



ADVENTURETIME FAMILY SERVICES

Please Note: Registration dates are subject to change

2024 Summer Program Information: Welcome Urbandale families! We'll be offering summer programming for preschool through fifth-grade students. We separate our students into four groups Preschool, Kindergarten, 1st and 2nd and 3rd-5th. Each grade's week is planned around a central theme, which gives your child new opportunities to explore, learn, and have fun all summer long. Students will have the opportunity to participate in crafts, games, literacy/math/science enrichment activities, team building, field trips, guest speakers, and group celebrations. **Online registration for the 2024 summer program will begin on Wednesday, March 20th at 6:00 a.m.** Please thoroughly read through all the information below before registering your child.

Enrollment Information: Enrollment is limited due to staff-student ratio guidelines and space availability. **Preschool students who register for the 2024 summer program must have attended 3-year-old or 4-year-old preschool through Urbandale Preschool during the 2023-2024 school year.**

Location/Programming Dates/Hours of Operation: The summer program will begin on **Monday, June 3rd and end on Friday, August 9th.** **The summer program will be located at Valerius Elementary, 3305 92nd St, Urbandale, IA 50322.** The hours of operation are from 6:30 a.m. to 6:00 p.m. **Please Note: Program dates are subject to change in the event that the last day of 2023-2024 school year changes due to make-up days.**

Programming Dates/ Weekly Themes	Location	Weekly Programming Rates
Online Summer Registration: Wednesday, March 20th- Wednesday, April 24th	Online	\$40.00 Per Child Registration Fee <i>(includes summer swim shirt, additional shirts may be purchased for \$10.00 each)</i>
Week 1: Monday, June 3rd- Friday, June 7th PreK-5th Theme: Summer Bash	Valerius	\$202.20 (5 Day Week)
Week 2: Monday, June 10th - Friday, June 14th PreK-5th Theme: Outside the Box	Valerius	\$202.20 (5 Day Week)
Week 3: Monday, June 17th - Friday, June 21st PreK Theme: Wild Adventures K-5th Theme: Wild Kingdom	Valerius	\$202.20 (5 Day Week)
Week 4: Monday, June 24th- Friday, June 28th PreK-5th Theme: Water World	Valerius	\$202.20 (5 Day Week)
Week 5: Monday, July 1st- Wednesday, July 3rd Note: No programming July 4th & 5th PreK Theme: Summer Sizzle K-5th Theme: America the Beautiful	Valerius	\$121.32 (3 Day Week)
Week 6: Monday, July 8th - Friday, July 12th PreK Theme: Summer Jam K-5th Theme: Adventuretime Olympics	Valerius	\$202.20 (5 Day Week)
Week 7: Monday, July 15th- Friday, July 19th PreK Theme: Roaring Rascals K-5th Theme: Full STEAM Ahead	Valerius	\$202.20 (5 Day Week)
Week 8: Monday, July 22nd- Friday, July 26th PreK-5th Theme: Fun in the Sun	Valerius	\$202.20 (5 Day Week)
Week 9: Monday July 29th- Friday, August 2nd PreK Theme: Innovate and Discover K-5th Theme: Decades of Fun	Valerius	\$202.20 (5 Day Week)
Week 10: Monday August 5th- Friday, August 9th PreK-5th Theme: Adios Veranos	Valerius	\$202.20 (5 Day Week)

Note: NO Adventuretime programming will be offered on the following dates:

Monday, May 27th- Friday, May 31st

Thursday, July 4th

Friday, July 5th

Monday, August 12th- Friday, August 16th

Monday, August 19th- Thursday, August 22nd

Fee Information: Program rates are \$202.20 per week (this equates to \$40.44 per day or \$3.52 per hour). Payments may be paid online at <http://urbandaleschools.revtrak.net>, by check, or cash in the Adventuretime office, or with [Credit Card Authorization](#) (Families need a new authorization for summer payments). Payments must be made a week in advance.

Please note that space is limited and you will be committed to paying the fees for the weeks that you choose. Due to limited space, students may be placed on a waitlist for the weeks that their respective grades are full. Payments are due on Mondays by 4:00 p.m. to avoid a late fee for the following week. (Example: Students attending the week of June 17th should pay for the week by Monday, June 10th) Payments submitted after 4:00 p.m. on Mondays will be assessed a \$25.00 late fee. No refunds will be issued after payments have been submitted. There is a late pick-up fee of \$2.00 per 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 summer services for your child may be discontinued.

Special Needs: Please contact the Adventuretime Childcare Coordinator to discuss any special needs or limitations that your student may have. Reasonable accommodations will be made to serve students, provided that the nature of the request does not fundamentally alter the delivery of services within our program. This includes students who currently attend Adventuretime preschool or before/after school care during the 2023-2024 school year. The Adventuretime Summer Program provides childcare for up to 11.5 hours per day and involves high activity and many field trips off site.

Emergency Forms: All students **must** have an updated Adventuretime emergency form, physical and immunization records for the 2023-2024 school year on file before attending summer programming. You will **not need** to fill out a new emergency form or provide physical and immunization records if your child attended Adventuretime during the 2023-2024 school year.

- ✓ If your child did not attend Adventuretime during the 2023-2024 school year you will be required to provide a copy of a current physical, immunization records, and fill out a 2023-2024 emergency form. All physicals and immunization records must be returned to the Adventuretime office by mail (3305 92nd St, Urbandale, IA 50322), dropped off at the Adventuretime office, or emailed to roetkerd@urbandaleschools.com by **Friday, May 3, 2024**. If your child needs an updated emergency form, we will send a form through DocuSign.

Health Concerns & Medications: A medication release form must be signed with each medication that must be administered while attending Adventuretime. The medication release form can be found [here](#). For Asthma and food Allergies, you must have an action plan filled out. For Asthma action plans click [here](#), for food allergy action plans click [here](#).

- ✓ **It is the responsibility of the parent or guardian to communicate any health concerns or medication needs to the Adventuretime office when you register. This will give us time to schedule a meeting with the parents and communicate with the school nurse before the last day of school. Please note that school nurses do not work during the summer.**
- ✓ Medication **must** be in its original container with instructions from the pharmacist or doctor to distribute to the student.
Please ask your pharmacist to provide an empty bottle with instructions in case we need to take medication on a field trip.
- ✓ It is the responsibility of the parent or guardian to pick up all medications and/or health plans on the last day of school. It is also the responsibility of the parent or guardian to bring all medications and/or health plans with you to the first day of summer programming and check them in at the health office before leaving the building.
- ✓ Please contact the Adventuretime office if you have any questions or concerns regarding medications.

What Students Should Bring:

- ✓ **Nutrition Services will not be providing the free food program this summer at Valerius Elementary. Nutrition Services will be providing an option for breakfast and lunch. The cost will be \$35 per week, which would be added on to your weekly Adventuretime fee. If you do not select this option your student must bring a sack lunch and a drink** (please label sack lunch with your student's name). Adventuretime will not have available space in refrigerators for lunches or have access to microwaves to heat lunches for students. Adventuretime will not provide lunch for students if a student's lunch is forgotten. Parents will be called to bring lunch to Summer Adventuretime.

- ✓ **Sunscreen:** Students will need to bring sunscreen from home (please label it with your student's name). Parents should apply sunscreen in the morning and staff will monitor and assist with reapplying throughout the day.
- ✓ **Appropriate Footwear:** Students should wear comfortable shoes. Students will spend a lot of time running on the playground, in the gym, and walking on fieldtrips. Sneakers/tennis shoes are preferred.
- ✓ **Water bottles:** Please send a water bottle with your student (please label it with your student's name).
- ✓ **Swimsuit and towel:** On scheduled swim days, students should bring their swim shirt, swimsuit and a towel. Parents may also send a swim vest for students who have limited or no swimming ability.
- ✓ **Change of clothes:** Every child should bring a change of clothes in their backpack (shirt, shorts, socks, underwear, etc.).

What Students Should NOT Bring: Students should **NOT** bring toys, sports equipment, cell phones, or electronics from home. Adventuretime will not be responsible for student's lost or stolen personal items.

Snacks: Adventuretime will provide students with an afternoon snack each day.

Online Registration Information: Summer registration will begin on Wednesday, March 20, 2024 at 6:00 a.m. Summer registration will end on Wednesday, April 24th at 11:59 p.m. A \$40 per child registration fee will be due when you register. Registrations received after April 24th will be assessed a \$25.00 late fee per child. The summer registration process will play a key role in determining facility and programming needs for the 2023 summer program.

If you are a family that qualifies for Child Care Assistance you will still be required to register and pay the \$40 registration fee.

During registration, we'd like to receive your answers to the following questions:

1. What grade is your child currently in (2023-2024 school year)?
2. Did you participate with Adventuretime during the 2023-2024 school year?
3. What size swim shirt will your child need (additional shirts may be ordered for \$10.00 each, please list quantity, if more than one)? **Each student will need to wear a swim shirt anytime Adventuretime leaves the building.**
4. Which weeks would you like your child to participate in?

To register your child for the 2024 Summer Program, please review all Summer Program Information included on this page. When you're ready to register, [click here!](#)

Note: You can also access the online registration page by going to:

1. Go to <http://urbandaleschools.revtrak.net>
2. Click on the 'Adventuretime Family Services' icon.
3. Click on '2024 Summer Registration.'
4. Click on 'CLICK HERE to Register for this Class.'
5. After you register, you will receive an email receipt. Contact the Adventuretime office if you do not receive an email.
6. **The weeks that you have chosen for your child to participate in may be changed by contacting the Adventuretime office before Friday, May 3rd. After May 3rd no changes will be accepted and families will be committed to paying the weekly rate for each week that they have chosen.** Due to limited space, students may be placed on a waitlist for the weeks that their respective grades are full.

Jake Leonard: Adventuretime Childcare Coordinator

Office Phone: 515-313-6550 or Email: leonardj@urbandaleschools.com

Deb Roetker: Administrative Assistant (Registration, Billing, & Payments)

Office Phone: 515-457-5855 or Email: roetkerd@urbandaleschools.com