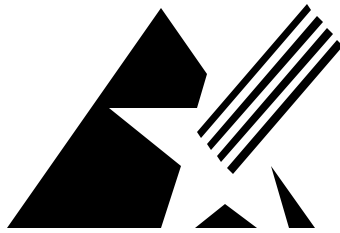


2005/2006

Adventure Club



Programs

- Private Pre-K
- K-Klub (Kindergarten Enrichment)
 - Before/After School
 - Drop in programs

675 Bridgeton Pike

Mantua, NJ 08051

856-464-2334

Fax: 856-464-8071

Visit us at www.IQinc.org



K-Klub 2005/2006 Harrison Township

Dear Parents/Guardians:

Welcome to the Adventure Club Program! We look forward to having your child with us ! Please read all information contained in this packet. The information attached to this letter is for you to keep. Please complete and return all forms in the Emergency Contact/Information packet and the billing statement letter along with proper payment to ensure your child's place in this year's program.

I know as a parent of a kindergarten student, that there is some anxiety surrounding this, your child's first year of school. Rest assured that your child will enjoy a safe, enriching experience in K-Klub.

Our program at Harrison Township is held in room #88 in the first grade wing. This room is equipped with its own sink, student storage cubicles and computers. It is convenient to the main office and nurse's office.

Each student will be given his/her own cubicle in which to store his/her book bag, coat, and lunch. Each student will need a two-pocket folder specifically for K-Klub. Our weekly newsletter will be sent home in this folder along with any other correspondence that we might have. Please get into the habit of checking this folder each night. You may send correspondence and monthly tuition payments in this folder to the K-Klub teacher also.

All K-Klub students eat lunch with us in the school cafeteria. You have the option of either packing a lunch or having your child purchase lunch from the school. We find that it is a good learning experience for the children to purchase lunch once and a while. The K-Klub does not utilize the playground facilities after lunch with the older students, but rather has its own "private" time on the playground during K-Klub. All school playground rules are enforced.

Sample Daily Agenda:

- *Free/Creative playtime
 - *Circle time activities-weather, seasons, reinforcement of Kindergarten skills
 - *Playground
 - *Thematic activities (Journey Through Space, Amazing Inventions, Sensational Sea Life! etc...)
 - *Story time/rest time
 - *Lunch
- **Reverse schedule for PM K-Klub*

Arrival:

*AM K-Klub students who are in the morning Adventure Club will stay with the K-Klub teacher and meet the students who arrive by bus in the lobby of the school with the other kindergarten teachers. Students will have a nametag and should wear it in the first couple of weeks of school.

*PM K-Klub students will be dismissed from their respective classroom and will be met by the K-Klub aide in the school lobby and escorted to the K-Klub room (#88).

Departure:

*AM K-Klub students will return to the K-Klub after lunch to wash their hands and utilize the bathroom and to get their book bags. They will be escorted outside the main lobby entrance and lined up with the students arriving on buses. The K-Klub aide will remain with the students until their respective kindergarten teachers come to lead the students inside.

*PM K-Klub - if your child is remaining for our after school Adventure Club, he/she will be escorted to the cafeteria upon school dismissal. If your child is to take a bus home, the K-Klub teacher will escort your child to his/her proper bus. If you are picking up your child from the K-Klub, please follow procedures for parent pick-up and your child will be escorted to the proper parent pick-up location.

Bussing:

All K-Klub students will take their respective buses home at 3:10 UNLESS special arrangements for parent pick-up have been made OR if your child is enrolled in the Adventure Club after school program. Please be sure to contact Jan Lacy in the transportation office AND contact my office to make any alternate pick up arrangements.

Culminating Event:

Each month K-Klub hosts a culminating event for their monthly thematic unit to showcase all that they have learned and created throughout the month. These events are generally held on the last Friday of the month. They are normally held at 8:45AM for the AM K-Klub students and at 2:30PM for the PM K-Klub students. We understand that not all parents/guardians will be able to attend these functions, but encourage your participation if you are able. Notices are always sent home in advance (in the student's K-Klub folder) and sign up is available to bring in special treats. Please contact your K-Klub teacher if you have any questions.

Tuition:

Tuition is always due on, or before, the first of each month. Tuition is based on 10 equal payments irregardless of the number of days in the month – this is done for convenience only. If you wish to prepay for the year, there is a 10% discount off the total amount. We accept Visa/MasterCard. You can arrange to have your credit card billed each month. Tuition may be mailed or sent in with your child if you are paying monthly. Please keep in mind that a \$25 late fee is assessed if tuition is not paid by the 10th of each month.

Please contact us with any questions that you might have. We look forward to working with you and your child this year!

-Lisa McQuade, Director

Dress Code

The Adventure Club requires that all children be dressed appropriately at all times. Children must wear shoes at all times. No half-shirts or torn clothing may be worn at any time. No graphic or offensive printing may be written on any item of clothing.

Safety

Periodic Fire Drills are held to familiarize children and staff with appropriate procedures during an emergency. Any change in your address or place of employment should be communicated in writing to an Adventure Club Staff member immediately.

Personal Items

Students are asked to always keep their personal items in their book bags.

Health

A sick student must stay home where he/she is most relaxed and comfortable. In order to keep the spread of germs at a minimum, we ask that the student remain at home for at least 24 hours after experiencing any of the following symptoms:

- A fever of 100 degrees or more
- Vomiting or diarrhea
- A heavy nasal discharge indicative of infection
- A constant cough or sore throat
- A skin rash
- Head lice
- Symptoms of communicable disease

Students will be sent home if they exhibit any of the above symptoms while at our program.

Below is a list of excludable illness according to licensing regulations. If a student comes to our program with any symptoms, the student will not be allowed into our program and will be sent home.

Chicken Pox	Meningococcus	Giardia Lambliia*	Impetigo
German Measles*	Mumps	Hepatitis A*	Lice
Hemophilus	Strep Throat	Influenza Salmonella*	Whooping Cough
Measles*	Tuberculosis	Shingles*	Scabies

Students' Responsibilities

Students will be responsible for obeying all Adventure Club rules. Students will know what is expected of them at all times. All rules and consequences will be constructed in a positive manner. One of our goals is to empower students to develop responsibility and empathy for one another. Please feel free to talk with your child's teachers or director at any time if you have a question concerning the rules of our program.

Parental Responsibilities

The Adventure Club encourages parent/guardians to participate in our program to the extent that they wish. We make every effort to keep parents informed by use of parent memos and informal meetings. Please feel free to talk with your children's teacher at any time if you have a question or suggestion.

- Parents are asked to supply the program with any information, which will help the faculty to better understand your child. Please supply us with any allergies your child has, especially food allergies.
- Parents are responsible to the prompt payment of tuition and for pickup. There will be a one dollar (\$1.00) per minute fee after the 6 PM pick up time added to your monthly charge. Please make sure you have a number of authorized members of your pickup list in order to keep late pickups at a minimum.
- The Adventure Club reserved the right to discontinue service to a family if financial commitments are not met, or if it becomes evident that the program is not benefiting the needs of the student.

- Because of the expense of maintaining such a program remains constant, no tuition refund will be given due to holidays, or brief absences, (Please see the director in the event of illness which extends beyond five days)

Daily Program. student release policy

- Parents or authorized persons will have to sign their child in when dropping them off to our Morning Adventure Club.

No student will be allowed to leave the program without an authorized guardian. We reserve the right to ask for identification from any individual picking up a child.

2005-2006 Registration



675 Bridgeton Pike Mantua, NJ 08051 856.464.2334 856.464.8071(F)

Check all programs registering for:

	Pre-K 3-4 yr. olds	Tues/Thurs. 9-11:30 AM	IQ
	Pre-K 4-5 yr. olds	Mon./Wed./Thurs 9-11:30 AM	IQ
	Before School	7-8:30 AM	HTS
	Morning K-Klub	8:30 AM - 12:25 PM	HTS
	Afternoon K-Klub	11:20 AM - 3:10 PM	HTS
	After School	3:10 - 6:00 PM	HTS

Please place an "x" on each day of the week that your child will attend:

Monday	Tuesday	Wednesday	Thursday	Friday

Child's full Name: _____

Parent's full Name: _____

Address: _____

Daytime Phone Number: _____

Evening Phone Number: _____

Child's Age/birth date: _____

Registration Fee \$35 per child: \$35 (non refundable)

First months tuition paid: _____

Total Paid: _____

Please make checks payable to Imagination Quest

Once this registration form is received along with fee, you will be sent a confirmation letter and nay emergency paperwork to complete. Please feel free to contact us with any questions.

Adventure Club Programs at Harrison Township School

2005/06 School Year FEE SCHEDULE

- Registration = \$35.00 per student, non-refundable
- Tuition is paid on a monthly basis and is due by the 1st of each month
- Notification of withdraw from the program must be two weeks in advance and must be in writing.
- Before School Program only for grades K-3 only
- Monthly tuition represents a 10 month annual tuition broken down into 10 equal payments

	Program/Hours	Payment schedule	5 Day Program	4 Day Program	3 Day Program	2 Day Program
Morning Enrichment	*7:00 am – 8:30 am	Annual <i>10% discount</i> (1 payment)	\$990.00	\$990.00	\$990.00	\$990.00
		Bi-Annual <i>5 % discount</i> (2 payments)	\$522.50 each pymt.	\$522.50 each pymt.	\$522.50 each pymt.	\$522.50 each pymt.
		Monthly	\$110/mo.	\$110/mo.	\$110/mo.	\$110/mo.
Half-day (K-Klub) Kindergarten Enrichment	8:30 – 11:25 or 11:25 – 3:10	Annual <i>10% discount</i> (1 payment)	\$2,340.00	\$2,070.00	\$1,890.00	\$1,620.00
		Bi-Annual <i>5 % discount</i> (2 payments)	\$1,235.00 each pymt.	\$1,092.50 each pymt.	\$997.50 each pymt.	\$855.00 each pymt.
		Monthly	\$260/mo.	\$230/mo.	\$210/mo.	\$180/mo.
After school Enrichment	3:10 pm – 6:00 pm	Annual <i>10% discount</i> (1 payment)	\$2,340.00	\$2,070.00	\$1,890.00	\$1,620.00
		Bi-Annual <i>5 % discount</i> (2 payments)	\$1,235.00 each pymt.	\$1,092.50 each pymt.	\$997.50 each pymt.	\$855.00 each pymt.
		Monthly	\$260/mo.	\$230/mo.	\$210/mo.	\$180/mo.

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, student absenteeism, or a holiday which falls on a scheduled day of your child's attendance. Tuition includes scheduled early dismissal days (See Calendar)

- There is a 10% sibling discount (for each child after the first full-time enrollment).
- There is a 5% Harrison Township or Mantua Township staff discount.

Drop in Rates (for those students **not** enrolled on a regular basis **or** for special holiday programs)

- Before School Program = \$10/Day
- 1/2 Day Program = \$30/Day
- After School Program = \$25/Day
- Full Day Program = \$40/Day



THE ADVENTURE CLUB 2005-2006 CALENDAR - HTS

September 7 = 1st day of 05-06 Program
June 16 = Last day of 05-06 Program

Days that program is closed - No special program offered

November 24	Thanksgiving
May 29	Memorial Day

Early Dismissal Days that program is Open to all children enrolled on the day
it falls -Program held at HTS

No extra fee charged /You MUST provide a lunch for your child on these days

November 21 an 22
December 23
March 7,8,9
April 12
June 14,15,16

Special program days

held at Imagination Quest Children's Center

675 Bridgeton Pike, Mantua N.J.

(\$5/per hour extra charge per child)

Each day includes lunch and a special day of fun!

Sign up for these days will be made available at least 2 weeks prior to the date

November 8,9,10,11	Teacher's in-service and convention
November 23, 24	Thanksgiving break
December 26,27,28,29,30	Christmas break
January 13, 16	Martin Luther King Day break
February 17,20	President's Weekend
April 13,14,17,18	Spring Recess
May 26	Teacher's in-service

