



*Join
Our
Family!*

Mimi Albert, Director

510-658-7412 ext.104

Office Hours: 7:30 a.m. to 6:00 p.m., Monday - Friday

www.adventure-time.com

Billing office, 510-658-7412



Program

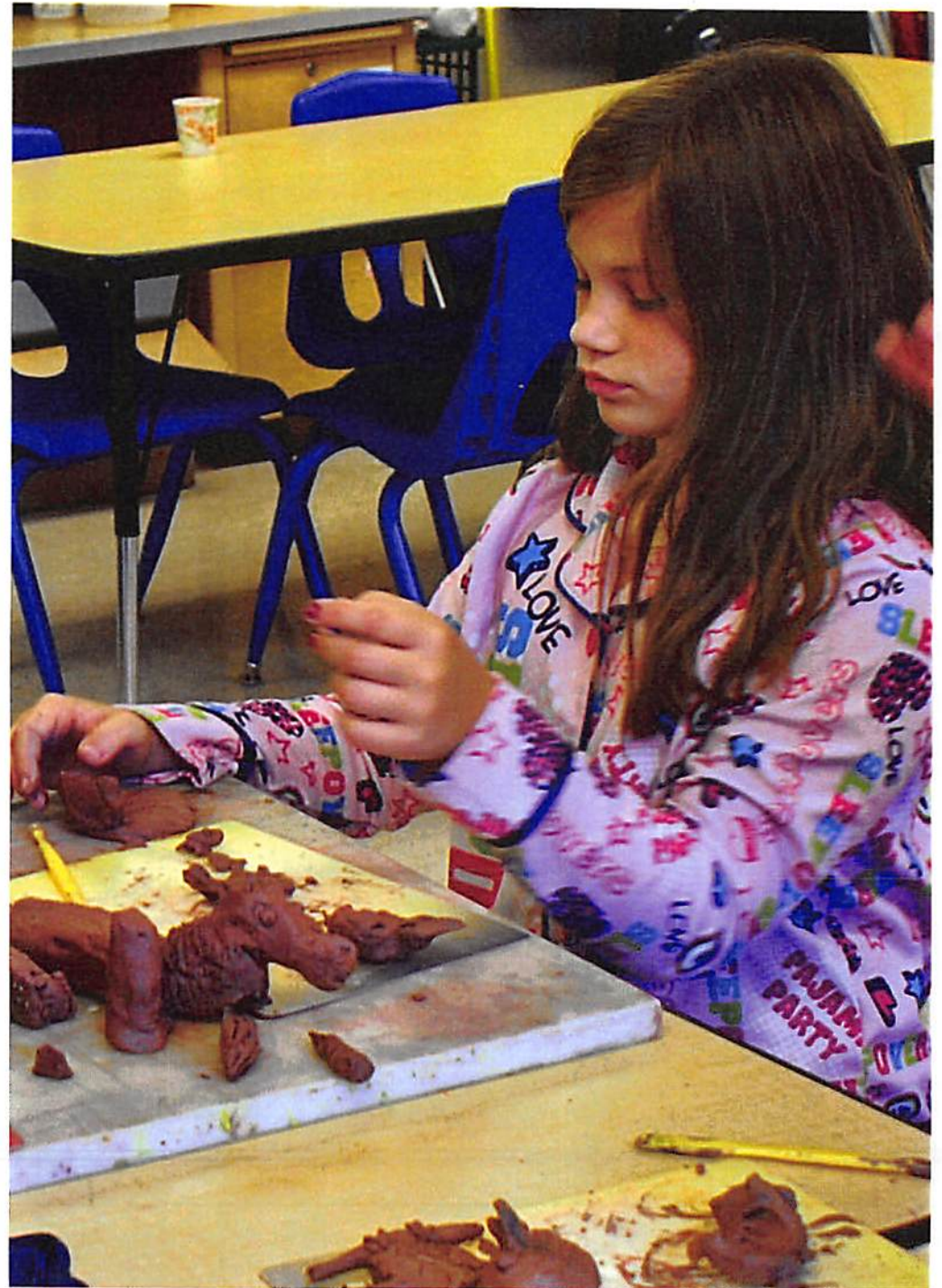
Safe, reliable, nurturing, licensed child care before and after school

For children entering transitional kindergarten or kindergarten (at least 4 years, nine months old) through the ending grade of your elementary school

Arts, crafts, sports, games, music, drama, language arts, cooking

Flexible scheduling with a five hour per week minimum per child

Open most school holidays and all summer at selected sites





Creative Arts

- Arts and crafts
- Painting and drawing
- Clay
- Puppetry and mask making
- Drama
- Music
- Storytelling
- Creative writing

Sports and Games

- Team Sports
- Competitive and non-competitive games
- Motor skills

Cultural Awareness and Enrichment

through drama, cooking, storytelling, art, and music



Social Development

- Self-image:
 - self-awareness,
 - self-worth
- Self-control
- Responsibility
- Cooperative play
- Positive expression of feelings



Adventure Time Extended Day Care provides a unique child care and enrichment program for children before and after school. We offer arts, crafts, sports, games, music, dance, drama, cooking, and help with homework as well as provide high quality extended day care in a safe, nurturing environment. Activities are centered around bi-weekly themes. Children also have the opportunity for relaxation and quiet activities after being in school all day. We have a daily schedule which allows for spontaneity and the varying individual needs of the children.



Adventure Time Extended Day Care is located on-site in classrooms in selected elementary schools throughout Northern California. Programs are open most school holidays, and Summer Day Camp programs operate during the summer months at selected sites. We are a non-profit educational organization and have been providing California state licensed programs for children since 1984.



Adventure Time Extended Day Care fulfills a real need in terms of both enrichment activities and extended day care. We provide a place where children can learn and play in a well organized but flexible environment before and after school. Activities are designed to promote the creative and social development of the children. Particular emphasis is placed on the building and reinforcement of a positive self-image and the positive expression of cooperative feelings in a group situation. The outdoor motor skills program is an essential part of Adventure Time with emphasis on team effort and good sportsmanship.

Adventure Time Extended Day Care provides an enrichment and supplementation of the regular school program and an opportunity for children of varying ages to work, play, and exchange ideas together.



Adventure Time Extended Day Care teachers are university/college trained and experienced in working with children. All staff members meet, or exceed, the licensing requirements of the California Department of Social Services.

Although the staff to child ratio varies throughout the day, the maximum ratio is one to fourteen. Teachers receive daily supervision and training from Adventure Time Director, Mimi Albert; Supervisor, Margaret Costa; and Supervisor, Jayjay Nagayo.



Staff





Mimi Albert received her B.A. degree from San Diego State University in Recreation Systems Management. Mimi has been a Site Director for Adventure Time at Bay Elementary School, Program Supervisor, and Senior Supervisor before her current position as Director. Mimi has worked with Adventure Time for over 30 years.

Margaret Costa attended Chabot College and majored in Early Child Development. She was a teacher at Avenue Pre-School before coming to Adventure Time. Margaret worked for 16 years as an Adventure Time Site Director and became an Assistant to the Supervisors before her current position as Program Supervisor.



Jayjay Nagayo received her M.A. degree from San Francisco State University in Early Childhood Education. She has been a Site Director and Early Childhood Specialist with Adventure Time at Brookvale Elementary School for over 15 years before her current position as Program Supervisor.

Neil Tuller holds a California Multiple Subjects Teaching Credential and A.B. degree in Educational Psychology from the University of California, Berkeley. Neil served on the Advisory Council at Lawrence Hall of Science, Berkeley and taught in the Albany Unified School District. He founded Adventure Time in 1984 and has served as Executive Administrator since then.

Sample Daily Schedule

The daily schedule varies depending on the starting and ending times of school.



Morning Program

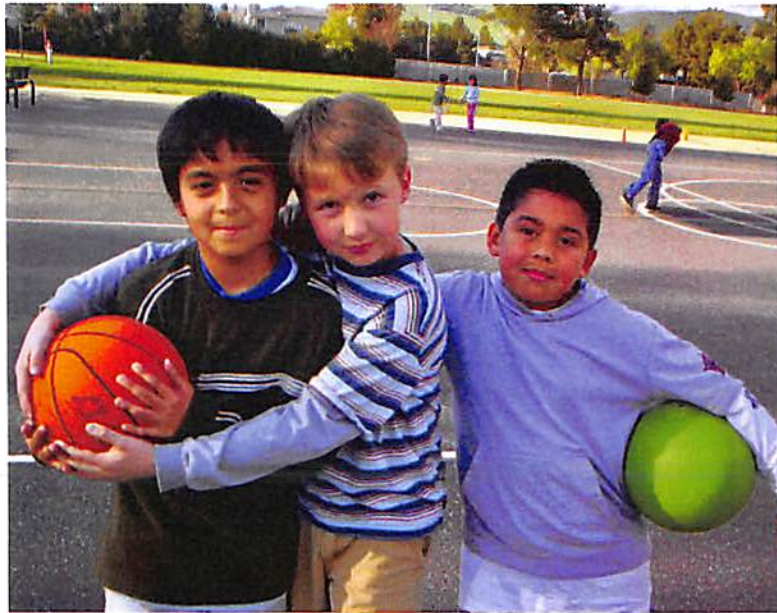
- Opening Program opens, teachers greet the children and parents
- 7:00–8:00 Indoor activities: board games, arts and crafts, manipulatives, stories, music
- 8:00–8:15 Morning snack: fresh fruit, cereal, or other healthy foods. All snacks contain at least two food groups.
- 8:15–10:00 Children have the option of indoor or outdoor activities. Indoor activities include arts and crafts, music, drama, games, and stories. Outdoor activities include circle games, non-competitive and competitive games and sports.
- 10:00–11:30 TK/kindergarten activities including indoor and outdoor games, and crafts, music, stories, drama, and nature walks

At some schools, all children are in their regular classrooms in the late morning and early afternoon. Adventure Time is closed during those times at those schools.

Afternoon Program

- 11:30–12:00 Lunch. Children either bring their lunch or they may purchase a school lunch.
- 12:00–1:00 Quiet time for TK/kindergarteners. Storytelling and music. Children may rest during this time.
- 1:00–2:00 TK/kindergarten activities including indoor and outdoor games, arts and crafts, music, stories, drama, and nature walks.
- 2:00–2:20 Afternoon snack: fresh fruit or other healthy foods. All snacks contain at least two food groups. Group meeting time. Discussion of activities and options for the afternoon.

- 2:20-4:15 Children have the option of participating in Creative Arts Workshops, indoor or outdoor sports and games. Creative Arts Workshops include:
- Arts/crafts Workshop:** Painting, drawing, clay, puppetry, mask making, paper mache
 - Creative Drama Workshop:** Dramatic exercises and play production including script writing, music, designing and constructing scenery, designing and making costumes, performing on stage for an audience
 - Music/Movement/Creative Writing/Cooking Workshops:** Singing, dancing, rhythms, instrument making, story writing, poetry, and cooking food from around the world
- 4:15-4:30 Clean up, everyone participates
- 4:30-5:00 Outdoor free play and small group games
- 5:00-Closing Quiet activities: books, homework, quiet music, board games, drawing





Montclair Elementary School

Spring Newsletter

www.adventure-time.com

Happy spring! All the children are growing up so fast. The TK's and kindergartners are learning to follow directions, jump rope, play catch, and share. They are also making new friends. The older children are becoming more mature and responsible by showing good sportsmanship and becoming leaders to the younger children. Of course, as you can see, everyone enjoys creating his or her own arts and crafts. We are so pleased to be a part of your children's lives. They bring us so many smiles, joy, and much laughter.

Spring Themes

February 1-9: Love is in the Air
 February 11-15: Valentine Art
 February 18-30: Habitats and Homes
 March 4-8: Rainbows
 March 11-15: Green Things
 March 18-22: Sports Activity
 March 25-29: Spring Break
 April 1-5: Nature Fun
 April 8-19: Chicks and Bunnies
 April 22-30: Creative Creations
 May 1-10: Gifts of Love
 May 13-24: Science Exploration
 May 27-30: Saying Goodbye



Andrés Sports

The 30th anniversary season of the Montclair Football League got off to a blazing start. Of the five teams (Jaguars, Dolphins, Raiders, 49ers, Rams) four of them featured first-time captains. Many of the games



were fiercely contested battles and some were decided on the final play of the game while there were very few lopsided contests. In the 30th annual Pumpkin Bowl Classic, the Jaguars outlasted the Dolphins 36-32 to claim the pumpkin pie. Soccer and basketball begin immediately after the football season, and run until Spring Break. Baseball follows and plays to the end of the school year.



We will be having our annual end-of-the-year party in May. Please join us for lots of food and fun. More information will be coming soon.

Afternoon Activities

When all the children get out of school they have so much energy. If they are not getting messy with arts and crafts, they are having fun playing board games, working on the computer, or just relaxing in our library area reading a book. The children also have the opportunity to choose to go outside to release all their built up energy. From 4-5:00 p.m. all activities and areas are available. The children are having a great time with their peers at Adventure Time. Many of the children are sad to leave. As a child care provider, that's when we know we are doing things right!



Homework Heroes

We have some extremely hard workers during Homework Heroes time. From 3–4:00 p.m., we offer a quiet and inviting setting to assist the children to get their homework completed.

During this time, our staff is there to assist your children with their homework. We make sure the children doing other activities are respecting the quiet time. As the children complete their work, we initial a calendar page with each participant's name. After achieving a week of signatures, children have the choice of a reward which includes items such as pencils, erasers, or trinkets from our treasure chest. Once a child has three months of initialed calendar pages, he or she will join a well-deserved end-of-the-school year Sundae and Pizza Party.



We are proud of the children, and have no doubt that all of them will be part of this year's party. You go A. T. kids! You are off to a great start.



Summer Day Camp

Adventure Time will offer our Summer Day Camp at Montclair and Roberts Park beginning the Monday after the last day of the school year. At Montclair, we offer a variety of workshops, take local walks, have multiple special visitors, and offer Chef's Days and Spirit Days. We are located outdoors all day at Roberts Park. The kids can go on optional hikes, swim twice a week, participate in art projects, play games, and play in the sand along with all the other options offered at Montclair. At Montclair School, workshops in the creative arts and sports will be offered daily in a variety of stimulating and fun subjects such as drama, arts, exploring the globe, cooking, sports, and games. Keep an eye out for more information and sign ups on the parent table and in your mailbox.

Anti-Bullying Policy

Adventure Time teachers work together to be sure every student has a safe and supportive place to learn and grow. We are committed to creating a safe space for the social and emotional development which naturally takes place when children play. Have fun, be safe, and be kind to each other!



Talking and Sharing

Our doors are always open so feel free to talk to us about any questions or concerns you may have.

The Montclair Adventure Time Staff



When are you open?

Adventure Time Extended Day Care hours of operation for your school are listed in the tuition schedule available in our classrooms. All programs operate Monday through Friday, and all programs are open from 7:00 a.m. to 6:00 p.m. with some programs open earlier in the morning. Our regular program follows the holiday schedule of the School District, however, we offer holiday care, on an hourly basis, at selected school sites during most of the school holidays. We are closed on: Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Martin Luther King Day, President's Day, Memorial Day, the Fourth of July, and Labor Day. We are open all other weekdays 12 months per year.



What are the ages of children who may attend Adventure Time?

Children must be at least 4 years and 9 months old by the first day of attendance, and no older than twelve years at any time during attendance and must be entering kindergarten through 6th grade at the school where the program is located. For Summer Day Camp enrollment, children do not need to be enrolled in the elementary school where the program is located.



Enrollment Information

May my child walk home from Adventure Time?

Yes. If you would like your child to walk home from Adventure Time, he or she is twelve years or older, and you feel your child is old enough and responsible enough to walk home safely, please

complete a "Walk Home Permission" form and return it to us to keep in your child's file. If you or another adult over 18 years of age does not come into the classroom to pick up your child, we need to have this form completed.

Do I need to sign my child in and out of the program?

Yes. When your child is dropped-off or picked-up, please sign him/her in and out on the sheet on our Parent Table. Children enrolled in the before school program should be escorted by a parent or responsible adult in the morning. We are not responsible for children who are enrolled before school until they enter our room in the morning.

May I change my child's schedule during the school year?

A schedule change may be requested in writing on a schedule change form and will be granted as long as space is available. If the number of hours in child's schedule is reduced, the corresponding reduction in tuition will take effect at the beginning of the next billing period (the 1st of the month). Increases in a child schedule will be reflected in tuition on the date the change occurs. To change your child's schedule, please fill out a "Schedule Change" form. We ask for a maximum of one schedule change per month.

In an emergency, is it possible for my child to stay at Adventure Time additional time beyond his/her regular schedule?

Yes. We have a drop-in service which is available to families enrolled in our program. In unexpected situations your child may stay in our program extra time (at additional cost) if space is available. Enrollment is limited based on our licensed capacity. Please complete a "Drop-In Request" form and leave it in the manila envelope on the Parent Bulletin Board in our classroom. We will add drop-in charges to your monthly statement. Please refer to our tuition schedule available in our classroom for drop-in rates.



How do I enroll my child(ren) in Adventure Time?

A child must first be enrolled in the elementary school where Adventure Time is located before he or she may enroll in the Adventure Time program. To enroll, please send your Enrollment Application, a non-refundable \$85 application fee, and one-and-one-half month's tuition, which is applied immediately to your account, to our office at: Post Office Box 5009, Berkeley, CA 94705, or leave your application and check in the locked box in our classroom. To determine tuition amount, please see our tuition schedule available in our classroom. If you are unsure of the exact amount, please pay the amount you believe to be correct, and this payment will appear on your first statement along with the correct monthly tuition. When enrolling, please complete an enrollment packet in addition to the Enrollment Application. All forms must be completed and a month-and-one-half's tuition paid before the first day of attendance.

What hours may I enroll my child? Is there a minimum number of hours?

Children may enroll either before school, after school, or both. Minimum enrollment is five hours per week per child. A child's schedule must be the same each week.

If my child is going to be absent, do I need to call Adventure Time?

Yes. If your child is going to be absent, please let us know in advance before his or her scheduled arrival.



Billing Policies

How much is tuition?

Tuition amounts are listed on the tuition schedule available in our classroom. The amounts listed on the tuition schedule are listed in hours per week for convenience in

computing monthly amounts. There is a 20% discount for families with two or more siblings enrolled.

When is tuition due?

For convenience in budgeting, tuition for the school year is payable in nine installments. Payments are due in advance on the first day of each month. Exceptions: By the first day of school, or at the time of enrollment, whichever comes first, tuition for the first day through September 30 is due. Also, the tuition due on May 1 is one and one-half month's tuition for the period May 1 through the last day of school in June. The exceptions to this are for schools that start on or around mid-August. For those schools, the half month payment is collected at the beginning of the school year instead of May 1st due to their earlier start date in mid-August. If tuition is not received within five days after the due date, a \$15.00 late payment fee will be charged. Monthly tuition in Adventure Time is based on the number of school days in the school year (approximately 180). If a child attends on holidays, tuition for these days is additional.



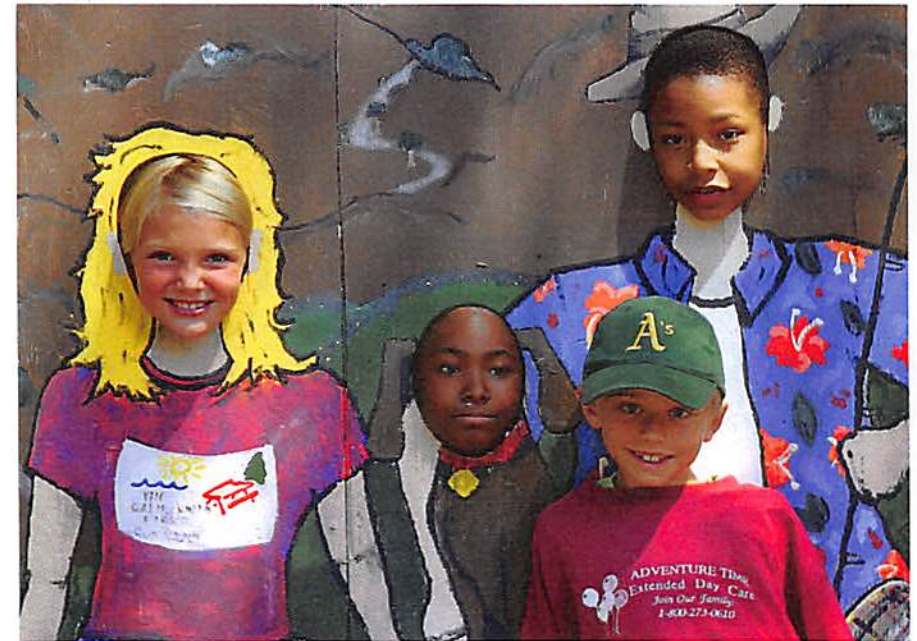
Why is the monthly tuition the same each month even though some months have more school days than others? Do we pay for holidays?

You pay only for the approximately 180 days school is open during the school year in your regular monthly tuition. Non-school days are not included in the regular monthly tuition. Each month, you are paying for the average number of school days in a billing period rather than the actual number of school days in a particular billing period. While some billing periods have fewer teaching days than others, such as months with holidays, others have more teaching days. Each billing period you are actually paying for approximately 18.95 school days (the average per month over the school year). Holidays or other non-school days are not computed in the regular monthly tuition. Holiday or non-school day tuition is separate. Please see our tuition schedule for holiday or non-school day tuition amounts for those children who attend on any or all of these days.



Where do I pay my tuition? Will I be billed?

We offer several payment options. Tuition may be paid by personal check, bank check, credit card, online bank payment, or cash in our classroom. If you pay with cash, please hand your payment to the Site Director and request a receipt. You may pay tuition online at: www.adventure-time.com. Please mail your tuition check to: Adventure Time, P.O. Box 5009, Berkeley, CA 94705-0009 or leave your tuition payment in the locked drop box on our Parent Bulletin Board in our classroom. A statement will be sent to you around the 20th of each month for the next billing period. Monthly statements are sent as a reminder. As there are occasionally delays in the mail, we cannot be responsible for the successful delivery of your statements by the postal service. It is the responsibility of parents to make tuition payments on time regardless of whether they receive their statements. If you are unsure of the amount you owe and you do not receive your statement, please pay the amount you believe you owe and enclose a note with your payment requesting the correct amount or call our office at: 510-658-7412 to request the correct amount. Please allow one week for your check to reach us by courier, mail, or online bill pay checks.



Is it possible to withdraw my child from Adventure Time during the school year?

Yes. To withdraw from Adventure Time between the first day of the school year and April 30, please complete an Enrollment Discontinued form. Tuition obligation will extend through the last day of enrollment. Due to our staffing commitments, tuition for May 1st to the end of the school year cannot be refunded. If a child withdraws from Adventure Time after April 30, our parent agreement requires that tuition be paid through the end of the school year.

Why is there so little time between the date statements are mailed (on the 20th) and the date payments are due (on the 1st)?

To ensure that statements are accurate and as up-to-date as possible, we like to record all payments and miscellaneous charges before statements are prepared.

How is monthly tuition computed?

Our tuition schedule is available in our classrooms. If you are enrolling more than one child, you may add the total number of enrolled hours per week together to determine monthly tuition. There is a 20% sibling discount on tuition rates for families with two or more siblings attending. When totaling weekly hours for the purpose of computing the regular monthly tuition, rounding is used. For example, 20 hours and 15 minutes rounds down to 20 hours per week. 20 hours and 20 minutes or more rounds up to 21 hours per week. Tuition is based on the full school year, approximately 180 teaching days and does not include holiday tuition. We operate on most school holidays and during the summer at selected sites. There are nine and one-half billing periods during the school year. Each billing period starts on the first day of the month and continues to the last day of the month. The only exceptions to this are the first and last billing periods. The first billing period starts on the first day of school and the last billing period ends on the last day of school. The half billing period will be charged either for the first or the last billing period depending on when school starts at each school. Tuition is due in advance on the first day of each billing period. Tuition is used solely to support the operating expenses of the program.

Why is holiday tuition not included in the regular monthly tuition?

The regular monthly tuition is computed based on the number of hours per week and the specific schedule that you have signed-up for on school days. If a child attends on a holiday, his or her schedule on that day is usually different than his or her schedule on a school day. In many cases, children attend only on school days and do not take advantage of our holiday operations. Therefore, regular monthly tuition is based only on the days school is in session during the school year. Enrollment on holidays is limited and is on a first-come first-served basis. Holiday sign-up sheets



are available in our classroom. Sign-up forms for the Winter and Spring Recess will be mailed or emailed in advance to all parents with active accounts. Holiday staffing is based on prior sign-ups, so we are unable to give credit for unused time during the holidays.

What happens if I pick my child up after closing time?

We ask that you provide the name and phone number of another person authorized to pick up your child in the event that you are unable to do so by closing time. Our lease with the School District, our state license, and our insurance carrier all specify that we are not to have children in our programs after closing time. If a child is picked up after closing, there is a \$15.00 charge for each fifteen minute interval after closing. During the school year, this charge will be added to your account and must be paid by the due date on your statement.



If my child is absent, do I get credit for the unused time?

No. We are unable to give you credit, either in time or money, for days your child does not attend his or her scheduled time in our program. Adventure Time is operated by a non-profit organization, and our budgeting requires a consistent income from month-to-month. Since we cannot fill your child's space when he or she is absent, we need to charge you for this time. We are unable to "trade" absent time for other hours because this would cause problems for teachers in keeping attendance and could result in over-enrollment at times.

What happens if one of my tuition checks is returned to you unpaid by the bank?

Any check returned to us by the bank for insufficient funds will be subject to a \$10.00 charge (for the first bad check). If we receive a second bad check from a family, we will charge a \$20.00 service charge and require that they pay future tuition by cashier's check, credit card, money order, or cash. All checks returned from the bank must be replaced by cashier's check, credit card, money order, or cash.



Summer Day Camp

Adventure Time Summer Day Camp emphasizes creative growth and social development: cooperation, good sportsmanship, positive expression of feelings, and responsibility. Our staff members are experienced, caring Adventure Time teachers who are well trained and dedicated to providing a positive, memorable experience for your children. The average teacher child ratio is 1 to 10, and the maximum is 1 to 14. We are California State licensed, and all of our staff members are over 18 years of age. Most of our teachers have been working with us for many years and are an important part of the school community. Enrollment is limited, so we recommend that you sign up early. Both half day and full day spaces as well as two, three, four, and five day per week spaces are available. Children may enroll for any or all of the summer program weeks.

MASTER WORKSHOPS!

Spanish, multicultural explorations, Reading Heroes, "hands-on" science, theater production, cooking, art methods and techniques, and skill building for team sports are all part of our fascinating summer programs this year. These are concentrated classes that offer creative learning, stimulation, a sense of accomplishment, and loads of fun!

"HANDS ON" SCIENCE!

Our science program is based on the curriculum and learning kits developed by Lawrence Hall of Science at the University of California Berkeley.

LOCAL FIELD TRIPS!

Neighborhood walking field trips will provide opportunities for children to explore their community.

SPECIAL GUESTS!

Our special guest program this summer includes specialist visitors in dance and music from world cultures, puppetry, magic, and an exciting appearance by live animals and related activities with animal experts. Specialists will present innovative new curriculum to the children in the areas of arts, crafts, language arts, science, and culture.

SPECIAL EVENTS!

Carnivals, International bazaars, and dance parties are some of the special events we will enjoy this summer! We will invite parents to some of our special events, so join us, if you can, to share some fun celebrations with your child! Parents are always welcome!

CHEF'S DAY!

Every Friday, the children become cooks and make their own lunches. Assisting with Chef's Days, the children in our "Kitchen Kapers" workshop will create, learn techniques, and eat their way to culinary fun. On our Friday Chef's Days, we provide all the food for the lunches. Mondays through Thursdays, please send a lunch with your child. We provide nutritious morning and afternoon snacks.





What are the ages of children who may attend the Summer Day Camp?

Children must be at least 4 years and 9 months old by the first day of attendance, and no older than twelve years at any time during attendance and must be entering kindergarten through 6th grade. For Summer Day Camp enrollment, children do not need to be enrolled in the elementary school where the program is located.

How do we enroll in Adventure Time Summer Day Camp?

To enroll, please call us at: 1-510-658-7412, and we will send you a brochure describing the program and an enrollment application. Brochures and enrollment applications are available in our classrooms starting in March of each year. Children may enroll by the week for half or full day sessions during the Summer Day Camp program.

How much is tuition?

Tuition is based on the number of hours enrolled per week. The tuition schedule is listed in our Summer Day Camp brochure. If full-day and half-day sessions are combined in the same week, tuition will be pro-rated accordingly. There is a 20% discount on total tuition for families with two or more siblings enrolled during the same week. We are unable to give credit for unused time. A non-refundable deposit of \$15.00 per child per week, which will be credited towards tuition for the week reserved, must be paid

at the time of enrollment along with a non-refundable application fee per family. If enrollment for any week is cancelled, deposit(s) will not be refunded. Cancellation of enrollment must be made prior to the scheduled week(s) or the full tuition for the week(s) must be paid. A late payment fee will be charged for payments received after the first day of attendance each week.

When is tuition due, and what forms of payment do you accept?

Tuition is payable on a weekly basis and is due no later than the first day of attendance each week. After completing the application form and paying the deposits, we will send a statement to you listing tuition amounts for the weeks you have enrolled. Please note that to ensure proper staffing, schedule changes must be approved, in advance, by a Program Supervisor or Site Director. Schedule changes may be denied due to full enrollment at requested times or safety concerns. We accept payment in the form of personal check, cashier's check, money order, cash, all major credit cards, and online payments at our website: www.adventure-time.com. If we have received a personal check from a family which was returned by the bank unpaid, we will be unable to accept personal checks from that family in the future. Returned check fees are charged to a family's Adventure Time account.





On-site locations at selected
elementary schools throughout
Northern California

Mailing address:
Post Office Box 5009
Berkeley, CA 94705-0009

www.adventure-time.com

email:
customerservice.adventuretime@gmail.com

"I love Adventure Time because the staff there enjoys the kids and really knows the kids. There are always organized art projects and outdoor activities. When I pick up my kids I have to wait a few minutes because they are always in the middle of some fun art project or game. It is one wait that I never complain about because it is such a relief to me to know that they are happy. I would wholeheartedly recommend the services of Adventure Time to anyone. My children are safe and happy and so am !!!!"

-Thornhill Elementary School Parent

"We are thankful for your caring and innovative program. It is a real Godsend and sense of security for us."

-Del Rey Elementary School Parent

"As a professional school administrator (currently the Director of a multi-site state funded school) I am always pleased to see effective, professional and loving staff working with children. Your staff has all these qualities and more... You and your staff should be proud of the great work they do. Thanks you for your fine staff and the quality of the program that is so obviously dedicated to the education and well being of young children."

-Mission San José Elementary School Parent

"I would like to thank the Corvallis Adventure Time staff for their super fantastic day care."

-Corvallis Elementary School Parent

"Adventure Time is a great program because of your commitment to quality."

-Chabot Elementary School Parent

Special thanks to Mimi Albert for the photographs in this brochure.

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