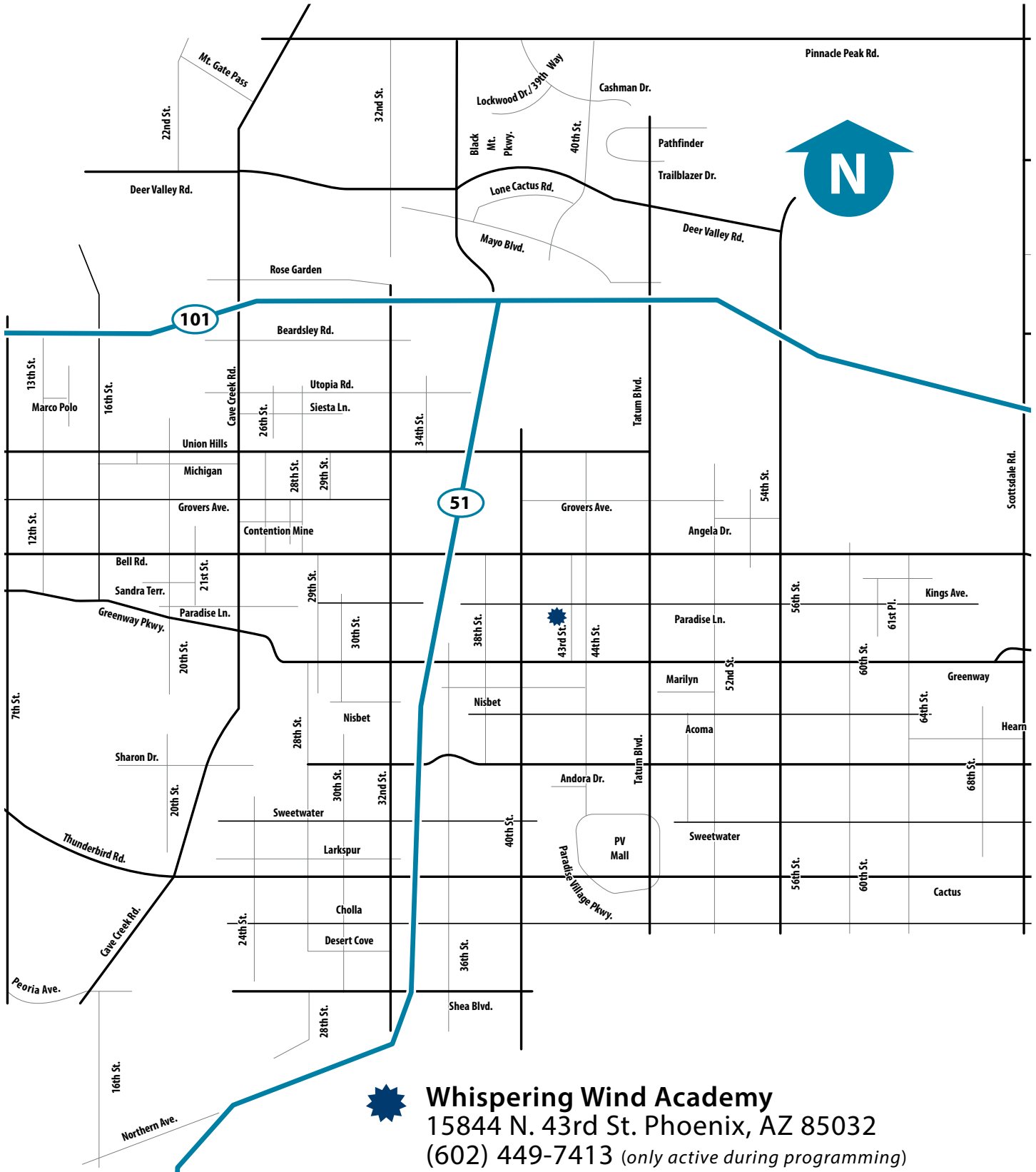


2024 MASCOT SUMMER CAMP LOCATION



Whispering Wind Academy
15844 N. 43rd St. Phoenix, AZ 85032
(602) 449-7413 *(only active during programming)*

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

Mascot Summer Camp is a PVSchools Community Education Department licensed program for children entering kindergarten through those exiting sixth grade. This handbook is your guide to summer fun. Camp communication will be supplemented by emails and a parent information board at camp. Thank you for making Mascot Summer Camp a part of your child's summer plans.

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

Arizona Department of Health Services regulates PVSchools Community Education childcare programs. Information on licensing and inspection reports are available at Arizona Department of Health Services at 150 N. 18th Ave., Suite 400, Phoenix, AZ 85007. The phone number is (602) 364-2539. Inspection reports are also available upon request at PVSchools Community Education Office, 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.

Camp Dates: May 30 - July 26, 2024

There will be no camp on Thursday, July 4, 2024.

Camp Hours: 6:30 a.m. - 6:00 p.m.

Camp Location: Whispering Wind Academy - 15844 N. 43rd St. Phoenix, AZ 85032

Last day of Mascot Summer Camp is July 26, 2024 and will close at 12:30 p.m.

There will be no camp Monday, July 29 through Friday, August 2, 2024.

ADMISSION AND ENROLLMENT

Admission into PVSchools Community Education childcare programs is on a space-available basis. A completed registration packet, including a current copy of your child's immunization records, is required to enroll in our childcare programs. Registration for childcare programs is completed online. The PVSchools Community Education offices are located at 15032 N. 32nd St., Phoenix, AZ 85032. Summer office hours are 8:00 a.m. - 4:30 p.m., Monday through Thursday. **Registration is available until space has been sold out but must be completed by the end of the business day the Wednesday prior in order to begin attendance for the following week.**

FINANCIAL AGREEMENT

When space in the program allows, registration must be completed by the end of the business day on the Wednesday prior to the desired start date in order to begin attendance for the following week. Registering your child is a contract for childcare and you will be liable for the contracted cost whether your child attends one day or the maximum number of days. Mascot Summer Camp does not allow for drop in care.

You can register for camp week-by-week or register for the entire summer all at once. Please note, registration must be received by end-of-day Wednesday to start the following week. There is a non-refundable \$25 registration fee per child, maximum \$50 per family. Invoices will be sent weekly on the Monday prior to the scheduled camp week. Payment will be due on the following Friday by noon or your child will be removed from camp for the scheduled week.

CANCELLATION POLICY

Schedule changes or cancellations must be received either via the Eleyo online portal or by contacting our registration office by Wednesday of the week prior. Failure to notify our office within this time frame will result in full payment of services.

The Community Education Department requires notification for written withdrawal from any program. Written notification may be in the form of an email to our registration office or through our Eleyo online portal. No credit or refund is given for partial attendance. Fee quotes are subject to change without notice.

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. The signature must include the party's initial of their first name and their entire last name.

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.

DISMISSAL TIME / LATE PICK-UP

Site hours of operation are published, and camp 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.

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 one another 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 independently in a group setting to be included in the childcare program. Parents and staff collaborate to provide each child the special benefits of participation.

PARENTAL RESPONSIBILITIES

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

IN CASES OF ABSENCE FROM THE PROGRAM, PLEASE NOTIFY CHILDCARE STAFF AT CAMP - (602) 449-7413.

KEEPING YOU INFORMED/PERSONAL PROPERTY

Our programs provide a variety of toys and games for children.

A reusable water bottle and lunch container should be the only items sent to camp. Please make sure your child's name is on these items.

Parents are encouraged to keep informed about the program and its operations by regularly checking the "Parent Board" at camp and by reading the email blasts sent by the Camp Manager. These will provide you with information on schedules and special events during the week. Parents will be notified at least 48 hours prior to any pesticide application. A written notice will be posted on the summer camp entrance door and the Parent Board in the program area.

FOOD AND SNACKS

It is the responsibility of the parent to supply "1-2-3": 1 lunch, 2 snacks, and 3 drinks.

DRESS CODE

Children should dress comfortably, be prepared for the heat, and protected from the sun. All children are responsible for the care of their own clothing. Please be sure that all belongings are labeled with your child's name.

TENNIS SHOES AND SANDALS WITH A HEEL STRAP ARE THE ONLY ACCEPTABLE FOOTWEAR. No heels.

This will allow your child to participate at all times. If your child is prone to having bathroom accidents, please provide a labeled change of clothes.

PLEASE SEE: Eleyo (pvschools.ce.eleyo.com) > Mascot Summer Camp > "Learn More"

FEE SCHEDULE				SAMPLE SCHEDULE	
Mascot Summer Camp is registered on a weekly basis. Registration options include 3 days/week for \$185 per week and 5 days/week for \$245 per week.				6:30 - 8:00 Board Games/Group Games	
				8:00 - 8:30 Outside Time	
				8:30 - 9:00 AM Snack	
				9:00 - 9:30 (K-2nd) Bonfire - Team Building (3rd-7th) Classroom	
				9:30 - 10:00 (K-2nd) Classroom (3rd-7th) Bonfire - Team Building	
Week 1	May 30 - May 31*	Week 6	July 1 - July 5 (No Camp on July 4)*		
Week 2	June 3 - June 7	Week 7	July 8 - July 12		
Week 3	June 10 - June 14	Week 8	July 15 - July 19		
Week 4	June 17 - June 21	Week 9	July 22 - July 26		
Week 5	June 24 - June 28				
*Invoices will be prorated when the program is only offered for partial weeks					
				10:00 - 11:00 Art	
				11:00 - 12:00 Game Cart	
				12:00 - 12:45 Lunch	
				12:45 - 1:45 STEAM	
				1:45 - 2:45 Active	
				2:45 - 3:30 PM Snack	
				3:30 - 4:30 Classroom/Clean Up	
				4:30 - 6:00 Board Games/Group Games/Closure	

TRANSPORTATION AND FIELD TRIPS

Transportation to and from the 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. If a child is not able to behave in a safe manner on a field trip, parents may be called to pick up their child as all staff will attend the field trip. Future attendance on field trips will be evaluated by the childcare staff.

ILLNESS, EMERGENCIES, AND MEDICATIONS

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 child will be removed from the group. The parent will be notified promptly and will be expected to pick up their child from the program immediately.
3. In the case of an emergency, as determined by childcare staff, paramedics will be called and the parent will be notified immediately. Parents will be responsible for all costs incurred in such emergencies.
4. Only physician-prescribed medication, in the original prescription container, will be administered at the program. The container must be labeled by the pharmacist, to include the name of the child, date, dosage, name of medication, method of administration, and number of doses contained. Non-prescription medication must meet the same guidelines.
5. EpiPens. The full prescription, two pens, must be supplied to the program and follow the guidelines above. Partial prescriptions, such as a single EpiPen, cannot be accepted. It is not allowed to have one pen in the program and one in the nurse's office. This constitutes a partial prescription which cannot be accepted.
6. A consent form for the administration of medication must be completed by the parent and be on file at the site.
7. It is the parent's responsibility to transport medication to and from the program.

FINANCIAL ASSISTANCE

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

LIABILITY

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