

**VIK CLUB  
PARENT HANDBOOK  
2018-2019**



**COMMUNITY EDUCATION**

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[www.gilbertschools.net](http://www.gilbertschools.net)

## **GPS COMMUNITY EDUCATION VIK CLUB ENRICHMENT PROGRAM**

The vision of Community Education for Gilbert Public Schools was born out of a desire to continue to provide opportunities to enhance its excellent educational programs through extended education. Our goal is to create programs that reflect our commitment to providing high standards for quality within a nurturing, friendly, and safe environment.

Quality before and after school enrichment programs offer an extraordinary opportunity to encourage students to build on their classroom experiences, expand their horizons, and have fun. Our dedicated and caring team can provide critical linkages to the curriculum, help kids master new skills, get excited about learning, and develop a sense of belonging. The Gilbert Public Schools Community Education partnerships bring together teachers, parents, and the community to enhance the lives of children and families in the neighborhood community.

The Gilbert Public Schools team extends a warm welcome to you and your family.

### **PROGRAM DESCRIPTION**

The Gilbert Public Schools VIK Club provides a loving, safe, fun, and educational environment for children. Children in kindergarten through 6th grade are given an opportunity to choose from a variety of well-rounded enrichment activities that meet their developmental needs and interests. Activities include science, computers, reading, homework, art, music, crafts, creative dramatic play, games, and group projects. Speakers and field trips will be offered during holiday camp days. The VIK Club will work with the schools to enhance the children's day.

The VIK Club is licensed and inspected by the Arizona Department of Health Services (DHS) and certified by the Department of Economic Security (DES). Facility inspection reports are available for public viewing at the Arizona Department of Health Services, 150 N. 18th Avenue, Suite 400, Phoenix, AZ 85007-3244. DHS inspection reports are available on-site.

**Please carefully read the Parent Handbook.  
You are responsible for the information it contains.  
If you have any questions, please contact the  
Community Education Business Office at (480) 892-9089 ext. 100**

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## ABSENCES

If your child will not be attending the VIK Club **after** school, please notify the Site Coordinator before the end of the school day so missing child procedures will be avoided.

If we do not receive notification from you that your child will not be attending after school, every effort will be made to verify the absence using the information provided on the blue “Emergency Information and Immunization Record” card. If we are unable to locate your child, CPS or the local police department will be called.

**\$5.00 per missing child procedure fee:** This fee will be assessed to the family account when missing child procedures have been implemented and could have been prevented. For example, a parent does not inform the VIK program that a child will be absent during a normally scheduled day, and the staff researches emergency contact information and attempts to contact the persons listed. The Locator Fee is charged the 2nd time the missing child procedures have been initiated.

Please remember to inform the site staff if you pick your child up from school unexpectedly.

**No credit or refunds will be given for sick/unused days unless removed in the family account prior to noon of the day no longer attending. There is a \$5.00 fee, per transaction, for removing from an existing weekly schedule after the Sunday deadline.**

## ADDITIONAL FEES

Late payments: \$25.00 after midnight on Sunday of the week attending.

Late pick up: \$1.00 per minute after 6:00 p.m. (time according to site clock).

Missing child procedure fee: **\$5.00 Per Incident Locator Fee:** This fee will be assessed to the family account when missing child procedures have been implemented, and could have been prevented. For example, a parent does not inform the VIK program that a child will be absent during a normally scheduled day, and the staff researches emergency contact information and attempts to contact the persons listed. The Locator Fee is charged the 2nd time the missing child procedures have been initiated.

Collections: If your account shows an outstanding balance for more than 60 days, the account will be turned over for collections.

Schedule change fee: \$5.00 schedule change fee for any change made after schedule is set if before 12:00 p.m. on or before day of change; \$15.00 if after 12:00 p.m. on the day care is needed.

Parents must choose and commit to their child’s schedule when payment is made. Changes made after Sunday of the week attending are considered a schedule change.

There are maximum and minimum enrollment requirements for all VIK Club sites. Parents will be notified if enrollments are not adequate to have a program at a site. Credit is not given for unused days unless parent logs into family account to remove day (a \$5.00 schedule change fee per transaction applies) by noon of the day. No changes can be made for days in the past.

Discounts are available for GPS employees (25%) and siblings (5%). Only one discount may apply.

**Please be aware that cash is not accepted.** Remit payment in the form of Visa, Master Card, Discover Card or American Express. All payments must be made on-line.

The VIK Club tax ID number for claiming childcare expenses is **86-6000530**.

## **BEHAVIOR GUIDELINES**

Because social growth is so crucial during the elementary years, the VIK Club will focus on helping children learn appropriate behaviors. Behavioral guidelines have been established with the goal of not only maintaining the physical and emotional well-being of each student, but also of teaching self-discipline, judgment, and manners. Positive techniques are used to guide children's behavior. Parents and staff are viewed as partners in guiding a child's development. Staff will work with parents and teachers to establish consistency for each child. Parents will be kept informed of problems should they arise.

*If program staff determines that a child cannot benefit from the VIK Club or presents a danger to other children, parents will be required to withdraw their child from the program.*

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 the VIK Club. Emphasis is placed upon each student taking responsibility for his/her own behaviors. A child's choice may result in positive or negative consequences such as rewards, redirection, or loss of privileges. For more severe or continuous problems, one or more of the following may result: incident report, conference with parent, suspension, and/or removal from the VIK Club.

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

- Listen to and follow directions the **FIRST** time given.
- Keep hands, feet, and all objects to self.
- Respect others and equipment.
- Use words to solve problems. If that doesn't work, ask a VIK staff member for assistance.
- *NEVER be out of sight or sound of VIK staff.*

## **HALF-DAYS OFFERED BY VIK**

September 27, 28  
October 5  
December 21  
March 8

**Most Wednesdays are an hour early release day.**

## ENROLLMENT PROCEDURES

Registration must be completed on-line. All information needs to be filled in completely during registration. All information supplied will be used to complete your child's VIK Club registration form and Emergency Information form. If you already have an **existing family account**, please log in and click on the REGISTRATION tab to submit your registration. The VIK Club will be obtaining a copy of your child's shot record from your school nurse. A non-refundable \$50.00 registration fee per child is due at the time of registration. For families choosing to have two separate family accounts, the registration fee applies per child/per family account. For **new family accounts**, once registration is completed, you will need to create your user ID and password, which will be used for all future on-line transactions. After you have submitted your payment you will receive an email confirmation with a link to choose your child's schedule. If you have added a child into an existing account, chosen any discounts, DES, or your child has an IEP, your registration will need to be approved prior to choosing a schedule; this may take at least one full business day. \*If your child has an IEP it must be reviewed and approved prior to registration. You may attach the IEP during registration or fax to 480-892-8775.

The VIK Club enrolls on a **first-come, first-served basis**. An incomplete blue "Emergency Information and Immunization Record" form may delay enrollment in the program.

It is the parent's responsibility to make sure that the information on the "Emergency Information and Immunization Record" form is completed at the time of registration and is kept current thereafter. It is extremely important that all home, business, mobile and emergency contact numbers are correct. You will need to list at least two local contacts on the emergency form (these contacts must be at different addresses from each other and different from the parent). No one may pick up your child unless listed on this form. **Parents receiving assistance through the Department of Economic Security must inform their caseworker each time their child/children will attend a different site for a holiday camp.**

**If your child has an IEP, the Program Supervisor must review it prior to registering.**

## FAMILY INVOLVEMENT

The VIK Club truly believes the key to the success of the program involves both staff and parents.

- ❖ Parents have access to the areas on facility premises where their child is receiving services.
- ❖ Parents may request a conference with the site staff, Enrichment Specialist or Program Supervisor at any time to discuss any concerns.
- ❖ The staff appreciates your thoughts, ideas, and concerns regarding the program. Please feel free to talk with staff or contact the Program Supervisor.
- ❖ Parent Nights are held throughout the year. These events give you a chance to spend time with staff, engage in various activities, meet other parents, and explore your child's environment.
- ❖ Parents are invited to attend field trips with their children or visit them at the VIK Club at any time.
- ❖ Parents will be notified at least 48 hours prior to the application of pesticides by posting a warning on doors.
- ❖ Each family will receive a monthly newsletter with information about curriculum, activities, and special events. **The VIK Club curriculum is available for review at each site or at the Community Education Business Office.**

## FIELD TRIPS

Field trips are not scheduled on a regular basis during the school year in the VIK Club.

However, if the opportunity for a field trip does occur, authorization by a parent or guardian will be required prior to a child's participation. Gilbert Public Schools busses will transport children on field trips.

## HOLIDAYS & SCHOOL CLOSURES

The VIK Club will offer Holiday Camps at a limited number of locations on the following holidays:

Fall Break (Office Closed)	October 8-12 & 15 2018
Veteran's Day (Office Closed)	November 12, 2018
Day before Thanksgiving (Office Closed)	November 21, 2018
Winter Break (Office Closed)	December 26-28, 2018
Winter Break (Office Closed)	January 2-4, 2019
Martin Luther King Day (Office Closed)	January 21, 2019
President's Day (Office Closed)	February 18, 2019
Spring Break (Office Closed)	March 11-15 & 18, 2019
Spring Holiday (Office Closed)	April 22, 2019

### **Holiday Camp Locations:**

**Ashland Ranch, Superstition Springs, and Playa del Rey Elementary Schools**

**Holiday Camp sites are subject to change.**

**Lunches are not provided during Holiday Camps. Each student must bring his/her own lunch.**

The VIK Club will **not** be offered on the following days:

Labor Day	September 3, 2018
Thanksgiving Day	November 22, 2018
Day after Thanksgiving	November 23, 2018
Christmas Eve & Christmas Day	December 24-25, 2018
New Year's Eve & New Year's Day	December 31, 2018 & January 1, 2019
Spring Holiday	April 19 2019
Last Day of School and following day	May 23, 24, 2019
Memorial Day	May 27, 2019
Independence Day	July 4, 2019

## HOURS OF OPERATION

The VIK Club 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. There is no care provided during the regular school day for half-day kindergarteners. Registration must be completed on-line.

The Community Education business office is open to the public on Monday-Thursday from 8:00 a.m. to 4:30 p.m., and Friday from 8:00 a.m. to 12:00 p.m. The business office is closed on all holidays and no-school days and is closed on Fridays during June and July.

General information and registration information are available online at [www.gilbertschools.net](http://www.gilbertschools.net). (Choose Parent Zone, then the Before and After School Programs link).

## ILLNESS, ACCIDENTS & EMERGENCIES

### Illness

Parents must inform the Site Coordinator when an absence is due to illness. A child should not attend the VIK Club 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 will not be accepted into the VIK Club on that day.

If a child becomes ill while attending the VIK Club with a temperature of 100° or higher, vomiting, frequent diarrhea, or onset of a rash, a parent/guardian/emergency contact must pick up the child.

Children who are ill with a contagious disease or fever may not attend the VIK Club. Parents must inform the Site Coordinator when an absence is due to a potentially infectious illness. **There is no credit or refund for sick/unused sick days unless the day was removed before NOON of the day through the family account.** There is a \$5 fee, per transaction, to remove a day after the weekly Sunday deadline.

### Accidents & Emergencies

If a child is injured at the site, first aid will be administered. If a physician must treat a child, every effort will be made to contact the child's parent/guardian and the doctor indicated on the "Emergency Information and Immunization Record." In the event of an emergency, a child will be given the necessary emergency treatment until a parent/guardian can be contacted.

## 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 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 blue "Emergency Information and Immunization Record" filled out at registration is kept current. It is extremely important that all home, business, and emergency contacts are correct. You will need to list at least two local emergency contacts on the blue emergency card (these contacts must be at different addresses from each other and different from the parent). **No one may pick up your child unless listed on this emergency contact card.**

## INSURANCE

Gilbert Public Schools carries liability insurance, including coverage for any vehicle used for transporting students during field trips. Gilbert Public School buses are used for all field trips.

## LATE PICK UPS

A late pick up fee of \$1.00 for every minute will be assessed for any pick up that occurs after 6:00 p.m. (time according to the clock located at the site). A "Late Pick Up" slip will be filled out at the site. The charge will be applied to your account and must be paid the next time you log into the system. **More than five late pick-ups per semester may result in dismissal of your child from the program.**

## MEDICATION ADMINISTRATION & EMERGENCY PROCEDURES

Medication is **not** given to participants without prior arrangements with the Site Coordinator. 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, medication name, 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.

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.

In case of an emergency, as determined by program staff, paramedics will be called and a parent will be notified immediately. Parents will be responsible for all costs incurred in such emergencies.

A separate medication consent form must be filled out for holiday camps and summer camp. Please contact your child's Site Coordinator for further instructions on medication requirements for camp.

## PAYMENTS

Payments must be made on-line. Debit or credit cards are accepted.

**In person:** Community Education Business Office  
6839 E. Guadalupe Road, Mesa, AZ 85212

**Online:** [www.gilbertschools.net](http://www.gilbertschools.net)  
(Choose "Parent Zone," then the Before and After School Programs link, then VIK Club) **Community Education is not responsible if your payment is late due to technical difficulties.**

The Community Education business office hours are:

Monday-Thursday, 8:00 a.m. to 4:30 p.m.

Friday, 8:00 a.m. to 12:00 p.m.

**The office is closed on all holidays and non-school days. See page 7.**

**Please note: Payments will NOT be accepted at VIK Club sites.**

Schedules and payments must be submitted by the due date, Sunday of the week attending, NO EXCEPTIONS, regardless of holiday or day needed during the week. Schedule choices are **before school, after school, and before/after school.** A new schedule may be chosen each billing period (week). You

may choose individual days or a full week – there is no minimum. The calendar is available through the end of the school year to select a schedule for your child, at any time.

In order to have your child’s attendance continue uninterrupted it is very important that your payment is received on time. **If payment has not been received, your child may not be able to attend and a late fee of \$25.00 will be assessed. On-time payments are essential for the safety of your child. Payments made after 12:00 a.m. on the due date may result in your child not being listed on the roster. When this happens, site staff will not know to expect your child and missing child procedures may not be initiated. If your payment is late, be sure to notify your Site Coordinator to expect your child. Your child’s safety is our highest priority.**

All **Holiday Camps** will be listed on the system calendar. In order for your child to participate in a Holiday Camp, you must indicate the appropriate day, choose a camp site and submit payment by the due date. Camps must be paid for in advance. Camps do fill up and are on a first-come basis; early registration is suggested to ensure a camp placement. Lunches **are not provided** during Holiday Camps. Please be aware that Holiday Camps are on a first-come, first-served basis. **Parents receiving assistance through the Department of Economic Security must inform their caseworker each time their child/children will attend a different site for a holiday camp and we must receive an authorization for the holiday camp location.**

All schedules must be submitted online by the due date, NO EXCEPTIONS. This is for the safety of your child.

#### **REFUND/CREDIT POLICY**

The registration fee is non-refundable. Schedules can be changed online until the Sunday prior to the start of the week; after the midnight cut-off there will be a schedule change fee assessed. **No credit or refunds will be given for sick days unless removed in the family account prior to noon of the day no longer attending. No changes can be made in the past.**

#### **SCHEDULE CHANGES**

Schedules and payments must be submitted no later than midnight on Sunday of the week attending. If your child’s schedule must be changed, you must change it on-line in advance and payment must be made. Be aware that changing your child’s schedule for one day could result in the weekly rate changing. If a change is made to an existing schedule, resulting in an increase/reduction of days attending, a schedule change fee of \$5.00 will be assessed when the change is made after midnight on Sunday and before noon on day/days attending. After noon on day wanting to add, the site will have to post the attendance and there will be a \$15.00 charge, plus the cost of the day. If mixing schedule, the daily rate applies. Please make changes as soon as possible to avoid extra charges. **The Community Education Office no longer makes changes - all changes must be made online through the family account. PARENTS ARE IN COMPLETE CONTROL OF THEIR FAMILY ACCOUNT AND THEIR CHILD’S SCHEDULE.**

#### **UNSCHEDULED DAYS**

If your child attends on a day that **HAS NOT** been previously scheduled and paid for (unscheduled), it is considered a schedule change and/or a late payment.

A child attending on a day for which he/she has not been scheduled will result in either a late fee and the daily rate being charged, or the undiscounted daily rate and the unscheduled day fee being charged. As an example: If a child is not scheduled to attend at any time during a given week and must be added to

the roster, the account will be charged a maximum of \$25.00 unscheduled fee per week and the daily rate for the days attended.

**If your child has attended without payment being made, he/she WILL NOT be allowed to attend VIK again until the account has been brought current.** A note will be added to the roster, so the site is aware that your child is unable to attend until further notice from the Community Education Business Office. If your child is repeatedly on the unscheduled day list, a note will be added to the roster stating your child will not be allowed to attend unless paid in advance and listed on the roster.

## **SIGN IN / OUT PROCEDURES**

For the safety of your child, individuals will be required to show proof of ID to the site staff at any time. A child will not be released to an individual refusing 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. Do not assume you will not need it.

DHS requires that a parent or an authorized party sign a child in and out of the VIK Club each day. To sign a child out, the parent or authorized party **must sign in ink his/her full name, the date, and the time.** The child must leave the site once he/she has been signed out.

A child enrolled in the VIK Club will be released only to those persons specifically authorized on the emergency information form (blue card). A sibling may sign out a VIK Club participant if he/she is listed on the emergency contact form as an authorized signer. Exceptions cannot be made without advance written permission of the parent. Site staff are not eligible to be authorized signers. If you are receiving DES assistance, authorized signers must be at least 18 years of age. 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, the Community Education Business Office must have a legal document on file stating such.

In the case of an extreme emergency only, the parent/guardian who registered the child for the VIK Club may call the VIK site to authorize emergency telephone release of their child to a designated person. Parents will be asked very specific information regarding their child prior to the release being authorized by the staff. Photo ID will be required from the designated person at the time the child is picked up from the site. This must be approved by the Program Supervisor.

We cannot assume responsibility for personal belongings. Please have your child leave personal belongings in his/her backpack or at home. This includes any electronics. Please clearly mark any item your child does bring.

## **SPECIAL NEEDS**

Gilbert Public Schools VIK Club 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 VIK Club, unless demonstrated that the modification would be a fundamental alteration in the nature of the VIK Club, or constitute an undue financial and administrative burden. Any student, including students with disabilities, may be removed from the VIK Club if that student, even with reasonable modifications, is so disruptive to the VIK Club that other students cannot participate in the VIK Club or are in danger.

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

### **STAFF/CHILD RATIOS**

To ensure the quality of the VIK Club, the staff-to-child ratios are kept at approximately 1 to 15, exceeding the standards of 1 to 20 set forth by the Arizona Department of Health Services.

### **STAFF QUALIFICATIONS**

Staff members meet or exceed established educational and experience requirements for the positions held, participate in formal training each year, and undergo background checks through local, state, and federal authorities. On-going professional development opportunities in the areas of classroom management, recreation, discipline, and child psychology are provided for all staff throughout the year.

### **TRANSPORTATION POLICY**

Transportation will not be provided except for scheduled field trips and from schools where there is low enrollment. When there is a site with low enrollment, students will be transported to the nearest school that has comparable start/end times. GPS buses will provide transportation.

## Appendix A

### FEE SCHEDULE 2018-2019 School Year

Registration Fee:	\$50.00 annual, non-refundable fee, due at registration
Before School Only:	\$11.00 per day; \$48 per week (includes breakfast) Weekly rate is not available on weeks with Holiday Camp days or weeks with less than five (5) days of VIK available.
After School Only:	\$15.25 per day; \$65 per week* (includes snack) Weekly rate is not available on weeks with Holiday Camp days or weeks with less than five (5) days of VIK available.
Before & After School:	\$22.50 per day; \$93.25 per week* (includes breakfast and snack) Weekly rate is not available on weeks with Holiday Camp days or weeks with less than five (5) days of VIK available.
*Half Days	Add \$6.00 to any schedule containing PM or AM/PM for the half days
Early Release Days	Are included in the afternoon rate (This is the one hour early release Wednesdays)
Holiday Camps:	\$34.00 per day; includes field trips and activity fees. Weekly rate of \$145 available only on weeks where all 5 days apply.

**Lunches are not provided during Holiday Camps. Each student must bring his/her own lunch.**

## Appendix B

### VIK CLUB LOCATIONS 2018 - 2019 School Year

The VIK Club is offered to students at the following GPS elementary schools:

Ashland Ranch#	Mesquite
Augusta Ranch	Neely
Boulder Creek	Oak Tree#
Burk*#	Patterson
Canyon Rim#^	Pioneer
Carol Rae Ranch#^	Playa del Rey
Finley Farms#^	Quartz Hill
Gilbert El*#^	Settler's Point#
Greenfield	Sonoma Ranch#^
Harris*	Spectrum#^
Highland Park^	Superstition Springs#^
Houston	Towne Meadows
Islands#	Val Vista Lakes
Meridian#^	

Program locations are subject to enrollment.

#Building Blocks 4's will be offered at the Ashland Ranch, Burk, Canyon Rim, Carol Rae Ranch, Finley Farms, Gilbert, Islands, Meridian, Oak Tree, Settler's Point, Sonoma Ranch, Spectrum and Superstition Springs elementary campuses. Contact Community Education at (480) 892-9089 for details. Locations subject to change due to enrollment.

^Building Blocks 3's will be offered at Canyon Rim, Carol Rae Ranch, Finley Farms, Gilbert (dual language) Highland Park, Meridian, Sonoma Ranch, Spectrum and Superstition Springs elementary campuses. Contact Community Education at (480) 892-9089 for details.

\* Harris students are bused to and from Houston for VIK.

\*Burk currently has a PM program located at Burk and students are being bused from Patterson to Burk in the AM.

\*Gilbert El currently has a PM program located at Gilbert El and students are being bused from Playa del Rey to Gilbert El in the AM.

## Appendix C

### NSACA STANDARDS FOR A QUALITY CARE PROGRAM

To run a great program takes thought and skill. The NSACA Standards describe the practices that lead to stimulating, safe, and supportive programs for young people in their out-of-school time. There are six categories of quality in the NSACA Standards of Quality Care, with 35 keys that highlight all important concepts of quality.

#### Human Relationships

1. Staff relate to all children in positive ways.
2. Staff respond appropriately to the individual needs of children.
3. Staff encourage children to make choices and to become more responsible.
4. Staff interact with children to help them learn.
5. Staff use positive techniques to guide the behavior of children.
6. Children generally interact with one another in positive ways.
7. Staff and families interact with each other in positive ways.
8. Staff work well together to meet the needs of children and youth.

#### Indoor Environment

9. The program's indoor space meets the needs of children.
10. The indoor space allows children to take initiative and explore their interests.

#### Outdoor Environment

11. The outdoor play area meets the needs of children, and the equipment allows them to be independent and creative.

#### Activities

12. The daily schedule is flexible, and it offers enough security, independence, and stimulation to meet the needs of all children.
13. Children can choose from a wide variety of activities. Activities reflect the mission of the program and promote the development of all the children in the program.
14. There are sufficient materials to support program activities.

#### Safety, Health, & Nutrition

15. The safety and security of children and youth are protected.
16. The program provides an environment that protects and enhances the health of children.
17. The program staffs try to protect and enhance the health of children.
18. Children are carefully supervised to maintain safety.
19. The program serves foods and drinks that meet the needs of children.

#### Administration

##### Staff/child ratios and group sizes permit the staff to meet the needs of children.

20. Children are supervised at all times.
21. Staff support families' involvement in the program.
22. Staff, families, and schools share important information to support the well-being of children.
23. The program builds links to the community.
24. The program's indoor space meets the needs of staff.
25. The outdoor space is large enough to meet the needs of children and staff.
26. Staff and children work together to plan and implement suitable activities, which are consistent with the program's philosophy.
27. Program policies and procedures are in place to protect the safety of the children.
28. Program policies exist to protect and enhance the health of all children.
29. All staff are professionally qualified to work with children.
30. Staff are given an orientation to the job before working with children.
31. The training needs of the staff are assessed, and training is relevant to the responsibilities of each job.
32. Staff receive appropriate support to make their work experience positive.
33. The administration provides sound management of the program.
34. Program policies and procedures are responsive to the needs of children and families in the community.

## Appendix D

### 2018-2019 SCHOOL YEAR GENERAL INFORMATION FOR BUILDING BLOCKS

*Designed for children ages 3, 4 & young 5's not yet in Kindergarten*

#### PROGRAM DESCRIPTION

##### Building Blocks Locations

**Ashland Ranch, Burk, Carol Rae Ranch, Canyon Rim, Finley Farms, Gilbert El, Islands, Highland Park (3's only), Meridian, Oak Tree, Settler's Point, Sonoma Ranch, Spectrum, Superstition Springs Elementary Schools**

**(Building Blocks 3's & 4's locations are Canyon Rim, Carol Rae, Finley Farms, Gilbert EL, Meridian, Sonoma Ranch, Spectrum & Superstition Springs)**

The Gilbert Public Schools Building Blocks provides a loving, safe, fun, and educational environment for children. Children ages three through five are given an opportunity to choose from a variety of well-rounded enrichment activities that meet their developmental needs and interests. Activities include science, nature discovery, letter and number recognition, art, music, show and share, crafts, creative dramatic play, games, and group projects.

The quality threes through young fives Building Blocks programs offers an extraordinary opportunity to encourage students to expand their horizons and have fun. Our dedicated and caring team can provide critical linkages to the curriculum, help kids master new skills, get excited about learning, and develop a sense of belonging. The Gilbert Public Schools Community Education partnerships bring together teachers, parents, and the community to enhance the lives of children and families in the neighborhood community.

Registration fee:	\$50.00, non-refundable fee, due at registration
School day: (8:15 a.m.-3:15 p.m.)	\$34.00 per day; \$165.00 per week Weekly rate is not available on weeks with less than five (5) days of Building Blocks available.
Full day: (6:30 a.m.-6:00 p.m.)	\$40.00 per day; \$180.00 per week (includes breakfast, morning and afternoon snacks) Weekly rate is not available on weeks with less than five (5) days of Building Blocks available.

**Lunches are not provided during Building Blocks. Each student must bring his/her own lunch or may purchase a lunch through the school. Lunch accounts will be available.**

Email [Eric.Dachtyl@gilbertschools.net](mailto:Eric.Dachtyl@gilbertschools.net)

*Program locations are subject to change.*

## Appendix E

### 2018-2019 SCHOOL YEAR GENERAL INFORMATION FOR KINDERGARTEN PREP

Age Requirements: Child must be 4 years old by August 31, 2018

Session dates: August 2, 2018 – May 22, 2019  
Morning and afternoon sessions are available

Tuition: \$2800.00 payable in ten (10) monthly installments of \$280.00

Registration Fee:  
(non-refundable) \$50.00 due upon enrollment

Locations: **Ashland Ranch Elementary School\***  
1945 S. Ashland Ranch, Gilbert  
Morning session: 8:15 a.m.–11:15 a.m.  
Afternoon session: 12:00 p.m.–3:00 p.m.

**Houston Elementary School\***  
500 E. Houston Avenue, Gilbert  
Morning session: 8:30 a.m.-11:30 a.m.  
Afternoon session: 12:15 p.m.-3:15 p.m.

**Spectrum Elementary School\***  
2846 S. Spectrum Way, Gilbert  
Morning session: 8:00 a.m.–11:00 a.m.  
Afternoon session: 11:45 a.m.–2:45 p.m.

**Superstition Springs Elementary School\***  
7125 E. Monterey, Mesa  
Morning session: 8:00 a.m.–11:00 a.m.  
Afternoon session: 12:00 p.m.-3:00 p.m.

**Val Vista Lakes Elementary School\***  
1030 N. Blue Grotto Drive, Gilbert  
Morning session: 8:00 a.m.-11:00 a.m.  
Afternoon session: 11:45 a.m.-2:45 p.m.  
*\*Times and locations subject to change*

For registration materials or further information, call or visit us:

Gilbert Public Schools  
Community Education  
Phone: (480) 892-9089  
Fax: (480) 892-8775

[www.gilbertschools.net](http://www.gilbertschools.net) (click on Parent Zone, Preschool Programs,  
then Pre-K/Kindergarten Prep)

**Gilbert Public Schools  
Community Education**

Business Office Location: 6839 E. Guadalupe Road  
Mesa, AZ 85212  
(southeast corner of Guadalupe & Power Rd)

Office Hours: Monday-Thursday, 8:00 a.m.-4:30 p.m.  
Fridays, 8:00 a.m.-noon  
Closed on Fridays during June & July

Mailing Address: Community Education  
Gilbert Public Schools  
140 S. Gilbert Road  
Gilbert, AZ 85296

Phone: (480) 892-9089 ext. 100

Fax: (480) 892-8775

Website: [www.gilbertschools.net](http://www.gilbertschools.net)

Addendum to 2014-2015 Parent Handbook

1. Parents have access to the areas on facility premises where their child is receiving services.
2. Parents will be notified at least 48 hours prior to the application of pesticides by posting a warning on doors.
3. DHS inspection reports are available on- site.