

Click here to view our Summer Camp Welcome Pack & Parent Handbook that includes all program information, policies, and fee schedule: [WELCOME PACK](#) & [TAC Parent Handbook](#)

REQUIRED DOCUMENTS - NEW FAMILIES ONLY!

1. Proof of birth, recent immunizations, and last physical/well visit. Your child **CANNOT START UNTIL RECEIVED!**
2. Parents are required to obtain these documents. **ADVENTURE CLUB DOES NOT REQUEST DOCUMENTS FROM THE SCHOOLS!** Follow this link to complete needed forms if you have not done so already for the school: [School Entrance Form](#)
3. You may fax to 540-382-6529 or scan and email to: admin@the-adventureclub.com

CLOCKING IN/OUT AT SITE:

- You'll be assigned pass codes to sign your child in/out of our computer. This is a separate action than swiping and both are required daily!

SWIPING and BACK SWIPING:

- Your swipes assure that our program is paid for its services.
- The **ONLY exception for NOT swiping** is if you have NOT received your ECC card yet.
- Allowing another person to pick your child up is **NOT an acceptable excuse for NOT swiping!** Swiping is your responsibility!
- You need to swipe **EVERYDAY!** Back swiping on a consistent basis leaves room for error and takes time to correct.
- **Back Swiping MUST be done in the same week you missed swiping to avoid suspension...NO EXCEPTIONS!**

SWIPING DAILY FOR AM or PM ATTENDANCE 2 times daily / AM and PM ATTENDANCE

1. **AM Drop Off - 1st swipe:** swipe for morning clock in
2. **PM Pick Up - 2nd swipe:** swipe for afternoon clock out

SWIPING FOR AN ABSENCE OR HOLIDAY:

- If your child misses a day of attendance and DSS has approved to pay us for this day then you **MUST BACK SWIPE!**
- **Full Day Absence:** If child is authorized for full days and misses a day at Galaxy Play, swipe for a full day absence. (*If child is NOT approved for FD's, swipe a part day absence*)
- **Holiday:** If TAC is closed for an approved holiday (*Thanksgiving, Memorial Day, etc.*), swipe a full day Holiday. (*If only approved for "part days", swipe a part day Holiday*).

SUSPENSION or TERMINATION OF CARE:

- If a consistent pattern of non-compliance is seen you will be given **1 friendly reminder**.
- If there's still non-compliance, you will be **suspended** from childcare immediately for a **period of 3 days**.
- Upon your child's return, **if still non-compliant, you will be terminated from our program...NO EXCEPTIONS!**

FEES & TUITION PAYMENTS:

- **Important Note for DSS Families:**
 - 1)** The parent is responsible for paying a one-time Activity fee of \$75 for EACH child due upon receipt of enrollment.
 - 2)** The monthly co-fee if you have one will be determined by Social Services – see info below.
 - 3)** DSS may or may not pay each child's registration fee. If they do not pay, the parent is responsible for paying \$25 per child. If you enroll by May 1st, the registration fee is waived.
- Fees & Tuition **NOT paid by DSS will be the responsibility of the parent to pay!** This includes registration fees, activity fees, unpaid absences if all your absences are used (allowed 24 a year), and charges for missed swipes.
- **DSS co-fees MUST** be paid on a monthly basis if DSS determines you need to pay one. All families are required to pay by auto debit.
- **Co-Fee payments that are returned unpaid by your bank will be subject to a \$35 NSF bank fee and/or a \$35 late fee.**

IMPORTANT DISCLOSURE: *Information contained in this PDF is subject to change without prior notice. We encourage all families receiving assistance to read through all information, rates included in the welcome pack and parent handbook thoroughly to be well informed as we will refer to this information should you have a question about a policy, procedure, or other information that you may not have initially understood or accidentally overlooked.*

If you have any additional questions, please don't hesitate to let us know and we will be happy to help you.

Deanne Sowers, Site Chief Operational Manager & DSS Liaison

Adventure Club Email: tac@the-adventureclub.com

Main Office: 540-382-3783 Hours: Monday – Friday from 8:00 am – 4:00 pm