

# **Community Education Parent Handbook**



## **2021 Summer Camp**

*We've got what you want!*

## **COVID Statement**

**In these fluid times brought on by the COVID pandemic, situations continue to evolve and change. In order to continue to provide a safe and affordable child care environment, we have revised our procedure on absences as they pertain to self-isolation, quarantine, and closures, in an effort to be more equitable while maintaining our viability with this valuable service.**

**Community Education programs are 100% self-funded by the fees paid to utilize the services and, by law, cannot have a negative financial impact on the district. Our staff continue to be on duty and paid, even during a quarantine or closure, in accordance with employment regulations. In the event of a closure, these employees are assigned other duties to meet their employment obligations.**

**If your student is quarantined or self-isolated by DVUSD in accordance with the Maricopa County Department of Health Services (DHS) guidelines in force at the time, due to a positive test of an immediate family member in your household, we will provide a credit of 50% per day, to a maximum of 10 days, when protocol is followed and required documentation is received.**

**In the event a site or a cohort is closed by DVUSD, and in accordance with DHS, a full credit will be applied to future use for the days the program is closed.**

**Refunds will not be issued.**

**COVID has greatly impacted all aspects of our lives, and we appreciate your understanding.**

**Masks must be worn by all students and adults while on a DVUSD campus. Please visit [DVUSD.org/returntoschool](http://DVUSD.org/returntoschool) for full details.**

Please make sure that your child has a mask to wear at school and one extra mask in a bag in their back pack.

Information contained in this handbook is subject to change; please visit [www.dvUSD.org/summer](http://www.dvUSD.org/summer) for our most up-to-date version.

## Summer Camp Quick Reference Guide

This Parent Handbook contains important information and you are asked to read it in its entirety as part of the terms of enrollment in the program. This page contains a very brief overview of frequently sought information, and is not intended to replace the contents of the entire handbook.

### Registration and Payment/Account Information Website

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

### Account Representative Contact Information

Cindy.Edwards@dvusd.org	623-376-3977
Beth.Harvill@dvusd.org	623-376-3976
Teri.Thorley@dvusd.org	623-376-3978

### Camp Main Phone Number

- Highland Lakes: 623-256-1816
- Park Meadows: 623-262-1406
- Sonoran Foothills: 623-692-7507
- Preschool at Highland Lakes: **TBD**

### Per Family Registration Fees Charged at Time of Contract Approval

- \$30\* through March 31st, plus \$100 per child deposit toward your initial contract dates
    - Reduced registration fee will be forfeited if response for missing information or documentation is not received by 3/31, or within 72 hours of notification, whichever is later
  - \$60 beginning April 1st, plus \$100 per child deposit toward your initial contract dates
- Registration rate is based on the month in which you register, as well as timely submission of required information and documentation. This will be charged at the time of contract approval. Fees are non-refundable.

### Rates

Pick Your Days Plan (days and weeks may vary); 3-day per week minimum

- Grades K-8 (based on \$40 per day, 3-day per week minimum)
  - \$120 per week for 3 days
  - \$160 per week for 4 days
  - \$200 per week for 5 days
- Preschool (based on rate of \$48 per day, 3-day per week minimum)
  - \$144 per week for 3 days
  - \$192 per week for 4 days
  - \$240 per week for 5 days

All rates subject to 3-day per week minimum; see Page 12 for more information

### Program Dates and Hours

Weekdays, beginning Wednesday, May 26th through Friday, July 23rd, 2021

7:00 AM to 6:00 PM

Closed 5/31/21 for Memorial Day, and 7/5/21 for Independence Day

### Breakfast and Lunch will be provided free of charge

Snacks provided daily

### Important Dates on Page 5

## Welcome to Summer Camp

Children grades K-8, age 5-14, (and preschool age 3-5 where offered) make memorable summer experiences through educational, athletic, and social experiences in a safe, positive environment. A variety of activities have been planned for your child's enjoyment. Activities will include special guest presentations, arts, crafts, sports, STEM, and more!

### Highland Lakes

19000 N. 63rd Avenue  
Glendale, AZ 85308  
Camp Contact: 623-256-1816  
Vivian.Bauer@dvusd.org  
Preschool Camp Contact: **TBD**  
Account Contact: 623-376-3977  
Cindy.Edwards@dvusd.org

### Park Meadows

20012 N. 35th Avenue  
Glendale, AZ 85308  
Camp Contact: 623-262-1406  
**Debbie.Craig@dvusd.org**  
Account Contact: 623-376-3976  
Beth.Harvill@dvusd.org

### Sonoran Foothills

32150 N. North Foothills Drive  
Phoenix, AZ 85085  
Camp Contact: 623-692-7507  
Jennifer.Martino@dvusd.org  
Account Contact: 623-376-3978  
Teri.Thorley@dvusd.org

## Camp Hours of Operation

**Weekdays from 7:00 AM to 6:00 PM**

**Wednesday, May 26 through Friday, July 23, 2021**

All sites are closed Monday, May 31 for Memorial Day, and  
**Monday, July 5** in observance of Independence Day

Dates subject to change due to circumstances beyond our control

Community Education Office hours are 8:00 AM to 4:30 PM  
Monday through Thursday during June and July (M-F remainder of year)

## Important Dates

For Attendance During This Period	Online Changes Must Be Submitted By 11:59 PM On*	Fees Will Be Invoiced On	Payment Is Due and Must Be Received By (Auto Pay will Charge)	Late Payment Fee of \$30 Applied at 11:59 PM On
<u>Weeks 1 &amp; 2</u> May 26 thru June 4	Sunday, May 9	Monday, May 10	Friday, May 14	Monday, May 17
<u>Weeks 3 &amp; 4</u> June 7 thru June 18	Sunday, May 23	Monday, May 24	Friday, May 28	Monday, May 31
<u>Weeks 5 &amp; 6</u> June 21 thru July 2	Sunday, June 6	Monday, June 7	Friday, June 11	Monday, June 14
<u>Weeks 7 &amp; 8</u> July 6 thru July 16	Sunday, June 20	Monday, June 21	Friday, June 25	Monday, June 28
<u>Week 9</u> July 19 thru July 23	Monday, July 5	Tuesday, July 6	Friday, July 9	Monday, July 12

\*Please contact your account representative by noon of the Thursday prior to this date if you need assistance making a change. Our office is closed on Friday during June and July. Late payment fees are automatically added to all past due accounts. Accounts must be active and current to attend.

The registration fee plus \$100 per child deposit (applied to initial attendance dates) will be charged upon contract approval and is non-refundable. All fees are non-refundable after the payment due date.

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 Summer Camp 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 Summer Camp Programs.

#### **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 18<sup>th</sup> 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.

**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.**

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



**Online Payments**

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

**Account Representatives for Summer Camp**

- Highland Lakes: 623-376-3977, [Cindy.Edwards@dvusd.org](mailto:Cindy.Edwards@dvusd.org)
- Park Meadows: 623-376-3976, [Beth.Harvill@dvusd.org](mailto:Beth.Harvill@dvusd.org)
- Sonoran Foothills: 623-376-3978, [Teri.Thorley@dvusd.org](mailto:Teri.Thorley@dvusd.org)

**Secretary**

Melissa Young, 623-376-3903

**Operations Supervisor**

Bobbi Paul, 623-376-3908

**Director of Community Education**

Barbara Ervin, 623-376-3901

**First Things First Family Resource Center Coordinator**

Dawn Sears, 623-376-3975

**Enrichment Classes**

Stephen Slavick, 623-376-3923

Julie Bak, 623-376-3979

**Facility Usage**

Tina Robinson, 623-376-3916

**COVID-19 Information, Updates, and Reporting**

[www.dvusd.org/returntoschool](http://www.dvusd.org/returntoschool)

**Safe Schools Hotline**

623-376-3262

**Tax Identification Number (EIN) 86-6004178**

## Deer Valley Unified School District 2021-2022 District Calendar

All campus wide full and early release days and holidays apply to the Community Education programs.

### **Beginning Dates**

School Offices Open	TBD
First Day of School	August 2

### **Holidays/Recesses**

Independence Day	<b>July 5</b>
Labor Day Recess	September 6-7
Fall Break Days	October 11-12
Veterans Day	November 11
Thanksgiving Recess	November 22-26
Winter Break	December 20-31
Full Release Staff Development	January 3
Martin Luther King Day	January 17
Presidents Day	February 21
Spring Break	March 14-18
Spring Break Day	April 15
Memorial Day	May 30

### **Ending Dates**

Last Day of School (early release)	May 19
School Offices Close	TBD

### **Early Release Days for Students**

To be determined

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

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





## 2021-2022 Instructional Calendar

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	1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9
4	5	6	7	8	9	10	8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	26	27	28	29	30			24	25	26	27	28	29	30	
25	26	27	28	29	30	31																						

July 5 - Independence Day Observed  
Offices Closed

Aug. 2 - First Day for Students  
Aug. 6, 13, 20, 27 - Early Release - 90 min

Sep. 6-7 - Labor Day Recess - No School  
Sep. 3, 17, 24 - Early Release - 90 min

Oct. 11-12 - Fall Break Days  
Oct. 1, 8, 29 - Early Release - 90 min  
Oct. 21-22 - K-12 P/T Conferences - Half Day

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	3	4	5	6					1	2	3	4						1	2	3	4	5						1	2	3	4	5
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12											
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19											
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26											
28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	27	28																	

Nov. 11 - Veterans Day Observed  
Nov. 22-26 - Thanksgiving Recess  
Nov. 5 & 19 - Early Release - 90 min

Dec. 3 & 10 - Early Release - 90 min  
Dec. 16 - HS Half Day  
Dec. 17 - K-12 Half Day  
Dec 20-31 - Winter Break

Jan. 3 - Staff Development Day (full release)  
Jan. 14, 28 - Early Release - 90 min  
Jan 17 - Martin Luther King - No School

Feb. 4 & 11 - Early Release - 90 min  
Feb. 17-18-K-8 only P/T Conf - Half Day  
Feb. 21 - President's Day - No School

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						1	2	1	2	3	4	5	6	7						1	2	3	4	5
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11							
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18							
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25							
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				26	27	28	29	30										

Mar. 4, 11, 25 - Early Release - 90 min  
Mar. 14-19 - Spring Break

April 15 - Spring Break Day  
\*\*\*No Early Release Days during State testing (testing ends on Apr. 23)  
Apr. 29 - Early Release - 90 min

May 6 & 13 - Early Release Days-90 min  
May 19 - Last day for students Half Day  
May 20 - Last day for teachers  
May 30 - Memorial Day - Offices Closed

Early Release (90 min) PLC / PD Days		No School - Federal Holiday or Break Days	
1st Semester	2nd Semester		
Aug. 6	Jan. 14	Sep. 6-7	Labor Day Recess
Aug. 13	Jan. 28	Oct. 11-12	Fall Break
Aug. 20	Feb. 4	Nov. 11	Veterans Day
Aug. 27	Feb. 11	Nov. 22 - 26	Thanksgiving Recess
Sept. 3	Mar. 4	Dec. 20 - Jan 3	Winter Break
Sept. 17	Mar. 11	Jan. 17	ML King Jr. Day
Sept. 24	Mar. 25	Feb. 21	President's Day
Oct. 1	Apr. 29	Mar. 14 - 18	Spring Break
Oct. 8	May 6	Apr. 15	Spring Break Day
Oct. 29	May 13		
Nov. 5			
Nov. 19			
Dec. 3			
Dec. 10			

\* No Early Release Days during State testing - through April 22nd

**Graduation Dates**  
May 16, 2022 SDOHS = 2 pm, DVHS = 4:30 pm, BCHS = 7 pm - early release for SDOHS, DVHS and BCHS  
May 17, 2022 MRHS = 2 pm, BGHS = 4:30 pm early release for MRHS and BGHS

Grading Periods		Teacher Contract Days.....186	
1st Quarter.....	Oct. 8, 2021 (48)	Student Contact Days.....	180
2nd Quarter.....	Dec. 17, 2021 (42)		
3rd Quarter.....	Mar. 11, 2022 (47)	40th Day.....	Sep. 28, 2021
4th Quarter.....	May 19, 2022(43)	100th Day.....	Jan. 18, 2022

Student last day - May 19  
Teachers last day - May 20  
1st semester = 90 days  
2nd semester = 90 days

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

## 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 at least two weeks before visiting. *Restrictions are in effect due to COVID; please check in advance.*

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

- 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**. 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 located at 7071 W. Hillcrest Boulevard, Glendale, AZ 85310 (on the campus of Copper Creek Elementary School), 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 contract is approved. A new registration may not be processed if it is discovered that a past due balance remains on a family account.

**The initial registration deadline for Summer camp is April 30th.** Any contracts submitted after April 30th will be reviewed for approval only when all contracts received through April 30th have been processed. Attendance at summer camp may be delayed, depending on the date of late registration. Once a registration period has been invoiced (Monday approximately 2 weeks prior) new contracts may be approved only if space and staffing permits, and will be subject to a \$30 late registration fee. You will be notified of your start date upon contract approval via a confirmation email. Your requested start date is subject to change during the approval process. Some days may not be available if a site has reached capacity.

***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.

Your online registration will be reviewed by our staff and, if all documentation is in order, your contract will be approved. At the time of approval, you will be charged the per family registration fee PLUS a deposit of \$100 per child that will be applied toward your initial contracted dates. Failure to respond to a request for additional information or payment will result in contract removal; a delayed response will forfeit the reduced registration fee.

**Tuition**

All payments are due in advance of service by the due date indicated, and will be set on an automatic payment plan invoiced and charged as outlined on Page 5 of this handbook; payments can also be made online at <https://deervalley.ce.eleyo.com>, or sent/brought to DVUSD Community Education, 7071 W. Hillcrest Boulevard, Glendale, AZ 85310. Payments not received by the due date are considered late and subject to a \$30 late payment fee. You will be invoiced electronically about 5 days prior to the due date. Nonpayment will result in an immediate disenrollment until the account is brought current. A \$30 reinstatement fee will apply for re-enrollment after withdrawal for nonpayment.

The registration fee and \$100 deposit are nonrefundable. All other daily fees are not refundable after the payment due date for the period that the fees cover. 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.

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 withdrawal or non-approval of all registration contracts. 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. There are no refunds or credits for absence, illness, or suspensions. Weeks not selected will not be charged.

**Please see the COVID Statement on Page 2 for credits due to quarantine, self-isolation, or closure. Refunds will not be made. Please see COVID Statement on Page 2.**

**Rates**

The *Pick Your Days plan* allows you to choose any 3, 4, or 5 days per week. The days may vary, and you choose which weeks you will use. You may reserve for as few or as many weeks at a time as you wish. They do not have to be consecutive weeks. A calendar will open up for you to choose.

- Grades K-8 (based on \$40 per day, 3-day per week minimum)
  - \$120 per week for 1-3 days
  - \$160 per week for 4 days
  - \$200 per week for 5 days
- Preschool (based on rate of \$48 per day, 3-day per week minimum)
  - \$144 per week for 1-3 days
  - \$192 per week for 4 days
  - \$240 per week for 5 days

**See the “Important Dates” chart on Page 5.**

### 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. The discount is applied to the child(ren) with the lowest rate(s).
- **DVUSD employees** receive a 10% discount on all children in the same program; this may not be combined with the multi-child discount. The employee must be the legal guardian, and this must be reflected on the Emergency Information record.

### Payment Options

A deposit of \$100 per child will be collected at the time of contract approval, along with the per family registration fee; both are non-refundable. This deposit is **automatically** applied to your initial registration dates. All payments for Summer Camp will be set up on an automatic payment plan that will charge on the following dates:

- May 14 for Weeks 1 & 2
  - May 28 for Weeks 3 & 4
  - June 11 for Weeks 5 & 6
  - June 25 for Weeks 7 & 8
  - July 9 for Week 9
- 
- If you do not want your account automatically charged, you can pay online at <https://deervalley.ce.eleyo.com> **prior to** each of the dates listed above.
  - If you do not have a debit or credit card, you may purchase and apply a pre-paid credit card to your account . Cards accepted are
    - American Express
    - Discover
    - MasterCard
    - VISA
  - Automatic payment failures not immediately addressed are subject to the 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.
  - Payments that are mailed or dropped off at DVUSD Community Education, 7071 W. Hillcrest Boulevard, Glendale, AZ 85310, must be postmarked prior to — and payment must be received by — the due date to be considered on time.
  - Payments called in to your Account Representative must be done by the day before the payment date, as DO staff are not in the office on Fridays during June and July (DO staff works four 10-hour days, Monday-Thursday, in June and July; hours beyond 8 a.m.-4:30 p.m. vary by individual employee's schedule).
  - 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 .

**Late Payments**

Any payment not received in our office by the due date will be charged a \$30 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.

**Collection of Late Payments**

In the event a balance remains unpaid, your instructor and account representative will work together to collect payment, and/or your child(ren) will not be permitted to attend Summer Camp until payment is made.

- ***Please see Page 5 and 13 for due dates for camp***
- Unpaid balances will result in suspension from the program and the child's sign-in/out sheet will be removed from book
- Balances still unpaid will be assessed a \$30 late fee with the next billing cycle
  - A \$30 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. 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.

If you do require payment arrangements, and you cancel your reserved days before making payment but after the payment due date, you will still owe the balance because staffing, supplies, and activity fees have been paid for/committed to by us to cover these students.

**Additional Days**

Additional days after the payment deadline are subject to space available and an additional fee which will be due immediately and reflected on your next invoice. Week must already be selected to add additional days. Days will not be exchanged. Should a student be accepted as a drop-in during a week with no other scheduled days, a 3-day minimum rate will be charged for that single day, and additional days will not be added.

**Changes in Enrollment**

Please log into your account at <https://deervalley.ce.eleyo.com> and request a change online. Changes must be requested by the deadlines as shown on Page 5. After the deadline, changes are subject to space availability and additional fees, and must be requested via email.

Transfers from one camp to another will be charged a \$30 change fee and will not be accepted after April 15th, unless a camp closes prior to this date; this allows us to finalize staffing and ordering.

### **Absences**

There are no discounts, refunds or credits for sick days, suspensions, or days your child does not attend the program. Please report your child's absence on or before the day it occurs. 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.

**See COVID Statement on Page 2 for information regarding self-isolation, quarantine, closure, etc.**

### **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 \$3 per minute for every minute you are late. Fees are due immediately, and will automatically be added to your account when you sign out with the Attendance App on the site's iPad. This is a per-family fee. Three late pick ups are considered excessive, and will result in withdrawal from the program.

### **Returned Checks**

Checks are processed as ACH (Automated Clearing House). Failed payments may be subject to additional fees, including late payment fees. Repeated ACH failures may prohibit submission of future checks. Some checks cannot be processed through ACH; in this case, a returned check is subject to collection from a third-party agency.

### **Withdrawal**

Withdrawal may occur upon request of parent or guardian, due to non-payment of tuition, excessive 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. We require two weeks written notice for withdrawal from a Community Education program. Refunds will not be provided for a withdrawal that is requested less than seven days prior to the start of a reservation period. A child who has been withdrawn at the parent's request may 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 \$30 re-enrollment fee will apply.

**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 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.

**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. Processing can take up to 30 days. **Families already receiving DES assistance must contact their caseworker in advance before attending a site that is different from the school year.** 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
- \$100 deposit per child, charged upon contract approval, (along with registration fee). This will be applied to your daily responsibility outlined below
- Your daily co-pay as determined by DES
- Any difference between the daily rate that is subsidized by DES and our daily rate
  - for example, our rate is \$40 per day; if DES pays \$28 per day (6 or more hours); your co-pay is \$1 per day. Your daily responsibility is \$13; this includes your copay
  - NOTE that if your child attends less than 6 hours per day, you are responsible for the difference between our rate and the DES part-day rate of \$14; or \$28 per day in this example
- Choosing only the days your child will attend camp
  - if you choose days that your child does not attend, you will pay the full daily rate of \$40 per day (\$48 for preschool)
  - DES will not subsidize days that your child does not attend
- Submit the required documentation



## **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 or 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.

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 an academic summer class or enrichment camp, 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 preschool 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 the Deer Valley Unified School District.

### **Transportation**

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

**Schedule**

A weekly schedule will be posted for your convenience, and will show you our weekly activities.

**Clothing**

Children should dress for comfort as well as for weather. Summer is a time of exploration that may include messy art, cooking, outside play, and other activities that may be rough on clothes. . . . washable play clothes work best. Shoes should be closed toe, comfortable and appropriate in size. NO FLIP-FLOPS are to be worn.

For on-site water days, a one piece swim suit is preferred; a modest two-piece suit may be worn with a shirt or other covering.

**Lunch**

The DVUSD Food & Nutrition Department will provide free breakfast and lunch for all students attending camp. Students who wish to bring a sack lunch should do so in a self-cooled container with an ice pack, clearly marked with the child's name.

**Field Trips**

At this time, due to public health and safety concerns and restrictions, field trips will not be offered.

**Parent Meetings**

Parent meetings prior to the start of Summer Camp provide important information. A pre-recorded presentation will be posted on our website prior to the start of camp at <https://dvusd.org/summercamp>.

**Snack**

Community Education is committed to providing children with nutritious food that promotes healthy growth and development. Children are given both an AM and PM snack in Summer Camp. 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.

<b>Recommended Foods</b>	<b>Foods NOT Recommended</b>
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

### **Discipline Policy**

Children involved in our program are expected to follow the rules and directions of the program staff. The Community Education staff will follow a structured discipline program.

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.

### **Personal Belongings**

Children’s outer garments 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.

## 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 camp each day.

**Do not send your child to camp if they display any symptoms that could indicate COVID-19 or other illness. And/or if your child was exposed to a known positive, or if someone in their household is positive. Please visit [www.dvUSD.org](http://www.dvUSD.org) for the most up to date information regarding this.**

### Communicable Disease

The control of communicable diseases 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 camp community. Please keep it as a convenient reference.

- Do not send a child to camp if there are signs of illness.
- Do not send a sick child to camp for the nurse or instructor to decide if the child should be in camp. 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 camp ill or becomes ill while at camp, 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 HAS BEEN RELEASED BY DISTRICT PERSONNEL.** Please visit [www.dvUSD.org/returntoschool](http://www.dvUSD.org/returntoschool) for current information.

If every parent follows these procedures, 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 (doctor/medical facility)

### **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, and must be accompanied by the completed medication authorization form.

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, and must be accompanied by the completed medication authorization form.

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, lightweight 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.

### **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

### **Safety Procedures**

Parents are asked to please inform the Community Education staff of accidents that occur when the children are away from camp 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 summer.

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.

**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 camp hours.

**Hospital/Emergency Service Listings**

**Abrazo Arrowhead Hospital**

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

**Maricopa Integrated Health System**

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

**Banner Thunderbird Medical Center**

5555 W. Thunderbird Road  
Glendale, AZ 85306  
602-865-5555

**HonorHealth Children's Emergency Center**

19829 N. 27th Ave.  
Phoenix, AZ 85027  
623-879-5416

**HonorHealth Deer Valley Medical Center**

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

**Abrazo Scottsdale Campus Arizona**

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

**HonorHealth John C. Lincoln Medical Center**

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

**Poison Control**

800-222-1222

**HonorHealth Sonoran Health and Emergency Center**

33400 N. 32nd Avenue  
Phoenix, AZ 85085  
623-474-1600

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







DVUSD Community Education  
[www.dvUSD.org/communityed](http://www.dvUSD.org/communityed)  
[Community.Education@dvUSD.org](mailto:Community.Education@dvUSD.org)