



# Education and Community Services

**Parent Handbook**

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The CCUSD Education and Community Services school-year licensed programs are open to all children, ages 3-12 (potty trained), attending a Cave Creek Unified School District. Holiday and summer camps are available to any child, ages 3-12 (potty trained), regardless of school district. Children grade PK-12 and adults are welcome to enroll in grade/age-appropriate Enrichment/Supplementary programs regardless of the school one attends. ECS programs do not discriminate based on race, creed, color, or gender.

## Why Choose CCUSD Education and Community Services Programs?

ECS programs provide high-quality experiences at an affordable rate. Our staff is dedicated and professionally trained to provide our students the best care and instruction possible. We offer academic, physical, creative, and play-based activities that reflect the children's interests. Our Kid's Club (ages 3 to 12) and Preschool (3-years-old and potty trained-age 5) programs are licensed by the Arizona Department of Health Services and require quality control protocols and procedures as regulatory mandates. Enrichment programs are taught primarily by CCUSD highly qualified certified educators and coaches, and quality contracted vendors.

The Arizona Department of Health Services licenses and regulates CCUSD Kids Club and may be contacted at:

The Arizona Department of Health Services  
Office of Child Care Licensure  
150 N. 18th Ave., 4th Floor, Phoenix, AZ 85007  
602-364-2536

[www.hs.state.az.us/als/childcare/index.htm](http://www.hs.state.az.us/als/childcare/index.htm)

\*Upon request, all facility inspection reports are available for public viewing.

## Contact information

**Hours of Operation:** Monday-Friday, 7:30 a.m.-4:00 p.m.

**Summer Hours:** Monday-Thursday, 7:00 a.m.-5:00 p.m.

**Phone:** 480-575-2440

**Email:** [ECSsupport@ccusd93.org](mailto:ECSsupport@ccusd93.org)

**Website:** <https://www.ccusd93.org/ecs>

## Locations

Kids Club and preschool are at all CCUSD elementary schools. Enrichment/supplementary students (grades K-12 and adults) may attend classes and camps at any of the locations listed below, grade/age relative. Non-CCUSD students are also allowed to attend before and after school enrichment/supplementary classes and summer programs.

**Black Mountain Elementary School:** 33606 N 60th Street, Scottsdale 85266

**Desert Sun Academy:** 27880 N 64th Street, Scottsdale 85262

**Desert Willow Elementary School:** 4322 E Desert Willow Pkwy., Cave Creek 85331

**Horseshoe Trails Elementary School:** 5405 E Pinnacle Vista Drive, Phoenix 85085

**Lone Mountain Elementary School:** 5250 E Montgomery Road, Cave Creek AZ 85331

**Sonoran Trails Middle School:** 5555 E Pinnacle Vista, Phoenix 85085

**Cactus Shadows High School:** 5802 E Dove Valley Road, Scottsdale 85266

**Cactus Shadows Fine Arts Center:** 5802 E Dove Valley Road, Scottsdale 85266

**District Office Campus/ECS Office:** 33016 N 60th Street, Scottsdale 85262

## Program Times and Fees

### Kids Club Hours

Monday - Friday Mornings: 6:30 a.m.-9:00 a.m.

Monday - Friday After School: 3:30-6:00 p.m.

Early Release Wednesday: 2:00-6:00 p.m.

**Fall, Winter, Spring, and Summer Camps:** 7:00 a.m.-5:30 p.m.

### Kids Club Tuition Rates\*

**Annual Non-Refundable Registration Fee \$80**

School year rate: 180 days of school divided into 10 equal monthly payments.

AM - \$100 per month (Wednesday Early Release included)

PM - \$175 per month

AM/PM - \$275 per month

Wednesday Early Release Only - \$75 per month

**Fall, Winter, Spring, and Summer Camps:** Priced individually.

### Preschool Hours

Monday - Friday 9:10 a.m.-3:10 p.m.

Early Release Wednesday: 9:10 a.m.-1:40 p.m.

Preschool dates follow the CCUSD school calendar.

### Preschool Tuition Rates\*

**Annual Non-Refundable Registration Fee \$80**

School year rate: 180 days of school divided into 10 equal monthly payments.

2-day/week: \$338

3-day/week: \$461

5-day/week: \$643

### Enrichment/Supplementary Hours

School Year (Monday-Friday) morning and afternoon classes can be 40-minutes to 90-minutes before or after school, varied per program. Summer camps, classes, and workshops are morning, afternoon, and full-day, depending on the program

### Enrichment/Supplementary Rates\*

Rates vary per program based on hours per class, number of days, supply costs, and estimated enrollment.

**\*No refunds for unused days.** Late pick-up fees incur at the rate of \$2.00 per minute after the 6th minute, per child. A late fee of \$25 dollars will be assessed to your account if payment is not received by the 5th of the month. **CCUSD Tax ID #86-6000-523**

## Registration Information

All registration for ECS programs is through Eleyo at <https://cavecreek.ce.eleyo.com/>  
Instructions for first time users can be found at <http://www.ecsforall.org/register>

- **Only the legal guardian may register the child for any Community Education program.**
- A complete registration must be submitted online for each child. Failure to fully complete all sections of the enrollment will delay entry into the program. Additional Information needed for licensed programs are AZDHS Blue Medical Emergency Forms and Current Child's Immunization Record. The ECS Office must have these forms two business days before students can attend the program.
- Child records and information can only be released to the legal guardian, custodial parent, or contract owner. Custody papers must be provided to the program upon registration or custodial changes.
- Please double check your profile information to ensure that the information provided for each family member and emergency contact is accurate.
- If an enrichment/supplemental program is canceled, a full refund will be processed back to the form of payment used to pay for the program. If a personal check was used, the refund is processed through the district finance department. It may take up to 14 days to receive your check. No refund will be issued if a student misses one or more classes for any reason or is expelled due to disciplinary violations.
- **For scholarship information or payment plan requests, please contact the ECS Office at 480-575-2440.**

## Policies and Procedures

### Signing a Student In or Out

For the safety of your child, any individuals removing children from the program must be listed as an Emergency Contact and will be required to show proof of identification to the site staff. A child will not be released to an individual refusing to show ID upon request. **Always bring a valid photo I.D. to the site.**

For licensed programs (Kid's Club and Preschool), AZDHS requires a parent or an authorized party to sign a child in/out of the CCUSD Kids Club each day with his/her full name, date, and time on the specified electronic device. The child must leave the site once he/she has been signed out. Site staff are not eligible to be an authorized party for any child other than their own. Parents are not permitted beyond the sign-in/out area unless escorted/instructed by an ECS staff member.

## Behavior Guidelines

“Five Pillars of Character” are observed to help children with discipline issues.

1. **Responsibility** (Always do your best, use self-control, think before you act)
2. **Respect** (Treat others with respect, use good manners, don't threaten, hit or hurt.  
Deal peacefully with anger and disagreements)
3. **Fairness** (Play by the rules, take turns and share, listen to others)
4. **Caring** (Be kind, show you care, express gratitude, forgive others)
5. **Citizenship** (Do your share to make Kid's Club better, cooperate, obey laws and rules, respect authority!

Behavior guidelines are established to maintain the physical and emotional well-being of each child and to teach self-discipline, good judgment, and character traits. Parents and staff are viewed as partners in guiding each child's development and are expected to work collaboratively to establish consistency. ECS programs follow the behavior expectations of the Cave Creek Unified School District's Code of Conduct. If inappropriate behavior is displayed, guidelines are in place to assist staff in correcting that behavior, continuing misbehavior will be reviewed for suspension.

Examples of inappropriate behavior include, but are not limited to the following:

- Inappropriate language/actions: Use of foul, abusive, or unkind words, inappropriate gestures/actions toward others.
- Harm to others: Physically striking or injuring another person (staff or participant).
- Harm to self: Physically harming or causing injury to self.
- Threats toward staff and other participants
- Misuse of or damage to property: Improper care or use of equipment, supplies, facility, or items that do not belong to the participant.
- Removing or using property belonging to others without their expressed permission.
- Children who leave the program site without permission.
- Non-compliance with directives from staff.

**Staff will take the following progressive steps to correct a problem and/or inappropriate behavior:**

- Discuss and help children understand what they must do to correct the behavior.
- Encourage children to take responsibility for their actions.
- Document continued inappropriate behaviors/actions.
- Notify parents of incidents that occur.

### Disciplinary Circumstances

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/inappropriate language, threatening, bullying, biting, spitting on others, and leaving Kids Club program unsupervised.

- 1st offense - Verbal notification to the parent.
- 2nd offense - Written documentation to the parent.
- 3rd offense - Written documentation and a 2-day suspension from the program.

- If behaviors still persist the child will be suspended or removed from the Kids Club program. A student removed from the program for disciplinary reasons may re-enroll on a trial basis at the next semester, (subject to available program enrollment).

### **Dismissal from Program**

- Kids Club reserves the right to remove any child from the program due to delinquent payment or behavior that endangers the safety of other children, themselves, or staff.
- **A child may be removed from the program if a tuition/fee payment by any financially responsible party is delinquent.** The owner of the Eleyo account is the financially responsible party.
- A child may also be removed from the program if program administrators determine that a child cannot benefit from the program, or that the child's behavior endangers the safety of other children, themselves, or staff.
- Any and all behavioral incidents are situational and will be documented according to our guidelines. Our program will make every attempt to include parents in situations involving behavioral concerns and progressive consequences. Our goal is to ensure success for all of the kids enrolled in our programs.

**All rules that appear in the CCUSD student handbook also apply to the ECS programs.**

### **Illness**

A child exhibiting any of the following symptoms cannot attend the program:

- A fever within the past 24 hours
- Vomiting
- Diarrhea
- Swollen glands
- Undiagnosed rash
- Head lice

While attending an ECS program, if a child becomes ill with any of the above symptoms, the parent/guardian/emergency is notified and is to pick up the child immediately. A child who did not attend school on the current day due to illness will not be accepted into the CCUSD Kids Club or enrichment/supplementary program.

### **Medication, Medical Records and Emergencies**

Medication is not given to a participant without prior arrangements with the Kid's Club Manager on site, or the school health aide for school day programs. If approved, only *physician ordered* medication in the original prescription container will be given. The container must be labeled by the pharmacist and must include the name of the child, date, dosage, name of the medication, and method of administration. A "Medication Consent Form" for the administration of medication must be completed by the parent or guardian and be kept on file at the site. This includes over-the-counter medications, as well as prescription medications.

- Any unused, expired or incomplete prescription medication will be returned to the parent or guardian.
- Medications will be disposed of two weeks after the expiration date or a child's withdrawal from the program.

- In case of an emergency, as determined by program staff, the paramedics will be called and a parent will be notified immediately. ECS/CCUSD is not responsible for any charges incurred (ambulance transport, etc.).
- A medical consent form must be completely filled out for all camps (Fall, Winter, Spring and Summer) Please contact the Program Leader for any further information in regard to these issues.
- ECS programs are NUT FREE areas.

Enrichment/supplementary instructors do not accept the responsibility to keep or give medications. Summer programs do have a Health Aid on site that can assist with prescribed and over the counter medications.

### **Accidents and/ Medical Emergencies**

Parents must grant the program staff permission to administer first aid to any child in the event of injury, and to seek medical care and or emergency transport, as deemed necessary. In an emergency situation, emergency contacts will be notified once the child's needs are addressed and the timing is practical.

### **Health Records**

Any changes and revisions to health records, including allergies, must be made at your Kids Club site immediately. **Changes to emergency information and revisions of immunization records presented to the school office are not forwarded to Kids Club. Please remember to keep all records/medical information updated in the student's Eleyo profile.**

### **Sun Safety**

When the local weather and environmental conditions are at levels where negative health consequences can occur, staff and children will take the following precautions for outdoor activities during camps and before and after school programs.

- Daily, staff will check the current UV index prior to implementing planned outdoor activities. Based on the UV index, staff may adjust the schedule and keep children inside when warranted.
- Parents are encouraged to apply sunscreen to children prior to arriving.
- School Age (K-6<sup>th</sup>) are able to carry their own sunscreen and apply it to their person when needed. This sunscreen must be properly labeled with their name and cannot be shared with others.
- Children are encouraged to keep a hat at the program for use during outdoor activities and use shaded areas as necessary or available.
- Staff and children will receive regular education and training regarding sun safety practices.
- Staff will keep onsite resources and information for program families regarding sun safety and how to "Be SUNWISE".

### **Special Needs**

Cave Creek Unified School District fully complies with the requirements of Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, applicable AZDHS regulations, and applicable federal, state, and local laws. Reasonable modifications will be provided to afford a student with a disability meaningful access to ECS programs, unless demonstrated that the modification would be a fundamental alteration in the nature of the program or constitute an undue financial and administrative burden. Any student, including



students with disabilities, may be removed from ECS programs if that student, even with reasonable modifications, jeopardizes the safety, enjoyment, and learning environment of other students and the CCUSD staff. Special accommodations a student receives during the school day are not shared with the Kid's Club or enrichment/supplementary programs. *It is the parent/guardian's responsibility to add relevant details in the special needs portion of your child's Eleyo profile so instructors and leaders are aware of their needs.* Please include allergies.

## **Personal Belongings**

ECS is not responsible for the loss, damage, or stolen items brought to any ECS program. Please label all clothing, backpacks, water bottles, and lunch boxes with the child's name or initials. Money should only be brought to any ECS program if requested for special occasions (i.e., field trips). Electronics are permitted only on Early Release Days and Fridays, at a parent's discretion, assuming all risk of loss or damage. Electronic devices or toys often cause a disturbance or interfere with learning. For first offenses the device will be taken and returned only to the parent. Check with your supervisor for specific site rules on these items.

## **CCUSD Transportation**

Special permission is required for students to ride the bus to, from, or during an ECS program, as made available. The rules stated by the CCUSD Transportation Department are enforced at all times a student is being transported by a CCUSD bus and driver.

## **Liability Insurance**

ECS programs are covered by the Cave Creek Unified School District insurance through the Arizona School Risk Retention Trust.

**Insurance:** The District does not carry insurance for student's medical or dental costs if they are injured during school activities. Parents are responsible for their children's insurance. An optional school-day or 24-hour accident policy is available at school through a private agency. Like most insurance policies, there are some coverage limitations and exclusions. Information on the policy is available from each school's office. The schools issue these forms as a service to students and parents; the district has no other connection with the insurance company. Parents may pick up additional forms and purchase insurance at any time throughout the school year. In an emergency, the school may call paramedics who may decide that an ambulance should be called. These services are paid for by the parent.

## **Child Abuse**

According to State Law (section 13-3620), school employees must report non-accidental injury, suspected sexual molestation, abuse and neglect to the Maricopa County Sheriff's Department, the area Police Department or Arizona Department of Child Safety (DCS). Please note this pertains to incidents at home or at school.

### **Interviews-Child Protective Services Workers:**

Interviews by DCS workers who are investigating abuse/neglect may be conducted at district schools. The parent of a student, who is the subject of an investigation, or a sibling of the subject, need not be given notice of such interviews. School officials may be present at the interview only if it is necessary to the investigation.

## Custody

If you have a court order that limits the rights of one parent in matters of custody or visitation, please supply a copy to the ECS program leader on site and the ECS Office. Also, please note paperwork is filed with the ECS Office and site management when registering in Eleyo. Unless your court order has been served and is on file with us, we must provide equal rights to both parents. Please update the program annually with current court orders.

## Drug-Free Zone

Drug Free Zone includes off-campus (**ARS 15.341.14 'to and from'**) consumption prior to being on district property, at a district function or at a school-sponsored activity. It also includes use, possession or distribution of drug paraphernalia, imitations of non-prescribed drugs, narcotics and other noxious substances.

## Pest Control

The support services division will notify any school 72 hours before using any pesticide or herbicide. Notifications will include school office, front door postings, school newsletters and public address announcements. ALL DISTRICT POLICIES APPLY TO THE ECS PROGRAMS

## Emergency Operations Plan

Emergency forms will be on file for every Kid's Club and preschool student. **It is vital that telephone numbers are kept up to date.** In the event of inclement weather, the student will remain in the school cafeteria until the parent arrives. In the event of any other emergency or disaster situation, ECS staff will follow the directions of the emergency officials advising the District.

Cave Creek Unified School District and its eight campuses are committed to creating a safe and secure environment for learning. To this end, each school within the District, as well as the District Office, has crisis management guidelines and a comprehensive plan designed to inform staff and students of what to do in the event of a crisis. The plans are based on the State of Arizona's School Safety Program. The District's Crisis Manual contains vital information necessary to assist in any emergency situation. In addition to the manual, each school has Crisis Response Teams that are mobilized in the event of an emergency to assist in providing information to the students, staff, families and community. Fire and lockdown drills are practiced regularly at each site to ensure that routines and safety procedures are well established and familiar to all. Evacuation sites have also been identified for each site. Parents/guardians can expect effective and efficient information communicated in a timely manner regarding school related situations that may occur on campus. Copies of the school's crisis plans are available for review in the Administration Office at each site. In the event of a school or district emergency, parents will be notified with an email and text through School Messenger.

**In the event of an emergency, see the evacuation sites listed below.**

<b>SITE</b>	<b>WALKING EVAC SITE</b>	<b>OFF-SITE EVAC</b>
BMES	Fine Arts Center	Desert View Bible Church
DSES	Scottsdale Bible Community Church	Cactus Shadows
DWES	Desert Willow Park	Cactus Shadows
HTES	STMS	Cactus Shadows
LMES	Toll Brothers Subdivision	Cactus Shadows
DAMS	CSHS/Stadium	Desert View Bible Church
STMS	HTES	Cactus Shadows
CSHS	Football Stadium	Desert View Bible Church