

**ADVENTURETIME STAFF HANDBOOK  
2022-2023**

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## URBANDALE COMMUNITY SCHOOL DISTRICT

**District Mission:** Teaching All – Reaching All

**District Vision:** Urbandale will be a school district that brings learning to life for everyone.

### Equity Statements

No student enrolled in the Urbandale Community School District shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the District's programs on the basis of race, color, creed, sex, religion, marital status (for program), ethnic background, national origin, disability, sexual orientation, gender identity, age (for employment) or socio-economic background (for program). The policy of the District shall be to provide educational programs and opportunities for students as needed on the basis of individual interests, values, abilities and potential.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district office at 11152 Aurora Ave, Urbandale, IA or call 515.457.5000. The district's Equity Coordinator is Mr. Ryan Williamson, [williamsonr@urbandaleschools.com](mailto:williamsonr@urbandaleschools.com).

### ***Bosnian Translation –***

*Niti jedan učenik upisan u Školski distrikt Urbandale neće biti isključen iz učešća u programima distrikta, neće mu biti uskraćene beneficije niti će biti izložen diskriminaciji u programima distrikta zbog svoje rase, boje kože, vjere, spola, religije, bračnog stanja (za programe), etničke pripadnosti, nacionalnog porijekla, invalidnosti, seksualne orijentacije, rodnog identiteta, starosti (za zapošljavanje) ili socio-ekonomskog porijekla (za programe). Politika distrikta će biti da osigura obrazovne programe i stvori mogućnosti za sve učenike prema potrebi i na temelju pojedinačnih interesa, vrijednosti, sposobnosti i potencijala. Za procesuiranje pritužbi zbog diskriminacije postoji žalbeni postupak. Ako imate pitanja ili pritužbu u vezi sa našom politikom, slobodno se obratite na adresu glavnog ureda 11152 Aurora Ave, Urbandale, IA ili nazovite 515-457-5000. Koordinator za pitanja ravnopravnosti je Ryan Williamson, [williamsonr@urbandaleschools.com](mailto:williamsonr@urbandaleschools.com).*

**Spanish Translation –**

*No se excluirá a ningún estudiante inscrito en el Distrito Escolar de la Comunidad de Urbandale de la participación en, ni se denegará los beneficios de, ni será sujeto a la discriminación en los programas del Distrito a base de raza, color, credo, sexo, religión, estado civil, trasfondo étnico, origen nacional, discapacidad, orientación sexual, identidad de género, o trasfondo socio-económico. La política del Distrito será de proveer programas de educación y oportunidades para estudiantes en base de intereses individuales, valores, habilidades, y potencia. Hay un procedimiento de agravios para procesar quejas de discriminación. Si usted tiene alguna pregunta o una queja relacionada con esta política, por favor, póngase en contacto con la oficina distrital a 11152 Aurora Ave, Urbandale, IA o llame a 515.457.5000. El Coordinador de Equidad del Distrito es el Sr. Ryan Williamson, [williamsonr@urbandaleschools.com](mailto:williamsonr@urbandaleschools.com).*

**Hakha Chin**

Urbandale Community School District i a kai mi Sianginn ngakchia vailte hna Mibu sin ah tel terlonak, Thathnemnak pawl pek duh lonak, asiloah Urbandale Sianginn nih tuahmi chung in Miphun ruang, Taksa a zawng thleidannak, Zumhnak ruang, Biaknak ruang, Thitumnak ( program caah ) , Minung chuahkehrnak, Chuahkehrnak miphun ruang, Tlamtlinlonak ruang, Nu siruang Pa siruang ah, Nu le Pa, Kum ( Rian ruang ah) asiloah Hawikomhnak le Sipuazi ruang ah pheo le thleidan khawh asi lo. Kan Districts policy ummi cawnnak program vialte le hmuhkhawhmi vialte cu sianginn ngakchia nih a herh bantuk in le duhnak a ngeihmi bantuk in, man ngei in le, thil tikhawhnak le, asi kho mi pawl a herhnak bantuk in kan bawmh lai.

Thleidannak kong i thinhun ingpuannak a um tikah phunzianak tuah ding zulh phun a um. Hi kong he pehtlai in bia halding na ngeih ahcun zaangfahnak tein 11152 Aurora Ave, Urbandale, IA asiloah 515.457.5000 ah kan chawn te. Districts Equity zohkhehtu Coordinator Pa Mr. Ryan Williamson, [williamsonr@urbandaleschools.com](mailto:williamsonr@urbandaleschools.com) ah email ca kau te.

**Burmese**

Urbandale Community Schools Districts ကျောင်းသားများ / ဘာသာ၊ အိမ်ထောင်ရေးအခြေအနေ၊ လူမျိုးနောက်ခံ၊ အမျိုးသားမှုရင်း၊ မသန်စွမ်းမှု၊ လိင်ပိုင်းဆိုင်ရာတိမ်းညွတ်မှု၊ ကျားမရေးရာလက္ခဏာ၊ ၎င်း၏ပညာရေးအစီအစဉ်များနှင့်၎င်း၏အလုပ်အကိုင်အလေ့အကျင့်အတွက်အလုပ်အကိုင်အဘို့၊

ဒါမှမဟုတ်လူမှုစီးပွားနှောင့်ယှက်ခံ (အစီအစဉ်အတွက်) ။  
ခွဲခြားဆက်ဆံခံရမှုတိုင်ကြားချက်များကိုဖြေရှင်းရန်မကျေနပ်ချက်ဆိုင်ရာလုပ်ထုံးလုပ်နည်းရှိသည်။  
ဤမူဝါဒနှင့်သက်ဆိုင်သောမေးခွန်းများသို့မဟုတ်မကျေနပ်မှုများရှိပါက၊ ၁၁၅၂ Aurora Ave.၊  
Urbandale, Iowa ရှိခရိုင်ရုံးသို့ဆက်သွယ်ပါသို့မဟုတ် ၅၁၅-၄၅၇-၅၀၀၀ ကိုခေါ်ပါ။ ခရိုင်၏ Equity  
ညှိနှိုင်းရေးမှူးမှာ [williamsonr@urbandaleschools.com](mailto:williamsonr@urbandaleschools.com) Mr. Ryan Williamson ဖြစ်ပါသည်။

## **Urbandale Community School District Policies and Procedures**

Adventuretime follows the policies and procedures set forth by the Board of Directors, Urbandale Community School District and in the Employee Handbook. These policies and procedures may be found on the District website at [www.urbandaleschools.com](http://www.urbandaleschools.com). Employees are expected to understand all District policies.

This document serves to supplement those policies and procedures and provide more guidance on routine matters.

### **Program Goals and Options**

#### **1. Program Goals**

- a. To provide a caring, safe, healthy environment for students.
- b. To provide quality staff who enjoy interacting with students.
- c. To plan developmentally appropriate activities for students.
- d. To encourage and support communication between staff, students, families, other district staff, and the community.

#### **2. Before and After School Care**

- a. Adventuretime offers child care services before and after school each day of the school year.
- b. Hours of Operation:
  - i. Karen Acres, Olmsted, Valerius, and Webster:  
6:30am – 8:30am and 3:30pm – 6:00pm.  
Late starts: 6:30am – 9:45am.
  - ii. Rolling Green:  
6:30am – 8:45am and 3:45pm – 6:00pm.  
Late starts: 6:30am – 10:00am.

#### **3. Late Start Care**

- a. Adventuretime offers child care services on days where the District has a scheduled late start.
- b. Hours of Operation:
  - i. Karen Acres, Olmsted, Valerius, and Webster  
Late starts: 6:30am – 9:45am.
  - ii. Rolling Green

Late starts: 6:30am – 10:00am.

4. Full-Day Care
  - a. Adventuretime offers child care services on some days when the District is not in session during the school year. These sessions are held at Karen Acres Elementary.
  - b. Hours of Operation: 6:30am – 6:00pm (All-day charge).
  - c. Adventuretime does not provide childcare at Rolling Green during intersessions (Alternative Calendar). Rolling Green's building principal coordinates intersession programming.
  
5. Summer Programming
  - a. Adventuretime offers child care services throughout the summer break.
  - b. Hours of Operation: 6:30am – 6:00pm.

### **Personnel Information**

1. Background Check Requirements
  - a. The District will conduct criminal and child abuse record checks for each director, staff member, or subcontracted staff person with direct responsibility for child care or with access to a child when the a child is alone.
  
2. Ongoing Requirements
  - a. All staff must keep the following certifications updated:
    - i. Universal Precautions must be completed yearly.
    - ii. Bullying Prevention Training must be completed yearly.
    - iii. Right to Know must be completed yearly.
    - iv. Chapter 103 must be completed yearly.
    - v. Health and Safety Module must be completed yearly.
    - vi. CACFP training must be completed yearly.
    - vii. CPR must be completed every 2 years.
    - viii. First Aid must be completed every 2 years.
    - ix. Mandatory Child Abuse Reporter Training must be completed every 3 years.
    - x. SING (Iowa) Record Check (Criminal History/ Abuse registries) must be completed every 2 years.
    - xi. FBI National Fingerprint Checks must be completed every 4 years.
    - xii. A physical must be completed every 3 years.

3. Team Leader Requirements - In accordance with the state licensing standards, Chapter 109.6 (2), the on-site team lead is responsible for the daily supervision of the center and must be on site daily either during the hour of operation that children are present or a minimum of eight hours of the centers 11.5 hours of operation during the summer. We will submit in writing information to our childcare consultant prior to the start of employment or prior to promoting an employee to this position. Any on-site team lead will be required to meet the following minimum requirements:
  - a. An adult (18 year of age or older).
  - b. Has obtained a high school diploma or has passed a general education development test.
  - c. Has certification in child and adult cardiopulmonary resuscitation (CPR, first aid, and Iowa's mandatory reporting of child abuse.
  - d. Has achieved a total of 75 points obtained through a combination of education, experiences, and child development-related training as outlined in the state licensing standards, Chapter 109.
  
4. Staff Attire
  - a. Adventuretime staff are expected to be well groomed and wear appropriate attire. Adventuretime staff are required to wear the following:
    - i. Adventuretime staff t-shirt or polo. Each staff member will be given one t-shirt. Staff will have the option to order additional shirts.
    - ii. Appropriate shorts or pants. Short-shorts, pajama bottoms, or jeans with holes are not considered appropriate.
    - iii. Staff must wear shoes or sandals that have hard or rubber soles and backs on them. Staff should wear footwear that allows them to safely run after or with students in the gym and on the playground. Flip Flops, sandals with no backs, and high-heels are not considered appropriate.
    - iv. Staff are expected to wear a one-piece bathing suit when taking students swimming (no two-piece suits).
  
5. Schedules
  - a. All Adventuretime staff are expected to report to their site at their assigned time.
  - b. All staff must be ready to work with children at their assigned time.

## 6. Absences

- a. Team Leaders - When a team leader's schedule must change due to illness or emergency, the team leader is to contact the program coordinator. When reporting an absence you must call the Adventuretime Coordinator and submit your absence into SmartFind one and a half hours before your scheduled shift begins.
- b. Assistant Team Leaders and Associates - When an assistant team leader or associate's schedule must change due to illness or emergency, the employee is instructed to contact the team leader. When reporting an absence you must call the Adventuretime Coordinator and submit your absence into SmartFind one and a half hours before your scheduled shift begins. Staff members who fail to report to work or report late without notifying the program coordinator and on-site team leader, jeopardizes the safety and well being of the children. This is not acceptable. The first offense will result in a verbal warning. The second offense will result in a written warning and a meeting with the program coordinator. A third offense will result in a staff member meeting with the program coordinator.
- c. Team leaders are to report the above circumstances to the program coordinator during office hours: 8:00 am- 4:00 pm.
- d. A written record of all staff schedule changes is mandatory and is to be maintained by the on-site team leader.
- e. Schedule change requests must be emailed to the program coordinator and on-site team leaders at least seven working days in advance. Every attempt to honor all requests will be; however, changes are subject to finding an appropriate staff replacement.
- f. Planned Absences - All staff are responsible for contacting the program Adventuretime Coordinator when they are planning an absence (i.e., personal days or when taking unpaid leaves). Each staff begins the year with a certain number of sick days and personal days. If staff need to take additional unpaid days off, they must have this approved by the Adventuretime Coordinator.

## 7. Communication

- a. Staff are expected to:
  - i. Develop positive relationships and communicate effectively with school staff, custodians, food service staff, teachers, principals, school secretaries, guidance counselors, and supervisors.
  - ii. Greet parents and students when they arrive and leave.
  - iii. Communicate positive and negative behaviors with parents on a daily basis.



- iv. Provide parents with incident reports, newsletters, program changes or updates, upcoming events, and office contact information.
- v. Maintain confidentiality of student records.
- vi. Communicate with team leaders or program directors when questions and concerns arise.

## 8. Staff Development

- a. All new staff will need to attend a staff orientation to learn about program expectations, policies, and procedures.
- b. Team leaders are required to attend weekly team planning meetings.
- c. All staff are encouraged to attend weekly building meetings.
- d. During the first year of employment, all staff shall receive the following training:
  - i. Certification in American Red Cross or American Heart Association Infant, Child and Adult CPR.
  - ii. Certification in Infant, Child and Adult First Aid.
  - iii. The Essentials Child Care Preservice Training (12 modules/12 hours). All new staff hired after October 1, 2017 will need to complete this within the first 90 days of employment.
    - 1. The Essentials Child Care Preservice Series is approved online training.
    - 2. The Essentials Child Care Preservice Series is approved for both online and face to face training. If needed, staff may do a combination of both online and face to face training.
    - 3. Staff will be required to register for each series for face to face or online training on the DHS Training Registry.
- e. Following the first year of employment, all staff (i.e., center directors, on-site team leaders, and associates) shall:
  - i. Maintain Current certification for Iowa's training for the mandatory reporting of child abuse; child and adult CPR, and child and adult first aid.
  - ii. Receive six contact hours of training annually from one or more of the following topical areas: child development, guidance and discipline, developmentally appropriate practices, nutrition, health and safety, communication skills, professionalism, business practices, and cross cultural competence.

## 9. Evaluation and Professional Growth

- a. Adventuretime staff will be formally evaluated in November and May.

- b. The program coordinator will do walk-throughs during program hours. Immediate feedback will be given to staff during these times.

#### 10. Adventuretime Parent Advisory Committee

- a. Team leaders will be required to participate with parents on the Adventuretime Advisory Committee.
- b. This committee will discuss the following:
  - i. Things that are going well at Adventuretime.
  - ii. Questions and concerns.
  - iii. Areas that could be improved at Adventuretime.
  - iv. Upcoming events.

#### 11. Conflicts of Interest

- a. No employee shall engage in any outside employment or activity, which is in conflict with the employee's official duties and responsibilities.
- b. This would include, but is not limited to:
  - i. Employment or activity that involves the school district's time, facilities, equipment and supplies.
  - ii. Employment gives the individual or a family member an advantage or pecuniary benefit that is not available to other similarly situated employees or classes of members of the general public.
- c. It shall be the responsibility of each employee to be aware of an actual or potential conflict of interest. It shall also be the responsibility of each employee to take the action necessary to eliminate such a conflict of interest. Should a conflict of interest arise, an employee shall not participate in any action relating to the issue from which the conflict arose.
- d. See also Board Policy 422, 449.

#### 12. Employee Complaint Procedures

- a. The purpose of these complaint procedures is to resolve, at the lowest possible level, complaints of employees which may arise from time to time regarding their working conditions.
- b. Any matter brought under a grievance procedure of a negotiated agreement shall not also be brought under the procedures of this policy.
- c. Any employee with a complaint regarding his/her working conditions shall first discuss such complaint with his/her immediate supervisor in an attempt to resolve the matter informally. The immediate supervisor should be informed of the complaint within ten working days of the event giving

rise to the complaint, and the supervisor shall attempt to meet with the employee within five working days of being notified.

- d. If the matter is not satisfactorily resolved, the employee shall file a written complaint with the immediate supervisor, which should be filed within ten working days following the discussion with the immediate supervisor. The immediate supervisor shall attempt to indicate the disposition of the complaint in writing within ten working days of the filing of the complaint.
- e. If the employee feels that the matter is not satisfactorily resolved, he/she may file the written complaint and the supervisor's disposition with the next level supervisor. The complaint should be filed within ten working days of the disposition by the supervisor. The same procedures and timelines shall apply through the chain of authority through the Superintendent of Schools.
- f. If the employee feels that the matter is not satisfactorily resolved, the employee may request to appear before the Board by filing the written complaint and the written dispositions with the Board secretary and ask for a place on the agenda pursuant to Policy 215. The Board secretary shall place the item on the Board's agenda. The employee may appear at the Board meeting and discuss the matter with the Board. The administrative staff may also discuss the matter with the Board. The Board may refuse in its sole discretion to take action on the complaint or the Board shall decide the matter as soon as practicable, and the Board Secretary shall communicate the Board's decision to the employee. If the Board declines to decide the matter, the disposition of the Superintendent or his/her designee shall be final.
- g. All investigations, handling or processing of any complaint shall be conducted so as to result in no interference with or interruption of work activities.
- h. Employees alleging improper discrimination under Policy 426 or harassment under Policy 427 may bypass any step of these procedures which requires the employee to meet with the alleged perpetrator. The complainant may file the initial complaint with the compliance officer
- i. See Board Policy 425.

### 13. Equal Employment Opportunity /Affirmative Action

- a. The Urbandale Community School District will select for employment qualified applicants for each position without regard to race, color, creed, gender, religion, marital status, parental status, sexual orientation, national origin, age, or disability. The District shall take affirmative action,

consistent with its adopted affirmative action plan, in the recruitment, appointment, assignment and advancement of personnel to accomplish the goals of equal employment opportunity. In keeping with the law, the District shall consider the veteran status of applicants.

- b. The Urbandale Community School District will not discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, creed, gender, religion, marital status, parental status, sexual orientation, national origin, age, or disability.
- c. Any applicant or employee alleging discrimination on the basis of race, color, creed, gender, religion, marital status, parental status, sexual orientation, national origin, age or disability may follow the complaint procedures set forth in Policy 425. The complainant may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant may file the initial complaint with the compliance officer, whose decision may be appealed to the Superintendent of Schools. Inquiries or complaints may also be directed to federal and state agencies including the Iowa Civil Rights Commission, the Equal Employment Opportunity Commission, and the Office of Civil Rights of the United States Department of Education.
- d. The complainant may be required to complete a complaint form and to turn over copies of evidence of discrimination including, but not limited to, tapes, memoranda, letters and pictures. The investigator shall promptly commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement. A written investigation report shall be completed, and a summary of the report, including a finding that the complaint was founded, unfounded, or inconclusive will be forwarded to the complainant and to the alleged perpetrator.
- e. The Director of Human Resources shall be designated as the District's compliance officer to ensure that applicants and employees are treated in accordance with this policy. In the event the Director of Human Resources is the alleged perpetrator, the Superintendent shall be the alternate compliance officer. The compliance officer shall also be responsible for coordinating the preparation, implementation, evaluation, and updating of written equal employment opportunity and affirmative action plans, with systematic input from diverse racial/ethnic groups, women, men and persons with disabilities.

- f. Any matters involving complaints of discrimination shall remain confidential to the extent reasonably possible. Confidential documentation of allegations or investigations will not be filed in the complainant's personnel file.
- g. No person shall retaliate against an employee because the employee has filed a discrimination complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith.
- h. The District will take action to halt any improper discrimination and will take other appropriate corrective actions, including disciplinary measures which may include discharge of a perpetrator, to remedy all violations of this policy.
- i. In order to effectively communicate and interpret the District's policies and plans to all levels of the administration and to all other employees, applicants, educational agencies and to the public, a statement of the District's policy shall be distributed to all applicants for employment and shall be disseminated annually to employees, students, parents and recruitment sources. The policies and plans shall be annually distributed to District employees involved in the hiring or management of personnel and shall be made available to others upon request.
- j. Periodic training shall be provided to all staff that hire or supervise personnel on the principles of equal employment opportunity and the implementation of the District's affirmative action plan.
- k. See Board Policy 426.

#### 14. Sexual and Other Harassment

- a. Purpose. The District is committed to promoting positive intercultural, inter-group relationships. The District, therefore, prohibits acts of intolerance or harassment toward others because of race, gender, marital status, parental status, religion, color, creed, ethnic background, national origin, age, disability, sexual orientation or other factors that are likewise not rationally related to the individual's employment. Such acts may be treated as just cause for purposes of discipline, including discharge.
- b. General. It is the policy of the Urbandale Community School District to maintain a learning and working environment that is free from sexual harassment. Because of the District's strong disapproval of offensive or inappropriate sexual behavior at work, all employees and visitors must avoid any action or conduct which could be perceived as sexual harassment. It shall be a violation of this policy for any employee or visitor

of the Urbandale Community School District to harass others through conduct or communications of a sexual nature as defined below.

- c. Definition. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a harassing nature where:
  - i. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
  - ii. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
  - iii. Such conduct has the purpose or effect of substantially interfering with an individual's employment or creates an intimidating, hostile, or offensive employment environment.
- d. Sexual harassment may include, but is not limited to the following:
  - i. Verbal harassment or abuse;
  - ii. Pressure for sexual activity;
  - iii. Repeated remarks to or about a person with sexual or demeaning implications;
  - iv. Unwelcome touching;
  - v. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's job, etc.;
  - vi. The telling of offensive jokes and stories;
  - vii. Display of sexually graphic pictures.
- e. Any person who alleges improper harassment by any person in the District may file a complaint under Policy 425. Reporting harassment will not reflect upon the individual's status nor will it affect future employment, evaluation, or work assignments. The complainant may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant may file the initial complaint with the compliance officer, whose decision may be appealed to the Superintendent of Schools.
- f. The complainant may be required to complete a harassment complaint form and to turn over copies of evidence of harassment, including, but not limited to, letters, tapes, and pictures. The investigator shall promptly commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement. A written investigation report shall be completed, and a summary of the report, including a finding that the complaint was founded, unfounded, or inconclusive will be forwarded to the complainant and to the alleged perpetrator.

- g. The Associate Superintendent shall be designated as the District's compliance officer to insure that applicants and employees are treated in accordance with this policy. In the event the Associate Superintendent is the alleged perpetrator, the Superintendent shall be the alternate compliance officer.
- h. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- i. No person shall retaliate against an employee because the employee has filed a harassment complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith.
- j. The District will take action to halt any improper harassment and will take other appropriate corrective actions, including disciplinary measures which may include discharge of a perpetrator, to remedy all violations of this policy.
- k. Notice of this policy will be circulated to all school buildings and departments of the Urbandale Community Schools on an annual basis and incorporated into staff handbooks.
- l. Periodic training shall be provided all staff regarding the nature and prohibition of sexual harassment.
- m. See Board Policy 427.

#### 15. Reporting Child Abuse

- a. Any licensed employee who believes or has reason to believe that a student under the age of 18 has been abused or neglected as defined by law by a person responsible for the student's care, shall see that such child abuse or neglect, or suspected child abuse or neglect, is reported to the Department of Human Services in compliance with the law. The District shall arrange for licensed staff members to complete training relating to the identification and reporting of child abuse.
- b. It is also the policy of the District that all employees are required to report to the level one investigator any suspected cases of physical or sexual abuse of students by District personnel pursuant to the District's policy contained in Article 500 of Board policies.
- c. See Board Policy 431.

#### 16. Child Abuse Reporting Regulation

- a. Iowa law requires licensed employees to report to the Iowa Department of Human Services (DHS) instances of suspected child abuse which they become aware of within the scope of their professional practice. A “child” is defined as a person less than 18 years of age.
- b. The law further specifies that a licensed employee who knowingly or willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor and that the licensed employee may be subject to civil liability for damages caused by the failure to report.
- c. Employees participating in good faith in the making of a report or in a judicial proceeding that may result from the report are immune from liability.
- d. “Child abuse” abuse is defined as:
  - i. Any non-accidental physical injury, or injury which is at variance with the history given of it, suffered by a child as the result of the acts or omissions of a person responsible for the care of the child.
  - ii. Any mental injury to a child’s intellectual or psychological capacity as evidenced by an observable and substantial impairment in the child’s ability to function within the child’s normal range of performance and behavior as the result of the acts or omissions of a person responsible for the care of the child, if the impairment is diagnosed and confirmed by a licensed physician or qualified mental health professional.
  - iii. The commission of a sexual offense with or to a child as a result of the acts or omissions of the person responsible for the care of the child. (*Sexual offense includes sexual abuse, incest, and sexual exploitation of a minor.*)
  - iv. The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing or other care necessary for the child’s welfare when financially able to do so, or when offered financial or other reasonable means to do so. A parent or guardian legitimately practicing religious beliefs who does not provide specified medical treatment for a child for that reason alone shall not be considered abusing the child.
  - v. The acts or omissions of a person responsible for the care of a child which allow, permit or encourage the child to engage in acts prohibited pursuant to *Iowa Code* section 725.1 (which deals with prostitution).
  - vi. The acts or omissions of a person responsible for the care of a child which allow, permit or encourage the child to engage in acts



prohibited pursuant to *Iowa Code* section 725.1 (which deals with prostitution).

- e. Teachers in public schools are not “persons responsible for the care of the child” under this definition. However, a teacher who abuses a child is subject to civil, criminal, and professional sanctions.
- f. Licensed employees are required to report, either orally or in writing, within twenty-four hours to the Iowa Department of Human Services when the employee reasonably believes from knowledge obtained within the scope of employment that a child has suffered from abuse. If the licensed employee has reason to believe that immediate protection for the child is advisable, the employee shall also make an oral report to an appropriate law enforcement agency. Within forty-eight hours of an oral report, a written report must be filed with the DHS.
- g. District employees shall report orally to the following:
  - i. Department of Human Services Child Protection Investigation Unit 1-(800) 283-9222.
  - ii. Each report should contain as much of the following information as can be obtained within the time limit. However, the law specifies a report will be considered valid even if it does not contain all of the information.
    1. Name, age, and home address of the child;
    2. Name and home address of parents, guardians or other persons believed to be responsible for care of the child;
    3. The child’s present whereabouts if not the same as the parent’s or other person’s home address;
    4. Description of nature and extent of injuries, including evidence of previous injuries;
    5. Name, age, and condition of other children in the same home;
    6. Any other information considered helpful in establishing the cause of the injury to the child, the identity of the person(s) responsible for the injury, or in providing assistance to the child; and;
    7. Name and address of the person making the report.
- h. It is not the responsibility of employees to prove that a child has been abused or neglected. Employees should not take it upon themselves to investigate the case or contact the family of the child. The DHS is responsible to investigate the incident of alleged abuse. All employees shall cooperate in good faith with the Department of Human Services in an

investigation. The Department of Human Services has the right to come to the school where the child named in a report is located. The administrators must cooperate with the investigation by providing confidential access to the child named in the report and to other children for the purpose of interviewing the child(ren) to obtain relevant information.

- i. See also Board Policy 431-R.

## 17. Employee Health - Communicable Diseases

- a. Assignments - It is the policy of the Board of Directors that an employee of the District with a communicable disease be allowed to attend to regularly assigned duties as long as the employee is physically able to perform the essential functions of the assignment and as long as the employee's assignment does not create a substantial health or safety risk to others in the District.
- b. Evaluation - Each case shall be evaluated on its own merits. The Superintendent or the Superintendent's designee may consult with the employee's personal physician, with the Iowa State Department of Health, with personnel from the United States Public Health Center for Disease Control, and with other appropriate agencies and persons in making decisions regarding an employee's placement. The Superintendent may require an employee to provide medical evidence of fitness to perform the tasks assigned.
- c. Confidentiality - Data and records regarding communicable diseases shall be maintained separately from general personnel files and so as to protect the privacy of the employee. This shall not be construed to prevent appropriate administrative and nursing staff from being informed of which employee has a communicable disease. All records indicating that an employee is infected with a communicable disease shall be maintained in the Superintendent's office.
- d. Exclusion - An employee who is at work and who has a communicable disease which creates a substantial risk to others at the workplace should report the condition to the Superintendent. Employees with communicable diseases may be excluded from school and/or school assignments for the period of time that their conditions endanger the health or safety of others or during such period as they are physically unable to perform assigned tasks.
- e. No HIV Test Requirement - No person shall be asked or required as a condition of employment to take a test for the presence of the antibody to

the human immunodeficiency virus, and no person shall have his/her terms, conditions, or privileges of employment affected solely because the employee had such a test.

- f. Hygiene - All staff members should practice hygienic principles designed to protect themselves and others from infection.
- g. Handwashing
- h. See also Board Policy 428

#### 18. Drug and Alcohol-Free Workplace

- a. No employee shall possess, use, be under the influence of, distribute, dispense, or manufacture any alcoholic beverage or controlled or illegal substance on school property, during work time, or at any student activity, except that an employee may take a controlled substance lawfully prescribed by a physician. Any violation of this policy shall be grounds for discipline, including immediate discharge.
- b. See also Board Policy 429.

#### 19. Employee Health: Occupational Exposure to Bloodborne Pathogens

- a. Exposure Control Plan. The Superintendent of Schools shall be responsible to insure that the District implements, and reviews and updates at least annually an exposure control plan to eliminate or minimize employees' occupational exposure to blood borne pathogens in accordance with OSHA requirements. The plan shall designate a response team at each building.
- b. Supplies and Training. The District shall provide at no cost to the employee's necessary supplies, personal protective devices, and training for employees to comply with the exposure control plan. Training shall include a discussion of universal precautions.
- c. Discipline. Failure of an employee to comply with the plan shall be grounds for disciplinary action, up to and including discharge.
- d. HBV Vaccine. Employees identified as having reasonably anticipated occupational contact with blood or infectious materials shall receive the Hepatitis B vaccine at District expense or shall sign a written waiver declining the vaccine.
- e. Post-Exposure Incident. Following a report of an exposure incident, the District shall make immediately available to the exposed employee a confidential medical examination and follow-up.
- f. Confidentiality. Medical records shall be maintained for each employee with occupational exposure. Such records shall be kept confidential in

accordance with Code No. 428 and shall not be disclosed without the employee's express written consent to any person within or outside the workplace except as required by law.

- g. See also Board Policy 435.

20. Employee Health: Injury at Work

- a. If an employee is injured at work, school personnel may administer minor or emergency first aid. If necessary, a member of the family shall be notified or the employee shall be transported to a medical facility. Each employee shall maintain an up-to-date emergency medical form on file in the building office.
- b. If possible, the employee or a person on behalf of the employee, shall file an accident report with the District within 24 hours of the occurrence. It shall be the responsibility of the employee to cooperate with any investigation into the occurrence.
- c. See also Board Policy 436.

21. Notification of Arrests, Criminal Charges and Disposition of Child Abuse Complaints

- a. Employees of the District must notify the Superintendent of any arrests, the filing of any criminal charges, and the disposition of any criminal charges pending against them. Except for employees whose duties require possession of a Commercial Driver's License, simple misdemeanors do not need to be reported to the Superintendent. Notification to the Superintendent shall occur no later than 48 hours after any arrests, the filing of any criminal charges, or the disposition of any criminal charges pending against them.
- b. Employees must also notify the Superintendent of any child abuse complaints filed against them and also any findings on any complaint against them alleging child abuse. Notification to the Superintendent of any complaints and findings shall occur no later than 48 hours after any child abuse complaints filed against them and also any findings on any complaint against them alleging child abuse.
- c. Information relating to arrests, criminal charges, dispositions, child abuse complaints and findings shall be treated and maintained as part of the employee's confidential file.
- d. Employees who do not notify the District as required under this policy may be subject to disciplinary action, up to and including immediate termination.

- e. See also Board Policy 452.

### **Student Conduct / Information**

1. Arrival and Departure of Children
  - a. To ensure the safe arrival and departure of students each day, parents / guardians are required to sign students in and out of the program.
  - b. In the event a parent/guardian will be taking a student from the program early and then returning, parent/guardian must sign the student in and out at that time as well.
  
2. Discipline Policy
  - a. Adventuretime's goal is to provide support and guidance to help students deal with conflicts and changes, accept responsibility for his/her actions, and to help your student develop techniques to use when upset with another student, staff member, or program expectations.
  - b. Staff will use the following techniques with children when guiding their behavior:
    - i. Actively monitor students and prevent negative behaviors from occurring.
    - ii. Talk to students about their positive and negative feelings.
    - iii. Model and role-play positive and negative behavior situations with students.
  - c. When negative behaviors occur, staff will:
    - i. Discuss the incident with all students involved.
    - ii. Discuss why he/she acted or reacted in a certain way.
    - iii. Discuss what the students could do differently in the future to handle the situation in a more positive manner (i.e., use your words, talk to an adult, take a break, etc.).
  - d. Biting - In cases where a mark is left on another child as a result of biting or other injury, the staff will notify both parents as soon as the situation is under control. The staff will complete an incident report listing the details of the incident for the children involved. Documents will be held by the staff until parents pick up. At pick up time, the parent of the individual student will be shown and asked to sign one copy of the report that will be placed in the students file for documentation.
  - e. In situations where biting occurs, the following first aid procedure will be followed:
    - i. For a surface bite, ice will be applied to reduce any swelling or bruising.
    - ii. For a bite that breaks through the skin, the area will first be cleaned with soap and water. Bite marks will be bandaged and the child will be monitored for any changes. Should changes occur, the parent will be contacted immediately.

- f. Disruptive/unsafe behavior or biting, which does not respond to intervention, will require the coordinator or staff to contact the parent. The parent and teacher will then meet to develop an individual plan to meet the needs of the student and the program.
  - g. According to licensing procedures for child care centers in the state of Iowa [Section 109.7(2)]:
    - i. Corporal punishment including spanking, shaking and slapping shall not be used.
    - ii. Punishment which is humiliating or frightening or which causes pain or discomfort to the child shall not be used.
    - iii. Punishment shall not be administered because of a child's illness, or progress or lack of progress in toilet training, nor shall punishment or threat of punishment be associated with food or rest.
    - iv. No child shall be subjected to verbal abuse, threats or derogatory remarks about the child or the child's family.
    - v. Each program shall have a written policy on the discipline of children which provides for positive guidance, with direction for resolving conflict and setting of well defined limits. The written policy shall be provided to team members and parents.
3. Suspension/Termination of Services
- a. Suspension - Adventuretime reserves the right to suspend any student from Adventuretime if the student is endangering him/herself, other students, or staff members. A student may also be suspended if a student requires constant one-on-one attention, is inflicting physical or emotional harm to another student or staff, or is not conforming to the behavior guidelines.
  - b. Parent Notification- If a student is not able to adjust to the Adventuretime program, the Adventuretime Coordinator will notify the parents regarding the situation and request that a meeting be arranged to discuss a solution. If a student's behavior does not improve, the Adventuretime Coordinator and Adventuretime Director may recommend that childcare services be terminated.
  - c. Discharge Policy - Adventuretime reserves the right to terminate services at any time. Termination may occur for any of the following reasons, but are not limited to: Failure to comply with the fee agreement and/or payment arrangements, unresolved behavior conflict by a child, or any type of hostile situation. All decisions to terminate services, communication concerning the identified problem and/or appeal or review of the termination shall be handled by the director.
4. Illness
- a. When a student becomes ill during the Adventuretime program, a parent/guardian will be notified to pick up their student within one hour of

notification. Parents will be notified to pick their student up in the following situations:

- i. The illness prevents the student from participating comfortably in activities as observed by the staff.
  - ii. The illness results in a greater need for care than the staff determines they can provide without compromising their ability to care for other students.
  - iii. The student has the following conditions, unless a health professional determines the student's condition does not require exclusion.
  - iv. The student appears severely ill; could include lethargy, lack of responsiveness, irritability, persistent crying, difficult breathing, extreme sunburn, or quickly spreading rash.
  - v. Fever (temperature above 101 degrees F orally) and behavior change or other signs and symptoms such as a sore throat, rash, vomiting, or diarrhea.
- b. Students may return to Adventuretime once they are symptom free for at least 24 hours without the use of fever-reducing medication (acetaminophen and ibuprofen).
  - c. When a student is unable to attend school due to an illness, students are also unable to attend Adventuretime that day.
  - d. Adventuretime will notify parents and school nurses of communicable diseases by posting notices and sending emails.

#### 5. Medical Emergencies

- a. All Adventuretime staff are required to be certified in First Aid and CPR.
- b. Accidents or injuries to a student will be documented on an incident report and parents are required to sign the form when the student is picked up.
- c. The Adventuretime Coordinator or Adventuretime staff will notify parents or guardians if the student will need medical care. If a parent or guardian cannot be reached, staff will call emergency contacts listed on the student's registration form. If emergency medical care is considered necessary and the above cannot be reached, the staff member will have the student transported to the hospital at parent expense.
- d. First Aid kits will be on site.

#### 6. Medications

- a. A medication release form must be signed with each medication that must be administered while attending Adventuretime.
- b. Medication must be in its original container with instructions from the pharmacist or doctor to distribute to the student.
- c. Topical medicines such as sunscreen, ointments, creams, etc., may only be applied with written permission from the parent.
- d. All medication will be kept in areas inaccessible to children.
- e. Medication should not be left in a child's backpack.

7. Hand Washing Policy
  - a. All team members must wash their hands at the following times to prevent or minimize the transmission of illness or disease: Upon arrival at the center, immediately before eating or participating in any food service activity, after diapering a child, before leaving the restroom either with a child or by themselves, before and after administering first aid, after handling animals and cleaning cages.
  - b. Children's hands will be washed at the following times to prevent or minimize the transmission of illness or disease: Immediately before eating or participating in any food service activity, after using the restroom, being diapered and after handling animals.
  
8. Universal Precaution Policy
  - a. Universal precautions must be followed by team members at all times. A protective barrier such as gloves must be worn when handling any bodily excrement or discharge. Proper hand washing must be followed as stated in the Hand Washing Policy.
  - b. All sharps must be placed in the sharps container after use.
  
9. Nutrition (Breakfast/Lunch/Snack)
  - f. All meals and snacks are prepared and served according to CACFP (Child and Adult Care Food Program) standards. Exceptions to these standards will be allowed for allergies, medical conditions or religion
  - g. Before School Programming - Adventuretime will take students to breakfast at the parent's request. The district's Food Services Program provides breakfast. Parents/ Students may pay [Nutrition Services](#) for breakfast that is offered at each building.
  - h. Preschool Lunch - Parents/ Students may pay [Nutrition Services](#) for lunch that is offered through nutrition services. The district's Food Service Program provides lunch. Parents may also bring in a sack lunch and drink.
  - i. After School Programming- Adventuretime serves a nutritious snack along with water or milk after school.
  - j. All Day Programming - Adventuretime serves a morning and afternoon snack along with water and milk. Parents must send a lunch and drink for lunch unless indicated on enrollment for that day.
  - k. Any foods brought from home must meet the nutritional requirements set by the USDA child and Adult Food Program.
  - l. Snack menus will be posted on the program website and on the Adventuretime bulletin board at each location.
  
10. Lunchroom Policy
  - a. All students and staff will wash their hands with soap and water when arriving to school, after using the restroom, before and after eating and/or



handling food. Children who consume cold lunch will be required to wash their hands before they go to the playground or back to their classrooms.

- b. The school will also promote a “No Food Trading” and “No Utensil Sharing” policy.
  - c. Lunchroom tables will be cleaned after each lunch shift.
11. Guidelines for Severe Food Allergies
- a. If your child has a food allergy, we will ask you to provide a note from your child’s physician that specifies what the allergy is and what foods may not be eaten.
  - b. A list of all children and their allergies will be posted.
  - c. Adventuretime will accommodate any children that have allergies and offer a substitute item for them.
  - d. Staff and parents in programs where one or more students with a life threatening allergy will be notified of the health threat and be provided with a list of foods and materials to avoid.
  - e. NO HOMEMADE TREATS OR FOOD ITEMS, for students, will be brought into our schools either by parents or staff. All treats must be commercially prepared and packaged for distribution with intact ingredient labels. Classrooms with students who have life threatening allergies may have more specific guidelines.
  - f. Food preparation as related to the curriculum may occur during nutrition lessons and food and candy items may also be used as a part of a craft project
  - g. Whenever students travel on field trips, a clear plan to activate EMS will be in place.
  - h. The District Transportation Supervisor will be notified of student(s) who have life threatening allergies and it will be the supervisor’s responsibility to communicate this information to drivers.
12. Special Needs - Please contact the Director of Adventuretime 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.
13. Student Protection - All employees of Adventuretime Family Services and the Urbandale Community School District are Mandatory Reporters of suspected abuse. Employees are required by law to report any suspicion of physical, sexual, or emotional a
14. Hold Harmless Agreement - Employees are required by law to report any suspicion of physical, sexual, or emotional abuse. The Urbandale Community School District and its employees assume no liability for injury to any student

during his/her participation in the Adventuretime program. Parent(s) / guardian(s) are responsible for all costs and fees associated with emergency medical care or treatment.

15. Hazing - The Urbandale Community School District believes all individuals should be treated with respect and dignity. Students should be able to participate in school sponsored programs in an environment free from any behavior that is intimidating, hostile, offensive, or dangerous. Students found to be in violation of this policy are subject to the co-curricular eligibility code, as well as all other applicable school policies. Iowa Code Section 708.10 states the following about hazing:

- a. A person commits an act of hazing when the person intentionally or recklessly engages in any act or acts involving forced activity which endanger the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with any organization operating in connection with a school, college, or university. Prohibited acts include, but are not limited to, any brutality of a physical nature such as whipping, forced confinement, or any other forced activity which endangers the physical health or safety of the student.
- b. For purposes of this section, "forced activity" means any activity which is a condition of initiation or admission into, or affiliation with, an organization, regardless of a student's willingness to participate in the activity.
- c. A person who commits an act of hazing is guilty of a simple misdemeanor.
- d. A person who commits an act of hazing which causes serious bodily injury to another is guilty of a serious misdemeanor.
- e. See also Board Policy 510, 427, 431.

16. Equal Educational Opportunities; Harassment of Students Prohibited

- a. Nondiscrimination - No student in the Urbandale Community School District shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in District programs on the basis of race, color, creed, gender, religion, marital status, ethnic background, national origin, disability, sexual orientation, or socio-economic background. The policy of the District shall be to provide educational programs and opportunities for students as needed on the basis of individual needs, interests, abilities and potential.
- b. Harassment, Bullying and Hazing Prohibited - The District is committed to providing all students a safe and civil educational environment in which all are treated with dignity and respect. The District is also committed to promoting understanding and appreciation of the cultural diversity of our society. The District shall educate students about our cultural diversity and

shall promote tolerance of individual differences. The District prohibits acts of intolerance, harassment, bullying, or hazing, including because of the individual's real or perceived race, color, creed, gender, religion, marital status, ethnic background, national origin, disability, sexual orientation, physical appearance, or socio-economic background. Acts of intolerance, harassment, bullying, or hazing may be treated as grounds for discipline. Discipline may include suspension or expulsion of a student or termination of a staff member's contract.

- c. Harassment, Bullying, Hazing. Any behavior that has the purpose or effect of causing injury, intimidation, fear, or unreasonable discomfort, or that creates an intimidating, offensive, or hostile learning environment shall be prohibited. Examples of prohibited behavior may include, but are not limited to the following:
  - i. Verbal or nonverbal, physical or written harassment or abuse
  - ii. Unwelcome touching
  - iii. Inappropriate or demeaning remarks, jokes, stories, activities, signs or posters
  - iv. Implied or implicit threats concerning grades, awards, property or opportunities
  - v. Unreasonable interference with a student's educational opportunities
  - vi. Requiring, explicitly or implicitly, that a student submit to harassment, bullying, or hazing, as a term or condition of the student's participation in any educational program or activity
  - vii. Submission to or rejection of such conduct is used as a basis for decisions affecting the student's education or participation in an activity
- d. Sexual Harassment - It is the policy of the Urbandale Community School District to maintain a learning environment that is free from sexual harassment. All employees, visitors and students must avoid any action or conduct which could be perceived as sexual harassment. It shall be a violation of this policy for any person to harass a student through conduct or communications of a sexual nature as defined in this policy.
- e. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature when:
  - i. Submission to such conduct is made either explicitly or implicitly a term or condition of the student's educational opportunities or benefits

- ii. Submission to or rejection of such conduct by a student is used as the basis for educational decisions affecting that student
  - iii. Such conduct has the purpose or effect of substantially interfering with a student's education by creating an intimidating, hostile, or offensive educational environment.
- f. Sexual harassment may include, but is not limited to the following
  - i. Verbal harassment or abuse
  - ii. Requests or pressure for sexual activity
  - iii. Unwelcome touching
  - iv. Other verbal or physical conduct of a sexual nature, such as inappropriate jokes, signs or posters of a sexual nature
  - v. Repeated remarks to or about a person with sexual or demeaning implications
  - vi. Any sexual overtures made by a staff member to a student, whether welcomed or unwelcome, shall be grounds for discipline, including discharge of the staff member. See also policy 519.
- g. Complaint Procedures - Any student (or the student's parents or guardians) alleging a violation of this policy may file a complaint using the Student Complaint Procedure of Policies 536 and 229. The complainant may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant may file the initial complaint with the compliance officer, whose decision may be appealed to the Superintendent. Policy 519 shall govern the investigation of alleged cases of physical or sexual abuse, including sexual harassment, of students by staff members.
- h. The complainant may be required to complete a written complaint form and to turn over copies of evidence of discrimination, harassment, bullying, or hazing including, but not limited to, letters, emails, tapes, signs, and pictures. The investigator shall promptly commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement. A written investigative report shall be completed, and a summary of the report, including a finding that the complaint was founded, unfounded, or inconclusive will be forwarded to the complainant and to the alleged perpetrator.
- i. Grievance Procedure – Disability. The District has also established a grievance procedure to handle complaints of discrimination based on disability and to handle concerns regarding accommodations of disabled

students. A parent, guardian, or student may utilize such grievance procedures.

- j. Compliance Officer - The Director of Student Services shall be designated as the District's compliance officer to insure that students are treated in accordance with this policy. In the event the Director of Student Services is the alleged perpetrator, the Superintendent shall be the alternate compliance officer.
- k. Confidentiality - The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- l. No Retaliation - No person shall retaliate against a student or other person because the student or other person has filed discrimination or harassment complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith. Persons who knowingly file false complaints or give false statements in an investigation shall be subject to discipline up to and including suspension, expulsion or termination of employment.
- m. Corrective Actions - The District will take action to halt any improper discrimination, harassment, bullying, or hazing, and will take other appropriate corrective actions, including disciplinary measures which may include discharge, suspension or expulsion of a perpetrator, to remedy all violations of this policy.
- n. Notification - Notice of this policy shall be communicated to staff, students, and parents of the District and to the District community. It shall be included in handbooks and shall be published in such other manner as the compliance officer shall determine.
- o. Training - The District shall educate staff and students about harassment, bullying and hazing, effective methods of prevention, and what to do in the event of such actions. The District shall participate in assessments of the effectiveness of this policy and education programs.
- p. Other Agencies - Students and their parents may also contact the Iowa Civil Rights Commission and the Office of Civil Rights of the United States Department of Education for assistance.
- q. See Board Policy 545.

## Facilities/Equipment

1. Smoke Free Facility
  - a. No smoking is allowed on school grounds.
  - b. In compliance with the Iowa Smokefree Air Act of 2008, Urbandale Community School Districts' program buildings and grounds are smoke free. A "No Smoking" sign meeting the law's requirements is posted at the entrance to all District facilities.
  
2. Facility Use
  - a. The Urbandale Activities Department encourages the use of all school facilities.
  - b. Those wishing to use the athletic facilities at Urbandale High School should contact the Activities Director for approval.
  - c. Outside groups must formally schedule use through the Activities Director.
  - d. Groups using the facilities assume the responsibility of normal care for the facilities. Damages resulting from misuse of equipment or facilities will be billed to the users of the facility.
  - e. The use of Urbandale District Facilities for non-school related activities is strictly prohibited without prior approval.
  - f. Facilities may not be used unless scheduled.
  - g. See also Board Policy 525.
  
3. Equipment Use
  - a. School equipment may only be used off-site for non-routine events without the approval of the Director of Adventuretime.
  - b. Equipment used off-site must be returned in the state and condition in which it was found.
  
4. Use of School Logos
  - a. Use of school logos in any format may not be used without the approval of the Director of Adventuretime.
  - b. When approved, school logos may not be altered from the approved format to include all colors.

## Site Information

Adventuretime Administrative Offices  
7110 Prairie Avenue  
Urbandale, IA 50322  
(515) 457-5855

Rolling Green Elementary School  
8100 Airline Avenue  
Urbandale, IA 50322  
(515) 681-3957

Karen Acres Elementary School  
3500 74th Street  
Urbandale, IA 50322  
(515) 250-4821

Valerius Elementary  
6301 Aurora Avenue  
Urbandale, IA 50322  
(515) 681-3958

Olmsted Elementary  
7110 Prairie Avenue  
Urbandale, IA 50322  
(515) 669-5199

Webster Elementary School  
12955 Aurora Avenue  
Urbandale, IA 50323  
(515) 681-3761

## Program Contact Information

Director of Adventuretime Family Services and Preschool  
Ashley Myers - Phone: (515) 457-5855 - Email: [myersa@urbandaleschools.com](mailto:myersa@urbandaleschools.com)

Assistant Director of Adventuretime Family Services and Preschool  
Kellie Dickinson- Phone: (515) 457-5859 - Email: [dickinsonk@urbandaleschools.com](mailto:dickinsonk@urbandaleschools.com)

Adventuretime Childcare Coordinator  
Jake Leonard- Phone: (515) 457-5809- Email: [leonardj@urbandaleschools.com](mailto:leonardj@urbandaleschools.com)

Administrative Assistant (Accounts/Billing)  
Deb Roetker- Phone: (515-457-5855) - Email: [roetkerd@urbandaleschools.com](mailto:roetkerd@urbandaleschools.com)

For more information on Adventuretime, visit: [www.urbandalecommunityed.com](http://www.urbandalecommunityed.com)