

General Policies & Information

*At Adventures we work to: Help Children **Love Jesus**,
Help Children **Love Learning**, Help Children **Love Kindness**.*

PARENT ORIENTATION

Attendance at an orientation meeting is mandatory. At this meeting, parents meet teachers, learn our vision and goals for the year, and pick up their student starter package.

WHAT IS HEED?

HEED stands for Home Education Enrichment Day. Currently HEED consists of HEED High, HEED Middle, HEED Adventures (Adventures) and Adventures in Innovation (Innovations). HEED began over 20 years ago as a place for Christian middle and high school students to take weekly classes and build community. In 2019, the elementary hands-on learning day, Adventures began. In 2024, Adventures in Innovation was added. Together these programs assist Christian families with children from K4-12 grade /college classes in their home education journey. Students placed in Adventures and Innovations will always have priority for placement in HEED Middle and HEED High school programs.

If my child is enrolled in Adventures and/or Innovations, what are they considered in the eyes of the 'state'?

Adventures and Innovations are commonly referred to as "school" by many students and parents alike, however, Adventures/Innovations are a home education learning programs. Students are considered independent homeschoolers as far as the State of Florida is concerned and parents must register with the county Education Service District as well as follow the state testing requirements. If a student is part of the PEP scholarship program they will enroll with the scholarship program as a homeschooler, instead of the county.

DAILY SCHEDULE ADVENTURES

- Pre-K am (age 4) Thursdays (8:45am-11:45am)
- Pre-K pm (age 4) Thursdays (12:00pm -3:00pm)
- Kindergarten & Elementary (Thursdays 8:45am-3:00pm)

DAILY SCHEDULE INNOVATION

- Pre-K through Elementary (Fridays 8:45am-12:00pm)

IN WHAT GRADE/COLOR WILL MY CHILD BE PLACED AT ADVENTURES?

At **Adventures** we place Adventurers by age NOT by grade. The color groups are divided up by the ages of those who apply and are placed in the program.

PINK Pre-K 4 is our half day program for our youngest group, 4/5 year olds.

RED is a **two**-year Jr. Adventure curriculum for 5/6 year olds.

ORANGE is a **two**-year Jr. Adventure Program for 6/7 year olds.

YELLOW is a **one** year program for 7/8 year olds.

GREEN is a **three**-year Adventure curriculum for 8,9,10,11-year-olds

BLUE is a **three**-year Adventure curriculum for 8,9,10,11-year-olds.

PURPLE is a **three**-year Adventure curriculum for 8,9,10,11-year-olds

At **Adventures in Innovation** we place children by age NOT by grade.

JUNIOR INNOVATORS: 4/5 year olds

EXPLORER 1: 6/7 year olds

EXPLORER 2: 8/9 year olds

INNOVATORS: 10-12 year olds

WHAT SUBJECTS ARE COVERED AT Adventures/Innovations?

Adventures, a hands on, play oriented, learning program, has Adventures in Bible, music, science, math, geography, world cultures, American history, literature, art, and more. Check our website for each color's Adventures.

Additionally, we read through the Bible together each year at Adventures. You will receive a family Bible to read along with us together at home and a bookmark with the reading schedule. Your time reading at home can be used for discussion and sharing thoughts together.

Adventures in Innovation is a S.T.E.A.M. based program that follows the Adventures profound learning model. The development of critical thinking skills and character are greatly emphasized and learned through creative building projects, technology integration and collaboration in classes such as FIRST LEGO League, critical thinking and art.

WHAT ARE THE CORE COURSES PARENTS COVER AT HOME?

We recommend parents work through a math and language arts curriculum at their learner's level. There are suggestions for different curricula posted on our website.

ADVENTURES GOOGLE CLASSROOMS

Each child will have a google classroom that will list all of a child's Adventures week by week along with more Adventures to "Dig Deeper" that they can continue at home. Additionally, this will provide information for families, syllabi for each Adventures and an important reading list for each group that will enhance their learning experience.

ADVENTURES IN INNOVATION does not utilize Google Classrooms.

TECHNOLOGY

Adventures is an internet free zone for children. Adventures in Innovation utilizes technology to access digital content through the FIRST LEGO League platform which includes coding applications. Please do not allow your children to bring digital devices to Adventures or Adventures in Innovation, not limited to: Laptops, tablets, phones, watches, electronic games etc.

BEHAVIOR GUIDELINES

The number one rule at Adventures and Innovations is KINDNESS. Participating in group activities takes a level of self-control for the child. This is often a learned behavior and one that sometimes requires help from parents at Adventures/Innovations. We recognize that parents have the ultimate responsibility over their child's training in the area of their behavior. For this reason, if a student is having trouble following the rules or not showing the necessary self-control, a parent will be required to attend with their child to train their child to participate in the group in an appropriate manner. This training can take 1-2 weeks, 1-2 months or even all year.

CLOTHING GUIDELINES

Children may wear shorts, long pants or skirts/dresses with shorts underneath them. Children must wear closed toed shoes, preferably sneakers. No sandals or Crocs may be worn as we are outside running and playing during the day. Adventures/Innovations has T-shirts that will be distributed to every student to wear each week. Parents may order an additional shirt for their child to wear for \$15 per shirt.

LABEL, LABEL, LABEL

Each child will have a name tag that they wear when they arrive and throughout the day. It has their name and assigned group. A similar tag will be placed on their backpack and their lunchbox. Please label everything else- water bottles, sweaters, caps. **DO NOT BRING TOYS OR SPECIAL TREASURES TO ADVENTURES or INNOVATIONS!** They are distracting and can be easily broken or lost.

WELLNESS POLICY

Please respect other children by NOT bringing a child who is exhibiting signs of possible illness. Some of these symptoms are:

1. Fever (100 or higher)
2. Productive cough
3. Sore throat
4. Heavy sneezing
5. Green or discolored discharge from nose or eyes
6. Rash
7. Vomiting and/or diarrhea
8. Head lice

Please make sure your child is WELL (minimum of 24 hours) before they return to Adventures/Innovations. If a child develops what appears to be illness during class, you will be contacted to pick your child up from class immediately.

MEDICINES

Adventures/Innovations staff, teachers, or any parent teachers/helpers will not assume the responsibility of dispensing medicines to any child. For those children who may need emergency medications such as EpiPen injections, inhalers etc., please discuss this with the Director so we can make special arrangement in these cases. Please indicate any medical concerns/allergies on your enrollment form.

SNACK/LUNCH

Adventures: Please send a healthy snack with your child to eat during their snack break. Students (except PINK) also need to bring a healthy lunch. **Please do not send anything that needs to be microwaved or candy.** All students may bring a filled, labeled water bottle each day or use the water fountain.

Innovations: Please send a healthy snack with your child to eat during their quick snack break. **Please do not send anything that needs to be microwaved or candy.** All students may bring a filled, labeled water bottle each day.

Adventures/Innovations is NOT A PEANUT FREE FACILITY—but we discourage parents from sending anything containing peanuts or peanut butter. Please let us know of any allergies on your enrollment form.

PICK UP AND DROP OFF

ADVENTURES parents will drop off their children under the covered entrance or walk their children into the building no later than **8:35**. We begin promptly at 8:45 am. The traffic will flow from North to South. Please follow the line of cars.

ADVENTURES IN INNOVATION parents will drop off their children under the covered entrance or walk their children into the building no later than **8:35am**. We begin promptly at 8:45am. The traffic will flow from North to South. Please follow the line of cars.

PICK UP IS A CAR LINE. For safety reasons, please **do not** park and walk in to pick up your children. Display your Adventure/Innovations pick up sign in your windshield with your last name. Your children will be brought out to you as you pull up to the door. If you are picking up other children, please have their parents let the directors know before the pick-up time.



Adventures morning Pre-K (PINK)	Adventures afternoon Pre-K (PINK)	Adventures (RED, ORANGE, YELLOW, GREEN, BLUE, PURPLE)	Adventures in Innovation
WEDNESDAYS & THURSDAYS 11:45 a.m.	WEDNESDAYS & THURSDAYS 3:00 p.m.	WEDNESDAYS & THURSDAYS 3:00 p.m.	FRIDAYS 12:00 p.m.

COMMUNICATION

We communicate with families through email, the REMIND text group and on social media “HEED Adventures”. Additionally, the color group moms in Adventures set up a “What’s App” groups between the moms.

RESTROOM POLICY

Staff, teachers, and parents are NEVER to go alone with a child (other than their own) into the restroom. If you must enter the restroom to briefly assist a child, you must prop the door open. Call for a second adult if you need to help a child alone in the restroom. Restroom assistance is limited to female staff/parent helpers only—no men please.

SAFETY

Adventures and Innovations have an armed security officer on property while the children are present. Each classroom has an attendance binder with the class list attached. Attendance is taken at the start of each class. The directors on duty have all parent contact information and any medical information for children. All building doors are locked during the day. A director or adult leader will always be in the lobby to monitor the locked front doors. All rooms (except restrooms and the church nursery) are on video surveillance.

ADVENTURE COLOR GROUP MOMS

Each color group will have 1-2 group moms who will oversee the class holiday parties and help with special projects (We do not recognize or celebrate Halloween). If you would like to help in this capacity, please contact an Adventures director. We will be having spirit days where student can dress in accordance with a silly theme (crazy hair or sock day etc).

MOM'S GATHERINGS

Once a month we will try and gather on a Thursday morning from 9:30am-10:30am to share homeschool information, have discussions, prayer, and fellowship. You are welcome to bring a friend to these morning gatherings. Check the website for exact days and topics.

PARENT CONDUCT

We want to be uplifting and encouraging to each other. Please be aware of how easy it can be to gossip or have a negative spirit. Don't be afraid to leave a negative conversation. We want to honor the Lord by talking about "things that are true, noble, right, pure, lovely, admirable, excellent and praiseworthy" (Phil. 4:8). It is our goal that parents and students leave each program day feeling emotionally and spiritually lifted up. We ask that all members refrain from any marketing, selling, or any other form of business promotion to other families whether during or outside of program days as well as social media. Thank you for your cooperation.

PARENT VOLUNTEERS

Adventures and Innovations request one parent to serve as a volunteer two full days (half day for PINK) throughout the year (one day in the fall and one day in the spring). Parents help with a variety of things throughout the day. These tasks may include assisting in classrooms and supervising drop off, recesses, lunch time, and pick up. Sign-ups are available on the google doc for parents to choose their volunteer dates on a first come, first served basis. Unregistered siblings may NOT attend classes. Unauthorized guests are not allowed on campus during school hours.

FRIDAY FUN DAYS

We have had some moms organize Friday field trips. This is outside of Adventures/Innovations and not an Adventures/Innovations event. We help notify and remind families to participate. If you would like to organize a field trip, let us know and we will connect you with the moms in charge.

ADVENTURES ANNUAL CHRISTMAS PRODUCTION

At Adventures we do an annual Christmas show at the end of the fall semester. Every child will be involved in the production. We begin practice on the first day of Adventures in the fall. Older students with speaking roles may be required to attend extra practices outside of Thursdays. Any parent with a gifting in any area of music, dance or production is welcome to join our team under the leadership of our production director.

ADVENTURES YEAR END CELEBRATION AND COMPLETION CEREMONY

On the last day of Adventures and Adventures in Innovations, parents, siblings, friends and family, are invited to come to see our year end programs during each respective morning. At Adventures, every child will perform and will be recognized for how they have grown during the year in their character and learning. At Adventures in Innovation, we will celebrate with a FIRST LEGO League festival and competition.

LOST AND FOUND

Adventures/Innovations will have Lost and Found articles set out at Drop Off. Please check with the director on duty. After four weeks, we will donate unlabeled items left behind. We are not responsible if your items are donated! Please label all articles so we can return them to you.

BUILDING STEWARDSHIP

We are blessed to share the beautiful facility at Above and Beyond Community Church. It is critical that we respect the building and staff. Please pick up after yourself and others if needed. Thank you for helping us maintain a successful and harmonious relationship with our host church.

HURRICANE POLICY

In the event of a hurricane threat, classes MAY be canceled for the day. Please listen to local news via radio, television, or websites. Adventures/Innovations follow the Palm Beach County School District cancellation decisions. Cancellations will be emailed to all members, sent out by text message on the REMIND app, and posted on our private Facebook page by 7:30 a.m. Hurricane days may be made up on a later date. (Fall break is our hurricane make up day)

BIRTHDAY CELEBRATIONS

Adventures/Innovations recognizes student's birthdays on the 1st Thursday and Friday of the month. If you would like to celebrate further, parents may attend during the day (director's will suggest the best time) to have a group party for their child's class.

OPERATION CHRISTMAS CHILD

We do participate in packing Christmas shoeboxes for children around the world. We encourage every family to participate. The boxes will be collected around the middle of November. We will send out more information on that.

BUSINESS/FAMILY SPONSORS

We are so blessed to have local businesses and individuals that are willing to sponsor our programs with donations each year to help offset costs for our Christmas show and year end bash as well as offering scholarships to families. Each business or family will be recognized in various ways including on our website, social media and more.

ADVENTURES and Adventures in INNOVATION HANDBOOK (K4-5th grade)

Mission Statement

To serve God by assisting families in their call to home educate their children. Adventures and Adventures in Innovation (Innovations) for (K4-5) accomplishes this through weekly creative and innovative hands-on activities and learning adventures in Boca Raton, FL.

Philosophy of Adventures and Adventures in Innovation

Adventures and Innovations are not a school but instead a hands on learning day that helps home educating parents enrich their home education program. We believe it is the responsibility of parents to train the minds of their own children to think rationally and biblically, to discern truth, and express thoughts clearly and persuasively. Adventures and Innovations assist parents by providing students opportunities to learn with other students.

Adventure Directors are Sue Puchferran, Sara Hoza and Allison Krause.

Adventures in Innovation Director is Sarah Puchferran.

Director Responsibilities:

Directors commit to:

- Seek to match instructors gifted in working with the age-appropriate learning needs of students. Criteria for instructors will include a love for the Lord, educational experience, ability to teach with creativity and innovation, personal integrity, and a love for learning.
- Provide learning environments and experiences that are both grade appropriate and that develop future ready academic skills.
- Adventures and Innovation require administrators and instructor candidates undergo a criminal background check.
- Directors reserve the right to replace one instructor with another during the year.

- Provide an active website and updates to inform families of all pertinent information and announcements.
- Provide a Google Learning Classroom System (Adventures only) for families to access weekly Adventure information.
- Serve as a liaison with our host facility.

Instructors Commit to:

- Provide quality instruction and activities in a Christian environment.
- Provide parents with a class syllabus and with weekly activity schedules for parents to “dig deeper” and continue learning at home.
- Communicate with parents on their child’s progress or any issues concerning their child in the program.
- Maintain a Google Learning Page for their class. (Adventures only)
- Attempt to handle all difficulties and conflicts with integrity and in a Biblical manner.

Parents Commit to:

- Purchase supplemental books and materials suggested by the program.
- Pay all tuition monies timely.
- Attend Parent Adventure/Innovation Night to meet with the administrators and instructors prior to classes beginning.
- Be willing to volunteer one-two days a year or for special events.
- Be involved in their student’s work and use it as a springboard for learning at home during the week.
- Learn the Google Learning System (Adventures only) to access a student’s home adventure suggestions.
- Communicate with instructors, to inform them ahead of time of planned absences.
- Make sure their students arrive on time dressed in their given T-shirt, shorts, pants, skirts/dresses with shorts underneath and sneakers.
- Pick up their children in a timely manner at the end of the day.
- Support and help enforce the no electronic policy. Students may not have cell phones, smart watches, tablets or electronic devices.
- Parents, obey the dress code of modesty when on campus.
- Obey all traffic rules on campus including driving very slowly in the parking lot.
- We will be offering a morning "Gathering" for homeschool encouragement and fellowship. Childcare will not be provided for younger children.
- Attempt to handle all difficulties and conflicts with integrity and in a Biblical manner.
- If a student does not possess self-control and is a distraction in class, at the directors’ discretion a parent may be required to attend the day with their student until the situation is resolved.
- Review with their children the policies set forth in this Handbook at the beginning of each year.

Students commit to:

- Abide by the dress code: Adventures and Innovations students must wear their given Adventures/Innovations T-shirt. They may wear shorts or jeans (skirts are not recommended due to outside playtime activities). Sneakers or closed-toed shoes are also required.
- Be completely potty trained.
- Demonstrate the self-control to participate in group activities without being a distraction. Students lacking in this area will need to have a parent stay with them in class until they are able to demonstrate self-control to stay alone.
- Demonstrate kindness and respect to directors, administrators, instructors, and their fellow students.
- Contact the director if they need to use a phone. The director on duty will have a cell phone for students to use during the day; parents will also have that number.
- Attempt to handle all difficulties and conflicts with integrity and in a Biblical manner.