



ADVENTURETIME FAMILY SERVICES

2023-2024 Before/After School Registration

Adventuretime Family Services offers before and after school programming for Kindergarten-5th grade students at all elementary buildings in the Urbandale Community School District.

Hours of Operation	
Before school hours	Opens at 6:30 AM and runs until school begins at each elementary school (<i>includes late starts</i>).
After school hours	Begins immediately after school and closes at 6:00 PM at each elementary school.

Registration for K-5th Grade Students

- Registration for the Adventuretime before and after school program will begin on Wednesday, May 10, 2023 at 6:00 AM (<http://urbandaleschools.revtrak.net>).
- Registration is required for the 2023-2024 school year to help us estimate how many students would like to participate in the program.**
- You may register your child for before school care, after school care, late starts and after school care, or both before and after school care based on your family's needs.
- Preschool before/after school programming is included in the preschool registration process. You **do not** need to register for before/after school care again.
- If your child attends preschool through the Early Childhood Special Education program, contact the Adventuretime Coordinator to schedule a meeting to discuss your child's special needs or limitations before you register for before/ after school programming.
- Please note: enrollment will be limited due to the Department of Human Services staff-student ratio guidelines and space availability.**

How To Register Online

Registration will begin at 6:00 AM on Wednesday, May 10, 2023. To register your child for before school care, after school care, late start with after school care, or both before and after school care based on your family's needs for the 2023–2024 school year, follow the steps listed below:

1. Go to <http://urbandaleschools.revtrak.net>
2. Click on the 'Adventuretime Family Services' icon
3. Click on '2023–2024' Kindergarten-5th Grade Before/After School Registration'

After you register, you will receive a receipt/email confirmation stating the date and time of your registration.

If you are put on the waiting list you will not receive a confirmation email.

Please check your junk/spam folder in case the email was filtered as junk/spam by your email provider. If you do not receive a receipt email within five minutes, contact the Adventuretime Office (515) 457-5855. Make sure to leave a message if your call isn't able to be answered right away.

Acceptance and Enrollment Information

Enrollment will be limited due to the Department of Human Services staff-student ratio guidelines and space availability. Students will be placed into programs based on their date and time of registration and program capacity limits

at each building. Registering your student does not guarantee your student a spot in the Adventuretime Before/After School Program. If there is not a spot available at the time of your registration, your child will then be placed on a waiting list.

Emergency Forms:

- All students must have an updated **2023-2024 Adventuretime Emergency Form** on file before attending before/after school programming. It is a DHS requirement that all emergency forms are updated at the beginning of each school year.
- The Adventuretime Office will send the 2023-2024 Emergency Form via DocuSign to complete and submit. **This form must be completed by Wednesday, June 14, 2023 (Karen Acres Flex Calendar) or Friday, July 28, 2023 (Schools on the Traditional Calendar).**

Physicals & Immunizations Documentation:

- All students must have their most recent physical and immunization records on file before attending before/after school programming. This is a DHS requirement. If this documentation has already been provided to the school please let our office staff know and we will obtain a copy from the school health office.

Rates:

- There is a one-time, non-refundable registration fee of \$40.00.
- Rates are based on 180 actual school days and are billed on a 9 month prorated schedule. Monthly payments remain the same from September 1, 2023 – May 1, 2024.
- Teacher In-service days and recess days are not included in the 180 actual school days. You must register and pay an additional cost for all day childcare.

Program Options	Rates
1. Before School and After School (5 days/week)	\$380.77/month
2. Before School Only	\$288.67/month
3. After School Only	\$288.67/month
4. Late Start Mornings and After School Care	\$313.40/month
5. All-Day Program (In-Service, Recess, or No school Days)	\$40.44/day

Payment Information:

- Monthly payments are due on the 1st day of each month. Monthly credit card payments can be paid online at <http://urbandaleschools.revtrak.net>. Monthly payments by cash or check in the Adventuretime office.
- Weekly payments must be paid in the Adventuretime office by cash or check. The Adventuretime office is open from 7:00 am-4:30 pm. Please notify the office if you would like to set up a weekly payment system.
- Mailed payments can be sent to 7110 Prairie Avenue, Urbandale, IA 50322. Mailed payments must be received in the Adventuretime office by the 1st if making monthly payments and by Monday if making weekly payments.
- Automatic payments made through your bank must be sent by the 24th of the month so the check is received in the Adventuretime office by the 1st of the month.
- Monthly/weekly payments may NOT be dropped off at building sites.
- Automatic monthly payments may be made by credit card, contact the Adventuretime office for more information or access the form here [Credit Card Authorization](#).
- There is a \$2.00 Late Pick-Up fee for each minute 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 may be asked to leave the program.
- No refunds will be issued for unused childcare. Please inform the Adventuretime Office if you will no longer be using the Adventuretime Before/After school program.

Late Payments:

- Families that have not made their monthly payment by the 1st of each month (or next business day if the 1st falls on a weekend or holiday) will be charged a \$25.00 late fee that will be automatically added to their account.
- Families that have not made their weekly payment by Monday at 6:00 p.m. will receive a \$25.00 late fee that will be automatically added to their account.
- Families that have not made their monthly payment by the 10th of the month will receive a reminder phone call and letter.

- ❑ Families that have not made their monthly payment by the 23rd of the month will be sent a letter informing them that their student will be dismissed from the program if payment, including late fee, is not made by the last day of the month.

Statement Regarding Funding:

- ❑ Adventuretime is a self-supporting program financed through program fees. The cost of wages, supplies, and other expenses are derived from fee payments.
- ❑ If you are unable to make a payment, contact the Adventuretime Child Care Coordinator. Failure to make timely payments may result in termination of these services.

Medications:

- ❑ A medication release form must be signed with each medication that must be administered at Adventuretime. The medication release form can be found at the following link:
<http://urbandalecommunityed.com/adventuretime/Forms/Forms>
- ❑ Medication must be in its original container with instructions from the pharmacist or doctor to distribute to the student.

Special Needs: If your child has any special needs or limitations, you must contact the Adventuretime Child Care Coordinator to schedule a meeting. This includes students who attended Adventuretime preschool or before/after school care during the 2023-2024 school year. Upon this initial contact, the following will be conducted:

1. A meeting will be called to discuss the student and the situation.
2. Present at this meeting will be: Parent(s) / guardian(s) of the student, Adventuretime Child Care Coordinator, Team Leader, and others deemed necessary by the Adventuretime Child Care Coordinator.
3. At this meeting, the needs of the student will be analyzed and the Adventuretime model of service will be reviewed.
4. If services within Adventuretime will be provided with written accommodations, a written plan will be put in place to provide services for the student within the Adventuretime setting. That plan will be documented and agreed upon by the parent(s)/guardian(s) and the Adventuretime Child Care Coordinator, who will oversee the implementation of the plan. This plan will then be reviewed and modified as necessary.
5. If it is deemed that this plan with or without modification is ineffective, a meeting with the parent(s) / guardian(s) will ensue to discuss next steps which may include not continuing services.

Adventuretime Policies/Procedures:

- ❑ The Adventuretime Handbook can be found at the following link:
<http://urbandalecommunityed.com/adventuretime/Forms/Forms>
- ❑ Adventuretime also follows the policies and procedures set forth by the Board of Directors, Urbandale Community School District. These policies and procedures may be found on the District's Simbli site:
<https://simbli.eboardsolutions.com/Index.aspx?S=150050>

<p>Deb Roetker Administrative Assistant (Registration, Billing, & Payments) Office Phone: 515-457-5855 or Email: roetkerd@urbandaleschools.com</p>	<p>Jake Leonard Adventuretime Child Care Coordinator Before/After School Office Phone: 515-457-5809 or Email: leonardj@urbandaleschools.com</p>
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2023-2024 Adventuretime Programming Schedule

(Preschool, Before/After School, & All-Day Programs)

No Adventuretime or Preschool will be offered at Karen Acres, Olmsted, Valerius, or Webster on the following dates:

- September 4
- November 23 & 24
- December 25 & 26
- January 1, 2 & 15
- February 19
- March 15

Adventuretime will offer All-Day Programming at Valerius Elementary on the following dates:

Please Note: In-service days and recess days are not included in the 180 actual school days. You must pre-register and pay an additional cost for all day childcare.

- October 23
- November 22
- December 27, 28, & 29
- January 12
- March 8, 11, 12, 13, & 14

No Adventuretime will be offered at Karen Acres on the FLEX Calendar on the following dates:

- August 11
- August 21 & 22
- September 1 & 4
- October 9, 10, 11, 12, 13, 16, 17, 18, 19, 20, & 23
- November 20, 21, 22, 23, & 24
- December 21, 22, 25, 26, 27, 28 & 29
- January 1, 2, 12 & 15
- February 16 & 19
- March 8, 11, 12, 13, 14, 15, 18, 19, 20, 21, & 22
- April 26, 29 & 30
- May 1, 2, 3, 24, 27 & 28

Important Notes:

- Preschoolers start school on Friday, August 25th. There will be no programming available for preschoolers on August 23 or 24, 2023.
- **Karen Acres intersession programming information for the 2023-2024 school year can be found on the Karen Acres Elementary website.** Adventuretime does not coordinate the Karen Acres session program.