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# Parent Handbook

## 2024-2025 School Year

**8 day minimum attendance a month required**

Marana Unified School District #6  
Extended Learning Opportunities Department  
8000 N Silverbell Rd PD building  
Tucson, AZ 85743  
520-616-4506



# Learning, Enrichment and Play 2024-2025

Welcome to 2024-2025 LEAP. This handbook includes information you will need about our services and policies. Please review this information. If you have questions, feel free to contact your site supervisor or our office at 520-616-4506.

## **ELO Office Staff**

Director: Sherri Settles 520-616-4504

ELO Coordinator: Rebeca Ortiz 520-616-4505

Secretary: Teresa Pemberton 520 -616-4506

Accounting Clerk: Estrella McGowan 520-616-4516

## **Mission Statement**

The Department of Extended Learning Opportunities (ELO) will provide a secure learning and play experience that will enhance the quality of time a child spends away from home.

## **Statement of Services**

LEAP enrichment programs are DHS (Department of Health Services) licensed and DES (Department of Economics) contracted facilities available at all elementary schools in the Marana School District. This program is designed as before and after school child care for students enrolled in preschool through sixth grade. It is offered at each elementary and K-8 school before school at 6:00am until school starts and after school until 6:00 pm, Monday - Friday during the school year. Summer camp hours are from 6:00 am - 6:00 pm at select schools. Leap will be open 6am to 6pm at certain sites for Fall and Spring Break. Leap is closed on teacher only days and winter break.

## **Minimum Attendance Requirement**

Your child must attend at least 8 days in a month to keep an active account at LEAP. The only month that 8 days is not required is December. All other months including ones with breaks have to have 8-day attendance. The attendance has to be either in the morning or evening and coming both only counts as 1 day. If not, your child's account will be deactivated and they will not be able to re-enroll in LEAP until the next school year.

## **Locations**

### **Site Addresses & Phone numbers:**

Butterfield Elementary  
3400 W. Massingale Rd.  
Tucson 85741  
(520) 352-2421 Ext. 6836

Quail Run Elementary  
4600 W. Cortaro Farms Rd.  
Tucson 85742  
(520) 352-2421 Ext. 7419

Coyote Trail  
8000 N. Silverbell Rd.  
Tucson 85743  
(520) 352-2421 Ext. 6628

Rattlesnake Ridge Elementary  
8500 N. Continental Reserve Loop  
Tucson 85743  
(520) 352-2421 Ext. 8507

DeGrazia Elementary  
5051 W. Overton Rd.  
Tucson 85742  
(520) 352-2421 Ext. 7049

Roadrunner Elementary  
16651 W. Calle Carmela  
Marana 85653  
(520) 352-2421 Ext. 7880

Gladden Farms Elementary  
11745 W. Gladden Farms Dr.  
Marana 85653  
(520) 352-2421 Ext. 8212

Twin Peaks K - 8  
7995 W. Twin Peaks Rd  
Tucson 85743  
(520) 352-2421 Ext. 6466

Ironwood Elementary  
3300 W. Freer Dr.  
Tucson 85742  
(520) 352-2421 Ext. 7216

Dove Mountain K - 8  
5650 W. Moore Rd  
Marana 85658  
(520) 352-2421 Ext. 3252

Picture Rocks Elementary  
5875 N. Sanders Road  
Tucson 85743  
(520) 352-2421 Ext. 6053

Estes Elementary  
11280 W. Grier Rd.  
Marana 85653  
(520) 352-2421 Ext. 3677

## Enrollment Criteria

LEAP serves currently MUSD enrolled Preschool - 6<sup>th</sup> grade students that are ages 3-12 (Preschool & Pre-K only offered at some sites). Students may enroll in the summer program as long as they are 5 years old by May 22, 2025. When a student reaches the age of 13, he/she is no longer eligible for LEAP.

LEAP Registration forms:

- Parent/Guardian contact information
- Emergency Contact information (fully filled out both sides)
- Current Immunization records
- Paid registration fee non-refundable (\$55.00 first child, \$45.00 each additional children)
- Internet and Social Media Channels Release (ex – Facebook, Instagram)
- Media Release Form (ex – actual news – TV)
- IEP or 504

- Sign in/sign out permission form (if needed for alternative pickups or siblings 13-18 years old) **(preschoolers must be picked up by adult 18+ per DHS)**
- As we are a prepay program some money must be put on account for attendance

Children transferring schools must make sure there is space in the new school's LEAP before they can attend LEAP even is already in old school LEAP. LEAP families that enroll in a new LEAP site must have their balance paid in full prior to enrollment at the new site. Positive balances will be transferred to the new LEAP site unless otherwise requested by the parent/guardian. Negative balances at breaks, transferring sites or at end of year may lead to possible dis-enrollment of our LEAP program and collections.

## Fees

### Registration:

\$55.00 (first child), \$45.00 (each additional children)

**The registration fee is non-refundable even if deactivated due to lack of attendance.**

### Hourly:

\$5.00 per hour for first child

\$4.25 per hour each for second, third, etc. child (non DES)

\$4.00 per hour each child of full time MUSD employee

\* A minimum charge of \$5.00 is paid for the first hour.

\* After the first hour billing is done in 15 minute intervals.

\* Prepayment for the upcoming week is due by each Friday.

\*Payments may be made by check or money order (made out to MUSD LEAP) or online by credit card.

\* MUSD Extended Learning is a DES authorized provider.

You may request a refund of positive balances from the current school year only after your child has withdrawn from the program. Requests must be made prior to July 1<sup>st</sup> of the current school year

For questions regarding your account please contact your site supervisor or contact the ELO Accounting Clerk (520-616-4516).

### Delinquent Payment Process

LEAP is funded through your tuition payments. We are not a District, State or Federal funded program. Weekly payments in full are required in order to continue to keep tuition lower, to fund staff salaries, licensing fees, site maintenance and supplies. Payments can be made by check, money order,

cashier's check at the LEAP site or credit card on MUSD website online payment portal. LEAP sites will contact parent/guardian by email and phone call when account is behind. After reasonable effort with no payment then our accounting clerk will make calls, emails and us postal mail to collect payment. At this point your child will not be able to attend until payment in full is received. Parent/guardian are responsible for any charges incurred by child at Leap. Non payments without communication from parent/guardian after 2 months will automatically be sent to collections after our reasonable attempts at collecting debt. This could lead to a fine on child's MUSD account or if parent/guardian is an employee of MUSD, the district can take actions to collect this debt.

### **Late or Incomplete Payment Procedure**

- 1) Your site supervisor will provide you with a payment note.
- 2) Your site supervisor will provide an email or phone call.
- 3) If repeated calls are required about late or incomplete payments, you will be contacted by our accountant and/or director. If payments continue to be late, you will be informed a day in advance that your child is deactivated from LEAP. The LEAP supervisor will inform the school office that your child is no longer attending LEAP.
- 4) Payments not received after deactivation will be sent to collections or added to your child's district account.

### **Check Acceptance Policy**

Marana Unified School District will gladly accept checks. No longer will the district or school staff arrange for the repayment of returned checks. Should your check be returned for insufficient funds, you expressly authorize your account to be electronically debited or bank drafted for the amount of the check plus any applicable fees. The use of a check is your acknowledgement and acceptance of this policy and its terms and conditions.

Please include the following information on your check:

- Full name
- Street Address
- Home phone number
- Cell phone number
- Child/ren names (full name if last name is different from the parents)

NSF checks (non-sufficient funds) will require a money order or credit card payment for all future tuition payments. Online payments through the same checking account as the NSF are not accepted.

## Online Payments

### In Touch Payment System

Be advised that payments made online through In Touch may incur a delay between the time of submission and the time of acceptance into the system. There will be a credit card fee per transaction of 2.0%.

## Online Procedure

\*Go to [www.maranausd.org](http://www.maranausd.org)

\*Click on Quick Links at the top of the page.

Click on Online Payment Center

\*Once customer account is created, then go back to online payment center

\*Put in user name and password

\*Follow the steps for payment

\*\*Payments may take 24 hours to reflect on your LEAP account

\*\*If there is more than one child in the family, you only need to create one account.

If you make an online payment on Friday before the week or on Monday morning for the week please take a screen shot or print out payment to show proof, it was paid.

## DES

MUSD LEAP is an authorized center with DES Childcare. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability (not all prohibited basis apply to all programs). We do not contact DES for your child to attend our program. You will need to contact your case worker. Parent/guardian is responsible for all charges incurred by child in Leap until/after DES approval dates are sent to ELO accountant.

## Sign In/ Sign Out Procedures

- DHS requires the first initial and last name (ex. G. Smith) on the sign in/out before a child is admitted or released.
- All children must be accompanied by a parent or guardian for morning drop off and afternoon/evening pick up.
- For the safety of your child, please make sure that a parent, caregiver or another prior designated person signs your child in/out. Siblings over 13 may pick up Kindergarten or grades above from LEAP only with prior parental written consent. See LEAP staff for this form. Preschool LEAPers must be signed out by parent or approved adult (over 18) authorized prior by parent.

- A picture ID will be required for all unrecognized persons before a child is released to those listed on the emergency card.
- Students cannot sign themselves in or out of our program.
- We are not responsible for your child until he/she is signed in at the LEAP site.
- All children will be signed out by staff when going to school and signed in by staff when going from school to LEAP.
- Staff cannot sign your child in/out to go anywhere but school (Twin Peaks and Dove Mountain staff may walk designated LEAP children (Kinder and up) to the buses with prior written parent consent going home with older sibling).
- If one parent has sole custody of the child, LEAP must have a copy of the legal document.
- Any persons listed not allowed to pick up on emergency form must have a copy of legal documentation as to who can't pick up. Otherwise if they are not listed they cannot pick up unless parent on birth certificate.

Parking is available in the school parking lot for student pick up and drop off. Please do not stop in the drop-off zone, fire lane or handicapped parking or you may be ticketed. Please do not leave younger children unattended in your vehicle.

### **Transportation**

Parents/Guardians are responsible for the transportation of the child to and from LEAP.

### **Late Pickups**

Late pickups cost \$1.00 per minute after 6:00 p.m. Staff will contact names listed on your emergency card if the site staff cannot reach the parent/guardian. If all attempts to contact the parent/guardian are unsuccessful, Sheriff office/Police along with Child Protective Services will be called after 30 minutes. Chronic late pickups may result in removal from LEAP program. You will receive notice one day in advance that your child's account has been deactivated.

### **Personal Items and Toys**

LEAP is not responsible for personal items and toys that are lost or damaged. We request that items such as electronic games and cell phones remain at home. Cell phones and smart watches connected to cell phones are not allowed to be used at LEAP. Students who abuse this will have their cell phone, smart watch or toys taken and locked up until the parent comes to pick up the child. Students are accountable for all items brought to LEAP including jackets, sweaters, backpacks and items brought from the classroom. We highly recommend labeling items.



## **Curriculum and Structured Play**

All LEAP site employees are required to attend at least 18 hours of training each year. Once a month year-round, staff attends training focused primarily on emergency medication, program management, curriculum enhancement, DHS compliance and structured play.

Children are divided into groups by age with each group participating in age-appropriate activities. Each LEAP site offers a variety of activities designed with the Arizona Academic Standards in mind. Activities include indoor and outdoor games, quiet time for homework, creative arts, dramatic play, STEM, and space to socialize.

## **Internet Usage**

Students at LEAP have the privilege of using the Internet and other electronic information resources. LEAP staff will be present; however, individual supervision may not always be available. Students are expected to use the Internet appropriately in support of education, research, and the goals and objectives of MUSD. Staff and/or administrators may review students' computer files and communications at any time to ensure the student is using the Internet responsibly. Irresponsible use will result in loss of this privilege and disciplinary consequences.

## **Movies**

Although movies are not part of our regular curriculum, LEAP follows school guidelines when selecting movies for student viewing. Movies that are rated "PG" will be posted 48 hours in advance of showing. If you do not want your child to view any posted movie, please inform a staff member in writing so your child can be directed to other activities. Alternate activities are always available.

## **Communication**

Staff will communicate with families through notes, phone calls, postings and emails. LEAP staff face-to-face communication should occur during non-student time. Our staff are supervising children and may not be able to give you their undivided attention at that specific time. The 30-minute period before school starts when students are dismissed to the classroom in the morning and the 30-minute period prior to the end of the school day are the best contact times. You may call and leave a message if you need to speak with the supervisor. The LEAP classroom will have a bulletin board with monthly activities and parent notices. Please do not hesitate to contact the site supervisor if you have any questions.

## **Site Phone**

Our phone is available to students for emergencies only. Asking to go home with a friend or "checking in" with a parent is not considered an emergency. If you would like to speak with your child during LEAP, please feel free to call the site.

## **Cell Phone**

Because LEAP is responsible for the safety of your child and because we cannot monitor personal cell phone use, student cell phone use and smart watches connected to cell phones use during LEAP is prohibited. Students using cell phones during LEAP will be required to put them away in a backpack, locked drawer or the LEAP office until parent picks up.

## **Parent Participation**

Parents/Guardians are invited and encouraged to visit their LEAP site any time during the hours of operation. Parents are also welcome to participate in activities with their child/ren. While at the site, parents will refrain from such conduct as physical punishment of children, verbal abuse, swearing, threatening staff and/or other parents or children, smoking, quarrelling with other parents or staff; and disciplining other people's children. Parents and staff are role models for children and must act accordingly. Failure to do so may result in loss of Leap services for your child/ren.

## **Meals and Snacks**

DHS Childcare regulations require us to serve one or more snacks to each enrolled child that is present at the facility for two to four hours. We will provide snack. The snack cost is included in cost of program for children in attendance.

Lunch is not included in the cost of the program. Children must have a non-microwavable lunch with an ice pack on non-school days, or early out days in which lunch is not served. Refrigerator space is not available. Please remember to bring utensils if needed. If a student arrives at LEAP without a lunch, the parent will be called.

Microwaves are not available. We have no means of heating up any type of food.

Snack calendars are posted monthly on the bulletin board for your review. Children are encouraged but not forced to eat. If your child requires an additional or alternative snack, you may send one with him or her. If your child has any food allergies, please be sure that the staff is aware of the particular allergy in writing on the emergency information card.

## **Field Trips**

At this time no field trips are offered through the LEAP program.

**Empower Program** Our program follows the Empower Pack Standards outlined below:

- Standard 1: Physical Activity
- Standard 2: Sun Safety
- Standard 3: Breastfeeding

- Standard 4: Child and Adult Care Food Program (CACFP)
- Standard 5: Fruit Juice
- Standard 6: Family-Style Meals
- Standard 7: Oral Health
- Standard 8: Staff Training
- Standard 9: Arizona Smokers' Helpline (ASHLine)
- Standard 10: Smoke-Free Environment

### **LEAP and DHS (Department of Health Services) Requirements**

LEAP complies with the Arizona Department of Health Services guidelines for staff hiring, site management and the health and safety of the LEAP children.

Each site has at least one supervisor and at least one aide. Site Supervisors and Assistant Supervisors must be at least 21 years old, must have completed 30 hours of trainings and worked with children previous for at least 6 months. LEAP aides must be at least 18 years old and have worked with children previous for at least 6 months. All staff must have approved Department of Public Safety (DPS) clearance and Department of Child Services. Either the site supervisor or assistant site supervisor staff must be trained in First Aid and CPR.

Each site has a maximum student enrollment number based on the site licensing capacity and ratios based on number of staff. After the site enrollment maximum is met, students will be placed on a waiting list until the site has room for more students.

### **Health, Medications and Emergencies**

Medications: The staff is permitted to dispense prescription or non- prescription medications only with physician and parent/guardian authorization. If a child needs medication, the parent must fill out a medication consent form (available from the site supervisor).

All prescription medications, including inhalers and Epi-pens should be furnished by the parent/guardian in the original prescription box with all medications (epi-pen twin pack should have two epi-pens unless provided with doctor note explaining the dividing of medication) included stating the following:

- Child's name
- Name of medication
- RX number, doctors name and phone number
- Dosage

- Time to be taken
- Date to be discontinued
- Expiration Date of medication

Staff may administer a non-prescription medication provided by the parent only from a container prepackaged (cannot be a bottle that has already been opened) and labeled for use by the manufacturer and labeled with the enrolled child name. If a parent's request for administration is different from the instructions on the nonprescription medication, written authorization from a health care provider must be provided.

Any medication given will be logged into a medication log with time, date, dose and signature of the staff person who administered the medication. Staff may apply sunscreen using gloves and with written consent on medication form from parents.

Parents must pick up all unused medication at the end of each school year. If your child will be attending Fall, Spring or Summer break you must bring the medications with the child on the first day. Medication that is not picked up will be properly destroyed by the district Health office.

Expired medication must be picked up immediately by parent after staff calls. If not picked up in timely manner it will be destroyed by district Health office.

Parents must provide documentation from a health care provider in cases where a child has a contagious infection, rash or disease. Exposed contagious areas must be covered even if DR allows child to return to school.

**Emergencies:** All sites have employees that are trained in CPR and First Aid to handle minor injuries or accidents. A parent will be notified of any accident that requires treatment beyond basic first aid or is a head injury. Should emergency treatment be required, staff will attempt to contact the parent or one of the emergency contacts designated. If deemed necessary, the site staff will call 911 along with parent.

**Illness:** LEAP follows the Marana School District Health Services guidelines as listed below. It is to the benefit of all children and staff when sick children do not attend the program. Your child may not attend if he/she is experiencing any of the following symptoms: fever, rash, vomiting, diarrhea, severe coughing, pink eye, head lice, chicken pox or other contagious diseases. **If your child becomes ill while attending the program, you will be contacted to pick up your child immediately.** Your child may return to LEAP when he/she has been symptom free without medication for a 24-hour period. We will post a notice at the site to inform you if the children have been exposed to an infectious disease.

**COVID Illness district guidelines:**

All protocols are listed on the Marana district website – Health Services Illness protocol

### **Non-COVID School Guidelines for Elevated Temperature:**

- A temperature of 100.4 F is the temperature at which a student is excluded from school.
- The student who is sent home from school with a temperature of 100.4 F cannot return to school until fever-free for 24 hours.
  - Fever-free means without a fever for 24 hours without the use of fever-reducing agents such as acetaminophen, or ibuprofen. Please do not give your child aspirin.

### **Guidelines for Diarrhea:**

- Students with diarrhea need to be sent home.
- Generally, diarrhea is caused by a virus or bacterial infection.
- Students need to be excluded from school until they haven't had diarrhea for 24 hours.

### **Guidelines for Vomiting:**

- Students with vomiting need to be sent home.
- Students need to be excluded until they have been symptom free for 24 hours.

### **Guidelines for Lice:**

- Students with lice or nits will be sent home
- Students will need to be treated and stay out of school until lice and nits are all removed

### **Guidelines for Pink Eye:**

- Students with possible pink eye need to be sent home.
- Students need to be excluded from school until redness has cleared up or physician writes a note stating the student is not contagious or a student has received a prescribed antibiotic for 24 hours.

### **Guidelines for Rashes and Skin Sores: students who have unidentified rashes or skin sores may have a communicable disease that could be contagious to other students.**

- Students need to be excluded from school until the rash or sore has cleared up.
- Or physician writes a note stating that the student is not contagious.
- Or student has been taking an oral antibiotic or applying an antibiotic or fungal cream for 24 hours.
- When the student returns to school, any open sores need to be covered.

## **Special Health or Behavior Needs:**

In order to provide a safe learning experience for your child, we require a specific plan to meet your child's medical or behavioral needs prior to attendance. Based on your child's needs we may need to hire more staff and your child may not attend until they are hired – director will advise you upon viewing the IEP.

Your child's site supervisor will meet with you to develop a plan. A Health Plan or Behavior Plan must be in place prior to your child's attendance in LEAP. The Health Plan will include special training from a parent or other qualified adult to train the staff on administering emergency medication. The Behavior Plan may be a copy of the child's IEP accommodation page. The director, coordinator, counselor, nurse or teachers may be part of the discussion if needed.

## **Safety Drills**

At least once per month students will participate in a drill that will help maintain order and safety in the event of an emergency. Students will be trained to take part in the following type of drills:

### **Fire drill**

Students are trained how to exit areas of the school, following a primary and secondary route. They are trained how to exit a smoke-filled area, and an area with a blocked entrance.

### **Shelter In Place drill**

Students are trained how to remain in class continuing their activities inside until it is safe to exit the room. These are for animals on campus, unsafe weather and such.

### **Lockdown drill**

Students are trained how to remain still and quiet, secured in the classroom in the event there is an emergency situation somewhere on campus that could result in unsafe conditions for students who may be out in the open campus. This is usually a police situation on or near campus.

## **Dress Code**

LEAP follows the MUSD dress code. Refer to your school's handbook for specific guidelines. Students should be dressed appropriately for active play, both indoors and out, especially on non-school days and in the summer. Close-toed shoes, comfortable shirts and shorts/pants are required.

## **Notification of Confidentiality Rights**

LEAP complies with the Family Educational Rights and Privacy Act (FERPA) as it applies to the LEAP Program.

## Inspection Reports

Reports relating to Arizona Department of Health Services (DHS) site inspections are online, on-site and available upon request. Arizona Department of Health Services for Childcare state licensing departments.

Phoenix Office	Tucson Office
150 N 18 <sup>th</sup> Ave #400 Phoenix, AZ 85007 (602) 364-2539  FAX: (602) 364-4768	400 W. Congress, Suite 241 Tucson, AZ 85701 (520) 628-6541  FAX: (520) 628-6537

## Licensing

The MUSD LEAP Program is regulated and licensed by the Arizona Department of Health Services (DHS) at 400 W. Congress, Suite 241, Tucson, AZ 85701, 628-6541. Please refer to the DHS website for information on regulations and licensing. [www.azdhs.gov](http://www.azdhs.gov)

LEAP is an authorized DES childcare provider.

LEAP follows the National After School Association (NAA) accreditation standards and guidelines.

In accordance with Federal Law and the U.S. Department of Agriculture policy, this institution is an equal opportunity provider.

## Child Find

**Mission Statement:** AZ FIND provides information and resources to parents, public education agencies (PEAs), state agencies, and professional organizations regarding child find statutes, policies, and procedures.

**Requirements:** Child find is a component of the Individuals with Disabilities Education Act (IDEA '04) that requires PEAs to locate, identify, and evaluate all children with disabilities, aged birth through 21, located within their geographical boundaries who are in need of early intervention or special education services.

Child find applies to children who are:

- Suspected of having a disability even though they are advancing from grade to grade
- Highly mobile, such as migrant and homeless
- Wards of the state
- Private school students
- Homeschool students

## **Behavior Disciplinary Policy**

### **Student Violence/Harassment/Intimidation/Bullying (JICK)**

Our LEAP programs follow Policy J-3200 which addresses the right of every student to be educated in a positive, safe, caring and respectful learning environment. JICK includes the following behaviors: Bullying, Cyberbullying, Harassment and Intimidation.

These behaviors are not tolerated. Each staff member has been trained on procedures for reporting JICK-related incidents. Student and/or parent complaints are reported directly to the school principal. The school principal is responsible for investigation and follow-through of JICK-related reports during the school year. The ELO director or designee is responsible for investigation and follow-through of JICK-related reports during the summer.

A copy of Policy J-3200 is available from your site supervisors or our ELO office on request.

### **Discipline**

It is the mission of the LEAP Program to provide an atmosphere where each child feels included, accepted, and successful. The staff uses a philosophy of PBIS (Positive Behavior Intervention and Support). We follow the same guidelines as the school and Marana Unified School District discipline matrix.

- Redirection is the first method of discipline. Communication between student and staff that allows children to express their feelings and discuss their choices is also implemented.
- Each LEAP site has a “think time” or “Take a Break” space where children can go for a short time to “cool down” until ready to participate in a more appropriate fashion. Separation will be no longer than three minutes after the child has regained control and not longer than 10 minutes without staff interaction with the child.
- If the behavior continues and the above methods are unsuccessful, the parent will be informed of the inappropriate behavior in written form.
- Recurring or continuous inappropriate behavior may lead to possible suspension or removal from the program. The common suspension sequence is as follows:



1<sup>st</sup> offense = possible one-day suspension

2<sup>nd</sup> offense = possible two-day suspension

3<sup>rd</sup> offense\* = possible removal from LEAP (all sites)

## Reasons for Expulsion

The childcare provider will discuss the reasons for expulsion with the parent/guardian based on the actions of the parent or the child, and provide a five-work day written notice prior to a child's disenrollment.

**Immediate causes of Expulsion:** The provider discusses with the parent the facility's policy that allows for immediate expulsion, without waiting for the required five-work day period, or until alternate child care arrangements can be made including, but not limited to, the following:

- a. The child care provider is unable to prevent the child from causing serious injury to others or to himself/herself; or
- b. The parent/guardian threatens or commits physical or intimidating actions toward a child care provider.

**Parental Actions for Child's Expulsion:** Certain actions or inactions on the part of the parent/guardian/relative may result in expulsion of a child. These may include, but are not limited to, the following:

- a. Verbal or physical abuse to a child care provider;
- b. Threaten or commit physical or intimidating actions toward a child care provider; or
- c. Failure to pay required Arizona Department of Economic Security (DES) co-payments or additional fees.

Examples of inappropriate behavior are:

- ✓ Possession, use or distribution of alcohol or controlled substances
- ✓ Assault
- ✓ Fighting
- ✓ Harassment
- ✓ Bullying
- ✓ Theft

- ✓ Tobacco use, possession or distribution
- ✓ Weapons
- ✓ Profanity
- ✓ Conduct that interferes or disrupts the program or poses a risk to self or others
- ✓ Hitting, kicking, throwing objects, or pushing of staff or children

## **Withdrawal Procedures**

A child may be withdrawn from the LEAP Program for the following reasons:

- Discipline – reasons as stated under **Discipline**
- Past Due Fees – Should an account become delinquent and/or needs to be sent to a collection, the child will be withdrawn from the program. After paying delinquent amount in full, re-enrollment is at the discretion of the ELO Director. Reenrollment would include repaying the registration fee.
- Lack of meeting 8 days a month attendance policy (Warning notifications given mid-month by e-mail, a phone call on the last week of the month)
- Habitual Late Pick Up – Any child picked up late (or scheduled closing time) more than three times may be withdrawn from the program.
- Habitual Tardiness—Tardiness that continues after meeting with the parent, site supervisor and LEAP Director may result in the child being withdrawn from the program.
- When students reach the age of 13, they are no longer eligible to attend LEAP.

Other—Continued abuse of department policies and procedures by students or parents may be cause for removal from the program, including violation of sign-in/sign-out procedures.

Refunds are available upon request for a positive account balance for the current school year only. Registration fees are non-refundable even if dis-enrolled due to lack of attendance.

## **Mandatory Reporting**

A.R.S. [§13-3620](#) provides that any district employee who "reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense, or neglect that has been inflicted on the minor by other than accidental means . . . shall immediately report or cause reports to be made to this information to a peace office or [in situations not encountered in a school setting] child protective services . . ." Such reports shall be made immediately by telephone or in person and shall be followed by a written report within seventy-two hours.

Educators have a responsibility to ensure that students are safe and have not been the victims of any

kind of abuse or neglect. Legally, teachers and staff must report suspicions of abuse or face criminal charges for not reporting. It is the job of law enforcement to investigate the truth of the matter. For further information of this law please feel free to contact the school administration

Arizona Department of Child Safety – 1-888-767-2445 (1-888-SOS-CHILD)

### **Parent Rights under the Family Educational Rights and Privacy Act of 1974**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

LEAP follows FERPA rules and regulations.

### **Herbicides Warning**

The following flyer will be posted at least 48 hours in advance in cases where pesticides will be sprayed.

Feel free to contact your site supervisor for any specific information you need.

### **Sun Safety Policy**

Posted on Parent Information Board

### **Smoke Free Policy**

Smoking is prohibited in the LEAP centers or on school campus to protect the health of children, employees and visitors.

### **Insurance**

Liability insurance is carried through MUSD. Liability insurance coverage is available for review on facility premises.

## LEAP HOLIDAYS

LEAP is closed the following days for the 2024-2025 school year:

July 31 - August 2	School Year Preparation Days
August 30	Staff Professional Day
September 2	Labor Day
October 14-18	Fall Break
November 11	Veteran's Day
November 27-29	Thanksgiving Holiday
December 20-January 3	Winter Break
January 17	Staff Professional Day
January 20	Martin Luther King Day
February 20-21	Rodeo Days
March 17-21	Spring Break
May 23	Summer Program Prep Day
May 26	Memorial Day
July 4	4 <sup>th</sup> of July

### Breaks

LEAP is open from 6 a.m. to 6 p.m. during fall, spring and summer break. It is closed winter break. Pre-registration is required in order to plan for enough staff coverage. Sites open during breaks will be posted at all LEAP sites. Your site supervisor will post flyers at the site when pre-registration takes place. Preschool & Pre-K students enrolled in any Marana preschool may attend both Fall and Spring break. Children must be between the ages of 5 years and 12 years and enrolled in an MUSD school to attend our Summer break. There is a non-refundable material fee for summer break.



## Fall Break (October 14-18, 2024)

**Prepayment** is required prior to the first week of Fall Break. Pre-registration is required so we can plan for enough staff coverage. Registration forms will be available at your LEAP site prior to Fall Break. Return turned out forms to the Fall Break LEAP site your child will be attending. There is no registration fee. There is a \$15.00 non-refundable material fee per child.



## Spring Break (March 17-21, 2025)

**Prepayment** is due prior to the first week of Spring Break. Pre-registration is required so we can plan for enough staff coverage. Registration forms will be available at your LEAP site prior to Spring Break. Return turned out forms to the Spring Break LEAP site your child will be attending. There is no registration fee. There is a \$15.00 non-refundable material fee per child.



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## Summer Break begins (May 27, 2025)

Pre-registration is required in order for us to plan for enough staff coverage. Forms will be available at LEAP sites during the months of April and May. Summer registration forms must be delivered to Summer LEAP site your child will be attending. **Do not give them to your school LEAP site.**

There is a non-refundable material fee for summer break. Material fees are \$35 each child. This fee is due at Summer Break registration. Check or money order only (payable to MUSD LEAP).

**Prepayment** is required the week before service. Tuition for the first week of Summer Break is due by the last day of school year, May 22, 2025.

### Policy Changes

Policies and procedures contained in this handbook are subject to change as needed. Any changes made to the policies and procedures during the 2023-2024 school year will be posted on the parent board. Copies of changes will be available for all parents.

Input from parents and the community members are always welcomed and encouraged. Please contact the ELO Department at 616-4506 with any ideas or suggestions.

Revised 2/2024

# MARANA UNIFIED SCHOOL DISTRICT ACADEMIC CALENDAR 2024-2025

Month	M	T	W	Th	F	Notes
July						
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30	31			
						4-(Observed) Independence Day 23-30-New Teacher Orientation 31- PD Day
August						
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	
						1-2-Teachers Only 5-First Day of School 30-Staff Professional Learning
September						
	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30					
						2-Labor Day 12-13-Elementary Conferences 19-20-Middle School Conferences
October						
	1	2	3	4		
	7	8	9			
	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30	31		
						11-End of 1st Quarter 14-18-Fall Break
November						
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	
						11-Veteran's Day 27-29-Thanksgiving
December						
	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30	31				
						19-End of 1st Semester 20-Teachers Only 23-31-Winter Break



Month	M	T	W	Th	F	Notes
January						
	1	2	3			
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30	31	
						1-3-Winter Break 6-All Schools Resume 17-Staff Professional Learning 20-MLK Day
February						
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
						6-7-Elementary Conferences 13-14-Middle & K-8 Conferences 20-21-Rodeo Days
March						
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
	31					
						14-End of 3rd Quarter 17-21-Spring Break
April						
	1	2	3	4		
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30			
May						
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	
						22-Last Day of School 23-Teachers Only 26-Memorial Day
June						
	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30					

1st Quarter 8/5/2024-10/11/2024= 48 days  
 2nd Quarter 10/21/2024-12/19/2024= 40 days  
 3rd Quarter 1/6/2025-3/14/2025= 46 days  
 4th Quarter 3/24/2025-5/22/2025= 44 days  
 Total = 178 days

- Shortened Day Elementary Students
- Shortened Day Middle & K-8 School Students
- Half Day All Students
- Teachers Only
- New Teacher Orientation

Board Adopted on March 9, 2023