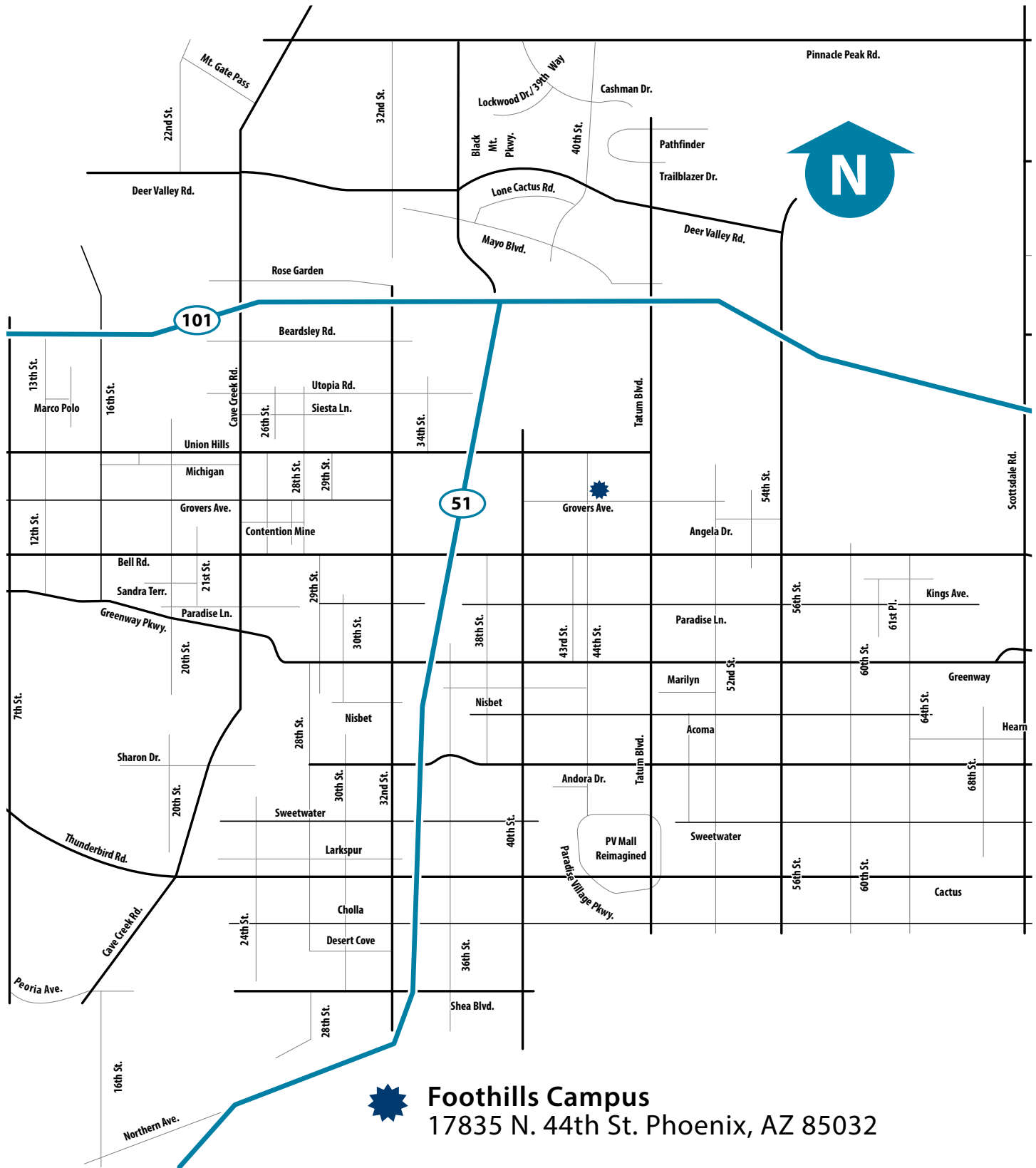


CAMP MASCOT & LITTLE EXPLORERS LOCATION



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.

PVSchools Community Education Department offers licensed summer childcare programs for children ages birth through sixth grade. Programs include Early Childhood Summer Care for infants, toddlers, and preschool-aged children, and Mascot Summer Camp for children entering kindergarten through those exiting sixth grade.

This handbook is your guide to summer childcare programming. Program communication will be supplemented by emails and parent information boards at each site. Thank you for making PVSchools Community Education a part of your family'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.

ADMISSION AND ENROLLMENT

Admission into PVSchools Community Education summer childcare programs is on a space-available basis. 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.

A completed registration packet, including a current copy of your child's immunization records, your government issued photo ID, and your child's state-issued birth certificate (*for Little Explorers only*) are required to enroll in our childcare programs. Programs fill based on licensed capacity and available staffing. **Registration is available until space has sold out but must be completed by the end of the business day on Wednesday in order for attendance to begin the following week.**

PROGRAM HOURS, CALENDAR, AND RATES

Summer Program Hours: 6:30 a.m. - 6:00 p.m.

Summer Program Location: Foothills Campus - 17835 N. 44th St. Phoenix, AZ 85032

Camp Mascot

Program Dates:

May 26, 2026 - July 24, 2026

There will be no camp Monday, July 27 through Monday, August 4, 2026

Registration and Rates:

Camp Mascot is registered on a weekly basis. Registration options include **3 days/week for \$185** per week and **5 days/week for \$245** per week.

Sample daily schedules are available on the Community Education website and may vary by week.

Program Contact Number: (602) 449-7413
(only active during programming)

Little Explorers

Program Dates/Rates:

Session 1: May 26, 2026 - June 19, 2026

Infant/Toddler (0-2 Years Old) **\$1,191.30**

Preschool (3-4 Years Old) **\$1,057.92**

Session 2: June 22, 2026 - July 17, 2026

Infant/Toddler (0-2 Years Old) **\$1,254.00**

Preschool (3-4 Years Old) **\$1,113.60**

Children must be fully toilet trained to qualify for the Preschool rate. Children who are not fully toilet trained will be enrolled at the Infant/Toddler rate regardless of age.

Program Contact Number: (602) 449-2715

FINANCIAL AGREEMENT

Registering your child for any PVSchools Community Education summer childcare program is a contract for childcare for a specific program. Families are responsible for the contracted costs regardless of attendance.

No credit, refund, or make-up time is offered for absences. Drop-in care is not available.

For Camp Mascot: A non-refundable registration fee of \$25 per child (maximum \$50 per family) is charged at the time of registration. Families may register week-by-week or for the entire summer session. Registration must be completed by the end of the business day on Wednesday in order for attendance to begin the following week. Invoices are issued weekly on the Monday prior to the scheduled camp week. Payment is due on Friday by noon for the upcoming week of care. Failure to make payment by the due date may result in removal from the program for that week.

For Little Explorers: A non-refundable registration fee of \$15 per child, per session, is charged at the time of enrollment. The program is divided into two sessions over the summer, and families register for the full session. Enrollment is a contract for the entire session, and families are responsible for the full session tuition regardless of attendance. Session placement reserves a child's space for the duration of that session.

CANCELLATION POLICY

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. Rates quoted are subject to change without notice.

For Camp Mascot: 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.

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, DISCIPLINARY ACTION, AND SUSPENSION / EXPULSION

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 support these skills. PVSchools Childcare Programs follow PBIS (Positive Behavioral Interventions and Supports) methods to promote a safe, engaging, and supportive learning environment for all children.

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 concerns as they arise and are expected to support staff decisions regarding 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.

When a child is not successful at being safe toward his or her self or others, staff will work with the family to develop a Student Success Plan. The Student Success Plan allows staff and families to work together to meet the needs of the child and may include:

- Verbal warnings
- Redirection
- Logical consequences
- Development of a Student Success Plan
- Time away from the program, ranging from one (1) to five (5) days
- Removal from the program

When time away from the program is assigned, staff and families will meet to discuss strategies and expectations for a successful return to the program.

In the event of possible suspension or consideration of removal, due process procedures will be followed. If program staff determines that a child presents an immediate danger to themselves or others, the child may be removed from the program immediately.

Removal from the program may occur when a child displays ongoing behavior that is deemed unsafe and requires continuous intervention and redirection.

If a child is removed from the program or required to take time away from the program, no credit or refund will be provided. Children who are suspended or removed from a childcare program are still expected to attend their regular academic school day, when applicable.

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.

For Camp Mascot: (602) 449-7413

For Little Explorers: (602) 449-2715

KEEPING YOU INFORMED/PERSONAL PROPERTY

Our programs provide a variety of toys and games for children. Please do not send your child with any personal items from home. Personal devices need to be in silent mode or turned off and stored in the student's backpack while on camp grounds.

For Camp Mascot: A reusable water bottle, lunch container, and backpack should be the only items sent to Mascot Summer Camp. Please make sure your child's name is on these items.

For Little Explorers: In addition to the items listed above, parents must also provide all necessary daily care items for their child, including diapers, wipes, extra clothing, bottles, formula or breast milk, pacifiers, blankets, and any other comfort or feeding items required. All items must be clearly labeled with the child's name.

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.

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 high heels are permitted. This will allow children to participate safely in all program activities.

For Little Explorers: Children should wear comfortable clothing appropriate for active play and seasonal weather. Parents must provide a complete change of labeled clothing for their child each day. For children in diapers or those still toilet training, parents must provide diapers, wipes, and additional clothing as needed to support toileting accidents and daily care routines.

FOOD AND SNACKS

For Camp Mascot: It is the responsibility of the parent to supply "1-2-3": 1 lunch, 2 snacks, and 3 drinks daily. All items must be clearly labeled with the child's name.

For Little Explorers: The program does not have access to food service during the summer. Parents must provide a lunch and snacks daily for their child. Children should arrive with food for breakfast if needed between 8:00 a.m. and 8:30 a.m., as staff will provide time for breakfast upon arrival.

Parents must pack lunch in a labeled lunch box with an ice pack, as refrigeration is not available for lunches. The program is only able to refrigerate sippy cups containing milk. Each child will have a designated cubby for storing extra snacks if provided.

Little Explorers is a nut-free facility. Parents are responsible for ensuring that all food sent to the program complies with this requirement.

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.