

MU Health Care and MU Adventure Club

2020-2021 School Opportunities

MU Health and MU Adventure Club have collaborated to provide Full Day Programming to *qualified* MU Health employees. With the future uncertainty of Columbia Public School's schedule of 5-day in-person, hybrid, and 100% virtual, MU Health and Adventure Club can offer a consistent place for your child during CPS hybrid and virtual learning.

Traditionally, Adventure Club operates state licensed before and after school programming at all CPS elementary buildings, as well as summer camps. We have been a part of the MU College of Education since 1997, families may learn more about our programs by visiting our [website](#).

3-Day & 5-Day a Week Full Day Program

This state-licensed Adventure Club program option is for children that are attending in-person CPS and CPS's virtual school through [CPS Elementary@MIZZOU](#). If you enroll in this program, your child is guaranteed a spot when CPS is in hybrid learning or, due to high COVID numbers, 100% virtual.

- **Serving:** kindergarten – 5th grade children of qualified MU Health Care Employees.
- **Where:** [200 N Keene Street](#) next to the Thompson Center's main building.
- **Hours of Operation:** Monday – Friday 6:15 AM-7:30 PM.
- **Dates Open:** September 14, 2020 (or as soon as we can get our state license approved) - last day of school, but no later than June 11, 2021.
- **Dates Closed:** November 25 – 27; December 23 - January 1; January 18; & May 31.
 - See attached Family Supplement Handbook for inclement weather policy.
- **Cost:** September - May
 - A flat monthly fee determined by MU Health Care, is paid per child to Adventure Club by each family. The monthly fee reserves your child's spot and is the responsibility of the guardian regardless of the CPS schedule of 5-day in-person, hybrid, or 100% virtual. MU Health Care supplements the remainder of the monthly fee directly to Adventure Club.
 - **Employees paid above \$25.00/hour - \$249.00/month** for the 1st child and \$199 for additional children.
 - **Employees paid below \$25.00/hour - \$199.00/month** for the 1st child and \$149 for additional children.
 - 1st payments due within 48 hours of a confirmed registration email from the Adventure Club Administrative Office. All other monthly payments due the 5th of each month.
- **Payment Agreement**
 - 1st Payment Due within 48 hours of confirmed registration. All other monthly payments due the 5th of each month.
 - Credits and Refunds: No credits or refunds are given due to absences relating to vacations, other camps, illnesses, or other situations out of our control.
 - Late Payments: If tuition and/or additional fees are not paid by 4:30 PM on the due date, your child's registration is considered suspended and your child is unable to attend on or after the following day. Families that fail to pay the amounts due within three business days are dismissed and replaced with a child from our waiting list. Adventure Club sends any unpaid balances to MU Healthcare who will decide on how to handle collections, with up to an additional 40% added for collection fees. You will be notified in advance by MU Healthcare if your account is sent to collections. Once an account is sent to our collection's agency, your child will be unable to re-register or attend future programs until the unpaid balance is settled.
 - You can make credit and debit payments online with your username and password; mail or drop check/money order payments to 101 Park De Ville Drive, Suite D.
- **Meals:** Children must bring a sack lunch daily; a refrigerator and microwave are not available. A morning and afternoon snack is provided.

Typical Schedule

8:00 AM - 3:00 PM, Adventure Club staff will supervise and assist your child during their virtual learning with CPS. Children should arrive no later than 7:45 AM to ensure they are ready to go at 8:00 AM for school.

- Students are required to independently manage their online learning. Adventure Club staff are available to help with logging in to devices, as well as, onto various links and keep track of their daily schedule. **Adventure Club staff does not provide academic tutoring.**

- Students must refrain from behaviors that would disrupt the learning of other students. Children are requested to use headphones or earbuds to ensure their lessons do not distract other children from learning.
 - Before-and-after school Adventure Club provides fun, hands-on, and enriching experiences, as well as a time to relax, move and unwind.
 - On non-school days (teacher work days, etc.), Adventure Club provides a full-day of fun and enriching experiences.
 - Breakfast will be provided between 6:15 AM - 7:30 AM.
 - A morning and afternoon snack will be available.
 - Children should bring a sack lunch with them each day.
- **Staff** - consists of a combination of Adventure Club Administrators, full-time degreed Site Facilitators, and part-time staff, mostly college students.
 - **Group Size** – Adventure Club follows state licensing ratios of 1:16 or less and follows health department [guidelines](#) for childcare facilities. Group sizes do not exceed 16 children sharing one space nor intermingle or interact with the other groups.
- As part of the enrollment process, Adventure Club requires all families to sign an agreement indicating an understanding of our expectations, policies, and procedures.

Enrollment Instructions

- Enrollment is very limited, families placed on a waiting list will receive an email.
- The Adventure Club Administrative Office confirms your eligibility with MU Health Care, prior to enrollment acceptance.
- Your enrollment is not complete until you receive a “COMPLETE Welcome to Adventure Club” e-mail.

Step One: Visit MU Adventure Club’s [website](#).

- *Current or returning families* click **View My Account**.
 - Enter your username and password
 - Contact our office at 573-884-2582 or adventureclub@missouri.edu if you need assistance with accessing your current or previous account.
 - Click the **Registration Tab**.
 - Under the blue MU Health Care Partnership bar, click **Unlock to View Offerings**.
 - Enter code **MUHealth** (case sensitive).
 - Select the child you wish to enroll and click **Submit**.
 - Enter start date.
 - Review previous enrollment information for accuracy.
 - Click **Add to Cart**.
 - Click **Complete Registration**.
 - Click on each statement under **Confirmation Question** section.
 - Click **Complete Registration**.
 - Enter Electronic Signature.
 - Click **Submit**.
 - Your enrollment has been submitted for consideration, please monitor your emails for further communications.
- *New Families* click **Enroll My Child**
 - After reviewing enrollment policies, click on **MU Health Care Partnership** link located at the bottom of the page.
 - Under the blue MU Health Care Partnership bar, click **Unlock to View Offerings**.
 - Enter code **MUHealth** (case sensitive).
 - As a licensed provider, we are required to collect certain information regarding your child prior to enrollment. Please fill the enrollment form completely, our office will contact you for any missing information which may delay your start date.
 - Click **Add to Cart**.
 - Click **Complete Registration**
 - Under the **Connect Portal Account Creation**, create your:
 - User ID
 - Password
 - Select associated guardian
 - Click **Continue**

- Click **Continue** again
- Click on each statement under **Confirmation Question** section.
- Click **Complete Registration**
- Enter Electronic Signature.
- Click **Submit**
- Your enrollment has been submitted for consideration, please monitor your emails for further communications.

Step Two: Once we have reviewed your enrollment the Adventure Club Administrative Office sends a “PENDING Adventure Club Registration” email with further instructions.

- You have 24-hours to complete the additional registration paperwork
 - [Code of Conduct](#)
 - [Immunization Consent](#)
 - [Photo Release](#)
 - [Required Medical Information](#) - Examples include, but not limited to: asthma, ADHD, severe allergies, autism, seizures, etc.
 - When applicable, program policies require [Individualized Care Plans](#) (ICP) for any child with emergency medications or those that Adventure Club *may* administer during programming hours.
 - When applicable, licensing and program policies require a [Medication Authorization](#) form, [ICP](#), and/or [prescription medications](#) in original containers with prescription label at the Adventure Club Administrative Office prior to attending.

Please review the attached Family Handbook, Family Handbook Addendum and Code of Conduct.

Policies are subject to change with city/county orders and new recommendations regarding the pandemic or as adjustments are deemed necessary by Adventure Club administration. Check your email regularly, as this is how updates will be communicated.