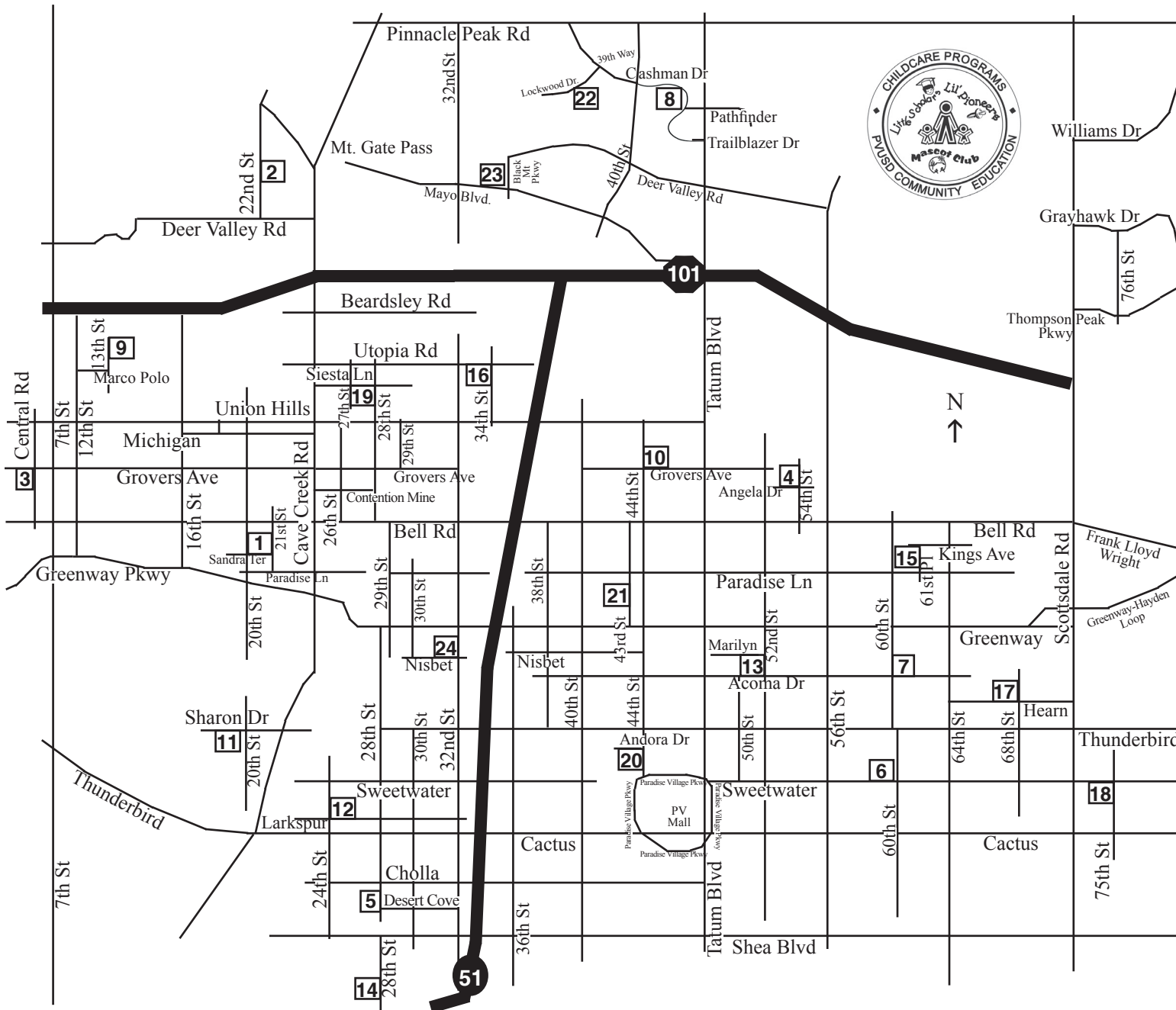


## Program Locations

1. Aire Libre Falcons ♦ 16428 N. 21st St., (602) 788-2247
2. Boulder Creek Bobcats ♦ 22801 N. 22nd St., (480) 473-1349
3. Cactus View Jackrabbits ♦ 17602 N. Central, (602) 978-6182
4. Copper Canyon Coyotes ♦ 17650 N. 54th St., (602) 788-3165
5. Desert Cove Cougars ♦ 11020 N. 28th St., (602) 485-7076
6. Desert Shadows Sandsharks ♦ 5902 E. Sweetwater, (602) 923-1956
7. \*Desert Springs Hawks ♦ 6010 E. Acoma, (602) 953-1588
8. \*Desert Trails Hawks ♦ 4315 E. Cashman, (480) 515-9141
9. Eagle Ridge Eagles ♦ 19801 N. 13th St., (623) 581-0538
10. Foothills Firebirds ♦ 17835 N. 44th St., (602) 923-1957
11. Hidden Hills Huskies ♦ 1919 E. Sharon, (602) 788-1698
12. Larkspur Mustangs ♦ 2430 E. Larkspur, (602) 346-7590
13. \*Liberty Patriots ♦ 5125 E. Marilyn Rd., (602) 485-4329
14. Mercury Mine Prospectors ♦ 9640 N. 28th St., (602) 971-1334
15. \*North Ranch Wranglers ♦ 16406 N. 61st Pl., (480) 346-7771
16. \*Quail Run Quails ♦ 3303 E. Utopia, (602) 867-9327
17. \*Sandpiper Kokopellis ♦ 6724 E. Hearn, (480) 344-0080
18. \*Sonoran Sky Thunderbirds ♦ 12990 N. 75th St., (480) 905-0037
19. Sunset Canyon Wolves ♦ 2727 E. Siesta Lane, (602) 485-7077
20. Village Vista Vikings ♦ 4215 E. Andora Drive, (602) 788-1077
21. Whispering Wind Eagles ♦ 15844 N. 43rd St., (602) 404-7960
22. \*Wildfire Firebirds ♦ 3997 E. Lockwood Drive, (480) 346-3030
23. Pinnacle High (Lil' Pioneers) ♦ 3535 E. Mayo Blvd., (480) 513-8990
24. Community Education Office ♦ 15032 N. 32nd St., (602) 867-5109/5279

\*Denotes Little Scholars locations



Community Education Childcare Programs are regulated by the Arizona Department of Health Services, Division of Licensing Services  
150 N. 18th Ave., Suite 400, Phoenix, AZ 85007 (602) 364-2539 ♦ Inspection reports are available at each site upon request.

CE-2/07



**PARADISE VALLEY UNIFIED SCHOOL DISTRICT No. 69**  
**COMMUNITY EDUCATION SCHOOL-AGE PROGRAMS**  
[HTTP://COMED.PVUSD.K12.AZ.US](http://COMED.PVUSD.K12.AZ.US)



## 2007-2008 Childcare Parent Handbook

The P.V.U.S.D. Community Education Department is proud of its childcare programs. Through these programs, children are encouraged to learn and play in a safe, caring environment. Trained and caring adults supervise the children as they participate in a variety of activities specifically designed to meet their needs for social interaction and cognitive and emotional growth.

The Arizona Department of Health Services regulates the childcare programs. Information on licensing and inspection reports is available at the Department's 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 Community Education, 15032 N. 32nd St., Phoenix, AZ, 85032. Our phone number is (602) 867-5279/5109/5117.

### INTEGRATED PROGRAMMING

In the Community Education childcare programs, the focus is on the child. Children with disabilities, able to function in a group setting, are integrated into the programs at their home school. Parents and staff collaborate to allow the child the special benefits of the program – fun and friendship.

### ADMISSION AND ENROLLMENT

Admission into the Community Education childcare programs is on a space-available basis. In order to enroll in our childcare programs, you must complete a registration packet and include a copy of your child's immunization records and two emergency contacts, and a copy of the child's birth certificate for the Little Scholars program. There is a minimum of three full business days between the day that you register for the program and the day your child starts in the program. School-age children must be registered with the school first before registering for Mascot Club. **CHILDREN MUST BE REGISTERED ANNUALLY IN ORDER TO ATTEND OUR CHILDCARE PROGRAMS.**

The non-refundable registration fee will be taken at the time of registration. If there is not space in the program, no registration fee will be taken until space is available. Change of options can be done at the first of the following month with a \$25 change of option fee, IF space is available. If space is not available to accommodate your change, your child will be placed on the wait list.

### SIGN OUT PROCEDURES

Per Department of Health Services regulations, only parents or previously authorized parties can sign a child in or out of the program each day on the designated sign out sheet. A school age child may sign a program participant out only if the parent/guardian has signed the appropriate release form and submitted a notarized statement giving permission. **PHOTO IDENTIFICATION** will be required at all times in order to sign a child out of the program.

Adding or deleting persons on the Emergency Information Card requires written notification, signed and dated by the parent/guardian. Emergency cards need to be updated regularly.

### BEHAVIOR GUIDELINES

Social growth is crucial during the early years of every child's life. Our programs will focus on helping children learn appropriate behavior in a developmentally appropriate way. Appropriate behavioral guidelines are established with the goal of not only maintaining the physical and emotional well being of each child but also with teaching self-discipline, judgment and manners. Positive disciplinary methods are used to enforce these guidelines. Parents and staff are viewed as partners in guiding the child's development. Effective partners support each other for the benefit of the child. Parents are kept informed of problems as they may arise and may be asked to follow through at home in special circumstances. In the event of possible suspension or consideration of removal, due process procedures will be followed. If program staff determines that a child cannot benefit from the program or presents a danger to other children, parents will be asked to withdraw their child immediately.

### PARENTAL RESPONSIBILITIES

**Read this parent handbook carefully. You are responsible for abiding by the information in it and the fee agreement that you signed. If you have any questions, contact Community Education.**

It is the responsibility of the parents to keep enrollment records current. Please advise both Community Education and your local school as to any changes in home address and phone, business phone and authorized emergency contacts.

**In cases of absence, please notify your program site, and NOT the school office. Phone numbers are listed in this handbook.**

Parents are expected to support staff decisions regarding their child in incidents of behavior consequences. It is important that the children understand that parents and staff agree on standards of behavior. In cases where there is disagreement, negotiations will take place away from the child. A mutually agreeable solution will be reached and then presented to the child. When parents have a concern about the program, they have an obligation to address it with the site manager.

**TRANSPORTATION & FIELD TRIPS**

Transportation to and from the program is the responsibility of the parents. District owned or approved transportation is used whenever the children go on field trips. Written permission from the parent/guardian is required in order for your child to participate in field trips organized by the school-age programs. Written permission must be received prior to departure. On scheduled field trips, all staff and children will be off the school grounds. If you do not wish your child(ren) to partake in the trip, please arrange alternate child care 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.

Little Scholars and Lil’ Pioneers students do not attend field trips.

**CALENDAR**

Mascot Clubs do not follow the school calendar. Mascot Camps will be held during most school recesses. Camp dates are available on the following page. Little Scholars and Lil’ Pioneers programs DO follow the school calendar.

**CHILDCARE PROGRAM HOURS AND LOCATIONS**

Registration for our childcare programs is through the Community Education office, located at 15032 N. 32nd St.

**Lil’ Pioneers** Child Development Center is located in Pinnacle High School, 3535 E. Mayo Blvd. The Child Development Center hours are 6:30 am to 6:30 pm.

**Little Scholars** Pre-Kindergarten is a full-day, developmentally-appropriate program open to children who have turned four years-old by September 1st. Hours are 9:00 am to 3:00 pm. Little Scholars are welcome to enroll in the Mascot Club before and after school program at their school, if space is available.

**Mascot Club** before and after school care program is available at most of our elementary schools. Locations are listed on the back of this handbook. Doors are open in the morning from **6:30** am until **30 minutes prior to school opening**; hours after school are from school dismissal until 6:30 pm.

For more information about childcare programs, call Community Education at (602) 867-5109/5279/5117, or visit our web-site at <http://comed.pvusd.k12.az.us>.

PLEASE NOTE: Closing of a site occurs promptly at the published time. For purposes of enforcing this procedure, the clock at the site will rule. A fee of \$2 per minute is charged for the first instance of late pick up. A fee of \$5 per minute is charged for each subsequent instance of late pick up. Should this occur, you will be billed for the late fee with your next invoice. Three instances of late pick up will result in removal of your child from the program.

**FOOD AND SNACKS**

Infants and toddlers – Formula and food will be supplied by the parents until such time as the child is ready to eat the foods served by the program.

Preschool/Pre-Kindergarten - A morning and afternoon snack will be provided. For Lil’ Pioneers, breakfast and lunch are also included in the cost of the program. For Little Scholars, students may purchase lunch through the school cafeteria or bring their lunch from home.

Mascot Club - Breakfast is available for \$.75 per meal from the school cafeteria. We recommend that children participating in the AM program take advantage of this service. An afternoon snack is served each day. On camp days during the school year, it is the responsibility of the parents to supply two snacks with drinks and lunch with a drink for their child.

**HOMEWORK POLICY**

Mascot Clubs will remind children to do their homework and will provide a place to work in with supervision. However, we are not a tutoring service. It is the child’s responsibility to take advantage of homework time and ask for help if he/she needs it.

**ILLNESS AND EMERGENCIES**

1. Children who are ill (runny nose, continuous cough, red throat, fever, unexplained rashes, swollen glands, head or stomach aches), will not be accepted into the program on that day.
2. When a child becomes ill or seriously injured at the program, the parent will be promptly notified and expected to pick up their child from the program **immediately**.
3. In case of an emergency, as determined by the program staff, the 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 club. The container must be labeled by the pharmacist to include the name of the student, date, dosage, name of medication, method of administration and # of doses contained. Non prescription medication must meet the same guidelines.
5. A consent form for the administration of medication must be completed by the parent/guardian and be on file at the site.
6. It is the parent’s responsibility to transport medication to and from the program.

**KEEPING YOU INFORMED**

Since our programs provide a variety of toys and games for the children, we discourage bringing these items from home. If such items are brought to the program site, 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 the 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. Watch for special notices and newsletters sent home with your child.

**LIABILITY**

Paradise Valley Unified School District #69 has liability insurance pursuant to R9-5-308. Every child must have a parent or guardian sign the Release of Liability/Medical Authorization form that the Community Education office provides to participate in programs of the Community Education department.

**Mascot Camps**

Mascot Camps are available for the school holidays listed below. Camp Day hours are 6:30 am to 6:30 pm. Campers must be preregistered and prepaid to attend these camps. You must register three business days in advance. For more information check your Mascot site or call Community Education at (602) 867-5279 or (602) 867-5109.

**2007/2008 Mascot Camp Day Dates:**

K-12 Recess: **September 13-14**  
 K-8 Recess: **October 26**  
 Veterans Day: **November 12**  
 Winter Break: **Dec. 26-28 & Jan. 2-4**



MLK Jr./Civil Rights Day: **January 21**  
 Presidents Day: **February 18**  
 Spring Break: **March 17-21**

2007 / 2008 camp locations to be announced

**Lil’ Pioneers Child Development Center**

|                     |                              |
|---------------------|------------------------------|
| 6:30 am – 7:00 am   | Free Play                    |
| 7:00 am – 7:30 am   | Story Time                   |
| 7:30 am – 8:30 am   | Breakfast/Centers            |
| 8:30 am – 9:30 am   | Circle Time/Preschool Begins |
| 9:30 am – 10:30 am  | Snack Time                   |
| 10:30 am – 11:30 am | Centers/Playground           |
| 11:30 am – 12:30 pm | Lunch                        |
| 12:30 pm – 1:30 pm  | Nap Time                     |
| 1:30 pm – 2:30 pm   | Snack Time                   |
| 2:30 pm – 3:30 pm   | Story Time                   |
| 3:30 pm – 4:30 pm   | Centers/Playground           |
| 4:30 pm – 5:30 pm   | Snack Time                   |
| 5:30 pm – 6:30 pm   | Free Play                    |

**Little Scholars Pre-K**

|                     |                              |
|---------------------|------------------------------|
| 9:00 am – 9:45 am   | Discovery Centers            |
| 9:45 am – 10:15 am  | Circle Time                  |
| 10:15 am – 10:35 am | “Tub” Time/Fine Motor Skills |
| 10:35 am – 10:50 am | Small Group Time             |
| 10:50 am – 11:35 am | Center Time/Snack            |
| 11:35 am – 11:45 am | Clean Up                     |
| 11:45 am – 12:15 pm | Outdoor Time                 |
| 12:15 pm – 12:45 pm | Lunch                        |
| 12:45 pm – 1:00 pm  | Story Time                   |
| 1:00 pm – 2:00 pm   | Rest Time                    |
| 2:00 pm – 2:45 pm   | Center Time                  |
| 2:45 pm – 3:00 pm   | Review and Share             |
| 3:00 pm             | Dismissal                    |

**Mascot Club**

**Sample Schedule for 8:30-2:30 School Hours**

|                   |                       |
|-------------------|-----------------------|
| 6:30 am – 8:00 am | Mascot AM hours       |
| 8:00 am – 8:30 am | Breakfast/Playground  |
| 8:30 am – 2:30 pm | School hours          |
| 2:30 pm – 3:15 pm | Mascot check-in/Snack |
| 3:15 pm – 4:00 pm | Playground/Homework   |
| 4:00 pm – 5:00 pm | Choices/Homework      |
| 5:00 pm – 6:30 pm | Free choice           |

**Mascot Club**

**Sample Schedule for 9:00-3:00 School Hours**

|                   |                       |
|-------------------|-----------------------|
| 6:30 am – 8:30 am | Mascot AM hours       |
| 8:30 am – 9:00 am | Breakfast/Playground  |
| 9:00 am – 3:00 pm | School hours          |
| 3:00 pm – 3:45 pm | Mascot check-in/Snack |
| 3:45 pm – 4:30 pm | Playground/Homework   |
| 4:30 pm – 5:30 pm | Choices/Homework      |
| 5:30 pm – 6:30 pm | Free choice           |