Madison Adventure Club

2026-2027 Parent Handbook

At Madison School District, we inspire passion for learning and leading in an ever-changing world.

The Madison Adventure Club (MAC) provides a safe, affordable high quality before and/or after school care program by trained staff for Madison School District students in grades K - 8. Madison #1, Camelview, Rose Lane and Park MAC programs are licensed by the Arizona Department of Health Services (AZDHS).

High quality before and after school programs can positively support greater engagement in learning and increased academic achievement. Research indicates that after school programs can help students behave better in school, encourage higher educational aspirations, improve attitudes toward school, and have a greater sense of belonging in the community. The MAC Program strives to support students to be successful in school, at home and in life.

MADISON
SCHOOL DISTRICT

Licensed Program Locations and Hours

Madison Camelview 2002 East Campbell Ave Phoenix, AZ 85016 602-664-7226 Grades K-4	AM care is not offered 2:30 PM - 6:00 PM 1:00 PM - 6:00 PM TCT	**Madison Rose Lane** 1155 East Rose Lane Phoenix, AZ 85014 602-664-7470 Grades K-4	AM care is not offered 2:30 PM - 6:00 PM 1:00 PM - 6:00 PM TCT

Madison No. One 5525 North 16th Street Phoenix, AZ 85016 602-664-7170 Grades 5-8	7:00 AM - 8:10 AM 3:40 PM - 6:15 PM 2:10 PM - 6:15 PM TCT	**Madison Park** 1431 East Campbell Ave Phoenix, AZ 85014 602-664-7570 Grades 5-8	7:00 AM - 8:10 AM 3:40 PM - 6:15 PM 2:10 PM - 6:15 PM TCT

Madison Camelview, Rose Lane, Park and Number One are licensed by:

Arizona Department of Health Services (DHS)
150 N. 18th Avenue Phoenix, AZ 85007
602-364-2539
Inspection reports are a matter of public record and are available for viewing.

Disclaimer: The MAC parent handbook is an extension of the Madison School District parent handbook. All rules in this handbook are subject to the discretion of school administration.

The Bi-Monthly MAC Fees are shown in the table below:

AM	#1 / Park	Camelview / Rose Lane
5 days/week	$55.28	N/A
4 days/week	$43.98	N/A
3 days/week	$32.99	N/A
2 days/week	$21.99	N/A
PM	#1 / Park	Camelview / Rose Lane
5 days/week	$135.94	$182.93
4 days/week	$111.69	$149.02
3 days/week	$88.20	$116.13
2 days/week	$64.71	$83.24
TCT (Includes half days)	$45.81	$56.83

The 2026-2027 Billing Process is outlined in the following table:

Due Date	Dates of Service (9 School Days)	Late Fee Assessed	Withdrawn for non-payment
7/15/2026	8/11/26-8/21/26	7/21/2026	8/5/2026
8/1/2026	8/22/26-9/3/26	8/6/2026	8/21/2026
8/15/2026	9/4/26-9/17/26	8/21/2026	9/3/2026
9/1/2026	9/18/26-9/30/26	9/6/2026	9/17/2026
9/15/2026	10/1/26-10/20/26	9/21/2026	9/30/2026
10/1/2026	10/21/26-11/2/26	10/6/2026	10/20/2026
10/15/2026	11/3/26-11/16/26	10/21/2026	11/2/2026
11/1/2026	11/17/26-12/2/26	11/6/2026	11/16/2026
11/15/2026	12/3/26-12/15/26	11/21/2026	12/2/2026
12/1/2026	12/16/26-1/11/27	12/6/2026	12/15/2026
12/15/2026	1/12/27-1/25/27	12/21/2026	1/11/2027
1/1/2027	1/26/27-2/5/27	1/6/2027	1/25/2027
1/15/2027	2/6/27-2/19/27	1/21/2027	2/5/2027
2/1/2027	2/20/27-3/4/27	2/6/2027	2/19/2027
2/15/2027	3/5/27-3/24/27	2/21/2027	3/4/2027
3/1/2027	3/25/27-4/6/27	3/6/2027	3/24/2027
3/15/2027	4/7/27-4/19/27	3/21/2027	4/6/2027
4/1/2027	4/20/27-5/3/27	4/6/2027	4/19/2027
4/15/2027	5/4/27-5/14/27	4/21/2027	5/3/2027
5/1/2027	5/15/27-5/26/27	5/6/2027	5/14/2027

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How to Register for MAC

All registration is done online at www.madisonaz.org. Under the "Families" tab, click on "Before & After School Programs". Under Registration Information you will find the Community Education Parent Portal," Clicking that will redirect you to the registration website. If you do not have online access, you may visit our Community Ed Office where computers are available for public use.

There is a non-refundable $75 registration fee, per child and per program that will need to be paid with your credit/debit card. For families with multiple children in the same program, the registration fee will be $130 per family for that program. You will receive a confirmation email informing you that your registration was submitted. Your registration fee will be charged once the enrollment is accepted.

Normal registration processing time is 2–3 business days, though it may take longer during peak periods; your patience is appreciated. For all licensed programs, we verify immunization status via PowerSchool. If your child's records in PowerSchool are not up to date, you must submit current records to the Community Education office prior to attendance.

Once your registration is officially accepted, the earliest your child may attend is 48 hours later. Please note that a confirmed start date is ultimately contingent on staffing availability, receipt of the first payment, and successful verification of immunization records.

Custody

Educational decision making and joint custody arrangements can be difficult when parental disputes arise. However, our priority is your student, and we will act accordingly by following the letter of the law. In order for us to do so, if you have custody paperwork pertaining to your child, it is your responsibility to provide the most updated documentation to the program detailing any custody arrangements. Issues pertaining to or involving divorce, separation, or custody agreements that become disruptive to our program allows us to reserve the right to immediately withdraw your child from the program. Please allow us the opportunity to support your child as best we can by proactively resolving any disputes outside of the learning environment.

Transportation

The Community Education Department does not provide transportation during the school year. Parents will be notified in advance of any scheduled field trips and will be required to complete a Field Trip Permission Form. All students are expected to follow Madison School rules while offsite on a fieldtrip. Students must be able to obey the instructions of Madison staff in a ratio of 1:20. For the safety of all students in our program, students that fail to properly respond to adult direction may be prohibited to attend future field trips. All students must attend scheduled field trips. We do not leave staff behind for students that do not wish to participate. If you do not wish for your child to attend a specific trip, please make alternative plans for them that day. Transportation will be provided by the Madison School District Transportation Department. Children MUST ride the bus with their group. Children are NOT to be picked up or dropped off at any field trip location.

Babysitting

To protect the safety, privacy and professionalism of all parties, Community Education staff are not permitted to provide babysitting or personal childcare services for program families or students outside of scheduled program hours. This policy helps maintain clear professional boundaries, prevents conflicts of interest and ensures consistent trust across our programs.

Diapering

The MAC Program is not structured to meet the needs of children who require diapering services.

Exposure to Bodily Fluids/Other Contagions

If a student has an accident that includes blood or bodily fluids, including saliva/spitting/biting, urine, feces and/or vomit, staff members will use Universal Precautions to protect students and staff from exposure to diseases spread by blood and certain body fluids. You may be required to pick up your child from school.

Minor accidents (e.g., cuts and scrapes) may be treated by Community Education Staff. The Site Coordinator will contact the parent as appropriate if the incident is believed to be related to illness or injury. Children who show signs of illness must be picked up. A note from a doctor may be required in order for your child to return to the program.

MAC Program Framework

The Madison Adventure Club (MAC) is a before and after-school childcare and enrichment program designed to provide Madison School District students with a wide variety of experiences that extend the school day. Activities are recreational and are highly structured and focused.

The MAC Program is designed to provide students with:

- Safe, positive and fun learning environments
- Positive peer group experiences
- Opportunities for character development
- Hands-on activities that hold students' interest and develop their skills and sense of competence.
- Homework time. (Staff won't be tutoring and/or checking students' homework).

Sample Activities/Rotations

- Snack
- Outdoor Play
- Arts and Crafts
- Board Games
- Group games

Sign In/Out Procedures

All CE programs follow the same sign in/out procedures. Children enrolled in the MAC must be signed in and out each day by the parent/guardian or other responsible person designated by the parent/guardian. Each person authorized to pick up your child will utilize the account PIN Number. Upon drop off or pick up, the parent will input the PIN number on the tablet and choose the child they are picking up. Children may only be signed out one at a time. The authorized pickup will then utilize their signature which will automatically record the time and person picking up the child. Checking out a child is taking physical custody and legal responsibility of them. Continued non-compliance of sign in/out procedures may result in removal of your child(ren) from the program.

Children will be released only to those persons listed on the Emergency Blue Card or parent portal. To add or delete a person on this form you may call/email or update the blue card in person at the MAC office. Children cannot be called up to the office for pickup. Parents must pick up and drop off children at the location of their group or designated pickup area for MAC.

Cellphones

Pursuant to Arizona Revised Statute 15-120.05, signed into law April 14, 2025, the Madison School District shall limit the use of wireless communication devices by students during the school day. The school day includes the time that students are at school, including meals, passing periods and recess and time spent before and after school at the Madison Adventure Club (MAC). Personal devices include cell phones, smart watches, and other wireless electronic personal devices.

Keeping Us Informed

It is the responsibility of parent/guardians to:

- Keep enrollment records current as to home phone number, address, business phone number, place of employment, as well as changes in persons authorized to take your child(ren) off the premises. MAC keeps separate records from the school, so both offices need to be notified.
- If you have custody paperwork pertaining to your child, it is your responsibility to provide the most updated documentation to the program detailing any custody arrangements.
- Inform the Community Education Staff/Site Coordinator when your child(ren) will not be attending; failure to do so will result in a $10.00 Emergency Locator Fee.

Toys and Personal Items

To align with Madison school procedures toys, gadgets, trading cards and other personal items should not be brought to school.

Removal/Suspension from Program

Frequent, repeated, or excessive behavior concerns may result in a required parent meeting with Community Education staff. All actions taken will align with the district's Discipline Matrix to ensure consistency, fairness, and clear expectations. A program removal of a child is defined as the withdrawal of a child currently enrolled in a program by the Community Education Department. A child may be withdrawn from a program because of delinquent payments or if program staff determines that a child cannot benefit from the program or presents a danger to other children, self or staff. Failure to follow check in/out procedures will result in removal from the program. A child may be suspended from the program if we cannot keep them safe, their behavior endangers themselves or others or their actions create a health issue. See Exposure to Bodily Fluids/Other Contagions for more information.

As per Board Policy JICK-EB, bullying in any form will not be tolerated. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships).

Health & Safety

1. Children will not be accepted into the program until they have been free of fever (and are not on medication to alleviate fever) and/or symptoms for at least 24 hours. Nausea, vomiting, unexplained rash, continuous cough or colored nasal discharge are examples of such symptoms. Parents should arrange for standby caregivers until the sick child is sufficiently recovered. If your child has been diagnosed with a contagious illness, including pink eye and/or strep, please notify your Site Coordinator.
2. When a child becomes ill, displays a fever (100.4˚F) or is seriously injured at the program, the parent will be notified and expected to pick up their child from the program immediately. If sent home early, we will communicate the illness/injury with the school nurse.
3. In case of an emergency, as determined by the program staff, the paramedics will be called and the parent will be notified immediately. Parents will be responsible for all costs incurred in such emergencies.
4. Only medication in the original container will be administered. The Madison School District does not administer the initial dosage of a new medication. A special consent form for the administration of medication must be completed by the parent or guardian and be kept on file at the program site. Dosage and quantity must match what is listed on the consent form.
5. All medications must be administered in compliance with the written prescription or directions. If emergency medications (ex. EPI Pens) require two doses, we must have both doses, or a written note from the doctor giving permission to only have one. Over-the-counter medication will not be administered if the child is under the age listed on the instructions and must have a prescription from your Doctor to administer.
6. Social growth is crucial during the elementary years. Madison's MAC will focus on helping children learn appropriate behavior. Behavioral guidelines have been established with the goal of not only maintaining the physical and emotional well-being of each student, but also teaching self-discipline, judgment and manners. Positive disciplinary methods are used to enforce these guidelines. Parents and staff are viewed as partners in guiding the child's development and this team approach will be utilized. Parents are kept informed of problems as they arise and may be asked to follow through at home in special situations. If program staff determines that a child cannot benefit from the program or presents a danger to other children, the child will be withdrawn from the program.
7. During operating hours a parent has access to the areas on facility premises where the parent's enrolled child is receiving child care services.
8. Liability insurance coverage is provided.
9. Staff will provide a change of clothing to the student if appropriate clothing is available. If a student is unable to care for themselves appropriately, the parent or guardian listed on the DHS Blue Card may be contacted to take the student home.
10. When necessary, posting for pesticide use will be displayed at the school's main office. Postings will be displayed at least 48 hours before a pesticide is applied on a facility's premises.
11. MAC aligns with the district discipline matrix that can be found in the Madison School District Student & Parent Handbook on the District website.

Fee and Payment Information

1. Your payments will always be the same amount, regardless of the number of days in the month, as the holidays, weekends and breaks have been removed when setting the fees.
2. All changes to the contract can be made by contacting the Community Ed Office (602-664-7580/ceinfo@madisoned.org). The first change is free, subsequent changes are $25. If you withdraw or are withdrawn from a program, there is a $25.00 reinstatement fee.
3. Fees are due the 1st and 15th of each month for MAC (See Billing Process). Payments received more than five days past the due date will be considered late and will incur a $25.00 late fee. If you are officially withdrawn for non-payment, you will be required to pay the reinstatement fee to continue services in addition to tuition and late fees. The district reserves the right to remove any student/students that have been placed on the delinquent list more than **three (3) times**.
4. We reserve the right to withdraw a child/ren for delinquent payment or if no payment plan has been set up with the Accounting Coordinator. Parents are responsible for any late charges or legal costs incurred in the collection of their account. The Community Education Department has been authorized by the Governing Board to use the following methods of collecting delinquent accounts: File with small claims court, send to a collection agency, report to major credit bureaus and File a 1099 C with the Internal Revenue Service.
5. There is a 2.99% processing fee and $0.39 transaction fee to all program payments made using a credit/debit card or ACH bank transfer. These fees will be applied at checkout. Payments received by check or money order in our office will not incur the processing fees.
6. Fees must be paid by check, money order or credit/debit card. CASH IS NOT ACCEPTED. Checks returned by the bank for any reason are subject to collection by an outside agency. A $25.00 charge will be collected per returned check in addition to the principal amount. After **two returned** check incidents only certified funds or credit cards will be accepted through the end of the program year.
7. There is no credit of fees or make-up time offered for absences including as the result of illness, vacations or suspensions.
8. Families with multiple children will receive a 15% discount off the least expensive program.
9. Community Education does not maintain tax records for individual accounts. The Tax ID # is 86-6000497. Families who utilize flex-spending accounts are able to access invoice and payment receipts from their ARUX parent Portal. If documentation is required, families must provide the Community Ed Receptionist (602-664-7580/ceinfo@madisoned.org) with the appropriate information from their employer. Please allow up to 5 business days to process.
10. If a child is picked up after the closing time, parents will be charged $2.00 per minute thereafter. You will be notified by the staff on site and you will be invoiced. Continued late pickups may result in withdrawal from the program.
11. Check or money order payments are to be made payable to:

Madison School District #38
Community Education
1431 E. Campbell Ave
Phoenix, AZ 85014

Drop-In Care: This option is for families currently enrolled in MAC and who require care on days they are not contracted. Unused contracted care days cannot be switched to cover Non-Contracted days. Parents are first required to contact the Site Coordinator 24 hours prior to the date(s) of care for program availability and sign the Drop-In Care Form. (approval based on availability and staffing)

Elementary Drop-In Rates		
Regular Release **$27.50**	TCT Release **$39.50**	Half Day **$51.50**

Middle School Drop-In Rates			
AM Care School **$12.00**	Regular Release **$19.50**	TCT Release **$31.50**	Half Day **$44.00**

Other fees are listed below:

- Registration Fee $75/child or $130/family
- Reinstatement Fee $25.00
- Program Change Fee $25.00 -1st Change is Free
- Late Payment Fee $25.00
- Emergency Locator Fee $10.00
- Late Pick Up Fee $2.00/minute
- Returned Check Fee $25.00
- Missing Check in/out $5.00/occurrence

School Break Camps

Camp	**Dates**	**Daily Fee**
Fall Break	10/12 - 10/16	$63.25
Winter Break	No Camp Offered	N/A
Spring Break	3/08 - 3/12	$63.25

Camp registration typically occurs one month before camp and is on a first come first served basis. School year camps are registered by day and limited space is available as camp is combined into one campus.

There are additional fees for the Holiday camps offered during Fall and Spring Breaks. DES does not cover Camp fees.