

Community Education Parent Handbook



2024 Summer Calendar We've got what you want!

Information contained in this handbook is subject to change; please visit www.dvusd.org/summer
for our most up-to-date version.

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Breakfast and Lunch

- Breakfast snacks and afternoon snacks are included at all sites, daily.
- Students at Canyon Springs, Sierra Verde, and Stetson Hills ‘Sun’sational camp will need to bring a sack lunch daily.
- Lunch at Arrowhead and Park Meadows will be provided free of charge.

Contacts & Information

DVUSD website

www.dvUSD.org

DVUSD Community Education Website

<https://www.dvUSD.org/Page/219>

Online Payments

<https://deervalley.ce.eleyo.com>

Summer Camp Account Representative Contact Information

Beth.Harvill@dvUSD.org 623-376-3976

Teri.Thorley@dvUSD.org 623-376-3978

Traci.Piccoli@dvUSD.org 623-376-3979

Secretary

Dina Sands, 623-376-3903

Program Supervisor - Preschool

Carey Conger, 623-376-3907

Operations Supervisor - ‘Sun’sational Summer Camp

Carrie Finch, 623-376-3908

Director of Community Education

Deb Roets, 623-376-3903

Safe Schools Hotline : 623-376-3262

Tax Identification Number (EIN) 86-6004178

Welcome to Summer Camp

Children grades K-8, age 5 (by first day of camp)-14, (and preschool age 3-5 where offered) make memorable summer experiences through educational, athletic, and social experiences in a safe, positive environment. A variety of activities have been planned for your child's enjoyment. Activities will include special guest presentations, arts, crafts, sports, STEM, and more!

Arrowhead School

7490 W. Union Hills
Glendale, AZ 85308

Camp Contact: Patricia

Account Contact: 623-376-3976
Beth.Harvill@dvusd.org

Park Meadows School

20012 N 35th Ave
Glendale, AZ 85308

Camp Contact: Heather

Account Contact: 623-376-3979
Traci.Piccoli@dvusd.org

Sierra Verde School

7241 W Rose Garden Ln
Glendale, AZ 85308

Camp Contact: Tina

Account Contact: 623-376-3978
Teri.Thorley@dvusd.org

Canyon Springs School

42901 N 45th Ave
Anthem, AZ 85087

Camp Contact: Shannon

Account Contact: 623-376-3978
Teri.Thorley@dvusd.org

Park Meadows Preschool

20012 N 35th Ave
Glendale, AZ 85308

Camp Contact: **Courtney**

Account Contact: 623-376-3979
Traci.Piccoli@dvusd.org

Stetson Hills School

25475 N. Stetson Hills Lp
Phoenix, AZ 85083

Camp Contact: Ikram

Account Contact: 623-376-3978
Teri.Thorley@dvusd.org

Parent Responsibilities

Parent Involvement

You will read t

Registration

Annual registration is available on a **first come, first serve basis**. All registration and policy agreement forms must be completed online at <https://deervalley.ce.eleyo.com> and each child'

Tuition

All payments are due in advance of service by the due date indicated, and will be set on an automatic payment plan invoiced and charged as outlined in this handbook; payments can also be made online at [https:// deervalley.ce.eleyo.com](https://deervalley.ce.eleyo.com), or sent/brought to DVUSD Community Education,

DVUSD employees receive a 10% discount on all children in the same program; this may not be combined with the multi-child discount. The employee must be the legal guardian, and this must be reflected on the Emergency Information record.

Payment Options

A deposit of \$100 per child will be collected at the time of contract approval, along with the per family registration fee; both are non-refundable. This deposit is **automatically** applied to your initial registration dates. All payments for Summer Camp will be set up on an automatic payment plan that will charge on r

Unpaid balances will result in suspension from the program and the child's sign -in/out sheet will be removed from book

Balances still unpaid will be assessed a \$30 late fee with the next billing cycle

Returned Checks

Checks are processed as ACH (Automated Clearing)

your co-pay is \$1 per day, your daily responsibility is \$13; this includes your copay

Choosing only the days your child will attend camp

if you choose days that your child does not attend, you will pay the full daily rate of \$40 per day (\$50 for preschool) DES will not subsidize days that your child does not attend

Submit the required documentation

Program Information

Arrival/Dismissal

In accordance with state licensing regulations, our programs will require the signature of the parent/guardian each time the child enters or leaves the site. **We will require any authorized persons that we do not recognize to provide picture identification as well as a signature.** A written request is required to release your child to anyone not on your authorized list. A written statement from the parent/guardian must be on file if an older sibling or a high school student under the age of 18 is signing your child in or out. Anyone authorized to sign your child in or out of the program must be on your Emergency Information form.

Once you or your authorized adult signs out your child, the adult and child must exit the school property immediately. This includes a sign-out for a therapy session or other meeting. If you want your child to attend another activity on premises, such as an academic summer class or enrichment camp, you must provide written permission to have your child released to and/or returned by designated school staff.

If there are custody records, we require a copy of the legal document to be on file with the program; we do not have access to records you may have already submitted to the school.

Staffing

The DVUSD Community Education programs follow The Arizona State Department of Health Services (DHS) Bureau of Child Care Licensing staff to children ratios. The DHS staff to children ratio for school age children is 1 to 20; for preschool it is 1 to 15 for age 4, and 1 to 13 for age 3. All Community Education staff have been fingerprinted and are employees of the DVUSD Community Education Division of the Curriculum, Instruction, and Assessment Department of the Deer Valley Unified School District.

Transportation

Community Education does not provide transportation to or from its programs.

Schedule

A weekly schedule will be posted for your convenience, and will show you our weekly activities.

Clothing

Children should dress for comfort as well as for weather. Summer is a time of exploration that may include messy art, cooking, outside play, and other activities that may be rough on clothes. washable play clothes work best. Shoes should be closed toe, comfortable and appropriate in

size. NO FLIP-FLOPS are to be worn.

For on-site water days, a one piece swimsuit is preferred; a modest two-piece suit may be worn with a shirt or other covering.

Toileting

Children in any of the Community Education Preschool Summer Camp programs are expected to be fully potty trained prior to enrollment in our programs. Fully potty trained means that students should be able to recognize when they need to use the restroom, alert an adult, independently pull up/down clothing, sit on the toilet, and wipe themselves afterwards. We understand that potty training is a learning process and takes time to master, practicing a lot at home will ensure fewer accidents once school starts. In the case of an emergency, we ask that all students have an extra set of clothes at all times in their backpack.

A child will NOT be considered toilet trained for our preschool program if the child continues to consistently have toileting accidents within the first 30 days of enrollment. After the first two weeks of enrollment, the following procedures will be in place:

After week two, if one or more accidents occur in a one week period, the parents will be notified and required to sign the toilet accident log.

After the 30 day period if the issue is not corrected, your child will be subject to withdrawal.

Rest Time

Children enrolled in the Community Education Preschool program are required to rest each day. A beach towel or blanket labeled in permanent ink with your child's name needs to be brought to school. Towels/blankets will be sent home to be laundered and need to be promptly returned.

Field Trips

As part of 'Sun'sational Summer Camp, we will provide many unique and engaging field trips and special presenters. Some field trips will be in partnership with one or more of our other 'Sun'sational Summer Camps. While most of our field trips are for all age groups, we do have a few that are age specific. There will be a field trip calendar shared at the Parent Meeting as well as available on our website and at the check in desk at each camp. Please be sure to attend the parent meeting to hear all about field trip procedures, requirements and timelines. Drop in's are not permitted on Field Trip days.

Parent Meetings

Parent meetings prior to the start of Summer Camp will be held to share important information, complete required paperwork, and pass out camp shirts. Attendees at the parent meetings receive an additional student camp shirt. If you are unable to attend the parent meeting, please plan to arrive at your child's first day of camp with extra time to complete paperwork. More information can be found at <https://dvusd.org/summercamp>.

Lunch - varies by site - see details

Canyon Springs, Sierra Verde, and Stetson Hills - Students need to bring a sack lunch in a self-cooled container with an ice pack, clearly marked with the child's name, daily.

Arrowhead & Park Meadows - The DVUSD Food & Nutrition Department will provide free lunch for all students attending camp. Students who wish to bring a sack

Discipline Policy

Children involved in our program are expected to follow the rules and directions

first responsibility must fall upon the home because parents know the normal appearance of their children and should be the first to detect the signs of illness. (The symptoms of a cold are the symptoms of many communicable diseases.) The following rules will help control communicable diseases and illness in the camp community. Please keep it as a convenient reference.

Do not send a child to camp if there are signs of illness. Do not send a sick child to camp for the nurse or instructor to decide if the child should be in camp. If in doubt, parents should call their physician. If a child is sick, keep other people away from the child.

Some signs and symptoms of acute illness are:

- Runny nose
- Headache
- Sneezing/Coughing
- Diarrhea
- Rash
- Restlessness at night
- Nausea/Vomiting
- Swelling of the face and neck
- Red, crusted, watery eyes
- Ear ache
- Flushed face or paleness
- Fever

Students must be fever free for 24 hours, without the aid of medications, prior to returning to camp.

If a child comes to camp ill or becomes ill while at camp, parents will be notified by telephone. Parents will then need to make immediate arrangements to pick up the sick child. The child will remain in the nurse's office or isolated with adult supervision in the classroom until the parent/guardian arrives.

There are no refunds for missing camp due to illnesses.

It is required to fill out Emergency Cards on each child. Keep the information on these cards current by telling the instructor when changes have occurred throughout the year. For students with split accounts where parents maintain two separate sets of paperwork, the site staff m

Prescribed medications must be in a child proof original container, labeled by a pharmacist with your child's first and last name, date prescription was filled, doctor's name, expiration date, and must be accompanied by the completed medication authorization form.

Over-the-counter medications require you to provide a note from your child's health care provider recommending the medication, dosage, times, method of use and administration duration. The medication needs to be in a child proof container, and must be accompanied by the completed medication authorization form.

At no time should a child carry any medication on them, in their lunch box or backpack. Always hand your child's medication to a staff member on duty.

Sun Safety

DVUSD Community Education programs encourage children to wear sun protective clothing and hats while outdoors. Light colored, loose-fitting, lightweight clothing is best for sun protection. Parents must clearly mark these items with the child's name; fingernail polish or a permanent marker works best. Children should wear sunscreen and lip balm containing sunscreen each day.

Emergency Illness/Accident Procedures

Emergency first aid may be given by the school nurse or program staff. Please see the Emergency Injury/Illness Procedures posted in the classroom. If while attending a facility, a child has an accident, injury, or emergency that, based on evaluation by a staff member, requires medical treatment by a healthcare provider, the staff member shall, in accordance with DHS

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Education Division to act for you in any emergency requiring medical attention

Pesticides

School will post in writing at all doors/entrances a notice of pesticide application 48 hours in advance of service.

Campus Access

All parents of registered students have access to areas on the facility premises where their child is receiving services. Parents will be required to follow district procedures regarding admission to facilities during camp hours

Hospital/Emergency Service Listings

Abrazo Arrowhead Hospital

18701 North 67th Avenue
Glendale, AZ 85308-7101
623-561-1000

Banner Thunderbird Medical Center

5555 W. Thunderbird Road
Glendale, AZ 85306
602-865-5555

HonorHealth Deer Valley Medical Center

19829 N. 27th Avenue
Phoenix, AZ 85027-4002
623-879-6100

HonorHealth John C. Lincoln Medical Center

250 E. Dunlap Avenue
Phoenix, AZ 85020-2914
602-943-2381

Health and Emergency Center

33400 N. 32nd Avenue
Phoenix, AZ 85085
623-683-5000

Maricopa Integrated Health System

2601 E. Roosevelt Street
Phoenix, AZ 85008
602-344-5011

HonorHealth Children's Emergency Center

19829 N. 27th Ave.
Phoenix, AZ 85027
623-879-5416

Abrazo Scottsdale Campus Arizona

3929 East Bell Road
Phoenix, AZ 85032
602-923-5000

Poison Control

800-222-1222

HonorHealth Sonoran

This is a partial list of emergency medical facilities available in this area.

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