

Community Education Parent Handbook 2019-2020



Before & After School Care

We've got what you want!



The mission of the Community Education Department is to deliver high quality, educational, cultural, and recreational enrichment programs and services to our community using aligned resources beyond the school day.

The Deer Valley Unified School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. No child will be denied enrollment in or access to the Community Education programs solely on these bases. All protections that students with disabilities and their parents are entitled to under the provisions of Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-65) and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), including reasonable accommodations, will be provided to eligible students in the DVUSD Before & After School Care Programs. For students with disabilities who are placed in special education programs, this means that, except for reasonable accommodations, special education services listed in a student's IEP, including all specially designed instruction, will not be provided to those students during the DVUSD Before & After School Care Programs.

Some information contained in this handbook may be subject to change; please visit www.dvUSD.org/communityed for our most up-to-date version.

State Licensing & Insurance

DVUSD Community Education programs are licensed and regulated by the Arizona Department of Health Services. All records related to licensing reviews are public record. Records may be reviewed for any licensed program at: Arizona Department of Health Services, Office of Child Care Licensure, 150 North 18th Avenue, Phoenix, AZ 85007, Phone 602-364-2539, or are available to view at the site.

DVUSD Community Education programs hold the required liability insurance through the Deer Valley Unified School District.

Programs may be subject to change or cancellation based on variables including, but not limited to minimum enrollment and site capacity.

Responsibilities to Protect Children

The DVUSD Community Education staff is required by Arizona Law (ARS 13-3620) to report any suspected neglect to the Department of Child Safety *Hot Line* at 1-888-SOS-CHILD (1-888-767-2445) or 911. While normal bruises and scrapes and/or mood swings will not alarm the trained staff, they may ask from time to time for clarification on how an injury may have occurred or why a child's behavior has changed. This procedure is DVUSD Community Education's way of assuring children's needs are being met by caring and supportive adults. **All inquiries will be made in a sensitive and confidential manner.** These inquiries usually give parents and staff an opportunity to work as a team to provide a safe and healthy environment for children.

**DVUSD Community Education
7071 W. Hillcrest Boulevard
Glendale, AZ 85310**



Account Representatives		
Before & After Care	Location	
Cindy.Edwards@dvusd.org 623-376-3977	Canyon Springs Diamond Canyon Greenbrier Highland Lakes	Las Brisas Mirage Mountain Shadows Stetson Hills
Beth.Harvill@dvusd.org 623-376-3976	Anthem Arrowhead Desert Mountain Desert Sage	Norterra Canyon Paseo Hills Sierra Verde Sunrise
Teri.Thorley@dvusd.org 623-376-3978	Copper Creek Legend Springs Park Meadows Sonoran Foothills	Sunset Ridge Terramar West Wing
Other Programs		
Julie.Bak@dvusd.org 623-376-3979	Preschool Programs Early Entry Testing Enrichment Classes	
Carey.Conger@dvusd.org 623-376-3974 Debbie.Rangel@dvusd.org 623-376-3973	Family Resource Center Outreach	

Online Payments
<https://deervalley.ce.eleyo.com>

Website
www.dvusd.org/beforeandafter

Community Education Secretary
Melissa Young, 623-376-3903

Operations Supervisor
Bobbi Paul, 623-376-3908

Program Supervisor
Eva Harlow, 623-376-3907

Director of Community Education
Barbara Ervin, 623-376-3901

Enrichment Classes
Stephen Slavick, 623-376-3923

Facility Rentals
Tina Robinson, 623-376-3916

**First Things First Family Resource
Center Coordinator**
Courtney Taylor, 623-376-3975

Safe Schools Hotline
623-376-3262

Transportation
602-467-5090

Tax Identification Number (EIN): 86-6004178

Deer Valley Unified School District 2019-2020 District Calendar

All campus-wide full and early release days and holidays apply to the Community Education programs. There may be limited centralized sites available for Winter and Spring Break childcare.

Beginning Dates

School Offices Open	<i>To be determined</i>
First Day of School	August 7

Holidays/Recesses

Independence Day	July 4
Labor Day	September 2
Fall Break Day	September 30
Fall Break Days	October 1, 14
Veterans Day	November 11
Thanksgiving Recess	November 27-29
Winter Break	December 23-January 3
Martin Luther King Day	January 20
Presidents Day	February 17
Spring Break	March 16-20
Spring Break Day	April 10
Memorial Day	May 25

Ending Dates

Last Day of School (early release)	May 21
School Offices Close	<i>To be determined</i>

Early Release Days for Students

To be determined

Some days may be subject to change pending DVUSD Governing Board review and approval.

The Community Education Division at the District Office is open all year, however, a summer schedule is in effect during June and July; please call for hours.



JULY							AUGUST							SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	4	5	6	7	8	9	10	1	2	3	4	5	6	7	1	2	3	4	5	6	7
7	8	9	10	11	12	13	11	12	13	14	15	16	17	8	9	10	11	12	13	14	6	7	8	9	10	11	12
14	15	16	17	18	19	20	18	19	20	21	22	23	24	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	25	26	27	28	29	30	31	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31											29	30						27	28	29	30	31		

Jul. 4 - Independence Day Observed
Offices Closed
Jul. 31 - New Teachers Begin

Aug. 2 - Continuing Teachers Return
Aug. 7 - First Day for Students
Aug. 16, 23, 30 - Early Release Days

Sept. 2 - Labor Day - No School
Sept. 13, 20, 27 - Early Release Days
Sept. 30 & Oct. 1 - Fall Break Days

Oct. 11 & 25 - Early Release Days
Oct. 14 - Fall Break Day
Oct. 16 - K-8 only P/T Conf - Early Release
Oct. 17 & 18 - K-12 P/T Conf - Early Release

NOVEMBER							DECEMBER							JANUARY							FEBRUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7			1	2	3	4							1	
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	23	24	25	26	27	28	29	

Nov. 1, 8, 22 - Early Release Days
Nov. 11 - Veterans Day - No School
Nov. 27-29 - Thanksgiving Recess

Dec. 6 & 13 - Early Release Days
Dec. 19 - HS Half Day
Dec. 20 - K-12 Half Day
Dec. 23-Jan. 3 - Winter Break

Dec. 23-Jan. 3 - Winter Break
Jan. 10, 17, 31 - Early Release Days
Jan. 20 - Martin Luther King - No School

Feb. 7, 14, 28 - Early Release Days
Feb. 17 - President's Day - No School
Feb. 19-21-K-8 only P/T Conf - Early Release

MARCH							APRIL							MAY							JUNE								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
	1	2	3	4	5	6	7					1	2	3	4						1	2							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13		
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20		
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27		
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30						

Mar. 6, 13, 27 - Early Release Days
Mar. 16-20 - Spring Break Days

Apr. 10 - Spring Break Day
No Early Release Days in April due to State Testing

May 8 & 15 - Early Release Days
May 21 - Last day for students - Half Day
May 22 - Last Day for Teachers
May 25 - Memorial Day - Offices Closed

First Day of School
Early Release (90 min) - PLC / Prof. Development
Early Release (90 min) - Parent/Teacher Conferences
1/2 Day Release - See campus web pages for release times
Last Day of School
Graduation Dates
No School - Federal Holiday or Break

Graduation Dates
May 18th (Monday) BC=2 p.m., MR=4:30 p.m., BG=7 p.m. (BC, MR and BG will have early release on May 18th.)
May 19th (Tues.) JD=2 p.m., DV=4:30 p.m.

Grading Periods 1st Quarter..... Oct. 11, 2019 (45) 2nd Quarter..... Dec. 20, 2019 (45) 3rd Quarter..... Mar. 13, 2020 (48) 4th Quarter..... May 21, 2020 (43)	Teacher Contract Days185 Student Contact Days.....181 40th Day..... Oct. 4, 2019 100th Day..... Jan. 17, 2020
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Early Release (90 min) PLC/PD Days	
1st Semester	2nd Semester
Aug. 16	Jan. 10
Aug. 23	Jan. 17
Aug. 30	Feb. 7
Sept. 13	Feb. 14
Sept. 20	Feb. 28
Sept. 27	Mar. 6
Oct. 11	Mar. 13
Oct. 25	Mar. 27
Nov. 1	May 8
Nov. 8	May 15
Nov. 22	
Dec. 6	
Dec. 13	

* No Early Release Days in April due to State Testing

No school - Federal Holiday or Break Days	
Sept. 2	Labor Day
Sept. 30 - Oct. 1	Fall Break
Oct. 14	Fall Break
Nov. 11	Veterans Day
Nov. 27-29	Thanksgiving Recess
Dec. 23 - Jan. 3	Winter Break
Jan. 20	M.L. King Jr. Day
Feb. 17	President's Day
Mar. 16-20	Spring Break
Apr. 10	Spring Break Day

Student last day - May 21
Teachers last day - May 22

1st semester = 90 days
2nd semester = 91 days

Dates subject to change pending DVUSD Governing Board review and approval.

**Deer Valley Unified School District
Before & After School Care Sites**

<p>Anthem Rockets 41020 NE Freedom Way Anthem, AZ 85086 (623) 376-3752 (602) 501-3319 AM 6:30-8:45 PM 3:30-6:00 Contact Jessica Walsh</p>	<p>Desert Mountain Blackhawks 35959 N. 7th Avenue Desert Hills, AZ 85086 (623) 445-3572 (623) 687-1237 AM 6:30-8:15 PM 3:00-6:00 Contact Megan Dobbins</p>	<p>Highland Lakes Bears 19000 N. 63rd Avenue Glendale, AZ 85308 (623) 376-4332 (623) 256-1816 AM 6:30-8:45 PM 3:30-6:00 Contact Vivian Bauer</p>
<p>Arrowhead Panther Pride 7490 W. Union Hills Dr. Glendale, AZ 85308 (623) 376-4100 (623) 687-6724 AM 6:30-8:45 PM 3:30-6:00 Contact Patty Herman</p>	<p>Desert Sage Gecko Corral 4035 W. Alameda Road Glendale, AZ 85310 (623) 445-4797 (602) 819-8409 AM 6:30-8:45 PM 3:30-6:00 Contact Shawn Chavez</p>	<p>Las Brisas All Star Club 5805 W. Alameda Road Glendale, AZ 85310 (623) 445-5572 (623) 399-0350 AM 6:30-8:00 PM 2:45-6:00 Contact Diane Bushu</p>
<p>Canyon Springs Wolves Den 42901 N. 45th Avenue Anthem, AZ 85087 (602) 376-5200 (602) 501-2530 AM 6:30-8:15 PM 3:00-6:00 Contact Tonya Yates</p>	<p>Diamond Canyon Coyote Corner 40004 Liberty Bell Way Anthem, AZ 85086 (623) 445-8077 (623) 262-1015 AM 6:30-8:45 PM 3:30-6:00 Contact Charvelle Gordy</p>	<p>Legend Springs Leopards Den 21150 N. Arrowhead Loop Glendale, AZ 85308 (623) 376-4500 (602) 501-2871 AM 6:30-8:45 PM 3:30-6:00 Contact Kim Arlienne</p>
<p>Copper Creek Bobcat Den 7071 W. Hillcrest Blvd. Glendale, AZ 85310 (602) 376-3994 (602) 573-9370 AM 6:30-8:30 PM 3:15-6:00 Contact Seana Martinka</p>	<p>Greenbrier Sidewinders 6150 W. Greenbriar Drive Glendale, AZ 85308 (602) 467-5552 (623) 606-8303 AM 6:30-8:45 PM 3:30-6:00 Contact Paola Graciano-Gomez</p>	<p>Mirage Roadrunners 3910 W. Grovers Glendale, AZ 85308 (623) 445-4300 (602) 499-5819 AM 6:30-8:00 PM 2:45-6:00 Contact Becki Brown</p>

Deer Valley Unified School District Before & After School Care Sites

<p>Mountain Shadows Coyote Clubhouse 19602 N. 45th Avenue Glendale, AZ 85308 (623) 445-4331 (623) 262-2465 AM 6:30-8:45 PM 3:30-6:00 Contact Sherry Thackston</p>	<p>Sierra Verde Vipers Den 7241 W. Rose Garden Lane Glendale, AZ 85308 (623) 376-4800 (602) 501-3919 AM 6:30-8:45 PM 3:30-6:00 Contact Tina White</p>	<p>Sunset Ridge Hawks 35707 N. 33rd Lane Phoenix, AZ 85086 (623) 445-7888 (623) 687-1201 AM 6:30-8:45 PM 3:30-6:00 Contact To be announced</p>
<p>Norterra Canyon Pirates Cove 2200 W. Maya Way Phoenix, AZ 85085 (623) 445-8292 (623) 271-3980 AM 6:30-8:15 PM 3:00-6:00 Contact Jeri Campton-Jackson</p>	<p>Sonoran Foothills Bobcats 32150 N. Foothills Drive Phoenix, AZ 85085 (623) 445-8474 (623) 692-7507 AM 6:30-8:45 a.m. PM 3:30-6:00 p.m. Contact: Jennifer Martino</p>	<p>Terramar Titans 7000 W. Happy Valley Road Peoria, AZ 85383 (623) 445-7600 (623) 262-1504 AM 6:30-8:15 PM 3:00-6:00 Contact Teresa Lipson</p>
<p>Park Meadows Stinger's Activity Club 20012 N. 35th Avenue Glendale, AZ 85308 (623) 445-4184 (623) 262-1406 AM 6:30-8:45 PM 3:30-6:00 Contact Debra Craig</p>	<p>Stetson Hills Stallions Stable 25475 N. Stetson Hills Loop Phoenix, AZ 85083 (623) 445-5386 (480) 268-1020 AM 6:30-8:45 PM 3:30-6:00 Contact Pamela Abbitt</p>	<p>West Wing Mustang Corral 26716 N. High Desert Dr SW Peoria, AZ 85383 (623) 376-5054 (602) 501-2073 AM 6:30-8:45 PM 3:30-6:00 Contact Linda Pepe</p>
<p>Paseo Hills Rattler's Den 3302 W. Louise Drive Phoenix, AZ 85027 (623) 445-4579 (623) 262-3632 AM 6:30-8:45 PM 3:30-6:00 Contact Patti Eardley</p>	<p>Sunrise Lion's Den 17624 N. 31st Avenue Phoenix, AZ 85053 (602) 467-6010 (623) 293-1341 AM 6:30-8:15 PM 3:00-6:00 Contact Whitney Davis</p>	<p>Community Education offers a wide variety of enrichment activities for students and adults. Visit www.dvUSD.org/ communityed for more information</p>

Before & After School Care Program Description

Deer Valley Unified School District Community Education school-based Before & After School Care programs offer families with students in grades K-8, age 5-14, the opportunity to extend their children's learning and development beyond the school day in a safe and supervised environment. Our diverse set of enrichment activities such as homework assistance, a literacy program, organized play indoors and out, and access to optional after school enrichment classes ensures there is something for everyone to enjoy.

Early Entry Kindergarten

Students who test into kindergarten early may attend the Before & After Care program **once they have reached their 5th birthday**. This is due to licensing requirements.

Program Hours

The Before & After School Care programs are open on all school days from 6:30 a.m. until the start of school and from dismissal time until 6:00 p.m. This includes early release days. On full release/break days when the program is open, the hours of operation are from 6:30 a.m. until 6:00 p.m. Schools may choose to lock their gates during the morning which will require entry through the school office; please check with your site staff about this.

Winter, Spring, and Summer Break Care

A limited number of day camps may be offered during Winter, Spring or Summer break for families needing care. A separate reservation and payment is required to attend. Additional days after the registration deadline are subject to availability, late fee, and staff approval. No changes will be made after the payment deadline.

Reservation and Payment Options for Before & After Care

Plans and rates are subject to change (see table on page 11)

- ***Consistent*** plans allow you to enroll for the **same 3-5 days every week**; this plan invoices by the number of days reserved within the calendar month.
- ***Pick Your Days*** allows you to enroll for **3-5 days during the weeks of your choice**. This invoices by the number of weeks within the billing month.
- ***Drop In*** allows you to choose **days only as needed** and bills by the day. You are encouraged to reserve your days in advance to ensure your child's attendance on a given day. A site may reach capacity for a day and be unable to accept additional students. However, please remember that once the days are approved and invoiced, they will not be refunded.
- ***Employee Only PLC DROP IN is for EMPLOYEES ONLY*** and **requires a separate contract from any other services requested.**

Rates Per Child		Discounts
Morning & Afternoon care on a Consistent Plan , subject to a 3-day per week minimum, and the sessions are on the same days every week, i.e. every Monday-Thursday, AM&PM, etc.	\$14.00 per day	10% multi-child discount on additional children 10% DVUSD employee discount (taken on all children; multi-child will not apply)
Morning care only on a Consistent or Pick Your Days Plan , subject to a 3-day per week minimum. Days must be chosen in advance. Once confirmed, changing or adding days may be subject to additional fees; no credit will be given for days reserved but not used.	\$6 per day; \$18 per week minimum	
Afternoon care only on a Consistent or Pick Your Days Plan , subject to a 3-day per week minimum. Days must be chosen in advance. Once confirmed, changing or adding days may be subject to additional fees; no credit will be given for days reserved but not used.	\$10.00 per day; \$30 per week minimum	
Additional days on any of the above plans after schedule is accepted/ approved. For example, if you have 3 afternoons per week and add a morning, the rate will be \$11 (\$6 for morning plus \$5 additional daily rate). Days added to a Pick Your Days Plan in a non-scheduled week will be charged the Daily Drop In rate.	\$5.00 in addition to normal daily rate; i.e. \$11 for morning, \$15 for afternoon, \$19.00 for consistent AM/PM \$30 on Pick Your Days plan in unscheduled week. No discounts.	
Drop In care	\$30.00 per day	
Additional Fees		
Change Fee	\$25.00	For each change
Late Payment Fee	\$25.00 per month	
Late Pick Up Fee	\$15 plus \$2 per minute	3 or more late pick ups will result in withdrawal

Parent Responsibilities

Parent Involvement

You will read throughout this handbook that parent involvement is necessary to assure the success of your child. We need you. There are a variety of ways you can support your child. Ask your instructor how you can help. Communication between parents and program staff is vital. Parents should watch for newsletters, calendars, and communications that may come home in their child's backpack, or through electronic communications from the site.

Visiting

'Our doors are open' to drop-in visits, however, visitors are asked to call ahead if they wish to spend any time talking with the instructor or assistants, as staff's first priority is with the children and we must remain in ratio at all times. Please understand that children need some time to adjust to the program routine. The program staff encourages parents to wait two to four weeks before visiting.

When you are in the program as a volunteer, the following policies/ procedures must be adhered to:

- All volunteers are required to sign in/out through the front office
- Volunteers are expected to attend training. Please ask your school for further information
- Volunteers must maintain confidentiality regarding students and families. We ask that you **not** discuss or 'share' information about individual students or their families while volunteering in the program
- We use positive discipline techniques in our programs. Ask your instructor to explain this policy. (Please read the complete policy statement in the discipline section of this Parent Handbook)
- Our dress code requires that you dress neatly. We must always look clean and modest, and dress comfortably to work and play with children
- We always have an **eye for safety** and never leave children unattended
- Watch for anything that could be a danger to children
- Please plan ahead to schedule your program volunteer time so the instructor can organize an activity for your supervision
- Volunteers in the programs may be asked to:
 - Follow the directions of the program staff
 - Work with children
 - Help children glue, paint, etc.
 - Prepare activities (mix paint, etc.)
 - Help prepare or clean-up after snack
 - Read to a child or group of children
 - Participate in songs, finger-plays, etc.

Registration

Annual registration is available on a **first come, first serve basis** and will continue until a program is full. All registration and policy agreement forms must be completed online at <https://deervalley.ce.eleyo.com> and each child's current immunization record on file with the **Community Education Office at 7071 W. Hillcrest Boulevard, Glendale, AZ 85310** (on the Copper Creek Campus), before your child can participate each year. There is a non-refundable per-family registration fee due at the time of registration for each program. All students entering this program must be completely toilet trained, meaning they must be able to use the bathroom facility by themselves without assistance from an adult. For the safety of your student and in compliance with DHS licensing, incomplete registration forms will not be accepted. A three-business day processing period applies prior to attending this program once completed registration is accepted. Late registration fees may apply after certain dates, please consult our website at <http://dvusd.org/beforeandafter> or contact us for details. A new registration may not be processed if it is discovered that a past due balance remains on a family account for any previous services.

The first month's payment is due and will be charged at the time of contract approval if on or after first payment due date.

Community Education does not have access to your child's school records for immunizations (or custody papers, if applicable). These documents must be on file with any DHS licensed program in which your child is enrolled. Students may only attend the program and site for which they are enrolled. DHS requires your most recent physician's copy of immunizations. The copy on file in your school nurse's office is not acceptable to DHS and we ask that you do not ask your school to reproduce a copy of their record.

Tuition

All payments are due in advance of service on the due date indicated, and can be made online at <https://deervalley.ce.eleyo.com>, or sent/brought to the **Community Education Office at 7071 W. Hillcrest Boulevard, Glendale, AZ 85310** (on the Copper Creek Campus). Payments not received by the due date are considered late and subject to a \$25 late payment fee. You will be invoiced electronically on the 25th of most months (date will be adjusted to accommodate school break or holiday schedules). Nonpayment will result in an immediate disenrollment until the account is brought current. A \$25 reinstatement fee will apply for re-enrollment after withdrawal for nonpayment.

All accounts are family accounts, and payments may be split between payers, however, all parties must submit payments on time for the student to remain enrolled in the program and the account to be considered current. Ultimately, the person creating the registration and signing the Emergency Information form is responsible for making payments. Additional fees incurred on an account with two or more automatic payment plans will charge according to the percentage of split that was indicated at the time of registration.

All balances must be paid before the end of the program year or session. Balances remaining at that time are considered past due and will result in account suspension. This will prohibit registration or enrollment in any Community Education class or program now or in the future until payment or payment arrangement is made. Failure to comply with a payment arrangement will result in disenrollment from any current program and suspension of the account.

Attendance is subject to a three-day per week minimum for any weeks reserved, except for the Daily Drop In plan. There are no refunds or credits for absence or illness.

- **Before & After School Care** fees are based on a daily rate, subject to a minimum of 3 days per week
 - \$14 per day for morning and afternoon care on a **Consistent** plan when mornings and afternoons are the same day. A **Consistent** plan will invoice by the number of days in the calendar month.
 - \$6 per day for morning care
 - Additional mornings not pre-scheduled are \$11 each
 - \$10 per day for afternoon care
 - Additional afternoons not pre-scheduled are \$15 each
 - A **Pick Your Days Plan** will invoice by the number weeks in the monthly billing cycle. Days added to a **Pick Your Days** plan during a week where no other days are reserved in advance, will be charged the \$30 Daily Drop In rate.
 - \$30 per day for a **Daily Drop In** rate when not on a “Consistent” or “Pick Your Days” plan. Not discountable.
 - See Page 11 for more details
- **Winter and Spring Break Camp** fees are a per child daily rate. The three (3) day per week minimum does not apply. Please plan carefully; payments are non-refundable. These will require separate registration and fees.
- **‘Sun’sational Summer Camp** requires a separate registration and fees. Please visit <http://dvusd.org/summercamp> for details.

Discounts

- **Multiple child** discount of 10% is given for second and subsequent children in the same program. Children must have the same parents/guardians and all be included on the same enrollment to be eligible for this discount. This may not be combined with the DVUSD employee discount.
- **DVUSD employees** receive a 10% discount on all children in the same program; this may not be combined with the multi-child discount.

Payment Options

All payments are due on the 1st of the month, August through May.

- You may set up an automatic payment plan at the time of your online registration (or any time throughout the year) with your debit/credit card number (Discover, Master Card or Visa). All automatic payments are charged on the first of each month. Automatic payment failures not addressed are subject to late fee. It is the payer's responsibility to ensure payments are successfully transmitted. A failed payment will result in an electronically generated email notice sent to your address on file; it is your responsibility to keep this current.
- Online payments can be made at <https://deervalley.ce.eleyo.com>.
- Mail or drop off your payment to the **Community Education Office at 7071 W. Hillcrest Boulevard, Glendale, AZ 85310** (on the Copper Creek Campus). Mailed payments must be postmarked prior to, and payment must be received by the due date to be considered on time.
- Call in your payment with a debit or credit card. High volumes of calls are experienced on payment due dates; please plan accordingly. If you get voice mail please leave only one message for one person and your call will be returned (see page 3 for site assignments)
 - 623-376-3977 for Cindy Edwards
 - 623-376-3976 for Beth Harvill
 - 623-376-3978 for Teri Thorley
- Tuition payments are NOT accepted in the program so that our staff are focused on your children. Additional fees incurred are due at the time of service and will be added to your next invoice.

Financial Assistance

The Department of Economic Security (DES) may have funding available for low-income families who would like to utilize the program. Contact your local DES office to find out more information on how to apply, or contact the DVUSD First Things First Family Resource Center at 623-445-4727. Processing can take up to 30 days. Families already receiving DES assistance must contact their caseworker in advance before attending a different site, such as Winter, Spring, and Summer camp locations. This is the responsibility of the parent or guardian of the child for whom benefits are being provided. Failure to obtain prior approval for a different site can result in DES not paying your care, in which case you are liable for the charges incurred.

IMPORTANT INFORMATION regarding your DES subsidized account.

If you are eligible to receive financial assistance from the AZ Department of Economic Security (DES), you will be responsible for the following:

- The per family registration fee; DES does not cover this fee, and it will be charged to the parent/guardian at the time of contract approval
- Your daily co-pay as determined by DES
- Any difference between the daily rate that is subsidized by DES and our daily rate
- Choosing only the days your child will attend Before & After School Care
 - if you choose days that your child does not attend, you are responsible for the full daily rate
 - DES will not subsidize days that your child does not attend
- Submit the required documentation

Late Pick-Up Fees

We understand there may be circumstances that prevent you from picking your child up on time, however, if you are past dismissal time, you will be required to pay a fee of \$15 plus \$2 per minute for every minute you are late. Fees are due immediately, and will automatically be added to your account when you sign out on with the Attendance App on the site's iPad. This is a per-family fee. *Three late pick-ups is considered excessive and will result in withdrawal from the program.*

Additional Days

Additional mornings and/or afternoons may be purchased on an occasional basis if your child is on a 3- or 4-day per week plan. Please notify your Lead Instructor in advance when you know that you will need additional care. Payment is due at the next billing cycle.

Additional days used in a week for which there are no pre-selected days will be charged at the \$30 per day daily drop-in rate.

Late Payments

Any payment not received in our office by the due date will be charged a \$25 late fee, including a failed automatic payment that is not addressed in a timely manner. Payments are due online at <https://deervalley.ce.eleyo.com> or at **DVUSD Community Education, 7071 W. Hillcrest Boulevard, Glendale, AZ 85310** (on the campus of Copper Creek School).

- **Before & After Care**
 - Due by first of month; late on second
 - Late fee will be assessed 5 days after the due date and reflected on the next invoice
- **Winter and Spring Breaks**
 - Due as indicated on fliers
 - Subject to \$25 late registration fee after deadline, if available
 - Non-refundable

Collection of Late Payments

In the event a balance remains unpaid, your instructor and account representative will work together to collect payment.

- On or about the 7th of each month, a written notice will be attached to sign-in/out sheet stating that withdraw from the program will occur if a past-due balance is not paid by date indicated.
- Balances unpaid will result in suspension from the program and sign-in/out sheet will be removed from book.
- Past due balances are automatically assessed a \$25 late fee after 5 days, and the fee will be included with the next billing cycle; this means automatic payments will be charged at that time.
 - A \$25 reinstatement fee, plus any past due balance will be due prior to re-enrollment
 - Account will remain suspended until any past due balance is received
 - Suspension from ALL Community Education programs will remain in effect until balance is paid, even if it is beyond the current school year

Please communicate with your account representative if you need extra time, prior to your payment due date. It is never our intention to remove a child from a program. All Community Education programs are self-funded through tuition payments and must remain solvent and sustainable. If you are experiencing difficulty, let's work out a mutually agreeable plan.

Returned Checks

DVUSD has contracted with "Nexcheck", an outside collection service, for returned checks. Fees established by law will be debited from your checking account for all rejected checks. If the check and fee are not collected electronically, then Nexcheck will contact you in order to make arrangements to pay. All checks must include your address and phone number, as well as preprinted name.

Absences

There are no discounts, refunds, or credits for sick days, or days your child does not attend the program. Please report your child's absence on or before the day it occurs. If your child is scheduled to attend and does not report to the program, the staff will make every effort to verify the absence with the parents/guardians, and emergency contacts. We do request that you notify the program if your child will no longer be attending or if they will be absent for any reason, as this directly affects staffing requirements. If your child stops attending and we have not been notified, we may offer this spot to another person on the waiting list. A student suspended from school may not attend the program during the suspension; this includes in-school suspensions.

Changes in Enrollment

Please log into your account at <https://deervalley.ce.eleyo.com> and request a change online prior to the billing date. Once a month is invoiced, you will need to email your account representative.

- Once the upcoming or current month has been invoiced, the systems locks in the days and automatically changes the effective date of the change to the beginning of the following month, depending on your plan.
- If you need the plan change to start sooner, please email your account representative with the change request. We will enforce a 3 business day processing time for your request to be completed. You may continue to use the program at the "additional day" rate until the change has been completed. The effective date of change may not be back dated.
- A \$25 fee will be charged for each change requiring an account to be re-invoiced, or a contract type to be changed, for example from a Pick-Your-Days to a Consistent plan. Prior to September 1st, one plan change per family may be made without incurring a change fee. You may choose to withdraw your contract with no change fee, however, a re-enrollment will require a new registration and reinstatement fee, and could be denied if the site has reached capacity.

Dual Households

Parents who both utilize the program but maintain separate sets of registration paperwork may each schedule their own plans. Please communicate with your site staff so that they are aware of which days your child is attending for which parent. Separate accounts and separate registration fees will be required.

Dual households may choose to share an account if all parties are agreeable.

Withdrawal

Withdrawal may occur upon request of parent or guardian, due to non-payment of tuition, 3 or more late pick ups, excessive absences, as disciplinary action, or for repeated toileting accidents suggesting a student is not fully potty trained. In addition, withdrawal from the program may result due to parental abuse and/or threatening of Community Education staff. Refunds will not be provided for any unused portion of a reservation/tuition period once the payment due day has passed. We require two weeks written notice for withdrawal from a

Community Education program, or request withdrawal online at <https://deervalley.ce.eleyo.com>. A student removed from the program may re-enroll as a new student on a trial basis at the next semester, subject to openings in the program (see section on Discipline). A child who has been withdrawn at the parent's request may also re-enroll as a new student at any time, subject to availability in the program. Any such situation will be considered a new enrollment and a \$25 re-enrollment fee will apply.

Program Information

Arrival/Dismissal

In accordance with state licensing regulations, our programs will require the signature of the parent/guardian each time the child enters or leaves the site. **We will require any authorized persons that we do not recognize to provide picture identification** as well as a signature. A written request is required to release your child to anyone not on your authorized list. A notarized written statement from the parent/guardian must be on file if an older sibling will be walking your child to or from class, or if a high school student under the age of 18 is signing your child in or out. Anyone authorized to sign your child in or out of the program must be on your Emergency Information form.

Students attending another school, such as a nearby middle school, may not walk to or from a program; they must be accompanied and signed in/out by an authorized adult. Once you or your authorized adult signs out your child, the adult and child must exit the school property immediately. This includes a sign-out for a therapy session or other meeting. If you want your child to attend another activity on premises, such as tutoring, music practice, etc., you must provide written permission to have your child released to and/or returned by designated school staff.

If there are custody records, we require a copy of the legal document to be on file with the program; we do not have access to records you may have already submitted to the school.

Staffing

The DVUSD Community Education programs follow The Arizona State Department of Health Services (DHS) Bureau of Child Care Licensing staff to children ratios. The DHS staff to children ratio for school age children is 1 to 20; for pre-school it is 1 to 15 for age 4, and 1 to 13 for age 3. All Community Education staff have been fingerprinted and are employees of the DVUSD Community Education Division of the Curriculum, Instruction, and Assessment Department of Deer Valley Unified School District.

Transportation

Community Education does not provide transportation to or from its programs.

Field Trips

Field trips are a wonderful opportunity for your child to experience the community in which they live. In the event that a field trip is scheduled:

- Instructors will receive written authorization from parents of children attending the field trip prior to the child's participation.
- If you choose to not have your child participate on a field trip you will need to make other arrangements for him/her during that time as we do not have staff members stay behind.
- Any child who loses the privilege to attend a field trip cannot attend the program during that time.
- The adult/child ratios will vary with location and circumstances.
- NO siblings or guests will be allowed on field trips unless special arrangements have been made.
- Adults will exhibit professional behavior (no weapons, smoking, and usage of drugs or alcohol allowed) and dress appropriately when on field trips.

Personal Belongings

Children's outer garments and backpacks should be clearly marked with your child's full name. The children will be encouraged to be responsible for any personal items brought to the program. Deer Valley Community Education programs are not responsible for lost or damaged items.

The use of cell phones and all other electronics is not permitted in the Community Education programs. As stated in the DVUSD *Student's Rights and Responsibilities* handbook, "Unless approved by the teacher, these items must be in the off/silent position and kept out of sight". We understand that many students carry electronic devices with them, and we ask that you be aware that they do so at their own risk. DVUSD and Community Education assume no liability for the loss, theft, or damage of any electronic device. Use of such devices is in accordance with DVUSD policy. Misuse of these devices is subject to disciplinary action and to confiscation of the device, and will be returned to the parent.

Snack

Community Education is committed to providing children with nutritious food that promotes healthy growth and development. Children are given a PM snack each day in Before & After Care. A monthly snack menu is available to parents at their request. Parents can participate in "Holiday Events" by bringing special treats to school. Parents are asked to send only prepackaged food items. Child Care regulations *prohibit* the distribution of 'home cooked' food from unlicensed kitchens to children in our classroom. Parents are to ask the instructor for suggestions. We strongly encourage foods that are high in nutrients and low in fat and sugar to support best practices that meet the nutritional needs of the developing child. Refer to the following guide as examples of foods that are low in fat and sugar.

When campus is opened in the morning, Before Care students are released to either the playground with other students or to purchase breakfast at the end of the morning session.

Recommended Foods	Foods NOT Recommended
Fresh fruit and vegetable sticks	Candy
Whole wheat crackers/Pretzels	Gum
Low fat yogurt with fresh fruit	Marshmallows
Graham crackers/Popcorn	Potato chips
Bran and fruit muffins	Doughnuts
Pizza	Soda pop
Quesadillas	Cakes
Baked chips and salsa	Pastries
Raisins	Cookies
Fruit kabobs	Cupcakes
100% fruit juice or juice popsicles	Fruit punch or flavored drinks
Quick breads-pumpkin, zucchini, banana	Nuts/Foods with nuts in them

Holiday Celebrations

We will encourage parents and community members to tell us how they celebrate special occasions as a family or community, so that we can incorporate those traditions into our classroom learning experiences. All year long we celebrate milestones, points of learning, children and families, and wonders of the world.

DVUSD Policy and Procedures

All Community Education programs follow Deer Valley Unified School District's policies and procedures. This may be viewed in its entirety at www.dvUSD.org.

Discipline Policy

The Community Education staff will implement an assertive discipline program. Children involved in our program are expected to follow the rules and directions of the program staff. Community Education programs adhere to all school suspensions and expulsions, and follow all the school rules set forth by DVUSD. An incident occurring in the program may result in suspension from the regular school day. A student on school suspension, including in-school suspension, may not attend the program during this time.

Instructors and staff follow the Child Day Care Regulation (R 9-5-510) which requires:

- Explaining rules to children and alternatives to unacceptable behavior
- No physical punishment. No emotional or mental stress which would prove frightening to a child

- Isolation (time-out) with supervision not to exceed three (3) minutes
- Food cannot be withheld as a means of punishment

Parents will be notified daily if their child needs guidance or discipline. The course of action described below will be followed under normal circumstances, however if the child displays extreme behavior that puts those around him/her in danger, we may accelerate this process. Examples of “extreme behavior” include but are not limited to; **throwing objects, physical attacks, abusive language, threatening, bullying, biting, spitting on others, and leaving school grounds unsupervised.** All DVUSD rules and regulations apply to this program.

- Verbal Warning – for unacceptable behavior
- Time-out with a warning of future consequences if behavior is repeated
- Time-out with a write-up in child’s program file and parent notification within one day’s time
- Suspension for 1-2 days
- Removal from all Community Education programs

No refunds will be given for suspensions or removal. A student removed from the program for disciplinary reasons may re-enroll on a trial basis at the next semester, subject to openings in the program. If the student removal is in the second half of a semester, at staff discretion, the student may have to wait until the end of the following semester before re-enrolling on a trial basis.

Health and Safety

Health

All children will be monitored carefully to assure that immunizations are complete and current. We appreciate your cooperation. Your child's health is a prerequisite to learning ability. Children need adequate rest and nourishment before school each day.

Communicable Disease

The control of communicable diseases during the school year is a difficult problem and a serious responsibility. The first responsibility must fall upon the home because parents know the normal appearance of their children and should be the first to detect the signs of illness. (The symptoms of a cold are the symptoms of many communicable diseases.) The following rules will help control communicable diseases and illness in the school community. Please keep it as a convenient reference.

- Do not send a child to school if there are signs of illness.
- Do not send a sick child to school for the nurse or instructor to decide if the child should be in school. If in doubt, parents should call their physician.
- If a child is sick, keep other people away from the child.
- Some signs and symptoms of acute illness are:

Runny nose	Headache
Sneezing/Coughing	Diarrhea
Rash	Restlessness at night
Nausea/Vomiting	Swelling of the face and neck
Red, crusted, watery eyes	Ear ache
Flushed face or paleness	Fever
- If a child comes to school ill or becomes ill while at school, parents will be notified by telephone. Parents will then need to make immediate arrangements to pick up the sick child. The child will remain in the nurse's office or isolated with adult supervision in the classroom until the parent/guardian arrives. KEEP THE CHILD HOME UNTIL THE CHILD'S TEMPERATURE HAS BEEN NORMAL FOR 24 HOURS WITHOUT THE USE OF TYLENOL (Normal temperature is 98.6 F). Take the temperature at 4:00 p.m. each day. If the temperature is above normal, keep the child home the next day and take the temperature again at 4:00 p.m. Continue this process until the temperature is NORMAL FOR 24 HOURS, then the child may return to school. Early morning temperatures usually register low. The afternoon temperature is a more accurate one to use to decide whether a child may come to school. If a child shows any sign of the above symptoms, the child should be kept home until the

parent has checked with the family's doctor. If every parent follows this procedure, it will do much to improve and provide a healthy environment for our students.

- Call your instructor to report any illness. Call as early as possible.
- Fill out Emergency Cards on each child. Keep the information on these cards current by telling the instructor when changes have occurred throughout the year. For students with split accounts where parents maintain two separate sets of paperwork, the site staff will utilize the appropriate information for the parent who has custody that day.
- **KEEP CHILD'S EMERGENCY CARD UP TO DATE**
It must include:
 - Child and parent/guardian current street address and phone numbers
 - The name and phone number of a minimum of two (2) emergency contacts, other than parent/guardian, who are responsible for the child in the event that a parent/guardian cannot be immediately located in case of an emergency
 - Health status/medications/allergies
 - Health care provider's name and phone number

Medication

If your child has allergies they need to be listed on the Emergency Information form and discussed with the program instructor/coordinator. We will make every effort to accommodate your child's special needs. It is extremely helpful when you can administer medication before or after school hours. We are aware that there may be times when your child needs medication during the program. The instructor/coordinator or designee will administer prescribed and over-the-counter medications during those times, when the proper medication authorization forms are completed and turned in.

Prescribed medications must be in a child proof original container, labeled by a pharmacist with your child's first and last name, date prescription was filled, doctor's name, expiration date.

Over-the-counter medications require you to provide a note from your child's health care provider recommending the medication, dosage, times, method of use and administration duration. The medication needs to be in a child proof container.

At **no time** should a child carry any medication on them, in their lunch box or backpack. Always hand your child's medication to a staff member on duty.

Sun Safety

DVUSD Community Education programs encourage children to wear sun protective clothing and hats while outdoors. Light colored, loose-fitting, light-weight clothing is best for sun protection. Parents must clearly mark these items with the child's name; fingernail polish or a permanent marker works best. Children should wear sunscreen and lip balm containing sunscreen each day.

Liability Waiver

With the signed submission of your child(ren)'s registration and/or enrollment forms for any Community Education program, you authorize the instructor of the DVUSD Community Education Division to act for you in any emergency requiring medical attention. You agree to assume all costs related to medical treatment. You waive and release any and all rights and claims you have against Deer Valley Unified School District or its representatives for damage which may be sustained by you.

Safety Procedures

Parents are asked to please inform the Community Education staff of accidents that occur when the children are away from school so we may be sensitive to their condition as well as assist in maintaining their overall safety. Community Education programs participate in lockdown procedures and fire drills throughout the school year.

Emergency Illness/Accident Procedures

Emergency first aid may be given by the school nurse or program staff. Please see the Emergency Injury/Illness Procedures posted in the classroom. If while attending a facility, a child has an accident, injury, or emergency that, based on evaluation by a staff member, requires medical treatment by a health care provider, the staff member shall, in accordance with DHS R9-5-514:

- Notify the enrolled child's parent *immediately* after the accident, injury, or emergency and provide documentation including:
 - A description of the accident, injury, or emergency, including the date, time, and location of the incident
 - The method used to notify the enrolled child's parent; and
 - The time the enrolled child's parent was notified
- If the child's parent informs the program staff that their child obtained medical treatment from a health care provider for an accident, injury, or emergency the child had while attending the program, the staff member will:
 - Document any information about the child's accident, injury, or emergency received from the child's parent, and
 - Maintain documentation on premises for 12 months after the date of child's disenrollment

Pesticides

School will post in writing at all doors/entrances a notice of pesticide application 48 hours in advance of service

Campus Access

All parents of registered students have access to areas on the facility premises where their child is receiving services. Parents will be required to follow district procedures regarding admission to facilities during school hours.

Hospital/Emergency Service Listings

Abrazo Arrowhead Hospital

18701 North 67th Avenue
Glendale, AZ 85308-7101
623-561-1000

Banner Thunderbird Medical Center

5555 W. Thunderbird Road
Glendale, AZ 85306
602-588-5555

HonorHealth Deer Valley Medical Center

19829 N. 27th Avenue
Phoenix, AZ 85027-4002
623-879-6100

HonorHealth John C. Lincoln Medical Center

250 E. Dunlap Avenue
Phoenix, AZ 85020-2914
602-943-2381

HonorHealth Sonoran Health and Emergency Center

33423 N. 32nd Avenue
Phoenix, AZ 85085
623-474-1600

Maricopa Integrated Health System

2601 E. Roosevelt Street
Phoenix, AZ 85008
602-344-5011

HonorHealth Children's Emergency Center

(formerly Mendy's Place)
19829 N. 27th Ave.
Phoenix, AZ 85027
623-879-KIDS (5437)

Abrazo Scottsdale Campus Arizona

3929 East Bell Road
Phoenix, AZ 85032
602-923-5000

Poison Control

800-222-1222

This is a partial list of emergency medical facilities available in this area.



DVUSD Community Education
623-376-3903
www.dvUSD.org/communityed
Community.Education@dvUSD.org

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