



adventure learning center, ltd.

"WHERE EVERY LEARNING EXPERIENCE IS AN ADVENTURE"

850 New Ballwin Road • St. Louis, MO 63021
9983 Winghaven Blvd. • O'Fallon, MO 63368

PARENT INFORMATION

HOURS

- Adventure Learning Center Ltd., is open from 6:00am to 6:30pm, Monday thru Friday.
- Adventure Learning Center Ltd., is licensed by the Department of Health, Child Care Licensing Unit.

HOLIDAYS & ACTIVITIES

- We are open Monday through Friday of each week, with the exception of closure on the following major holidays:
 - New Year's Day
 - The center will close at 3:00 PM on New Year's Eve
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day and the following Friday
 - Christmas
 - The center will close at 3:00PM on Christmas Eve.
 - Extreme weather conditions
- The center will be offering as a service to our parents classes in several different areas such as:
 - Gymnastics
 - Computer
 - Music
 - Dance
- These classes will be held at the center and outside instructors will work with the children in these and other areas. The parent will be responsible for the fees for such programs.
- If there is an activity that you would like to see the center offer, please let us know.

CHECK-IN POLICY

- Children must be accompanied by a parent or guardian to and from the center. Classroom signing in and out clipboards are by the office. Please escort your child into the center for "check in" and sign our child out each time you use the center.
- We will assume responsibility for the child only after the child is signed in and released to a staff member.
- As a courtesy please call ALC by 10:00am if your child will not be attending for the day.

ENROLLMENT FORMS

- All enrollment forms must be completed for each child before they can be accepted into care at the center.
- Children must be in good health and have current immunizations to be accepted into care.
- In order to provide a positive learning experience for your child, you will be asked to complete a form on your child's development and experiences.
- Families are responsible for providing both a written two week notice of attendance changes along with a payment in full for two weeks of the tuition amount.

FOOD PROGRAM

- Breakfast will be served at the center from 6:00am to 8:30am daily.
- All children will be provided with a nutritious lunch at approximately 12:00pm.
- Two snacks are served daily. A morning snack will be served at approximately 10:00am and an afternoon snack will be served at approximately 3:00pm.
- Menus will be posted on parent information boards in the center.
- All foods meet the daily requirements set by the U.S. Department of Agriculture and the Department of Health, Child Care Licensing Unit.
- No food / candy from home should be brought into ALC.
- Special arrangements will be made for any child with food allergies and alternative foods; these will be provided by the parent. A doctor's note will be needed for any food brought in by the parents.
- It is the parent's responsibility to provide formula and baby food for their child while in care at the center.
- Special treats must be prewrapped / store bought items and may be brought in for holiday parties and birthday celebrations.

TOYS FROM HOME

- Please do not allow your child to bring toys from home except if the child has a security toy he/she uses for naps or for show and tell. Our center cannot be responsible for loss or breakage.

CHILDREN'S CLOTHING

- Please dress your child for play. Tennis shoes are recommended. A variety of activity centers are available for use in the center and loose, comfortable clothes will allow your child to play and learn in all areas.
- Parents of children who are still in diapers, will need to provide diapers and baby wipes for their child. If your child is being trained but still has occasional accidents, please bring a labeled change of clothes in case it is needed.
- Please bring a change of clothing for your child—all ages!

MEDICATIONS

- Medications can be administered by our staff only with parents written permission. Medication permits are in the office and must be completed and signed.
- Prescription medicine must be in the original container, with the child's name, dosage to be given and have a current date.
- Over the counter medication, such as Tylenol can only be administered with parents permission.
- Topical medications such A&D Ointment, can be administered with written consent of the parent.
- The teacher or director will be responsible for administering medication at our center and there will be a witness to the administration of all medications.
- All unused medications will be returned to parent when the child leaves the center for the day.
- Parents must bring in their own over-the-counter medications (Tylenol, Motrin, Triaminic, etc.)

DISCIPLINE

- A variety of methods are used to assist children to develop self-control. These may include redirection and clarification of requests. Time out may be used occasionally at the center. No corporal punishment is allowed. The most effective method that enables a child to exercise self-control that will be used at the center is positive reinforcement of appropriate behavior.
- If the parent objects to normal center procedures in regard to discipline, enrollment cannot be accepted or continued.
- Second Step - a social skills curriculum is taught to the preschoolers weekly.
- A written report will be made of any inappropriate behavior at Adventure Learning Center, Ltd..

CHILDREN'S DISMISSAL

- Identification to pick up a child from the center may be requested. This is for the protection of you and your child.
- Only those people listed on the enrollment form for the child to be released to will be able to pick up your child. Your written authorization is required for any person other than the parents, this includes

grandparents or any other person. Please be sure you have left written permission with the center director if someone else is to pick up your child.

CHILDREN'S RECORDS

- All forms filled out by parents or guardians are kept strictly confidential. Information in these files will not be released except with written permission of the parent or guardian. Parents have access to records at any time. Please see the center director.

ILLNESS

- If your child is ill, he or she cannot be accepted into care at the center.
- The center will follow state licensing policy regarding care of sick children.
- Parents will be notified if a child has a temperature of up to one hundred degrees (100°) Fahrenheit by mouth or ninety-nine (99°) degrees Fahrenheit under the arm, or more, and does not appear to feel well.
Sick children need to be picked up from the center immediately.
- In cases of extreme emergency, the Director will act as the situation warrants. All attempts will be made to notify the parents but if deemed necessary, the center will seek medical treatment. The center is not financially responsible for medical treatment or accidents.
- A written report will be made of your child's accident or illness at the center.

OPEN DOOR POLICY

- Parents are always welcome in the center. Please feel free to drop by any time your child is in care at Adventure Learning Center Ltd.
- Security Doors – The center has locked security doors. Please ring the door bell located outside the lobby. The door will be released to authorized individuals by an appointed staff member.

PARENT INVOLVEMENT

- The center welcomes your comments and suggestions. Let us know what you like and what you don't like. Your opinions and concerns will help shape the center. If you see a need for programs in areas we have not considered, please let us know.
- We encourage parents to participate in field trips and our extra curricular activities.

PARENT CONCERNS AND QUESTIONS

- If you have concerns with the care your child has received at the center, please discuss this with the teacher who has cared for your child that day.
- If the problems regarding your child's care cannot be resolved between you and your child's teacher, please bring the matter to the attention of the center director.

CHILD CARE LICENSING RULES

- A copy of the "Licensing Rules for Group Child Care Homes and Child Care Centers" is available for parent review in our center. In order to maintain our outstanding licensing reviews, Adventure Learning Center follows the requirements at all times.

STAFF

- Lead preschool teachers are degreed and/or experienced in a child related field.
- Teachers continue their education in the field with mandatory training hours
- Teachers are trained in CPR and/or experienced in First Aid.
- Nurturing and friendly teachers.
- Annual police and reference checks.
- Safe and positive work environment.
- Teachers receive annual physical, TB tests and Hepatitis A vaccinations.

Adventure Learning Center Ltd. recognizes the importance of open communication between parents and the center. We encourage you to share your questions and concerns with us. Please feel free to drop by my office at any time. By working together, we can provide the best environment possible for your child.

Center Director