2019 Summer Program Information: Welcome Urbandale families! We’ll be offering summer programming for preschool through fifth-grade students. 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 2019 summer program will begin on Monday, March 25th, 2019 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 2019 summer program must have attended 3-year-old or 4-year-old preschool through Adventuretime Family Services during the 2018-2019 school year.

Location/Programming Dates/Hours of Operation: The summer program will begin on Wednesday, June 12th and end on Friday, August 9th. The summer program will be located at Karen Acres Elementary, 3500 74th Street. 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 2018-2019 school year changes due to make-up days.

<table>
<thead>
<tr>
<th>Programming Dates/ Weekly Themes</th>
<th>Location</th>
<th>Weekly Programming Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Online Summer Registration:</strong> Monday, March 25th- Monday, April 29th</td>
<td>Online</td>
<td>$40.00 Per Child Registration Fee (includes summer swim shirt, additional shirts may be purchased for $10.00 each)</td>
</tr>
<tr>
<td>Week 1: Wednesday, June 12th- Friday, June 14th PreK-K Theme: All the Places You’ll Go! 1st-2nd Theme: You’ve Got a Friend at Adventuretime! 3rd-5th Theme: Team Show Network</td>
<td>Karen Acres</td>
<td>$105.00 (3 Day Week)</td>
</tr>
<tr>
<td>Week 2: Monday, June 17th- Friday, June 21st PreK-K Theme: Walking on the Wild Side 1st-2nd Theme: The Monkey House 3rd-5th Theme: Crazy Science</td>
<td>Karen Acres</td>
<td>$175.00 (5 Day Week)</td>
</tr>
<tr>
<td>Week 3: Monday, June 24th- Friday, June 28th All Grades Theme: A Day at the Oscars!</td>
<td>Karen Acres</td>
<td>$175.00 (5 Day Week)</td>
</tr>
<tr>
<td>Week 4: Monday, July 1st- Wednesday, July 3rd Note: No programming on July 4th or 5th. PreK-K Theme: Stars &amp; Stripes 1st-2nd Theme: Yesteryears 3rd-5th Theme: Legends &amp; Lore</td>
<td>Karen Acres</td>
<td>$105.00 (3 Day Week)</td>
</tr>
<tr>
<td>Week 5: Monday, July 8th- Friday, July 12th PreK-K Theme: Passport to Fun! 1st-2nd Theme: Splash! 3rd-5th Theme: Neature</td>
<td>Karen Acres</td>
<td>$175.00 (5 Day Week)</td>
</tr>
<tr>
<td>Week 6: Monday, July 15th- Friday, July 19th All Grades Theme: The Adventuretime Fair</td>
<td>Karen Acres</td>
<td>$175.00 (5 Day Week)</td>
</tr>
<tr>
<td>Week 7: Monday, July 22nd- Friday, July 26th PreK-K Theme: Shipwrecked! 1st-2nd Theme: Know it All! 3rd-5th Theme: Around the World in 5 Days!</td>
<td>Karen Acres</td>
<td>$175.00 (5 Day Week)</td>
</tr>
<tr>
<td>Week 8: Monday, July 29th- Friday, August 2nd PreK-K Theme: Imagination Station 1st-2nd Theme: Franken-Science! 3rd-5th Theme: Soaking up some Rays</td>
<td>Karen Acres</td>
<td>$175.00 (5 Day Week)</td>
</tr>
<tr>
<td>Week 9: Monday, August 5th- Friday, August 9th All Grades Theme: Adventuretime’s Got Spirit!</td>
<td>Karen Acres</td>
<td>$175.00 (5 Day Week)</td>
</tr>
</tbody>
</table>
Note: NO Adventuretime programming will be offered on the following dates:
Friday, June 7th - Tuesday, June 11th
Thursday, July 4th - Friday, July 5th
Monday, August 12th - Friday, August 16th
Monday, August 19th - Thursday, August 22nd

Fee Information: Program rates are $175.00 per week (this equates to $35.00 per day or $3.04 per hour). Payments may be paid online at http://urbandaleschools.revtrak.net or by check or cash in the Adventuretime office. 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 week. (Example: Students attending the week of June 24th should pay for the week by Monday, June 17th) 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 $10.00 for each 5 minutes 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 2018-2019 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 2018-2019 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 2018-2019 school year.

✓ If your child did not attend Adventurtime during the 2018-2019 school year you will be required to provide a copy of a current physical, immunization records, and to fill out a 2018-2019 emergency form. All physicals, immunization records, and 2018-2019 emergency forms must be returned to the Adventuretime office by mail (7110 Prairie Avenue, Urbandale, IA 50322), by fax (515-457-5804), or dropped off to the Adventuretime office by Friday, May 17, 2019.
The emergency form can be found at the following link:

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 at the following link:
http://urbandalecommunityed.com/adventuretime/Forms/Medication_Permission_Form.pdf
✓ 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, the 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.
✓ 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:
✓ Sack lunch from home: Students 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 a lunch to the school.
✓ Sunscreen: Students will need to bring sunscreen from home (please label it with your student’s name). Children are responsible for their sunscreen. 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 a morning and afternoon snack each day.

**Safety City & Swimming Lessons:** Due to the relocation of the Summer Adventuretime Program, we will not be able to offer transport to and from Safety City and/or Swim Lessons this summer. We have looked at many options and need to keep in mind the safety of all students involved with the Adventuretime Summer Program. We apologize for any inconvenience. We do plan on continuing these programs after the new elementary is built.

**Online Registration Information:** Summer registration will begin on Monday, March 25th, 2019 at 6:00 a.m. Summer registration will end on Monday, April 29th at 11:59 p.m. A $40 per child registration fee will be due when you register. Registrations received after April 29th 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 2019 summer program.

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

1. What grade is your child currently in (2018-2019 school year)?
2. Did you participate with Adventuretime during the 2018-2019 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)?

To register your child for the 2019 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](http://urbandaleschools.revtrak.net)
2. Click on the ‘Adventuretime Family Services’ icon.
3. Click on ‘2019 Summer Registration.’
4. Click on ‘CLICK HERE to Register for this Class.’
5. After you register, you will receive an email confirmation. Contact the Adventuretime office if you do not receive a confirmation email.
6. The Adventuretime office will send an email once we have a confirmation of your registration with instructions on how to pick a week. **Each week of needed care will have to be selected by Monday, April 29th. 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.

Thank you for taking the time to review this registration information. We look forward to welcoming your family for the 2019 summer program at Karen Acres!

Rob Wisniewski: Adventuretime Childcare Coordinator
Office Phone: 515-457-5855 or Email: wisniewskir@urbandaleschools.com

Ashley Myers: Director of Adventuretime Family Services/Preschool
Office Phone: 515-457-5854 or Email: myersa@urbandaleschools.com

Kellie Dickinson: Assistant Director of Adventuretime Family Services
Office Phone: 515-457-5859 or Email: dickinsonk@urbandaleschools.com

Deb Roetker: Administrative Assistant (Registration, Billing, & Payments)
Office Phone: 515-457-5855 or Email: roetkerd@urbandaleschools.com