



Parent Policies and Procedures

Hours of Operation

First Adventures is open from **6:00 AM to 6:00 PM, Monday through Friday**.
If your child will be absent or arriving late, please notify the center before **9:00 AM**.

Safety and Security

- Facility doors remain locked to prevent unauthorized access.
- Photo identification is required before releasing a child to anyone on the authorized pick-up list.
- High-definition cameras are installed in each classroom and closely monitored in the office.

Sign-In/Out Policy

Parents must **sign their child in and out daily** via Procare. Please escort your child to their classroom and ensure they are received by an authorized staff member.

Curriculum

First Adventures utilizes the **Creative Curriculum**, a play-based model which focuses on the development of the whole child while preparing them for Kindergarten and beyond through hands-on investigations. Play is essential for healthy brain development. Parents will receive a **monthly newsletter** outlining classroom lessons and activities.

Developmental Checklists that include academic and developmental milestones are kept for each of the children and updated daily. These checklists have been developed using a number of resources including the CDC Developmental Milestone Checklist and the Kindergarten readiness scales used by the school districts. Teachers observe the children throughout the day in their activities and track when we are seeing these skills/milestones achieved.

Daily Reports

Parents have access to their child's daily activities through the **Procare app**. A summary will be sent via email when your child is signed out for the day. Teachers will post photos and updates whenever possible; however, on busy days with hands-on activities, fewer updates may be available. Basic essential information will always be logged.

Meals

Breakfast, lunch, and an afternoon snack are included in the weekly tuition. Meal times are as follows:

- **Breakfast:** 8:00 AM – 8:30 AM
- **Lunch:** 11:00 AM – 11:30 AM
- **Snack:** 2:30 PM – 3:00 PM (Infants–Preschool) / 4 PM (School-age)
Meals will **not** be served after designated times. Parents must provide breakfast for children arriving after 8:30 AM. **No outside food or drinks** are allowed. A doctor's note is required for any meal accommodations.

Birthdays & Holiday Celebrations

Parents are welcome to bring **store-bought treats** for their child's class. Holiday parties are scheduled for **Valentine's Day, Easter, Halloween, and Christmas**. If you do not want your child to participate, please inform the management team.

Daily Schedule

When your child arrives at school, it's essential that they are alert, prepared, and ready to engage in the learning process. A consistent and well-structured schedule plays a crucial role in classroom management and setting the tone for the day.

At First Adventures, we prioritize both structured learning and developmental play, recognizing the importance of play in fostering healthy brain development. Our daily schedule includes a variety of activities, each designed to support your child's overall growth.

Circle Time

Circle Time is a foundational part of our day, helping to develop essential skills necessary for school and promoting growth across several key areas:

- Social-Emotional Development: Encourages interaction, empathy, and community-building.
- Cognitive Skills: Stimulates attention span, focus, and critical thinking.
- Language Development: Improves vocabulary, listening, and speaking skills.
- Creativity and Problem-Solving: Fosters imagination and the ability to solve problems.
- Self-Esteem: Helps build confidence and a positive sense of self.

Open-Ended Free Play

Free play offers children the freedom to explore, create, and learn through self-guided activities. This time promotes:

- Creativity and Imagination: Encourages original thinking and exploration.
- Language Development: Supports conversation and language use.
- Problem-Solving Skills: Helps children think critically and find solutions independently.
- Motor Skills: Develops fine motor skills and promotes physical growth.
- Social Skills: Teaches collaboration, sharing, and communication.
- Confidence: Nurtures self-assurance and a positive attitude toward learning.

Outdoor Play

Weather permitting, children enjoy outdoor play each day for a minimum of 5 minutes, as long as temperatures are between **20°F and 90°F**. This daily activity promotes:

- Physical Development: Encourages gross motor skills such as running, jumping, and climbing.
- Connection with Nature: Provides fresh air and a change of environment, enhancing mood and focus.

Parents must provide **weather-appropriate clothing** (e.g., coat, gloves, hat). **Properly fitting closed-toe shoes are required** for safety and comfort.

Center Time

Center Time makes up a significant portion of our daily learning schedule, allowing children to move freely through a variety of thoughtfully planned activities designed to foster essential skill development.

Activities are carefully planned by our Curriculum Director to align with the Developmental Checklists and current curriculum theme.

During Center Time, teachers have the opportunity to:

- Assess progress and monitor each child's individual growth and development.
- Identify strengths and areas for improvement
- Track developmental growth

The Curriculum Director uses these insights to adapt future lesson plans to meet the specific needs of each group of children, ensuring a personalized and effective learning experience.

This structured yet flexible approach guarantees a personalized and effective learning experience for every child.

Holiday Closures

The center will be closed on the following holidays:

- **Memorial Day**
- **Easter Monday**
- **Independence Day**
- **Labor Day**
- **Thanksgiving Day & the following Friday**
- **Christmas Eve & Christmas Day**
- **New Year's Eve & New Year's Day**

If a holiday falls on a weekend, we may observe it on a weekday. Parents will be notified **at least 30 days** in advance of any changes. **Full tuition is still required for holiday weeks.**

Emergency Procedures

In a medical emergency, **First Adventures is authorized to administer medical care** and, if necessary, transport your child to the nearest hospital. All staff members are **CPR/First Aid certified**.

Medical Requirements

Parents must provide **up-to-date immunization records** and update them as necessary. If your child has **asthma or allergies**, an **action plan** from your child's physician must be on file. For assistance, please contact management.

Illness Policy

To protect all children, we require children to stay home if they exhibit any of the following symptoms:

- Fever over **99°F**
- **Two or more episodes** of diarrhea or vomiting
- Severe coughing or difficulty breathing
- Unusual spots, rashes, or scalp itching

Children must be **symptom-free for 48 hours** before returning.

Physician notes are accepted, but **First Adventures policies may override** a doctor's note if necessary.

Medication Administration

- A **Medication Authorization Form** must be completed by a parent in order for medication to be administered by First Adventures staff. Parent signature, time, and dosage to be given are required.
- Medication must be in its **original labeled container** with the child's name.
- **Pain relievers will not be administered.** Children should be well enough to participate without medication.
- If your child requires an **inhaler or asthma treatment**, an **Asthma Action Plan** must be on file.

Personal Belongings

- **No outside toys** are allowed. Any items brought from home will be stored in the office until pick-up. First Adventures will not be responsible for any items brought from home that are not required for care.
- All belongings must be **labeled with the child's name**.

Licensing Rules & Regulations

A copy of the state licensing regulations set forth by DESE is available upon request.

Nap Time

- Nap time is **12:00 PM – 2:30 PM**.
- Children must lay quietly on a cot. If they do not fall asleep, they will be given a quiet activity.
- **Drop-offs and pick-ups are not allowed during nap time.**
- Naps outside of this time can not be accommodated for any children over 12 months.

Nap Supplies

- Parents must provide a **fitted crib sheet and blanket**.
- First Adventures will provide each child with a **nap bag** for storing their items. All items **must** fit inside the designated nap bag. If it needs to be replaced, you will be required to purchase a new one for \$5.
- Nap bags should be taken home **on Fridays** and returned on **Mondays**.
- Small comfort items (e.g., a lovey) must fit in the nap bag and remain there all week.
- All personal items must be **labeled with the child's name**.

Tuition & Fees

- **Tuition is due the Friday before the week of care.**
- Payments can be made **weekly or monthly** in advance.
- All payments are paid online through our tuition system.
- A **processing fee** applies to debit/credit card payments.
- **Late Tuition Fee:** \$10 per day of non-payment. After 1 week of non-payment, services will be discontinued until the outstanding balance, including late fees and additional accrued tuition is paid in full.
- **Returned Payment Fee:** \$35
- **Activity Fee:** \$100 per year, charged in January and due by 1/31.
- **Late Pick-Up Fee:** A late fee of **\$1 per minute per child** applies after 6:00 PM.
- **School Age Rate:** School age children who are already enrolled for before and after care may attend all day when schools are closed for an additional \$10 per day.

Tuition is subject to yearly increases. Parents will be notified 30 days in advance of any changes in tuition.

Absences

- If a child is going to be absent, parents must notify the center by **9:00 AM**. If your child arrives after 9:00 AM without prior notice, we reserve the right to deny entry for the day. If you know in advance that your child will be absent, please notify us as soon as possible.
- Drop-offs are **not allowed after 10:30 AM**.
- If your child must be picked up early (e.g. for an appointment), they will not be allowed to return for the day.
- **Early pick-ups (except for illness) are not allowed between 12:00 PM – 2:30 PM.**

Vacation

- **Two weeks of vacation** per year at no cost (must be requested two weeks in advance).
- Vacation weeks start over each year in January and will not roll over into the following year.

Inclement Weather & Closures

- We will follow the Rockwood School District's snow schedule for closures when they are in session.
- In the event of a closure, families will be notified via ProCare message. Additionally, please check our Facebook page for updates on closings.
- We will make every effort to open late or close early if we determine that staff and families have the ability to safely travel to and from the center.

Special Health, Nutritional, or Developmental Needs & Therapy Services

Submission of Documentation

To ensure the well-being and proper care of individuals with **special health, nutritional, or developmental needs**, all relevant supporting documentation must be submitted and maintained on file. This documentation may include, but is not limited to:

- **Individualized Plan for Specialized Care (required)**
- Medical records, diagnoses, and physician's recommendations
- Individualized Health Care Plans (IHCP)
- Allergy action plans and dietary restrictions from a certified healthcare provider
- Individualized Education Plans (IEP) or 504 Plans for developmental and learning needs
- Therapy evaluations, progress notes, accommodations, and recommended tools
- Any other documents outlining necessary accommodations, treatments, or interventions

All documentation should be:

1. **Submitted in a timely manner** – New or updated records must be provided as soon as they become available.
2. **Kept current** – Parents/guardians are responsible for ensuring documents remain up to date.
3. **Reviewed regularly** – Periodic reviews may be conducted to assess the effectiveness of accommodations and update records as needed.
4. **Confidentially maintained** – Records and all submitted documents will be securely stored and accessed only by authorized personnel.

Failure to submit or update required documentation may impact the ability to provide necessary accommodations. If assistance is needed in obtaining or updating records, please speak with the management team.

Therapy Services Requirements

Any child receiving therapy services must have all relevant documentation on file. If therapy services take place at First Adventures, the following guidelines apply:

Therapist Agreement & Requirements

- A Therapist Agreement must be signed by all parties before therapy begins (one per therapist).
- All therapy must be push-in services, meaning it takes place within the classroom, following the daily schedule and minimizing disruptions.
- Additional expectations and policies are outlined in the Therapist Agreement

Parental Responsibilities

- Parents/guardians must notify the center of any scheduled visits, changes in therapy services, therapists, or session frequency.
- If therapy services are discontinued, parents must inform the center promptly.

Therapy sessions must be coordinated in advance and should not interfere with key classroom activities or transitions. In case of scheduling conflicts, alternative arrangements may be required.

By adhering to these guidelines, we aim to provide a supportive and structured environment that ensures each child's individual needs are met while maintaining a positive learning experience for all.

Discipline Policy

First Adventures believes all children learn best in a stress-free environment. Our teachers are trained to implement **Conscious Discipline** strategies in the classroom, emphasizing redirection and positive reinforcement. Conscious Discipline is an evidence-based, trauma-informed, social-emotional approach that provides an array of behavior management strategies and classroom structures that teachers can use to turn everyday situations into learning opportunities.

If behavior concerns arise, the following steps will be taken:

1. **Teacher Intervention** – Documented in Procare note
2. **Management Intervention** – Family notified via Procare message.
3. **Removal from Classroom** – If a child is unable to remain safe in the classroom without disrupting the routine or environment for other children, they will be removed from the classroom and a phone call will be made to the parents or guardians. We believe that maintaining a positive and safe learning environment is essential for all children, and sometimes this requires temporary removal from the classroom.

If a child cannot safely return to the classroom after being removed, they will need to be picked up immediately and will be unable to remain in care for the remainder of the day.

To ensure transparency and accountability, this incident will be documented and signed by all involved parties. This helps us maintain clear communication and work together with families to support the child's needs.

4. **Three Classroom Removals** – A meeting with parents is required to create a supportive plan of action that aligns with the child's needs and well-being and ensure we can work together to address any concerns.
5. **Probationary Period (30 Days)** – If no improvement is seen, alternative care options will be discussed.

Trial Period & Termination

- A **30-day trial period** is in place to ensure the program is a good fit for both the child and the family. During this period, both parties will have regular communication regarding the transition and any concerns. If it is determined that the program is not the best fit, First Adventures will collaborate with the family to refer them to a more suitable program.
- First Adventures reserves the right to terminate services at any time.
- If a family decides to terminate services, a **two-week written notice** is required. Parents will be responsible for the payment of the final two weeks of tuition at the time the termination notice is submitted.

I, _____, acknowledge and understand that these policies serve as a general guide to First Adventures' goals, policies, and practices. By signing below, I agree to comply with the information provided.

Parent Signature: _____

Date: _____