KIDS EXPRESS PARENT HANDBOOK

Chandler Unified School District
Community Education

Community Education
1525 W. Frye Rd.
Chandler, AZ 85224

Phone: (480) 224-3900
www.cusdcommunity.com
communityeducation@cusd80.com
ceact@cusd80.com

KIDS EXPRESS
BEFORE AND AFTER SCHOOL CARE

The Chandler Unified School District Community Education Department is committed to providing excellent educational programs through extended education in a nurturing, friendly, and safe environment.

CUSD before and after school enrichment programs encourage students to expand classroom academic skills while experiencing new ways of learning and having fun. The Kids Express team integrates activities that support classroom curriculum, encourage creativity, and help students develop a sense of belonging. The CUSD Community Education partnership brings together teachers and parents to enhance the lives of children and families in the community.

Program Description and Student Eligibility

Kids Express is a program in which school-age children (typically ages 5 through 12), current kindergartners through 6th graders, are given an opportunity to choose from a variety of enrichment activities that meet their developmental needs and interests during out-of-school hours. Activities include science, computers, reading, homework, art, music, crafts, dramatic play, games, group projects, and clubs. Our programs are staffed according to the state requirements for children not younger than 5 years old. Kids Express goes by the CURRENT school year of your student. We will not be accepting any incoming kindergarten students. They must currently be attending kindergarten or have completed kindergarten the previous school year. Four-year-olds who pass the exam for early entry into kindergarten, and exhibit independent toileting habits, are eligible to attend. Parents of kindergartners who don't turn five by the first day of school, and/or early entry kindergartners, may be subject to a higher tuition rate as additional staffing is required for four-year-olds. Sixth graders from Andersen Junior High are welcome to attend before and/or after school care at Andersen Elementary School. Please contact the Kids Express office for details.

Kids Express is licensed and inspected by the Arizona Department of Health Services (DHS) and maintains a contract with the Department of Economic Security (DES). CUSD Community Education reserves the right to suspend or terminate services for non-payment or failure to adhere to parent responsibilities according to DES contract agreement. Facility inspection reports are available for public viewing at each site and at the Arizona Department of Health Services, 150 N. 18th Avenue, Suite 400, Phoenix, AZ 85007-3244. DHS may be contacted by phone at 602-364-2539 or by fax at 602-364-4768.

Enrollment Procedures

The entire Kids Express registration process must be completed for each participant in the program. The Kids Express program enrolls on a first-come, first-served basis. Registration is required each school year.

Parents may register online at http://www.cusdcommunity.com or in the Community Education Office. *Enrollments are approved within three (3) business days of submission of contract requests. In addition, a non-refundable $80.00 registration fee per child is due at the time of approval. Your contract will be removed if the registration fee is not paid within three (3) business days of contract approval.* A copy of your student's immunization record must be brought to your Kids Express location on your first day of attendance. Failing to cooperate with this policy will delay enrollment in the program. It is the parent's responsibility to keep enrollment records current, both in the system and for hard copies at the site. For your child's safety, please report applicable account information changes as they occur.

If your child is on an IEP, the Program Coordinator must review it prior to registration and first attendance to determine whether the program will be able to manage your child's health, social, and behavioral needs.

Payments

These payment options are available for your convenience:

- **Online:**www.cusd80.ce.eleyo.com
  - Use your username and password to log into your account and make a payment using your debit or credit card and ACH.
- **By mail:** Kids Express
  c/o CUSD Community Education
  1525 W. Frye Road Chandler, AZ 85224
- **In person:** Community Education Office
  1525 W. Frye Road
  Chandler, AZ 85224
  At James T. Perry District Administration Building

Community Education accepts personal checks, Visa, MasterCard or Discover for payment. However, this program requires the registration of a Credit/Debit card or ACH for payments. The payment method you use to pay for registration will be held to make payments for the Community Education program(s) selected. **Autopay must be active and valid throughout the school year.** Customers wishing to make payments with Checks/Money Orders must contact the Accounting Office at 480-224-3922 for authorization. Cash payments are not accepted.
The Kids Express tax ID number for claiming childcare expenses is 86-6000-515.

The Community Education Registration and Accounting Office hours are Monday through Friday, 7:30 a.m. to 4:30 p.m. The office is closed on most holidays.

In June, the district practices summer hours and the office will be closed on Fridays.

***Please note: For your protection, payments will not be accepted at Kids Express sites.

Enrollment & Payment Options

Upon enrollment, parents are offered these attendance options:

- Monthly Contracted Attendance Options (Set Monthly Fees): Participants who choose one of the various contracted monthly rate options will designate their consistent weekly attendance needs at the time of registration. The child will be expected to attend the same days every week according to the chosen option for the designated month. Monthly payments are due and billable on the 1st business day of each month. Should the participant's childcare needs change, you must login to your Eleyo account and submit a schedule change request. **The request must be made 7 business days prior to next month**. IF UNABLE TO ACCESS THROUGH PORTAL, PLEASE EMAIL YOUR REQUEST TO CEACT@CUSD80.COM
- Monthly rates include early-release days, but DO NOT include in-service days, holidays, intersession breaks, or summer break.

To have your child's attendance continue uninterrupted, it is important that your payment is received on time. Applicable late fees will be assessed according to the fee schedule on page 17. On-time payments are essential for the continuation of services.

- Payment is based on scheduled days, not days actually attended. If your child's schedule must change, notify the Community Education office in advance to make arrangements. A charge will apply after invoicing.

All Intersession Camps are listed on page 10 of this handbook. In addition, information on upcoming intersession camp days and Intersession camps and locations will be made available on-line, at each site. For your child to participate in an Intersession Camp, you will be required to sign up separately through your online family account. Camp sites are determined at the beginning of each school year. Please be aware that Intersession Camps are on a first-come, first-served basis and spaces are limited. THERE ARE NO CREDITS OR REFUNDS FOR CAMP DAYS SCHEDULED BUT NOT USED.

Refund Policy

The annual registration fee is non-refundable. Scheduled days may not be traded for unscheduled days. Unused days will not be refunded. There are no refunds or prorates for partial months attendance.

Monthly Contract Payment Schedule

AutoPay is required for all active contracts. Please allow up to one week for payments to clear your bank account. Any payments made by money order must be received in the office by the first business day of each month. Cash payments cannot be accepted.

Monthly payments are not prorated for months that include Intersession or Summer Camps. Tuition is not determined by the number of attendance days per month.

Advance online registration is required for enrolling your child(ren) during Intersession/Summer Camps and CUSD District Inservice days. Rates are determined on an annual basis for each school year.

No credits or refunds are issued for unused days. Initial (first-time) enrollment fees may be prorated based on your child's first month of attendance during the school year.

**Kids Express Tax ID # for claiming childcare expenses is: 86-6000-515.

*Intersession and Summer Camps $58.00/per day

*Discounts are available for CUSD employees. Contact (480) 224-3900 for rates.

*NO ADDITIONAL DISCOUNTS: Accounts that are already receiving a discount do not qualify for additional discounts.

*There are no daily/drop-in rates offered. Only 3 & 5-day a week options.

*The registration fee is non-refundable. No refunds will be made for unused days.

*Fees are subject to change.

Schedule Changes/Cancellations

A consistent schedule is required for the Kids Express program. If a schedule change is necessary, please notify **ceact@cusd80.com** as soon as possible. Any program change request (including withdrawals) can be submitted through the parent portal. A minimum of seven (7) business days before the 1st of the month is requested. Mid-month changes are not permitted. The effective date for any change will be the 1st day of the following month. An email notification indicating whether the request is approved/denied will be sent to the primary account owner. Excessive schedule changes may result in additional processing fees being assessed.

To ensure each child's safety, it is imperative that the parent/guardian notify the Kids Express site of any changes to their child's attendance plans.

Enrollment Limits for Kids Express Program

There are maximum and minimum enrollment requirements for all Kids Express sites. Parents will be notified if enrollments are not adequate to have a program at a site. Credit is not given for unused days. Student enrollment limits in the program are determined by two factors: availability of staff/space and DHS capacity limit guidelines.

Each school determines the space that the program utilizes. Programs may be reduced or relocated yearly due to changes in student enrollment at individual school locations. Kids Express is committed to providing safe, quality programs and services.

Summary of Fees

$25 Program Change Processing Fee – assessed to the family account for each change to a child's schedule after invoicing for the current month is complete. Changes made online through the parent portal prior to invoicing for that month's change is needed will result in no charge.

$25 Late Payment Fee – assessed to the family account when payments are received after the 5th of the month for monthly contracts. The late payment fee will be assessed if payment is not made or in cases involving, but not limited to, returned/canceled checks and/or credit card transactions that are declined.

$55 Unscheduled Attendance – assessed to accounts of children who attend on days they have not been scheduled.

$3 Per Minute, Per Child Late Pickup Fee – If a family picks up their child(ren) after the normal hours of operation, a Late Pickup Fee of three (3) dollars per minute, per child will be assessed to the family account. The site clock will be used to determine the time. If the site clock is not working properly, cell phone time will be used.

$5 Incident Locator Fee – assessed to the family account when missing child procedures have been implemented and could have been prevented. Ex: A parent does not inform Kids Express that a child will be absent during a normally scheduled day, resulting in the staff researching emergency contact information and attempting to contact the persons listed. The Locator Fee is charged the 3rd time the missing procedures have been initiated.

$25 Chargeback/Stop Payment Fee/Return Check – assessed to the family account if credit card charges are disputed or if a stop payment is placed on a check, and the charges are valid for services received/contracted.

Refund Policy: The annual registration fee is non-refundable. Scheduled days may not be traded for unscheduled days. Unused days will not be refunded. There will be no refunds or prorates for partial month's attendance. There will be no refunds/credits/swapping or prorates for partial month's attendance or unused camp days after cancellation deadline.

Returned Check Policy: For any checks returned as unpaid to CUSD, the check writer's account may be electronically debited without further notice for the amount of the check, plus a $25 returned check fee, as allowed by state law. Questions or issues regarding returned checks may be directed to RECHECK at 1-888-423-8974.

Insurance

Chandler Unified School District carries liability insurance, including coverage for any vehicle used for transporting students during field trips. CUSD buses are used for all field trips.

Unscheduled Days

If your child attends on a non-contracted/non-scheduled day, your account will be charged the applicable Unscheduled Attendance Fee of $55 per child. If an excessive number of schedule changes occur in a month, you may be asked to change to a different program option.

Early Release Days

Early Release days are included in all monthly contracts.

Late Pick-Ups

A late pick-up fee of $3.00 per minute, per child, will be assessed for any pickup that occurs after 6:00 p.m. (time according to the clock on the site cell phone).

The charge will be applied to your account and is due & billable within 10 business days of receipt.

Excessive incidents of late pick-up will not be tolerated. The problem will be brought to the attention of the Kids Express Program Coordinator who will schedule a conference with the parents. If a child is not picked up by 6:30 p.m., and neither parents nor emergency contacts can be reached, the Program Coordinator will be contacted, and a call will be made to the Department of Child Safety due to suspected child abandonment.

Medication Administration & Emergency Procedures

Medication is not given to participants without prior arrangements with the Site Lead. *Kids Express employees do not have access to individual site health offices.* If approved, only physician prescribed medication in the original prescription container will be given. The container must be labeled by the pharmacist and must include the name of the student, date, dosage, name of the medication, and method of administration. A Medication Consent Form for the administration of medication must be completed by the parent or guardian and be kept on file at the site. Non-rescue medications and accompanying paperwork are kept in a locked area and are not accessible by children. Rescue medications, such as for asthma, diabetes, or life-threatening allergies, along with accompanying paperwork, are kept in a non-locking container that is NOT accessible to children.

Any unused or expired 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. Parents must pick up their child's medication at the end of the school year or on their child's last day of Intersession/Summer Camp.

A separate medication consent form may be required for holiday camps, and medication will need to be transferred by the parent from the home school site to the appropriate camp site. Please contact your child's Site Lead for further instructions on medication requirements for camp.

In case of an emergency, as determined by the Site Lead or Activity Coordinator, the paramedics will be called, and a parent will be notified immediately. Parents will be responsible for all costs incurred in such emergencies.

Rate Schedule

Kids Express
Before and After School Care
2026-2027

Annual Registration Fee (non-refundable)		$80.00 per child
Before School Only	5 days/week	$200/month
	3 days/week	$184/month
After School Only	5 days/week	$360/month
	3 days/week	$280/month
Before and After School	5 days/week	$390/month
	3 days/week	$348/month

Registration fee: $80.00 non-refundable annual fee due at the time of registration

KIDS EXPRESS LOCATIONS

2026-2027 School Year

The Kids Express Program is offered at the following CUSD elementary schools, subject to enrollment:

Andersen Elementary 1350 N. Pennington Chandler, 85224	Arizona College Prep Middle School 1150 W. Erie St. Chandler, 85224	Auxier Elementary 22700 S. Power Road Queen Creek, 85142
Basha Elementary 3535 S. Basha Road Chandler, 85248	Bologna Elementary 1625 E. Frye Rd. Chandler, 85225	Carlson Elementary 5400 S. White Drive Chandler, 85249
Conley Elementary 500 S. Arrowhead Drive Chandler, 85224	CTA-Freedom 6040 S. Joslyn Lane Gilbert, 85298	CTA-Goodman 2600 W. Knox Rd. Chandler, 85224
CTA-Humphrey 125 S. 132nd Street Chandler, 85225	CTA-Independence 1405 W. Lake Dr. Chandler, 85248	CTA-Liberty 550 N. Emmett Dr. Chandler, 85225
Frye Elementary **(Bus to Bologna)** 801 E. Frye Rd. Chandler, 85225	Fulton Elementary 4750 S. Sunland Dr. Chandler, 85248	Haley Elementary 3401 S. Layton Lakes Chandler, 85286
Hancock Elementary 2425 S. Pleasant Dr. Chandler, 85286	Hartford Elem. **(PM Bus to Knox)** 700 N. Hartford St. Chandler, 85225	Hull Elementary 2424 E. Maren Dr. Chandler, 85249
Jacobson Elementary 1515 NW.Jacaranda Pkwy. Chandler, 85248	Knox Gifted Academy 700 W. Orchid Lane Chandler, 85225	Navarrete Elementary 6490 S. Sun Groves Gilbert, 85249
Patterson Elementary 7520 S. Adora Blvd. Gilbert, 85298	Rice Elementary 1290 E. Ocotillo Road Gilbert, 85298	Riggs Elementary 6930 S. Seville Gilbert, 85298
Ryan Elementary 4600 S. Bright Angel Way Chandler, 85249	San Marcos Elementary **(Bus to Bologna)** 451 W. Frye Road Chandler, 85225	Sanborn Elementary 700 N. Superstition Blvd Chandler, 85225
Santan Elementary 1550 E. Chandler Hts. Rd. Chandler, 85249	Shumway Elem. **(Bus to Sanborn)** 1325 N. Shumway Ave. Chandler, 85225	Tarwater Elementary 2300S. Gardner Dr. Chandler, 85286
Weinberg Elementary 21221 S. Val Vista Dr. Chandler, 85298		

2026-2027 INTERSESSION Camps/School Closure

July 3, 2026 Recognition of Holiday **All Sites Closed** **Community Ed. Offices Closed**	**December 24, 25, & 31, 2026** **All Sites Closed** **Community Ed. Offices Closed**
August 19 & 20 *Early Release* *All Sites – Extended Care*	**January 1, 2027** **All Sites Closed** **Community Ed. Offices Closed**
September 7 **All Sites Closed** **Community Ed. Offices Closed**	**January 18** **All Sites Closed** **Community Ed. Offices Closed**
September 21 – October 5 Fall Intersession CAMP	**February 17 & 18** *Early Release* *All Sites – Extended Care* **February 15** **All Sites Closed** **Community Ed. Offices Closed**
November 11 **All Sites Closed** **Community Ed. Offices Closed**	**March 8 – 22** Spring Intersession CAMP
November 25-26-27 **All Sites Closed** **Community Ed. Offices Closed**	**March 26** **All Sites Closed** **Community Ed. Offices Closed**
December 18 – January 4, 2027 Winter Intersession CAMP	**May 31** **All Sites Closed** **Community Ed. Offices Closed**

Please be aware that ALL Intersession camp days are full days of care with a rate of **$58.00 per day per child,** and parents will need to sign up and pay separately for these days via their online account. Enrollment will be approved first come first serve, regardless of their chosen attendance option. Monthly rates DO include Early Release days.

FALL CAMP IMPORTANT NOTICE:

Please be advised cancellation deadline for Kids Express FALL CAMP is on TUESDAY SEPTEMBER 1, 2026. If student is enrolled for Fall camp AFTER cancellation deadline, your child's camp days will be FINAL. PLEASE NOTE, AFTER CANCELLATION DEADLINE, UNUSED DAYS ARE NOT REFUNDED/SWITCHED OR CREDITED. NO EXCEPTIONS.

Intersession Attendance and Registration

Students must have an approved registration to attend intersession camp (non-school days). Non-registered students will not be permitted to attend. Schedule changes and modifications must be emailed to the Community Education Accounting Department ceact@cusd80.com by the CANCELLATION DEADLINE(S) listed below.

KIDS EXPRESS CAMP	**CAMP DATES**	**CANCELLATION DEADLINE** *Camp days **MUST** be cancelled by:	**INVOICE DATES**
FALL Intersession	Sept 21, 2026 through Oct 5, 2026	Sept 1, 2026 @ 5:00pm	August 24, 2026
WINTER Intersession	Dec 18, 2026 through Jan 4, 2027	Dec 4, 2026 @ 5:00pm	Nov 23, 2026
SPRING Intersession	March 8, 2027 through March 22, 2027	Feb 22, 2027 @ 5:00pm	Feb 8, 2027
SUMMER Camp	May 26, 2027 through July 9, 2027	May 14, 2027 @ 5:00pm **for May 26 - June 30 dates**	Apr 26, 2027 for **MAY** May 7, 2027 for **JUNE**
SUMMER Camp	May 26, 2027 through July 9, 2027	June 14, 2027 @ 5:00pm for **July 1- 9 dates**	June 7, 2027

Hours of Operation

The Kids Express program hours are from 6:30 a.m. until the regular school day begins, and from the end of the regular school day until 6:00 p.m. The program is not offered during regular school day hours at any sites except during in-service days, intersession breaks and summer break. The Community Education and Accounting Office are open to the public Monday through Friday from 7:30 a.m. to 4:30 p.m.

Sign In/Out Procedures

For the safety of your child, all individuals will be required to show proof of identity to the site upon pick-up. A child enrolled in Kids Express will only be released to those persons specifically authorized on the Emergency Information form. A child will not be released to an individual who refuses to show ID upon request. Police will be called if a child is removed from the program by anyone refusing to show ID. Always bring an ID to the site. DHS requires that a parent or an authorized party sign a child in and out of Kids Express each day.

Siblings ages 12 or older may sign out a Kids Express participant if they are listed as an authorized pickup within the approved account. Exceptions cannot be made without advance written permission of the parent. If the written permission cannot be verified, Kids Express staff will not be authorized to accept the written notification.

If you are receiving DES assistance, authorized signers must be at least 18 years of age. All signatures MUST be clearly legible. It is assumed that both parents have the right to pick up a child unless it is otherwise noted. If one parent has sole legal custody of a child or a restraining order disallowing the other parent from picking up the child, the Program Coordinator must have a current official legal document on file stating such.

Staff/Child Ratios

To ensure the quality of the Kids Express program, the staff-to-child ratios are maintained to meet or exceed the standards of 1 to 20 set forth by the Arizona Department of Health Services.

Staff Qualifications

All staff members are Chandler Unified School District Employees. Our staff members meet or exceed established educational and experience requirements for the positions held, participate in formal training, and undergo background checks through local, state, and federal authorities.

Ongoing professional development opportunities in safety, child development, classroom management, recreation, discipline, bully prevention, special needs, and child psychology are provided for all staff throughout the year.

Transportation Policy

CUSD will provide transportation for scheduled field trips during camps and in special needs situations where it is deemed appropriate. Parents are responsible for all other transportation.

Illnesses

Parents must inform the site staff when an absence is due to illness. Children should not attend Kids Express with any of the following symptoms: fever within the past 24 hours, vomiting, diarrhea, undiagnosed rash, inflamed or matter-filled eyes, severe cold or sore throat, swollen glands, head or stomach aches, or head lice. A child who did not attend school due to illness will not be accepted into Kids Express on that day.

PLEASE SEE POSTED HEALTH AND WELLNESS GUIDLINES

If your child becomes ill while attending Kids Express with a temperature of 100 degrees or higher, vomiting, frequent diarrhea, or onset of a rash, a parent/guardian/emergency contact must pick up the child within 45 minutes of the initial request. After 45 minutes, a $3.00 per minute late pickup fee will be assessed to the family account. The site clock will be used to determine the time. There is no credit for unused sick days.

COVID-19

Please review the CUSD District Policy for the health and safety protocols related to COVID-19.

Injuries

Your child will receive proper attention and quality care for minor injuries. Staff will notify you of the injury either by phone, or in person upon pick up. An "Ouch" report or injury/accident report will be completed, and you will receive a copy. In addition, our staff members are CPR and First Aid trained to be able to lend quality care for moderate injuries. If your child experiences a medical emergency or sustains a more serious injury at the site, CPR and/or first aid will be administered, and staff will call 911, if necessary. We will also make every effort to contact a parent/guardian, or any authorized emergency contact person.

Immunizations & Emergency Contacts

A child's immunization records are required at the time of registration. The Department of Health Services requires that the immunization record provided by a parent or guardian from a health care provider contain all current, age-appropriate immunizations.

It is the parent's responsibility to make sure that the information on the Emergency Information and Immunization Record is completed at the time of registration and is kept current thereafter.

Emergency Pick-Up contacts ***MUST*** be correct and updated prior to any incident occuring. It is extremely important that all home, business, mobile and emergency contact numbers are correct. Parents/guardians will need to list at least two additional contacts on the emergency card. These contacts must have different phone numbers and must be different from the parents. No one may pick up your child unless listed on the card. In the event you need someone else to pick up your child who is not a listed emergency contact, please email your Site Lead before the program starts (generally 2:30pm). If this change arises during program hours and you need someone else to pick up your child, call the site cell phone (using the phone number we have on file for you).

Attendance

Children are expected to attend on each of the days for which they are scheduled. If we are expecting your child after school and we do not receive notification from you that your child will not be attending, we will initiate Missing Child procedures immediately. We will attempt to verify the absence using information obtained by the school office. Next, we will attempt to contact you and your emergency contacts using the information provided on the Emergency Information and Immunization Record card. If no one can verify the absence, and your child has still not been located, DCS or the local police department will be called. If your child is going to be absent from the after-school program, please notify the site staff no later than 1:00 p.m., by calling or texting the Kids Express Site phone number.

Please inform the Kids Express staff if you pick up your child from school unexpectedly. No credits or refunds will be given for unused days.

Behavior Guidelines

Because social growth is so crucial during the elementary years, the Kids Express program helps children learn appropriate behaviors. We believe our behavioral guidelines support the emotional needs of students and teach self-discipline, judgment, and manners. Positive techniques are used to guide behavior. Staff will work with parents and teachers to establish consistency for each child and parents will be informed of problems should they arise.

Appropriate behavior is essential to learning and growing and should be based upon mutual respect for the rights and property of others, respect for those placed in authority, and respect for every student. No one will be allowed to jeopardize the health, safety, or learning environment of other children. Children will be expected to display responsible behavior when they are attending Kids Express. Students are also expected to take responsibility for their own behavior. Any inappropriate choices a child makes may result in consequences such as redirection, loss of privileges, or a conference with the Site Lead.

For more severe or continuous problems, one or more of the following may result: incident report, parent conference with an Activity Coordinator or Director, suspension, and/or removal from the program.
*** Please see Kids Express Discipline Guidelines posted online**

A parent/guardian/emergency contact must pick up the child within 60 minutes of the initial request. After 60 minutes, a $3.00 per minute late pickup fee will be assessed to the family account. The site clock will be used to determine the time. There is no credit for unused **sick** days.

The following are the expectations of all students. Individual sites may choose to extend these expectations:

Keep hands and feet to yourself
Inside voices
Do walk
Stop silent on signal

Respect others and equipment
Use good manners
Listen and follow directions
Everyone helps clean up everything
Stay in sight and sound of staff

Special Needs

The CUSD Kids Express program fully complies 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 Kids Express Program, unless it is 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 program if his/her behaviors, even with reasonable modifications, are so disruptive that it puts other students in danger or negatively impacts the quality of services to other participants.

If your child has special needs or disabilities, please contact the Program Coordinator prior to registration. DHS regulations (R9-5-507) require that you provide copies of the following: your child's IEP, health care plan, medication schedule, and qualifications for staff.

Dress Code

The responsibility for appropriate dress rests with students, parents, or guardians. Students are to adhere to student dress expectations during the regular school day as well as during all school sponsored events. At all times clothing shall provide adequate covering of the body.

The following clothing is not acceptable:

- Short shorts or skirts (short is defined as higher than mid-thigh), spaghetti straps, tops or dresses with straps less than 1 inch in width, bathing suits, halter or midriff tops, tube tops, mesh, fishnet or sheer garments, low cut tops or strapless tops.
- Clothing that exposes the back or midriff when hands are raised above the head.
- Sagging pants, visible underwear, hanging belts, see-through jerseys, overly large jerseys, or tops worn without undershirts, bandanas, chains or cords hanging from clothing.
- Clothing with obscene, vulgar, or inappropriate language or graphics, gang related clothing and symbol's, clothing that promotes racism, clothing that advertises illegal substances, tobacco, or alcohol.
- Clothing that is disruptive in appearance, contrary to good hygiene, detrimental or distractive to classroom or campus order.

The following footwear is not acceptable:

- Shoes with built in wheels, bare feet, shoe heels exceeding one inch in height.
  Note: Flip flops are not recommended for daily wear and are not acceptable on P.E. days.

Personal Belongings

Kids Express does not assume responsibility for personal items. Personal belongings, not limited to stuffed animals, toys, blankets and electronics are not permitted. Cell phones and smart watches will be permitted, with the guideline that students are required to leave them in their own backpack. Students being observed taking pictures, videos or texting with their devices will be asked to turn their device(s) into the Parent Table until pick-up. Consequences may range from a conference with the parent/guardian to automatic disenrollment.

Family Involvement

The Kids Express Program believes the key to its success involves staff and parents.

- Parents may request a conference with the Site Lead or Activity Coordinator at any time to discuss any concerns.
- The staff appreciates your thoughts, ideas, and feedback regarding the program. Please feel free to talk with staff or contact the program office.
- Parents are invited to visit their Kids Express site at any time unless official court documents dictate otherwise.

- Families will receive periodic newsletters with information about the curriculum, activities, important dates, up-coming intersession camps, changes or updates, and special events.

Kids Express curriculum is available for review at each site.

Adult Conduct

All adult conduct should fall in alignment with district expectations for the overall safety and protection of our students. All interactions between staff members and parents/guardians are expected to be appropriate and respectful on district premises and during any off-campus district- sponsored events. Anyone engaging in unsafe, inappropriate, disrespectful, or threatening conduct may be removed or asked to leave.

Visitor Policy

While it does not happen often, Kids Express does allow visitors to the program for various reasons including, but not limited to the following:

- Parent or guardian visiting to observe the program before registering their child.
- High school or college student visiting to observe as research for the purpose of meeting an approved academic requirement.

These visits are usually brief, under an hour or so, or may be for the duration of the session. Every visitor must sign in and out on a Visitor Log, wear a "Visitor" badge during their visit, and exhibit appropriate attire, language, and behaviors during their visit. Visitors may not interact or be left alone with the enrolled children unless they are the parent of an enrolled child, identified on the ER Card, and then may interact with their child(ren) only.

In the case of the classroom teacher or Principal, they must be wearing their district identification badge and limit their interaction with the children in the room.

State rules and regulations for childcare require that we give full and immediate access to the parent or guardian of an enrolled child as identified on the ER Card. The exception to this is when there are custody issues or restraining orders. The Site Lead will follow the above policy unless and until an official copy of the current court order is provided. The copy on file is the copy that will be followed to the letter, until new official orders are provided.

**A PARENT WHO IS LIMITED TO SUPERVISED VISITATION MAY NOT CONDUCT THE VISITATION AT OUR FACILITIES DURING OUR PROGRAM HOURS. WE WILL NOT ACT IN THE ROLE OF THE SUPERVISOR AS THIS TAKES OUR ATTENTION AWAY FROM THE OTHER ENROLLED CHILDREN AND CAN POTENTIALLY JEOPARDIZE THEIR SAFETY.

Pesticides

Notification of pesticide usage will be posted at least 48 hours before application on a facility premise.

Field Trips

Field trips are not scheduled on a regular basis during the school year. Opportunities for field trips arise during intersession and summer camps. Transportation will be provided by the Chandler Unified School District. Parents will be notified in advance of planned field trip destinations, dates, times, and associated tuition rates. A parent or guardian must complete the proper permission slip and waiver in advance. Arrival times for field trips days are communicated in advance. Please note, arrival times for field trips are a hard deadline. If your child arrives after the stated "arrival time," they will not be permitted to attend the field trip. There will be no exceptions to field trip "arrival times." On field trip days, the site is not open for children who do not wish to go on the trip— no staff or children will be left behind on school grounds. Children will be required to wear appropriate clothing and footwear. No flip-flops on field trip days, except swim days. This will help reduce foot injuries.

On-Site Field Trips, Off-Site Field Trips, and Movies

Kids Express is excited to offer an array of on-site and off-site field trips for our campers. Field trips may be cancelled or changed at the discretion of Community Education. Events may be rescheduled when possible but may be on a different date and time. No refunds will be given for cancelled or rescheduled trips. Movies watched on-site will be posted ahead of time and could be G rated or PG rated. If the movie is a PG rated movie, and the student's movie permissions from their registration states that they are not allowed to watch a PG rated movie, an alternative activity will be provided.

Meals

Lunch may be provided from the CUSD Food & Nutrition department during Intersession and Summer Camp, with hot and/or cold options available. A lunch menu will be provided to families in advance. Parents may also choose to send lunch from home. On Field Trip days, if parents choose to send a lunch from home, lunches must be labeled with the child's name and in a disposable bag. Due to nut allergies, please assist our staff in maintaining a safe environment by packing nut-free lunches/snacks whenever possible. Breakfast and afternoon snacks may also be provided during Intersession and Summer Camp. A menu will be provided.

Baby Sitting Procedures and Consent to Hold Harmless

Chandler Unified School District - Community Education Department

Baby Sitting Exception

I, _____, understand that Chandler Unified School District – Community Education has a "No-Babysitting" procedure: Whereas Chandler Unified School District does not authorize, approve, or endorse district staff who provide childcare outside of the district's licensed facilities.

I am seeking an exception from this procedure by submitting the required Hold Harmless Consent form. I understand that this form is my responsibility to complete and file with Chandler Unified School District's Community Education Department. I also understand that it is my responsibility to present the family I am babysitting a copy of this documentation.

Consent to Hold Harmless

We/I, _____, parents/legal guardians of _____, agree to hold Chandler Unified School District and its Community Education Department harmless for any harm that our children may experience while under the care of staff member - _____. We are aware of the program's "No-Babysitting" procedure and chose to take exception to that policy. We understand that Chandler Unified School District does not authorize, approve, or endorse district staff that provides childcare outside of the district's licensed facilities.

_____ _____

(Parent(s)/guardian's signature) Date

_____ _____

(Employee providing care's signature) Date

_____ _____

(Coordinator/Administrator's signature) Date

Chandler Unified School District

Community Education – Kids Express Program Contact Information

Mailing Address	CUSD – Community Education Kids Express 1525 W. Frye Rd. Chandler, AZ 85224
Phone: Registration/Accounting Phone:	(480) 224-3900 (480) 224-3922
Fax: Accounting Fax:	(480) 224-9251 (480) 224-3910
Website:	www.cusdcommunity.com
Accounting Email:	ceact@cusd80.com
General Email:	communityeducation@cusd80.com
Community Education Manager:	Scott VanDerMillen

Kids Express Activity Coordinators

Alysa Greenberg:	Andersen, Bologna, Knox, Frye (busing to Bologna), CTA Liberty, CTA Humphrey, San Marcos (busing to Bologna), Sanborn, Shumway (busing to Sanborn)
Brittany Gaitan:	CTA Independence, Fulton, Jacobson, Rice, Santan, Weinberg
Cherish Jensen:	Auxier, Carlson, CTA Freedom, Haley, Hull, Navarrete, Patterson, Riggs
Michelle Kasel:	Basha, Conley, CTA Goodman, Hancock, Hartford (busing to Knox), Ryan, Tarwater