



CHILDCARE PROGRAMS 2020-21

PARENT HANDBOOK

Mascot Club • Child Development Centers • Mini Scholars • Little Scholars • Montessori • Gifted Preschool • Early Childhood Academy
PVSchools Community Education Department • pvschools.net/childcare and pvschools.net/prek • (602) 449-2200

Read this Parent Handbook carefully. You are responsible for all information contained herein. If you have any questions, contact PVSchools Community Education. Parent/Guardian will be henceforth referred to as parent.

PVSchools Community Education Department provides exceptional childcare programs. Through these programs, children are encouraged to learn and play in a safe, caring environment. Trained and caring staff supervise children as they participate in a variety of activities specifically designed to meet their needs for social interaction, cognitive development, and emotional growth.

Arizona Department of Health Services regulates PVSchools Community Education childcare programs. Information on licensing and inspection reports are available at the Arizona Department of Health Services offices at 150 N. 18th Ave., Suite 400, Phoenix, AZ 85007. The phone number is (602) 364-2539. Inspection reports are also available upon request at PVSchools Community Education, 15032 N. 32nd St., Phoenix, AZ 85032, and on site at the facility where the child is enrolled. Our phone number is (602) 449-2200.

PARENT RESPONSIBILITIES

For the safety of your child, it is the parent's responsibility to keep enrollment records current. Please notify both Community Education **AND** your child's school of any changes in home address, phone, business phone, and authorized emergency contacts.

IN CASES OF ABSENCE FROM THE PROGRAM, PLEASE NOTIFY CHILDCARE STAFF—NOT THE SCHOOL OFFICE. *Phone numbers are listed within this guide.*

ADMISSION AND ENROLLMENT

Please note that there are a limited number of spaces available at each site based on licensed capacity and available staff. Programs fill quickly and are staffed to ratio per Arizona Department of Health Services (ADHS) standards. Once sites reach capacity, your child will remain in pending status. Removal from pending status takes place throughout the year as new space becomes available.

A completed registration packet, including a current copy of your child's immunization records, is required to enroll in our childcare programs. A copy of your child's birth certificate is also required when enrolling in the Child Development Centers, Mini Scholars, Little Scholars, Gifted, or Montessori programs. Registration for childcare programs is accepted by mail or in-person at the PVSchools Community Education offices, located at 15032 N. 32nd St., Phoenix, AZ 85032. Regular office hours are 8:00 a.m. - 5:00 p.m., Monday through Friday. Registration must be completed at least two business days before the child begins the program. For Mascot Club registrations, your child must first be registered with the school. It is important to note that registration for preschool and mascot programs is required annually. Returning families provided an early registration window.

A non-refundable registration fee of \$90 is required at the time of initial registration. If your child has been dropped from a program due to non-payment, re-enrollment into that program will incur a \$25 fee. If there is no space in the program, no registration fee will be taken until space is available.

SIGN IN / SIGN OUT PROCEDURES

Arizona Department of Health Services regulations state that only parents and previously authorized parties can sign a child in or out of the program each day on the designated sign in/sign out sheet. Photo identification will be required at all times in order to sign a child out of the program. A school-age child may sign him/herself in/out only if the parent has signed the appropriate release form and submitted a notarized statement giving permission.

Emergency cards must be updated regularly to ensure they remain current. Adding or deleting contacts on the Emergency Information Card requires written notification, signed and dated by the parent.

For the safety of your child, you must contact childcare staff if your child will be absent. For families who select the PMx3 Attendance Option, parents must notify the Mascot site which three days their child will attend each week.

BEHAVIOR GUIDELINES

Social growth is crucial during the early years of every child's life. Developmentally appropriate guidelines are in place in PVSchools Community Education programs to maintain the physical and emotional well-being of each child, and to teach social skills. Positive disciplinary guidelines are used to enforce these skills. Parents and staff are viewed as partners in guiding each child's development. Effective partners support each other for the benefit of the child. Parents are kept informed of problems as they arise. In the event of possible suspension or consideration of removal, due process procedures will be followed. If program staff determines that a child is presenting a danger to his or herself or other children, the program may withdraw the child immediately.

Parents are expected to support staff decisions about their child's behavioral consequences. It is essential that children understand that parents and staff agree on standards of behavior. In cases where there is disagreement, discussion and communication will take place without the child being present. When parents have a concern about the program, the expectation is that it will be discussed with childcare staff.

INCLUSIVE PROGRAMMING

PVSchools Community Education Childcare Programs focus on the child. Children must be able to function in a group setting to be included in programs at their school of attendance. Parents and staff collaborate to provide each child the special benefits of the program.

OPTION CHANGES

Change of option may be requested in writing between the first and the last day of the month and will be effective the first day of the following month. A \$25 Change of Option fee will be assessed per option change. Year Round Level Pay (YRLP) and School Year Level Pay (SYLP) are contracts and not available for change of option. Children who attend Mascot on days other than their attendance option will be charged additional fees. If space is not available to accommodate your change, your child will be placed on a wait list.

FINANCIAL ASSISTANCE

Arizona Department of Economic Security offers assistance to families who qualify. For information about qualification and general procedures, call DES at (602) 569-4719.

FINANCIAL AGREEMENT - PAYMENTS, CREDITS, AND REFUNDS

For the Mascot program, registration must be completed at least two business days before your child begins the program. Registering your child is a contract for childcare for a specific program and you will be liable for the contracted cost whether your child attends one day or the maximum number of days.

For all programs, payment is due on the first day of each month. A late fee will be assessed for any past-due payments. Past-due accounts will be inactivated, which will lead to suspension of services. Re-enrollment requires the past-due balance, payment for the current billing cycle, and a non-refundable re-enrollment fee of \$25. If there is no space in the program, no registration fee will be taken until space is available. Re-enrollment is only offered if space is available. No credit, refund, or make-up time is offered for absences. Drop-in care is not available.

The Community Education Department requires written notification for withdrawal from any program. All withdrawals will be effective the first day of the following month. **No credit or refund is given for partial month's attendance.** If notice is not given, parent will be responsible for one additional billing cycle. Fees quoted are subject to change without notice. The \$90 registration fee is non-refundable.

COLLECTION (FOR NON-PAYMENT)

Accounts with returned checks will be charged a \$25 NSF fee (non-sufficient funds). Returned checks may be sent for collection. After one incident of a NSF check, checks will no longer be accepted as a form of payment. Parents are responsible for all contracted charges as well as any late charges or legal costs incurred during the collection of their account. Outstanding accounts at the end of each month will be sent to a collection agency and reported to the credit bureau.

CHILDCARE AND EARLY CHILDHOOD PROGRAM HOURS AND LOCATIONS

Mascot Club before and afterschool program is available at 19 elementary schools. Locations are listed on the last page of this handbook. The program operates Monday through Friday when school is in session. Morning hours are from 6:30 a.m. until 30 minutes prior to the start of school. Afternoon hours

are from school dismissal until 6:30 p.m. Mascot Club is for elementary school-age children, three year old children enrolled in Mini Scholars at Pinnacle Peak Preparatory, four year old children enrolled in Little Scholars and Gifted Preschool, and three and four year old children enrolled in Montessori.

Child Development Centers are located on the campus of Pinnacle High School, 3535 E. Mayo Blvd and James P. Lee ECLC, 3820 E. Nisbet. The Child Development Center hours are 6:30 a.m. - 5:30 p.m. Child Development Centers are for infants to three years old.

Mini Scholars Preschool is a full day, developmentally appropriate program open to children who have turned three years old before September 1st and are toilet-trained. Hours are 8:30 a.m. - 2:30 p.m. at Pinnacle Peak Preparatory. Mini Scholars are welcome to enroll in the Mascot Club before and afterschool program at Pinnacle Peak Preparatory.

Little Scholars Pre-Kindergarten is a full day, developmentally appropriate program open to children who have turned four years old before September 1st and are toilet-trained. Hours are 8:30 a.m. - 2:30 p.m. at Boulder Creek Elementary, Copper Canyon Elementary, and Pinnacle Peak Preparatory. Hours are 9:00 a.m. - 3:00 p.m. at Desert Springs, Desert Trails, Fireside, Grayhawk, Sandpiper, and Wildfire Elementary Schools. Little Scholars are welcome to enroll in the Mascot Club before and afterschool program, if offered at their school.

Montessori Preschool is a full day, developmentally appropriate program guided by the theories of Dr. Maria Montessori. Located at Desert Shadows Elementary School, Mercury Mine Elementary Schools, and Whispering Wind Academy, classes are open to children who have turned three or four years old before September 1st and are toilet-trained. Hours are 9:00 a.m. - 3:00 p.m. Children are welcome to enroll in the Mascot Club before and afterschool programs at Desert Shadows Elementary School, Mercury Mine Elementary Schools, and Whispering Wind Academy.

Gifted Preschool is designed for four year old gifted and talented children. Instruction emphasizes critical and creative thinking in a developmentally appropriate environment. Prior to application, children must be tested and qualify for the program and be toilet-trained. Hours are 9:00 a.m. - 3:00 p.m. at Desert Trails, Fireside, and North Ranch Elementary Schools, and 8:30 a.m. - 2:30 p.m. at Desert Cove Elementary School. Children enrolled in Gifted Preschool are welcome to enroll in the Mascot Club before and afterschool program at their school.

TRANSPORTATION AND FIELD TRIPS

Transportation to and from each program is the responsibility of the parent. District-owned or approved transportation is used for field trips only. Written permission from a parent is required for each child to participate in field trips organized for school-age programs. Written permission must be received prior to departure. For scheduled field trips, all staff and children will be off school grounds. **If you do not want your child to participate in a field trip, please arrange alternate childcare for that day.** If you arrive at the site after the stated departure time, you will be expected to provide alternate care for your child. Child Development Centers, Mini Scholars, Little Scholars, Montessori, and Gifted children do not attend field trips.

CALENDAR

Mascot Club, Child Development Centers, Mini Scholars, Little Scholars, Montessori, and Gifted Preschools follow the district academic calendar. Camps will be held during most school recesses.

DISMISSAL TIME / LATE PICK-UP

Site hours of operation are published and each site closes promptly at the published time. A fee of \$5 per minute will be charged for late pick-ups. Payment is due upon receipt of invoice. After the third late pickup your child may be withdrawn from the program. For consistency in enforcing this procedure, the clock at the site will rule.

FOOD, SNACKS, AND PERSONAL CARE ITEMS

Infants and toddlers—Parents will provide diapers, wipes, formula, and food for their child. When your child is ready to eat from the center's menu, food is included in the price of care.

Preschool/Pre-Kindergarten—A morning and afternoon snack, based on USDA standards, will be provided. Parents are welcome to provide their child's snack based on individual preferences. For Child Development Centers, breakfast and lunch are included in the cost of the program. For Mini Scholars, Little Scholars, Montessori, and Gifted Preschool, children may purchase lunch through the school cafeteria or bring their lunch from home.

Mascot Club—Breakfast is available for purchase from the school cafeteria. An afternoon snack, based on USDA standards, will be provided. Parents are welcome to provide their child's snack based on individual preferences. On school year camp days, it is the responsibility of the parent to supply "1-2-3": 1 lunch, 2 snacks, and 3 drinks. On camp days during the summer, snack is provided by the program.

HOMEWORK POLICY

Mascot childcare staff will remind children to do their homework and will provide supervision and a place to work. It is the child's responsibility to take advantage of homework time and ask for help if needed.

ILLNESS AND EMERGENCIES

1. Children who are ill (i.e., runny nose, continuous cough, red throat, fever, unexplained rash, swollen glands, head or stomach aches), will not be accepted into the program for the day.
2. When a child becomes ill or seriously injured at the program, the parent will be notified promptly and will be expected to pick up their child from the program immediately.
3. In the case of an emergency, as determined by childcare staff, paramedics will be called and the parent will be notified immediately. Parents will be responsible for all costs incurred in such emergencies.
4. Only physician-prescribed medication, in the original prescription container, will be administered at the program. The container must be labeled by the pharmacist, to include the name of the child, date, dosage, name of medication, method of administration, and number of doses contained. Non-prescription medication must meet the same guidelines.
5. EpiPens. The full prescription, two pens, must be supplied to the program and follow the guidelines above. Partial prescriptions, such as a single EpiPen, cannot be accepted. It is not allowed to have one pen in the program and one in the nurse's office. This constitutes a partial prescription which cannot be accepted.
6. A consent form for the administration of medication must be completed by the parent and be on file at the site.
7. It is the parent's responsibility to transport medication to and from the program.

KEEPING YOU INFORMED/PERSONAL PROPERTY

Our programs provide a variety of toys and games for children. We discourage bringing items from home. If such items are brought to the program site, childcare staff cannot be responsible for their safe return.

Please clearly label all items brought from home including clothing, backpacks, and food containers. This will assist childcare staff in returning items to their proper owners. Parents are encouraged to keep informed about the program and its operations by regularly checking the "Parent Board" area near the entrance to each site. Parents will be notified at least 48 hours prior to any pesticide application. A pesticide application written notice will be posted on the Parent Board in the program area. Watch for special notices and newsletters sent home with your child. Parents are welcome in the areas of the facility where their children are receiving services.

LIABILITY

PVSchools has liability insurance pursuant to A.C.C. R9-5-308. Documentation of liability insurance coverage is available for review on site premises.

MASCOT CAMPS

Camp Days are available for holidays and school recess days. Camp Day hours are 6:30 a.m. - 6:30 p.m. Campers must be preregistered and prepaid to attend these camps. SYLP and YRLP children are already enrolled in the camps that take place throughout the school year. Registrations will not be accepted after the noted deadline dates. We do not provide on-site registration. For more information check with on-site Mascot childcare staff or call Community Education at (602) 449-2200. School-age children, K-6, and children enrolled in early childhood programs who are four years old before September 1st of the current school year are eligible to attend camp. A \$25 cancellation fee will be assessed for any cancelled camp days.

For more information about childcare programs, call Community Education at (602) 449-2200 or visit our website at pvschools.net/childcare or pvschools.net/prek.