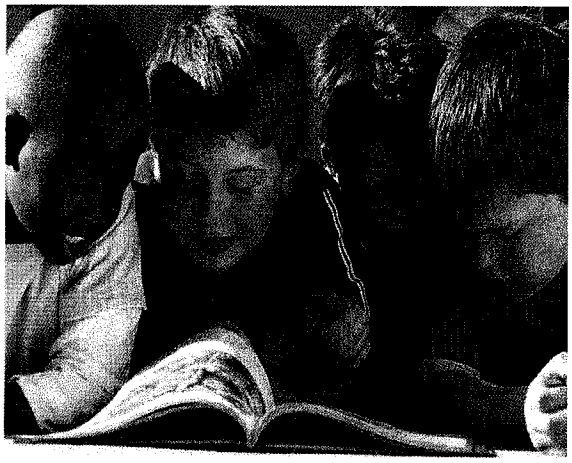
Adventure Club

Welcome to the **Adventure Club Program!** The mission of the program is to connect with the interest of our students and open the door to exploration, experimentation and FUN! The program design reinforces the school's curriculum and educational philosophy by facilitating the formation of parents, child(ren) and teacher as an integral unit, which is imperative for a successful nurturing environment. The Adventure Club program components are:



- ***Academic Remediation****: homework assistance and 15 minutes of silent reading Monday through Thursday.*
- ***Academic Enrichment****: varies educational board games fostering youth development while promoting social development.*
- ***Physical Enrichment****: active play will take place daily including big group games, teambuilding games, and sports as well as free play*
- ***Arts & Crafts****: monthly projects to celebrate holidays, special events and promote individual creativity*

Admissions Procedure

We do not discriminate against any race, creed, religion, sex or national origin.

(1) A completed application signed and dated by a parent or legal guardian must be submitted prior to student attendance. The Tuition agreement indicating the days of attendance must be completed as it is used to maintain the proper child/adult ratio.

(2) A non-fundable annual registration fee of $45.00 per family, must accompany the completed application(s).

(3) A Parent Handbook is given to every parent followed by a signed and dated Receipt of Acknowledgement by the parent/guardian.

(4) Golden Gate will provide the main office with an updated enrollment list prior to attendance.

(5) Parents will be instructed to send a letter to school/child's teacher on their first day of attending the Adventure Club.

Regular Program Start Date/Hours

This New Jersey State Licensed Program will commence the first day of school and end on the last day of school. The program hours are as follows:

- AM Session: 7:00 am to 9:00 am.
- PM Session: 3:30 pm to 6:00 pm

(The program sessions are aligned with the school calendar).

The Modified Program Schedule is set according to the districts reopening schedule. The modified schedule and cost will remain effective until the district returns to its normal school session days and hours.

* Where there is an interest, Golden Gate Inc. provides a 9-week FT/PT summer enrichment program for students ranging in grades k through 6th grade.

Pick up and Drop off procedures

- Before school program: (*during a regular schedule*) Parents ***must*** walk students into the building and sign them in every morning.
- After school program: (*during a regular schedule*) Parents ***must*** come into the building and sign students out every afternoon.

For at least the first week of school parents/guardians will be asked to present ID's when picking up their child(ren). This should only last for the first week or so, allowing the staff time to learn and identify new faces.

Parents must notify the Supervisor or the Center when there is a change in the person picking up their child from the program. Please Note: **We will not release any child without proof of ID matching information on the child's Pick-Up Authorization form.**

Authorized persons to pick up a student from the program, must be at least 18 years of age.

Late Pick-Up Policy

Parents are instructed to call the Supervisor if they are going to be late picking up their child. A $15.00 late fee will be charged for every 15 minutes beginning at 6:01pm. The late fee ***must*** be paid in cash at the time of pick up. Students will not be able to attend the program until the late fee is paid.

Program Schedule

	AM Session:
Lunch	12:30 pm – 1:05 pm
Outside for organized play (*include stretching exercises*)	1:10 pm - 2:30 pm
Lavatory/handwashing/refilling water bottles	2:30 pm
Community Network / Snack	2:45 pm
Homework/Virtual Learning	3:15 pm – 3:50 pm
Arts & Crafts enrichment activity/Tabletop	4:00 pm - 4:35 pm
Scheduled enrichment activity	4:40 pm – 5:15 pm
Free time/ Clean Up/End of Program	5:15 pm – 5:30 pm

Activities/Homework Checks/Reading

The Adventure Club does not allow students to bring toys or electronics to the program. If the student has either in their possession, the student will be instructed to put the items and have them remain in his/her book bag. We will have plenty of crafts, games, and/or activities for all students.

Upon homework/virtual learning completion, the Supervisor will maintain a Homework Completion Log. This is done to encourage and celebrate the accomplishments of students at the end of a marking period.

The Adventure Club staff will not be held responsible to sign homework or to replace parent/guardians responsibility as required by the teacher and/or school Administrators.

Even though we have a selection of books that the students can choose from during the 15min Silent Reading session, we also encourage students to bring their age appropriate favorite book from home.

Accidents

All injuries regardless of its severity, staff will document the accident using the Golden Gate Accident and Injury Report. In all cases, parents will immediately be notified when the injury involves the head and/or when bruising and/or when there is broken skin. In addition to the parent being notified, a written report is given to the parent/guardian for signature. A copy of the report is given to the parent/guardian upon request.

When medical attention is required, the following procedure are taken:

- First-aid administered (*All staff are CPR and First Aide certified*)
- 911 Called
- Parent/guardian called
- Administrative office notified (phone/written report)
- A Golden Gate staff member will accompany the child when hospitalization is necessary. The Medical Authorization form will be used to validate the Golden Gate staff member to act on behalf of the parent/guardian until they arrive.

Discipline Policy

We believe that every child has the right to experience the program and all it has to offer. We believe in setting limits and explaining the boundaries for all participants. When these boundaries are tested, we use specific procedures to help the student to continue his/her experience at the program. All of our staff receives significant training in these procedures. During the first week of Adventure Club, our staff will go over the program expectations, with emphasis on appropriate and inappropriate behavior. All students will have the opportunity to ask questions about policies and rules so that everyone is clear about expectations.

Procedures we follow:

1. The program staff will speak with the student and check whether the student understands why the behavior is unacceptable and understands the consequences. The removal of a student from a problem situation in a time out may be a consequence in this first stage. Removal gives the student time to calm down, reflect on his/her actions and the staff a chance to discuss with the student what happened.
2. If the behavior is repeated, the Staff will let the student know that this is still unacceptable and will then involve the Supervisor. At this stage, the parent/guardian will be contacted either via phone or by a written incident report, making the parent/guardian aware of the situation. Parent/guardian will be asked to pick up the student or make arrangements for an authorized person to come. The student must be picked up within one hour of being notified or the student will be suspended from attending the program the following day. Please note: There are no refunds for students sent home for behavioral reasons.
3. If the inappropriate behavior continues, the Supervisor/Program Director has authorization to terminate the student from the Program.

Bullying is inexcusable at the Adventure Club. Each student is expected to treat all other students with respect, and to help each other achieve the best possible experience. If a student has difficulty meeting this expectation, parents will be called upon to assist. We work together as a team to ensure that students gain self-confidence, make new friends and go home with great memories. Unfortunately, people who are bullied may not have the same potential to get the most out of their experience. Our leadership and staff will address all incidents of bullying seriously. Communication is promoted with the students so students will be comfortable alerting us to any problems during their experience.

The following no tolerance procedure will be taken to combat bullying:

1. First offence: Two day suspension
2. Second offence: Termination from Program.

<u>All written documents are submitted to the Administrator as a point of maintaining effective communication</u>.

Confidentiality

Golden Gate Inc. respects all family rights to privacy and confidentiality regarding a child's health, behavior and classifications.

Adventure Club

@ Aura Elementary

Sponsored by: Golden Gate Inc.

2020-21 STUDENT APPLICATION

Date of Application_____ Start Date _____

Program Session: Cohort A Cohort B

Days: Mon, Thurs Tues, Fri

(*please circle the cohort your child has been assigned to attend)*

Child's Full Name_____
Birthdate_____Age_____Entering Grade (*as of Sept. 2020*)_____
Gender M__F___ Classroom Teacher (*leave blank if unknown*) _____

Father's Name_____
Home Address_____
City_____State_____Zip Code_____
Home Phone Number_____Cell #_____
Father's Email Address _____
Employer Name_____
Address_____Work Number_____

Mother's Name_____
Home Address_____
City_____State_____Zip Code_____
Home Phone Number_____Cell #_____
Mother's Email Address _____
Employer Name_____
Address_____Work Number_____

EMERGENCY INFORMATION

Two persons authorized to pick up your child and/or contact in case of emergency if neither parent is available to assume responsibility for the child.

Name of Contact Person _____Relationship_____
Address_____Contact Number_____

Name of Contact Person _____Relationship_____
Address_____Contact Number_____

Name of person PROHIBITED from picking up the child:_____

AUTHORIZATION FOR MEDICAL TREATMENT

Student's Doctor _____
Address _____Telephone _____

I/We _____hereby authorize a representative of **Golden Gate Inc.** to obtain emergency medical care for my/our child _____in the event of an emergency medical problem or accident. I/We understand that representative of **Golden Gate Inc.** will attempt to contact me/us to allow me/us the opportunity to obtain such medical care as is necessary. In no event shall the failure or inability to contact me/us be a cause for delay in obtaining necessary medical care and treatment. In the event that my/our child is in need of hospital treatment, I/we authorize **Golden Gate**, personnel to transport my/our child to the nearest hospital for such purpose. I understand my insurance will be considered the primary insurance carrier and the program insurance is secondary.

Type of Insurance_____
Subscribers Name_____
Policy Number_____ Group Number _____

Signature of Mother/Legal Guardian _____Date_____

Signature of Father/Legal Guardian_____Date_____

POLICIES

I (we) attest that all of the information on this application is accurate, and that I (we) have received the following information for my (our) home records: (*information found in Parent Handbook*)

Information to Parents Document	_____yes	_____no
Policy on the Release of Children	_____yes	_____no
Expulsion Policy	_____yes	_____no
Illnesses/Communicable Diseases Policy	_____yes	_____no

Signature of Mother/Legal Guardian _____Date_____

Signature of Father/Legal Guardian_____Date_____

The Adventure Club @ Aura Elementary

Sponsored by: Golden Gate Inc.

MEDICAL DECLARATION STATEMENT FOR SCHOOL-AGE PROGRAM

Child's Full Name_____

Birthdate_____Age_____ Grade (*as of September 2020*)_____Gender M__F___

Is your child in good health? ___ yes ____ no

Are there any medical restrictions that would prevent your child from participating in the normal activities of the program? _____ yes ____ no

__asthma __hearing loss __diabetes __convulsions __other

If other please explain:

_____

_____

Is your child taking any medications regularly? __yes __no

If yes please explain:

_____

_____

Has your child been under a Doctor's care or hospitalized within the last three years?
____yes _____no

If yes, please list: _____

_____

Is your child allergic to any medication/food/insect stings? ___yes ____no

If yes, please list: _____

As a parent/guardian of the above participating student, I certify that he/she is in good physical health, he /she has no special needs, and may participate in all of the program activities, except as noted.

Parent/Guardian Signature _____Date_____

THE ADVENTURE CLUB

519 NW Avenue
Vineland, New Jersey 08360

(856) 794-3165

ADVENTURE CLUB MODIFIED PROGRAM SCHEDULE

DAYS	PROGRAM HOURS	GROUP	COST
MON, THURS	12:30 PM - 5:30 PM	COHORT A	$160.00 P/MTH
WED	**SCHOOL IS CLOSED/ NO PROGRAM**		
TUES, FRI	12:30 PM - 5:30 PM	COHORT B	$160.00 P/MTH

½ Day School Sessions ***No additional cost***

Fees are based on an average number of attendance days per month, per program. There will be no prorating of fees due to weather related closings, students absenteeism, or a holiday which falls on a scheduled day of your child's attendance.

NOTE: The program will resume to its regular before and afterschool hours when the Elk Township School District returns to the regular five-day school session.

- A nonrefundable registration fee **$45.00** per family must accompany all completed applications before enrollment is confirmed.
- The first tuition is due no later than September 1st to guarantee a slot in the Adventure Club with additional monthly payments due the **FIRST SCHOOL DAY OF EVERY MONTH**
- **Notification of withdrawal from the program must be two weeks in advance and must be in writing.; otherwise you will be held responsible for payment.**

THE ADVENTURE CLUB

519 NW Avenue
Vineland, New Jersey 08360

(856) 794-3165

2020-2021 Modified Tuition Agreement

I_____ the parent(s) of

_____ have enrolled my son/daughter into The Adventure Club Program held at the **Aura Elementary School**. My son/daughter will attend the program beginning _____.

My son/daughter is in Cohort A and will attend Mon & Thursday _____(*initial*)

My son/daughter is in Cohort B and will attend Tues & Thursday _____(*initial*)

I agree to pay $160.00 per month. **I understand I am responsible for payment regardless of days absent, school and emergency closings. I understand the first payment is due no later than September 1st 2020 for the month of September and the first day of every month thereafter .** I understand a late fee charge of $25.00 will be charged when payment is made after the **8th day of the month**. I understand my child will be terminated from the program if payment is not received by the **12h day of the month**. I understand the regular program cost and program schedule will be changed when the Elk Township School District returns to the regular school session.

My signature below indicates full compliance with the programs payment policies.

_____

Parent/Guardian Signature Date

Email Address _____

PLEASE RETURN COMPLETED FORMS ALONG WITH A NON-REFUNDABLE REGISTRATION FEE OF $45.00 TO:

GOLDEN GATE
519 NW Avenue
Vineland, New Jersey 08360
Attn: Tracy Gittens
(856) 794-3165

CHECKS SHOULD BE MADE PAYABLE TO:

GOLDEN GATE INC.

Golden Gate Inc.

After School Programs

S.T.A.R.S & Adventure Club

reading plus

GOLDEN GATE
COVID 19 EXTENDED
AFTERSCHOOL PROCEDURES

STAFF SCREENING

All Golden Gate center staff will daily be screened by the Group Leader for fever and other COVID-19 symptoms prior to entry into the school building. All screening of staff will be held at the entrance of all school buildings using the daily log report prepared by the NJ Bureau Office of Licensing. If a staff member refuses to a wear a cloth face covering for non-medical reasons and if such covering cannot be provided to the staff person at the point of entry, the program will decline to allow them to enter the building.

Staff who has a fever in excess of 100.4 degrees Fahrenheit, or exhibiting other symptoms of COVID-19, shall not be allowed to enter the facility. In addition if a staff member or child contracts or is exposed to COVID-19, they cannot be admitted into the program again until the criteria for lifting transmission based precautions and home isolation have been met.

If the program becomes aware that an individual who has spent time in the program, tests positive for COVID-19, the Group Leader and/or Program Director will immediately notify local health officials, staff, families and school Administrator of a confirmed case while maintaining confidentiality.

It is mandatory that Golden Gate staff protect themselves by wearing a large button-down, long-sleeved shirt or smock and by wearing long hair up off the collar. DCF has approved two permissible screening methods.

Golden Gate will reinforce **Method One** as a reliance on social distancing while admitting students to the Adventure Club Program.

The Group Leader will be responsible for performing daily staff screening at the entrance door designated by the School Administrator. After staff has been medically cleared, before entering the building Golden Gate Inc. staff **must**:

1. Reinforce their mask

2. Use hand sanitizer (*provided by the Group Leader*)

3. Proceed to the lavatory to wash hands with soap and water for 20 seconds followed by using the hand sanitizer provided by Golden Gate that will be in a designated area at the program site. (*Staff cannot use their personal hand sanitizer to meet this requirement*).

4. Wear disposable glove.

PROGRAM PROCEDURES

- Students will be assigned to groups not exceeding 10 students per group.
- Ten feet of separation will exist between each group of 10 students.
- Staggered shifts for outdoor play will ensure health and safety.
- Staff shall be assigned to and remain with the group of students throughout the daily program hours.
- Children and staff shall practice frequent hand washing with soap and water for at least 20 seconds, and shall be required to wash their hands when entering the program, before snack, after outside time and prior to leaving for home. (*Students will be taught proper hand washing technique)*.
- Staff shall be required to wear cloth mask while working.
- As part of the registration procedure, parents must provide a minimum of two-labeled extra mask for their child to be worn in the Adventure Club program. The extra mask requirement **must be submitted along with the completed application.**
- Snacks shall be provided in the cafeteria or designated program area. Groups will remain in a 10 feet distance during snack time. Sharing of food is prohibited.

- Golden Gate Inc. will ensure an adequate supply of school, art and other supplies to preclude the need for sharing of items.

- Close person to person contact (hugging and games involving touching) are discouraged.

CLEANING PROCEDURE

Before students arrive to the AM session:

1) Staff will use a three step cleaning process to clean tables: Using a spray bottle, staff will apply soap and water to the tables. Staff will clean table.

2) Using a spray bottle staff will spray plain water on tables to ensure all soap has been removed.

3) Using a spray bottle staff will disinfect tables with bleach. Tables will air dry.

*The same application will be applied when students are preparing for lunch, snack and before students arrive to the PM session.

*At the end of the daily program, staff will apply the same application.

* Students will not be allowed to join their assigned group until hands are washed. This is for both the AM and PM session.

STUDENT EXIT PROCEDURE

- The Program shall take steps to preclude crowding at pick up and drop off times. Parents will be directed to call the program10 mins prior to their arrival.
- Parents/Guardians will not be allowed to enter into the building.
- The Group Leader will remain with the students to be picked-up at the designated exit door. The Group Leader will ensure all students are released to authorized persons.
- The Group Leader will follow the same arrival procedures to include signing the child out for the day.

Visitors shall not be permitted to enter the program during program operating hours, with the exception of emergency or law enforcement personnel in their official capacity, and Department of Children and Families personnel for child protection or child care licensing purposes. All others, including persons providing maintenance or repair services, prospective customers, prospective employees, entertainers or speakers, and third-party therapists or service providers will not be permitted into the building *unless* authorized by the School Administrator.