

# PARENT HANDBOOK



Passport to  
Adventure  
Club



# Important Contact Information

## **Passport to Adventure Club Corporate Office**

(803) 892-5762  
mlander@bbmacademy.com  
www.bbmacademy.com

## **Gilbert Elementary School**

314 Main Street  
Gilbert, SC 29054

## **New Providence Elementary School**

1118 Old Cherokee Road  
Lexington, SC 29072

## **Oak Grove Elementary School**

479 Oak Drive  
Lexington, SC 29073

## **Carolina Springs Elementary School**

6340 Platt Springs Road  
Lexington, SC 29073



At Passport to Adventure Club (PAC) you can expect a safe, productive learning environment. Our teachers are trained and dedicated to helping children develop the skills to prepare your child for global citizenship.

This handbook serves as your guide to our program to help you understand the policies, procedures and goals of PAC. It is considered part of the contractual agreement between the parent and PAC. You may also receive additional information in your enrollment materials that further describe your local school's policies.

We reserve the right to modify these policies and procedures at any time to comply with state regulations or company directives.

### **Mission Statement**

As a Passport To Adventure Club team, we understand the importance of cross-cultural communication. We know that when children come to understand another culture through new languages rather than only their own, the experience is richer and more profound. We introduce and teach young children another culture and language in an immersion setting and strive to teach children to understand and ultimately speak a new language.

# General Operating Procedures

## Hours of Operation

- Hours of operation are:
  - August- June
  - End of school until 6:00 PM or as directed by the school.
  - Operate less than 4 hours per site, per day, except for extraordinary cases as allowed by state guidelines.
- Serving children ages 5-12 years old (Enrolled in the participating schools - Kindergarten through 6th grade.)
- Enrollment is taken throughout the year in accordance with space availability.
- Will follow all holidays that the school observes.
- The PAC program will provide care on Early Dismissal (half days) at \$5.00 extra/day for students that regularly attend our program.
- The PAC program will not be open during Spring, Summer or Winter breaks.
- Care will not be provided on holidays or inservice days.
- Inclement weather policy will be in accordance with school's closings.

## Registration

If enrollment falls below 25 full time equivalent children during the school year, PAC will notify the participating schools, the school principal, and parents in writing, 30 days in advance of closing the program. However, all care must be taken to avoid this situation if possible.

## Payments

Payments are due every Monday, either by payment online, electronic draft, or dropped in the payment box. Late payments incur a \$10 fee if not paid by Wednesday. Any payment returned for non-sufficient funds will incur a \$30 fee. We reserve the right to cancel services to parents who have payments overdue. Parents wishing to pay bi-weekly or monthly must pay in advance. There are no "free" days and full tuition is charged each week for your child's spot in the club. Please see the Site Director for questions on payments and for details on our online payment system.

## Records

For your child's safety, and to comply with state regulations, we require that all enrollment forms, emergency medical information, medical forms, and parent contracts must be completed before your

child's first day of attendance. It is the parents' responsibility to update their files regularly and inform the Director of any changes.

If a natural parent is unauthorized to pick up a child, we REQUIRE copies of court documents stating so in the child's file, as it is unlawful for us to prohibit a parent from picking up his/her child.

## Staff

Each class will consist of 1 lead teacher: up to 15 students. Each staff member has been selected based on their educational background, experience and their enthusiasm to work with children. For all employees, an FBI criminal records check and fingerprinting will be performed and comply with all local, state and federal laws and regulations. At least one certified teacher will be on-site to offer assistance with homework.

## Inclement Weather Policy

PAC will be closed in accordance with the participating school. If the school closes early, PAC will also close.

## Miscellaneous

- If you decide to withdraw your child from the program, a two-week written notice is required. This must be given to the Site Director.
- Custodial Parents have the right to visit anytime their child is present and are encouraged to do so. There will be opportunities for parental involvement throughout the school year.
- Near the end of the school year PAC will conduct a parent satisfaction survey.

## Snacks

All after school students will be given a healthy, nutritional snack each day.

## Personal Belongings

Children should only bring items they need for school. Please check the lost and found if an item is missing. Children may bring special items from home on planned special days. Please label these items clearly.

## Arrival & Departure

### Arrival/Departure

Children must be picked up by 6:00 pm or as directed by the participating school. All children must be signed out by an adult at least 18 years old. Parents/guardians or emergency contacts will be contacted by telephone if the child has not been picked up by the designated pick up time. If no contact can be made with parents/guardian or emergency contacts by 7:00 pm Social Services will then be called.

**Late Pick-Up:** Whenever possible, parents should call the school when she/he will be late for pick up. Alternate pick up arrangements should be considered. Continued late pick up may result in suspension or termination of services. Late pick up fees will be \$10.00 for the first 15 minutes and \$5.00 for each additional 15 minutes, per child. (i.e. 30 minutes late would be a late fee of \$15.00)

### Sign In/Out Procedures

When you pick up a child, you must sign your child out.

A child will be released ONLY to the persons who are listed on the authorized pick-up section of the enrollment form. If unauthorized persons come to pick up a child, the parents will be notified.

The persons authorized to pick up a child must be 18 years old and must show a photo ID. We have a 100% ID check policy enforced unless known to the staff or director.

If a parent or authorized person arriving to pick up a child, is observed as being under the influence of drugs or alcohol, the child will be kept on the school's property pending notification of properly authorized personnel.

## Discipline & Behavior Management

We want each child to enjoy the activities planned and benefit from their experience with PAC. Please make sure your child is aware of our rules.

Parents will be informed by phone, in writing and through parent conferences if their child continues to display behavior problems. Discipline techniques involve positive reinforcement for good behavior and explanation of behavior that is unacceptable. Children may be denied the opportunity to participate in an activity if poor behavior continues, that child will be directed to an alternative activity. Corporal discipline will not be used nor will food or other care needs be denied as punishment.

### Disciplinary Action

The following behavior problems may lead to disciplinary action, suspension and/or termination from PAC:

- Repeatedly engaging in fighting.
- Stealing or defacing the school/site or other property.
- Refusing to follow basic safety rules.
- Continued disrespect of staff and other children.
- Discourteous behavior toward staff and other children.
- Continually not following established rules, guidelines and/or instructions.
- Bullying on any level will not be tolerated. Big Blue Marble Academy reserves the right to immediately suspend and/or terminate services due to violation of this policy.

### Suspension and/or Termination

Parents will be given written notification of termination with a one-week period for obtaining new services. Immediate termination could occur if PAC staff feel it cannot maintain the safety and well-being of the child or other children.

# Health, Illness & Safety

## Child Abuse or Neglect

PAC is required by law to report any and all forms of abuse and neglect to the Department of Social Services. We will cooperate with the authorities in the investigation of any reported cases.

## Emergencies

In the event of an emergency, parents will be contacted by the Director via telephone and informed of any change in location. If parent/guardian cannot be reached, Emergency Contacts will be contacted. If no one can be reached within two hours, Social Services will be contacted. A copy of each site's Emergency Action Plan is available upon request.

## Injuries

There will be at least one employee per site that is certified in CPR and First Aid. In the event of an accident, we will follow the proper procedures outlined below:

- Administer First Aid for minor accidents (cuts, scrapes, bruises, etc.) according to the proper procedures.
- Complete a written Accident Report concerning the injury.
- Contact parent/guardian/emergency contact if the injury is above the shoulder or appears to require attention by the parent. We will record all attempts made to contact the parent.
- If the injury requires immediate medical attention we will contact Emergency Medical Service authorities (911). Your child may be transported by ambulance to the hospital. A staff member will stay with the child until the parent/guardian/emergency contact arrives.

## Medications

PAC only administers emergency medication. Emergency medications include Epi-pen and inhalers. If your child is prescribed an Epi-Pen or inhaler, you will need to have your child's physician complete a written Medication Consent Form and return it with your child's medication to PAC.

## Sickness

Your child should not attend if they display any of the following symptoms:

- Temperature of 101° or higher
- Contagious or communicable illness
- Vomiting and/or diarrhea

If your child begins to display any of these symptoms while at PAC, parents will be notified by telephone of their child's illness and pick up will be required.

## Communicable Diseases

Parents must contact the site director within 24 hours of their child or any member of the household being diagnosed with a communicable disease so that other families can be notified if their child has been exposed.

# Parent Acknowledgement

This is to certify that I have received, read and understand the **Passport to Adventure Club Parent Handbook**.

I agree to and will abide by all policies and procedures set forth in the **Passport to Adventure Club Parent Handbook** and understand that this form will be made part of my child's registration packet and placed in his/her file.

My signature acknowledges that I understand these policies and that I will be notified of any changes to them. I also understand and agree that payments are due every Monday, either by online payment, electronic draft, or dropped in the payment box and late payments incur a \$10 fee if not paid by Wednesday.

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Child's Name

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Child's Signature

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Parent/Guardian Name

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Parent/Guardian Signature

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Date

## Americans with Disabilities Act

The Big Blue Marble Academy does not discriminate based on disability in its application and enrollment processes or access to services. Please inquire of the Site Director for further information regarding the Americans With Disabilities Act and accommodations.

A stylized globe logo consisting of a blue arc at the top and bottom, with a green landmass in the center. The landmass is divided into two main sections, possibly representing North and South America.

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