



Parent Handbook

Please take the time to read this handbook.
It contains important information regarding your child

**Preparing Learners for
Limitless Opportunities**

REVISED JULY 2025



2935 S. Recker Road, Gilbert, AZ 85295



www.husd.org/communityed



480.279.7055

Higley Unified School District (HUSD) offers Higley Hangout through the Community Education Department at all elementary schools and early childhood learning centers (ECDC). Students are to attend Higley Hangout at the school they attend during the school day.

Bridges Elementary

5205 S Soboba St.
Gilbert, AZ 85298
480-279-8700

Cooley Early Childhood Development Center

1100 S. Recker Rd.
Gilbert, AZ 85296
480-272-0299

Centennial Elementary

3507 S. Ranch House Parkway
Gilbert, AZ 85297
480-318-1963

Gateway Pointe Elementary

2069 S. De La Torre Drive
Gilbert, AZ 85295
623-256-7923

Chaparral Elementary

3380 E. Frye Road
Gilbert, AZ 85295
480-209-2455

Higley Traditional Academy

3391 E. Vest Avenue
Gilbert, AZ 85295
480-459-8211

Coronado Elementary

4333 S. De Anza Boulevard
Gilbert, AZ 85297
480-459-8209

Power Ranch Elementary

4351 S. Ranch House Parkway
Gilbert, AZ 85297
480-272-3110

Cortina Elementary

19680 S. 188th Street
Queen Creek, AZ 85142
480-220-3781

San Tan Elementary

3443 E. Calistoga Drive
Gilbert, AZ 85297
480-459-8212

Sossaman Early Childhood Development Center

18655 E. Jacaranda Blvd.
Queen Creek, AZ 85142
480-645-4321

HUSD Tax ID #86-6000 505

For more information, please contact Community Education.

Community Education Department Office
2935 S. Recker Road
Gilbert, AZ 85295
(480) 279-7055
community.education@husd.org

Why Choose HUSD Higley Hangout?

At HUSD Higley Hangout, we are committed to offering a high-quality childcare experience that is both affordable and enriching. Our dedicated and professionally trained staff strive to provide the best care for our students, ensuring a nurturing environment where every child can thrive. Here are a few reasons why HUSD Higley Hangout stands out:

- **Quality Care:** Our team is composed of caring professionals who are dedicated to creating a safe and supportive atmosphere for children. We focus on both academic and physical development through engaging, play-based activities that cater to the interests and needs of each child.
- **Convenience:** Located on school campuses, HUSD Higley Hangout ensures a seamless transition from the classroom to our programs. This proximity allows children to feel secure and comfortable in a familiar environment.
- **Affordability:** We offer our high-quality services at very competitive rates, making it accessible for families to provide their children with excellent care without financial strain.
- **Engaging Programs:** Our activities are designed to challenge children both academically and physically, encouraging them to explore new interests and develop their skills in a fun and supportive setting.

With HUSD Higley Hangout, you can rest assured that your child is in a safe, enriching, and enjoyable environment, right at their school.

Dates/Hours of Operation and Tuition Information

HUSD Higley Hangout is committed to providing high-quality childcare with flexible and convenient hours to accommodate our families' needs.

Dates/Hours of Operation:

- **Morning Session:** Monday through Friday from 6:30 AM to 7:45 AM.
- **Afternoon Session:**
 - Monday, Tuesday, Thursday & Friday from the end of the school day, 3:05 PM to 6:00 PM.
 - Wednesday Early Release from 1:00 PM to 6:00 PM.
- **Seasonal Intersessions:** Offered during school breaks from 6:30 AM to 6:00 PM at designated locations.
- **Closures:** Higley Hangout is closed on all federal holidays. Note that we close early at 4 PM on the last day of school before a break and on the last day of camp to prepare and transition spaces accordingly.

Tuition Information:

- **Annual Non-Refundable Registration Fee:** \$50 per child per school year
- **Daily Rates:**
 - **School Year Rates:**
 - AM: \$13.50
 - PM: \$18.50
 - AM/PM: \$32.00
 - Wednesdays and Early Release Days: \$22.00
- **Average Weekly Rate:** Your average 5-day week with AM/PM care is \$163.50
- **Intersession Fees:**
 - **Registration Fee:** \$25 per child per intersession
 - **Daily Intersession Rate:** \$50.00

Additional Fees:

- **Late Pick-up Fee:** \$2.00 per minute, per child after 6:00 PM. Non-emergency services will be called after 15 minutes.
- **Late Payment Fee:** \$25.00
- **Drop in Fee:** \$5.00 addition to daily rate.
- **Non-Refundable Fees:** All scheduled days are non-transferable and non-refundable due to staffing and material costs. Fees are due on or before the Saturday of each week.

Program Discounts:

- **Employee Discount**
- **Sibling Discount**

Note: Discounts do not apply to drop-ins, late pick-up charges, or registration fees.

We encourage early registration to secure your child's spot and ensure seamless participation in our enriching programs.

Employee Policies and Higley Hangout Payment Policies

- **Discounts:** Employee discounts do not apply to drop-ins or late pick-up fees. They are only for the employee's child and do not extend to substitute teachers, grandparents, etc.
- **Space Availability:** No spots are reserved for district employees. Enrollment is on a first-come, first-served basis.
- **Registration:** Higley Hangout requires an online registration form be completed for each child annually. This must be done before the system will accept an online Higley Hangout order of scheduled service days.
- **Limited Space:** Early scheduling is recommended due to limited space.
- **Non-Refundable Fees:** Higley Hangout fees are non-transferrable and non-refundable. Credits or refunds are not offered for unused days.

- **Tuition Due Date:** Higley Hangout tuition is due in full before each week, prior to using services. Invoices are sent by Fridays for the start of the upcoming week. Payments are automatically made on Saturdays per your auto-pay method.
- **Late Payment:** Payments not received by 6am on Monday will result in interruption of services and/or a late payment fee of \$25 per child. If payment is not received by Tuesday interruption of services/potential termination of contracts will occur.
- **Payment Methods:** Credit Card and/debit card can be used as a preferred autopayment at husd.ce.eleyo.com.
- **Late Pick-Up Fees:** Higley Hangout closes promptly at 6:00PM daily. Late pick-up fees are incurred at the rate of \$2.00 per minute, per child. After 15 minutes, non-emergency services will be called. After excessive late pick-ups (3 per semester) interruption in services or removal from the program may occur.
- **Collections:** If a Higley Hangout account goes into collection, all costs to collect past due fees will be incurred by the financially responsible parties.
- **Checks:** Returned checks will incur a \$25.00 NSF charge, and checks will not be accepted for future Higley Hangout services. Payments will NOT be accepted at a school site.
- **Payments:** Timely payment is required to avoid interruption of services.

Registration Information

- **Legal Guardian Registration:** Only the legal guardian can register the little ones for any Community Education program. Head over to HUSD.CE.ELEYO.COM to begin your registration adventure.
- **Complete Your Registration:** Each child needs their own registration. Make sure to provide the students' immunization records, IEP, any allergy information and any other information we may need to know – we can't access these from the school since we're our own cool club! By emailing Community.Education@husd.org.
- **Important Documents:** Child records and information are strictly shared with the legal guardian, custodial parent, or contract owner. Don't forget to bring any custody papers if there are changes!
- **Communication:** All updates and info will be shared with the account holder – that's you!
- **Space Availability:** Registration acceptance is based on available spots. If we're full, your contract request will be pending, and you'll be on the waitlist. Keep those fingers crossed!

Sign In/Out Procedures

- **Identification Requirement:**
 - Any individual picking up a child must be listed on the Emergency Record Card (authorized pick up) and show proof of identification. No exceptions.
 - Always bring a valid state-issued picture ID. A child will not be released to anyone without proper ID.
- **Direct Drop-Off and Pick-Up:**
 - **Drop-Off:** Guardian will sign the student into Higley Hangout at the designated site.
 - **Pick-Up:** Guardian or Emergency Pick up will sign the student out. Children cannot enter or leave the facility without a parent or guardian present.
 - **Picking up and dropping off at field trip/special event locations are prohibited.**
- **Security:**
 - To ensure the security and safety of all Higley Hangout programs, parents are not permitted beyond the sign-in/out area unless escorted by a Higley Hangout staff member.

Higley Hangout is an unlicensed facility and is exempt from requirements for day care centers as a unit of the public school system pursuant to 36-884(3). HUSD's practice requires parents, guardians, or an adult emergency contact to document entrance into and departure from the program daily. By following these procedures, we ensure a safe and secure environment for all children in our care. Thank you for your cooperation!

Drop ins

We staff our sites based on contracted children. While we do understand that emergencies and unforeseen circumstances occur, we cannot guarantee space for drop in children. If you find yourself in need of childcare on an unscheduled day, you must call the Higley Hangout main line at 480-279-7055 or you can email community.education@husd.org to put in a drop in request. You must receive approval before your child can attend. Drop-in rates are not eligible for any discounts and payments will be processed on the next invoicing cycle upon acceptance along with a \$5 processing fee.

Absences

To ensure the safety and well-being of all children, it is important for parents or guardians to notify the Higley Hangout program site if their child will not attend as scheduled. Please contact the Higley Hangout site directly via the provided cell phone number to report any absences. Our staff will check messages at the start of each shift and every half hour during program hours.

If your child is absent due to a potentially infectious illness, please inform the Program Leader. This allows us to meet the Department of Health Services requirements and keep all families informed of any potential health concerns.

Please note that we do not offer refunds or credits for unused program days. Additionally, if a child is absent from school, they may not attend Higley Hangout on that day.

A child cannot attend the program if they exhibit any of the following symptoms:

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

Additionally, a child who did not attend school on the current day due to illness will not be accepted into the Higley Hangout on that day. If a child becomes ill while attending the Higley Hangout and shows symptoms such as fever, vomiting, frequent diarrhea, or the onset of a rash, a parent, guardian, or emergency contact will be notified to pick up the child immediately.

Due to the high demand for Intersessions this year, we are implementing a two-day no-show policy. If your student is absent for two of their registered Intersession dates, they will be removed from the Intersession program, and the remaining registered dates will be made available to other students. Look for deadlines on intersession modifications on your invoice!

To help us accommodate as many students as possible, please update your child's camp schedule to avoid absences. You can drop any days that your child will not be attending and consider any family vacation plans. At this time, adding additional days will not be possible.

Please note that schedule modifications must be made by NOON on Wednesdays for the upcoming week. Invoicing will follow.

Dismissal from Program

- To maintain a supportive and safe environment for all children, Higley Hangout reserves the right to withdraw a child from the program due to financial or behavioral concerns. This may include issues such as removed auto payments, insufficient funds, or chargebacks.
- If a payment by any responsible party is more than 5 days overdue, the child's enrollment may be paused. The responsible party will be liable for any related costs. All scheduled days will be removed, and future participation requests will be subject to review.
- Program administrators may also decide to withdraw a child if they determine the child is unable to benefit from the program or if the child's behavior poses a safety risk to themselves, other children, or staff members.
- All behavioral incidents will be handled according to our guidelines, with thorough documentation. We are committed to involving parents in addressing behavioral concerns and implementing progressive consequences. Our ultimate goal is to support the success and well-being of every child in our program.

To protect the health of all children, parents must contact the site directly to inform the Program Leader when an absence is due to illness. The Department of Health Services requires Higley Hangout to inform all families of potentially infectious illnesses. Please inform the Site Lead if your child's absence is due to a potentially infectious illness.

Behavior Guidelines

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. The HUSD Higley Hangout Program follows the behavior expectations of the Higley 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.
- 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.
- If your child receives an out of school suspension (OSS), they may not attend Higley Hangout for the duration of suspension.

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

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

Steps for Success

Our goal is to ensure a safe and nurturing environment for all children. While we aim to follow the steps below under normal circumstances, we may need to accelerate this process if a child exhibits extreme behavior that endangers others. Examples of such behavior include, but are not limited to, throwing objects, physical aggression, abusive language, threats, bullying, biting, spitting on others, and leaving the Higley Hangout program unsupervised.

1. **Verbal Notification:** We will first inform the parent verbally of the concerning behavior.
2. **First Written Documentation:** The parent will receive a written report detailing the behavior.
3. **Second Written Documentation:** If the behavior persists, the parent will receive a second written report and will be asked to pick up the child immediately. A required parent meeting will be scheduled to create and implement a "Step for Success" plan before the child returns to Higley Hangout.
4. **Third Written Documentation and Suspension:** If the behavior continues despite the implemented plan, the parent will receive a third written report, and the child will be given a 2-day suspension from the program.
5. **Further Action:** If the behavior persists after all steps have been taken, the child may be suspended or removed from the Higley Hangout program.

In cases where a student is removed from the program for disciplinary reasons, they may re-enroll on a trial basis at the start of the next semester, subject to available program enrollment.

Accidents & Emergencies

To ensure the safety and well-being of all children, parents must grant program staff permission to administer first aid in the event of an injury and to seek medical care or emergency transport as needed. In emergency situations, emergency contacts will be notified as soon as the child's needs are addressed and when it is practical to do so.

Health Records

It is important to keep your child's health records up-to-date at your Higley Hangout site. Any changes to emergency information or immunization records must be made directly at the site, as updates provided to the school office are not forwarded to Higley Hangout. An immunization record must be provided at the time of registration before your child can attend Higley Hangout. The record must include all information required by the Arizona Department of Health Services. Additionally, IEP records must be submitted along with a contract request to ensure proper accommodations can be made.

Medication Administration & Emergency Procedures

Medication will only be administered to a participant with prior arrangements made with the Program Leader. Approved medications must be in the original prescription container labeled by the pharmacist, including the child's name, date, dosage, medication name, and method of administration. Higley Hangout will need their own set of medications. Parents or guardians must complete a "Medication Consent Form" for any medication, including over-the-counter 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, paramedics will be called, and a parent will be notified immediately. Higley Hangout is not responsible for any charges incurred (e.g., ambulance transport).
- A medical consent form must be fully completed for all intersessions (Fall, Winter, Spring, and Summer). Please contact the Program Leader for further information regarding these matters.

Sun Safety

We understand that too much sun can be harmful and that children are especially susceptible to harm by UV radiation. Higley Hangout is committed in protecting the health and safety of our children. 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 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-6th) can 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.
- Children and staff will make use of shaded areas during outdoor activities.
- Staff and children will receive regular education and training regarding sun safety practices.

Personal Belongings

Toys, cell phones or electronics are not permitted in Higley Hangout. Any child that utilizes an Apple watch/Gizmo etc is not permitted to play games, make calls on device. If problems arise, the device may be taken and locked in a secure location until it can be returned to the parent. Parents may contact site cell phone with concerns of child. Money should not be brought to Higley Hangout. Please label all belongings, backpacks, water bottles, and lunch boxes with the child's name or initials. **For intersessions- we are asking that students bring lunches in a disposable sack. Backpacks are discouraged but will be permitted on pool days. All lost and found will be donated weekly.**

Special Needs

Higley Unified School District fully comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, applicable DHS regulations, and applicable federal, state, and local laws. Reasonable modifications will be provided to afford a student with a disability meaningful access to the HUSD Higley Hangout, 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 the HUSD Higley Hangout if that student, even with reasonable modifications, is so disruptive as to jeopardize the safety, enjoyment, and learning environment of other students and the HUSD Higley Hangout staff.

If your child has special needs or disabilities, please notify the Community Education Supervisor prior to registration.

Field Trips and Transportation Policy

HUSD Higley Hangout does not regularly schedule field trips during the school year, with the exception of Intersessions. All children must follow all bus and field trip rules. Field trips require students to wear Higley Hangout or color specific T-shirts.

Liability Insurance

HUSD Higley Hangout is covered by the Higley Unified School District insurance through the Arizona School Risk Retention Trust.

The HUSD Higley Hangout school-year program is open to all children, ages 3-12, (potty trained) attending a school in the Higley Unified School District. Holiday and summer intersessions are open to any child, ages 3-12, (potty trained) regardless of school district. HIGLEY HANGOUT does not discriminate based on race, creed, color, or gender.