

**Please read this Parent Handbook carefully, you are responsible for all information contained herein. If you have any questions, contact PVSchools Community Education Department. 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 our 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. Their 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. Regular office hours are 8:00 a.m. - 4:30 p.m., Monday through Friday.

### 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. No credit, refund, or make-up time is offered for absences.

### 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 on a pending waitlist.

A current copy of your child’s immunization records and parent photo ID 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, Early Childhood Academy, Gifted, Little Scholars, Mini Scholars, and Montessori programs. Registration for childcare programs is completed online.

**For all Preschool Programs:** Removal from the pending waitlist takes place throughout year as new space becomes available. All start dates begin on a Monday, but no sooner than two business days after registration has been completed. For example, if registration is completed on a Monday, Tuesday, or Wednesday, your student will start no earlier than the following Monday. If registration is completed on a Thursday or Friday, your student will start no earlier than the second Monday after registration is completed.

SUN	MON	TUE	WED	THU	FRI	SAT
	1 	2 	3 	X	X	6
7	8 	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4 	5 	6
7	8 X	9 X	10 X	11 X	12 X	13
14	15 	16	17	18	19	20
21	22	23	24	25	26	27

**For Mascot Club only:** Removal from the pending waitlist takes place throughout the year as new space becomes available. There is no cut-off date for placement. Registration must be completed at least two business days before your child can begin 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 are provided an early registration window. An annual non-refundable registration fee of \$90 is charged to your credit card at the time of contract approval. If your child is withdrawn from programming and re-enrolled within the same school year, a non-refundable re-enrollment fee of \$25 is required. If there is no space in the program, no registration fee will be taken until space is available.

## **FINANCIAL AGREEMENT - PAYMENTS, CREDITS, AND REFUNDS**

Registering your child for any Community Education program is a contract for childcare for a specific program and you are liable for the contracted costs whether your child attends one day, the maximum number of days, or no days at all.

The Community Education Department requires notification for withdrawal from any program. If your child is no longer attending, you are responsible for notifying our office and we will withdraw your contract effective on the first day of the following month. We do not prorate for a partial month and we do not hold a spot without collecting fees. If you choose to leave your child enrolled without attending, you are required to pay the contracted rates. Fees quoted are subject to change without notice. The \$90 registration fee is non-refundable.

**No credit, refund, or make-up time is offered for absences.** Drop-in care is not available.

Program invoices will be billed monthly. For all programs, payment is due on the 1st of the month. A late fee of \$15.00 per month will be assessed on the 5th business day past the due date for past-due payments. Past-due accounts will be inactivated, which will lead to suspension of services. Re-enrollment requires payment for 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.

## **OPTION CHANGES**

Option changes may be requested 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. If space is not available to accommodate your change, your child will be placed on a pending wait list. Children who attend Mascot on days other than their scheduled attendance option, regardless of how long they attended, will be charged additional fees.

## **DISCOUNTS/FINANCIAL ASSISTANCE**

Employee discounts are available to the child's mother, father or legal guardian who qualifies for PVSchools Benefits and who is actively working at least 30 hours per week. Arizona Department of Economic Security offers assistance to families who qualify. For information about qualification and general procedures, call DES at (602) 569-4719.

## **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.

## **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.

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. A parent's signature on the Emergency Card signifies authorization for Mascot staff to sign a student out of the Mascot program to attend school in the morning and into the Mascot program when school ends in the afternoon.

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.

## CHILDCARE AND EARLY CHILDHOOD PROGRAM ELIGIBILITY, HOURS AND LOCATIONS

**Child Development Centers** are located on the campus of Pinnacle High School at 3535 E. Mayo Blvd., Phoenix, AZ 85050 and James P. Lee Early Childhood Learning Center at 3820 E. Nisbet Rd., Phoenix, AZ 85032. The Child Development Center hours are 6:30 a.m. - 5:30 p.m., Monday through Friday. Child Development Centers are for infants to three years old. There is a half day option available for three year olds only. Students must be toilet trained to move into the three year old classroom.

**Early Childhood Academy** is a full day, developmentally appropriate program open to children who have turned four years old by August 31st\* and are toilet trained. Students must live within the boundaries of the academy they are attending. Hours are 8:30 a.m. - 2:30 p.m., Monday through Friday, at Larkspur and Sunset Canyon Elementary Schools.

**Gifted Preschool** is designed for four year old gifted and talented children. Instruction emphasizes the development of critical and creative thinking through an accelerated curriculum, integrated technology, enrichment, and individualization. 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., Monday through Friday, at Desert Trails, Fireside, and North Ranch Elementary Schools. Once accepted into the program, children are welcome to enroll in the Mascot Club before and afterschool program at their school.

**Little Scholars Pre-Kindergarten** is a full day, developmentally appropriate program open to children who have turned four years old by August 31st\* and are toilet trained. Hours are 8:30 a.m. - 2:30 p.m., Monday through Friday, at Boulder Creek, Copper Canyon, and Pinnacle Peak Preparatory. Hours are 9:00 a.m. - 3:00 p.m., Monday through Friday, at Desert Shadows, Desert Springs, Desert Trails, Fireside, Grayhawk, Quail Run, Sandpiper, Sky Crossing and Wildfire Elementary Schools. Little Scholars are welcome to enroll in the Mascot Club before and afterschool program, if offered at their school.

**Mascot Club** before and afterschool program is available at 20 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 6:00 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.

**Mini Scholars Preschool** is a full day, developmentally appropriate program open to children who have turned three years old by August 31st\* and are toilet trained. Hours are 8:30 a.m. - 2:30 p.m., Monday through Friday, at Pinnacle Peak Preparatory. Mini Scholars are welcome to enroll in the Mascot Club before and afterschool program at Pinnacle Peak Preparatory.

**Montessori Preschool** is a full day, developmentally appropriate program guided by the theories of Dr. Maria Montessori. Located at Mercury Mine Elementary School and Whispering Wind Academy, classes are open to children who have turned three or four years old by August 31st\* and are toilet-trained. Hours are 9:00 a.m. - 3:00 p.m., Monday through Friday. Montessori students are welcome to enroll in the Mascot Club before and afterschool programs at their school.

**\*Please Note: Students whose third or fourth birthday falls after school starts in August, but before September 1st, are first eligible to begin on the Monday following their birthday.**

## NON-SCHOOL DAY ONLY MASCOT CAMPS

Non-School Day Mascot Camp is available for most holidays and school recess days. Families can select individual days that care is needed. Camp hours are 7:00 a.m. - 6:00 p.m. Students must be preregistered and prepaid to attend these camps. Registrations will not be accepted after the noted deadline dates by 12:00 p.m. or until we are sold out. 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 by August 31st of the current school year are eligible to attend camp. The Mascot Camp option is not available for three year olds.

**All cancellations must be requested two business days in advance of the Mascot Camp date by 12:00 p.m.** Cancellation requests received after the deadline will be billed for the full amount.

## 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, Early Childhood Academy, Gifted, Little Scholars, Mini Scholars and Montessori children do not attend field trips.

## CALENDAR

Child Development Centers, Early Childhood Academies, Gifted, Little Scholars, Mini Scholars, Montessori, and Mascot Club follow the district academic calendar. Non-School Day Only Mascot Camp 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, extra clothing, 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 Early Childhood Academy, Gifted Preschool, Little Scholars, Mini Scholars and Montessori, 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 non-school day only camp dates, it is the responsibility of the parent to supply "1-2-3": 1 lunch, 2 snacks, and 3 drinks.

## **HOMEWORK POLICY**

Mascot childcare staff will remind children to do their homework, 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, should be turned into the school nurse. 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. Daily medication should be turned into the school nurse for dispensation.
7. A consent form for the administration of medication must be completed by the parent and be on file at the site in case of medical emergency (i.e. EpiPens, rescue inhaler, etc.)
8. 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 during program hours.

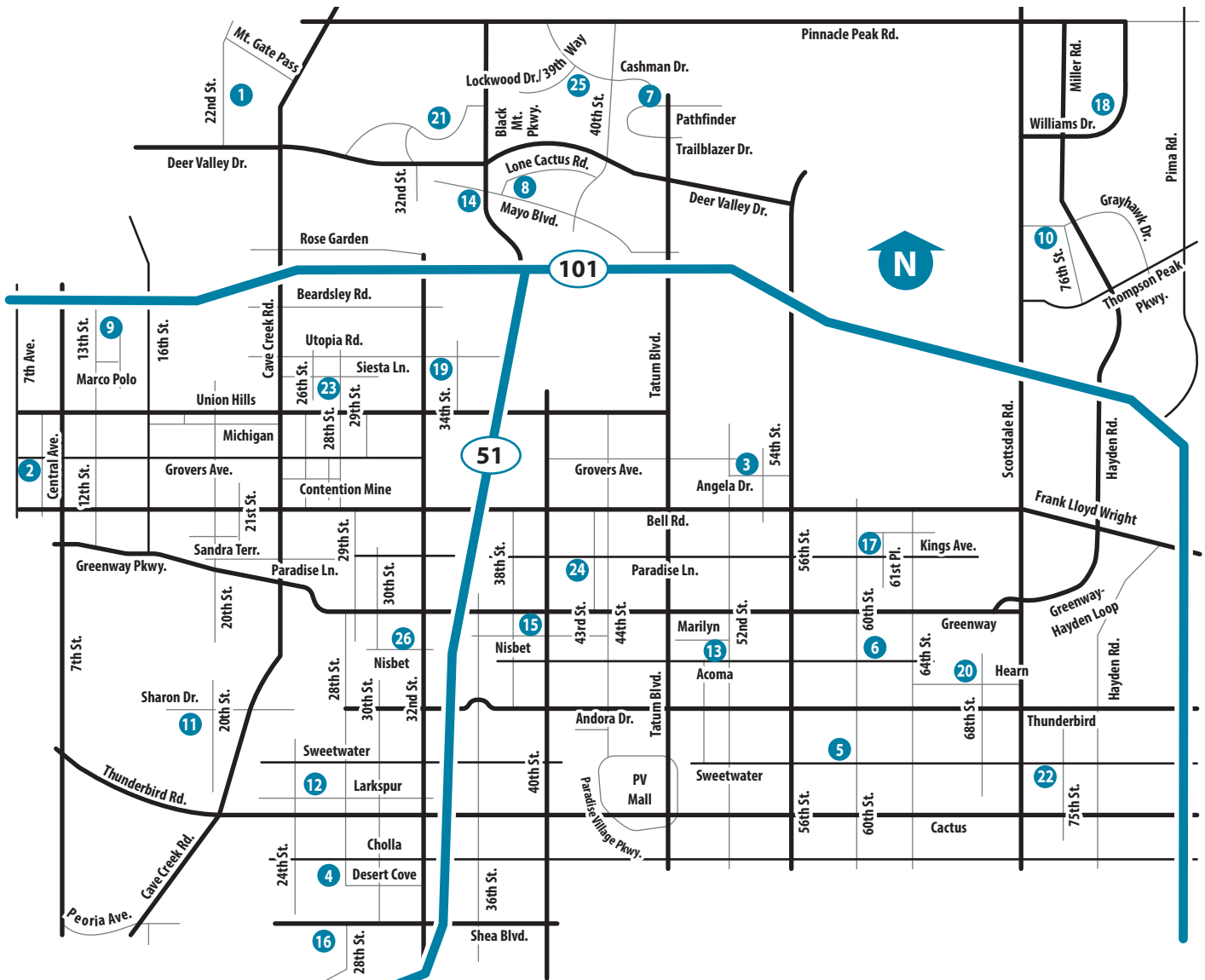
## **LIABILITY**

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

**For more information about our childcare programs,  
call Community Education at (602) 449-2200 or visit our website at [pvschools.net/comed](http://pvschools.net/comed).**

## MASCOT/EARLY CHILDHOOD PROGRAM LOCATIONS

See the map below for Childcare Program locations. • [pvschools.net/childcare](https://pvschools.net/childcare) and [pvschools.net/prek](https://pvschools.net/prek) • (602) 449-2200



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| <ul style="list-style-type: none"> <li>1 Boulder Creek - 22801 N. 22nd St., Phoenix, AZ 85024 ..... ▲ ❖ (602) 449-4520</li> <li>2 Cactus View - 17602 N. Central Ave., Phoenix, AZ 85022 ..... ❖ (602) 449-2520</li> <li>3 Copper Canyon - 17650 N. 54th St., Phoenix, AZ 85024 ..... ▲ ❖ (602) 449-7220</li> <li>4 Desert Cove - 11020 N. 28th St., Phoenix, AZ 85028 ..... ❖ (602) 449-3420</li> <li>5 Desert Shadows - 5902 E. Sweetwater Ave., Scottsdale, AZ 85254 ..... ● ❖ (602) 449-6920</li> <li>6 Desert Springs - 6010 E. Acoma Dr., Scottsdale, AZ 85254 ..... ▲ ❖ (602) 449-7119</li> <li>7 Desert Trails - 4315 E. Cashman Dr., Phoenix, AZ 85050 ..... ❖ ▲ ❖ (602) 449-4120</li> <li>8 Fireside - 3725 E. Lone Cactus Rd., Phoenix, AZ 85050 ..... ❖ ▲ ❖ (602) 449-4720</li> <li>9 Eagle Ridge - 19801 N. 13th St., Phoenix, AZ 85024 ..... * (602) 449-5700</li> <li>10 Grayhawk - 7525 E. Grayhawk Dr., Scottsdale, AZ 85255 ..... ▲ ❖ (602) 449-6600</li> <li>11 Hidden Hills - 1919 E. Sharon Dr., Phoenix, AZ 85022 ..... ❖ (602) 449-3100</li> <li>12 Larkspur - 2430 E. Larkspur Dr., Phoenix, AZ 85032 ..... * (602) 449-3300</li> <li>13 Liberty - 5125 E. Marilyn Rd., Scottsdale, AZ 85254 ..... ❖ (602) 449-6220</li> <li>14 Lil' Pioneers Child Development Center -<br/>3535 E. Mayo Blvd., Phoenix, AZ 85050 ..... (602) 449-4080</li> </ul> | <ul style="list-style-type: none"> <li>15 Little Cubs Child Development Center -<br/>3820 E. Nisbet Rd., Phoenix, AZ 85032 ..... (602) 449-2200</li> <li>16 Mercury Mine - 9640 N. 28th St., Phoenix, AZ 85028 ..... ● ❖ (602) 449-3720</li> <li>17 North Ranch - 16406 N. 61st Pl., Scottsdale, AZ 85254 ..... ❖ ❖ (602) 449-6420</li> <li>18 Pinnacle Peak - 7690 E. Williams Dr., Scottsdale, AZ 85255 ..... ◆ ▲ ❖ (602) 449-6720</li> <li>19 Quail Run* - 3303 E. Utopia Rd., Phoenix, AZ 85050 ..... ▲ ❖ (602) 449-4420</li> <li>20 Sandpiper - 6724 E. Hearn Rd., Scottsdale, AZ 85254 ..... ▲ ❖ (602) 449-6320</li> <li>21 Sky Crossing - 3300 E. Sky Crossing Way, Phoenix, AZ 85050 ..... ▲ ❖ (602) 449-2207</li> <li>22 Sonoran Sky - 12990 N. 75th St., Scottsdale, AZ 85260 ..... ❖ (602) 449-6520</li> <li>23 Sunset Canyon - 2727 E. Siesta Lane., Phoenix, AZ 85050 ..... * (602) 449-5120</li> <li>24 Whispering Wind - 15844 N. 43rd St., Phoenix, AZ 85032 ..... ● ❖ (602) 449-7320</li> <li>25 Wildfire - 3997 E. Lockwood Dr., Phoenix, AZ 85050 ..... ▲ ❖ (602) 449-4320</li> <li>26 Community Education Office / Community Resource Center<br/>15032 N. 32nd St., Phoenix, AZ 85032 ..... (602) 449-2200</li> </ul> |
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\*planned based on enrollment and staffing

**Locations Key:** ❖ Mascot Club ▲ Little Scholars ◆ Mini Scholars ❖ Gifted Preschool ● Montessori \* Early Childhood Academy

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.