee or fees.

Summer Adventure Receipts:

Session statements are available on site by the second week of each session.

You may request an additional statement at any time by email or phone. Email or call the office to provide the required information, and we will be happy to send a statement to the email address Adventure Club has on file for your account. Account information cannot be released over the phone. If you have a two-household family, both parents will have access to account information unless we have court papers stating otherwise.

Summer Adventure Schedule of Payment:

Payment for Summer Adventure is due prior to your scheduled sessions. If the payment is not received by that date, your child or children will not be able to attend Summer Adventure. Delinquent payments may result in dismissal from the program. A past due balance will result in your family's registration not being considered complete until the balance has been addressed.

Children will not be allowed to start a new program (i.e. School Year Adventure Club or Summer Adventure) until the family's Adventure Club accounts and all other early childhood accounts are current, including all late charges.

Please make checks payable to: KECC

Please mail or deliver Summer Adventure payments to: Adventure Club, c/o KECC, 100 North Sappington Road, Kirkwood MO 63122

Summer Adventure – Withdrawing a Student:

The \$100 deposit per scheduled session is forfeited when withdrawing from the Summer Adventure program.

Tuition Receipts - End Of The Year:

A year-end receipt will be emailed on or before January 31. Paper copies of the year-end receipt are available upon request. Those no longer participating in the program (e.g. Summer Adventure only participants, those who have aged out of Adventure Club, or those who have withdrawn from Adventure Club) will receive a statement in the mail.

Kirkwood Early Childhood Center's Federal Employer Identification Number (FEIN or EIN) Number is 43-6004228.

Tuition Receipts - Requesting Copies:

1. Child's first and last name and school attended
2. Period of time the receipt should cover
3. Phone number where we can contact you

Tuition – Returned Payment Policy:

Written notice will be sent from the billing department when a payment is returned. Payments must be made by money order after the second returned payment occurrence. Payments can be sent to 100 N. Sappington Road, Kirkwood, MO 63122.

SECTION V

VALUABLES – TOYS, BOOKS AND MOVIES

Toys, electronics, phones, kindles, iPods, and iPads are not to be brought from home unless previous arrangements have been made with the Adventure Club Site Manager. School-issued iPads can be accessed during the time when students are working to independently complete homework assignments.

VISITORS

Parents are encouraged to visit the program at any time, participate in snack, special activities, share information, or join us on field trips. Please identify yourself to the Adventure Club Site Manager.