

# Madison Adventure Club

## 2016-2017 Parent Handbook



The Madison Adventure Club (MAC) provides a safe, affordable high quality before and after school care program by trained staff for Madison School District students in grades K - 8. All school-based MAC programs are regulated by the Arizona Department of Health Services.

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



## Program Locations and Hours

<b>Madison Camelview</b> 2002 East Campbell Avenue Phoenix, AZ 85016 602-664-7226 Grades K-4	2:30 PM - 6:00 PM 1:00 PM - 6:00 PM TCT  Due to early start time, AM care is not offered.	<b>Madison No. One</b> 5525 North 16th Street Phoenix, AZ 85016 602-664-7170 Grades 5-8	7:00 AM - 8:10 AM 3:40 PM - 6:15 PM 2:10 PM - 6:15 PM TCT
<b>Madison Simis</b> 7302 North 10th Street Phoenix, AZ 85020 602-664-7370 Grades K-4	2:30 PM - 6:00 PM 1:00 PM - 6:00 PM TCT  Due to early start time, AM care is not offered.	<b>Madison Park</b> 1431 East Campbell Avenue Phoenix, AZ 85014 602-664-7570 Grades 5-8	Currently there is no MAC program available at Park
<b>Madison Rose Lane</b> 1155 East Rose Lane Phoenix, AZ 85014 602-664-7470 Grades K-4	2:30 PM - 6:00 PM 1:00 PM - 6:00 PM TCT  Due to early start time, AM care is not offered.	<b>Madison Meadows</b> 225 West Ocotillo Phoenix, AZ 85013 602-664-7670 Grades 5-8	7:00 AM - 8:10 AM 3:40 PM - 6:15 PM 2:10 PM - 6:15 PM TCT
<b>Madison Heights</b> 7150 North 22nd Street Phoenix, AZ 85020 602-664-7870 Grades K-4	2:30 PM - 6:00 PM 1:00 PM - 6:00 PM TCT  Due to early start time, AM care is not offered.	<b>Madison Traditional Academy</b> 925 E. Maryland Avenue Phoenix, AZ 85014 602-745-4070 Grades K-8	7:00 AM - 7:40 AM 3:00 PM - 6:00 PM 1:30 PM - 6:00 PM TCT

## How to Register for MAC

All registration is done online.

Under the Programs Menu, click on the Before and After School Care link, this will re-direct you to the registration website. If you do not have online access you may visit our District Office. Computers are available for public use.

Complete all required information for your child; you will have the opportunity to add additional children if necessary. There is a non-refundable \$45 registration fee, per child and per program that will need to be paid with your credit card. For parents/guardians who require separate accounts for shared children, separate registration fees will apply to both accounts. Registration fees are charged to cover the cost of transaction fees. Your registration is only submitted if you pay the registration fees.

When registering on the website you will need to have the following phone numbers handy before you begin: 2 Emergency contacts, Physicians' name and number, and a codeword (a word you set to confirm your identity over the phone). You will receive a confirmation email informing you that your registration and fee was successfully transmitted.

Once we have downloaded and printed your registration, you will be sent a second email notifying you to come in to the District Office, sign paperwork and provide immunization records. Due to Department of Health regulations, all MAC paperwork is required to have a legal guardian signature on it before students can be accepted into the program. Every year the Department of Health Services requires a current copy of immunizations.

Normal registration processing time is **2-3 business days**. During peak registration, it may take longer. Your patience is appreciated.



## MAC Program Framework

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

The MAC Program is designed to provide students with:

- Safe, positive and fun learning environments
- Positive peer group experiences
- Opportunities for character development
- Hands-on activities that hold students' interest and develop their skills and sense of competence.

### Sample Activities/Rotations

Snack

Homework Time

Outdoor Play (weather permitting)

Arts and Crafts

Board Games

Computers

Cooking

### Keeping you Informed

Monthly newsletters and calendars will be posted on the parent portal. Please take the time to read them as they contain detailed information on what your children are doing and learning while participating in the MAC Program.

### Transportation

The Community Education Department does not provide transportation during the school year.

### Diapering

Community Education Programs, including MAC, are not licensed by the Department of Health Services (DHS) to support children that need to be diapered.

### Exposure to bodily fluids

If a student has an accident that includes blood or bodily fluids, staff members will use Universal Precautions to protect students and staff from exposure to diseases spread by blood and certain bodily fluids.

Minor accidents (e.g., cuts and scrapes) may be treated by Community Education Staff. The Site Coordinator will contact the parent and/or school nurse as appropriate if the incident is believed to be related to illness or injury. Children who show signs of illness must be picked up.

## Sign In/Out Procedures

### **All CE programs follow the same sign in/out procedures.**

Children enrolled in the MAC program must be signed in and out each day by the parent/guardian or other responsible person designated by the parent/guardian. Each person authorized to pick up your child will need to have a unique PIN. PIN's can be updated on your parent portal. Upon drop off or pick up, the parent will input the PIN number on the tablet and choose the child they are picking up. Children may only be signed out one at a time. This will automatically record the time and person picking up the child. Checking out a child is taking physical custody and legal responsibility of them. **Continued non-compliance of sign in/out procedures may result in removal of your child(ren) from the program.**

Children will be released only to those persons listed on the Emergency Blue Card. To add or delete a person on this form you may call in with your code word, or update the blue card in person at the school. Children cannot be called up to the MAC office for pick-up. Parents must pick up and drop off children at the location of their group.

## Health & Safety

1. Children will not be accepted into the program until they have been free of fever (and are not on medication to alleviate fever) and/or symptoms for at least 24 hours. Nausea, vomiting, unexplained rash, continuous cough or colored nasal discharge are examples of such symptoms. Parents should arrange for standby caregivers until the sick child is sufficiently recovered.
2. When a child becomes ill, displays a fever (100.4) or is seriously injured at the program, the parent will be notified and expected to pick up their child from the program immediately.
3. In case of an emergency, as determined by the program staff, the paramedics will be called and the parent will be notified immediately. Parents will be responsible for all costs incurred in such emergencies.
4. Only medication in the original container, will be administered. The Madison School District does not administer the initial dosage of a new medication. A special consent form for the administration of medication must be completed by the parent or guardian and be kept on file at the program site.
5. Social growth is crucial during the elementary years. Madison's Early Childhood Program will focus on helping children learn appropriate behavior. Behavioral guidelines have been established with the goal of not only maintaining the physical and emotional well-being of each student, but also teaching self-discipline, judgement and manners. Positive disciplinary methods are used to enforce these guidelines. Parents and staff are viewed as partners in guiding the child's development and this team approach will be utilized. Parents are kept informed of problems as they arise and may be asked to follow through at home in special situations. If program staff determines that a child cannot benefit from the program or presents a danger to other children, the child will be withdrawn from the program.
6. Madison School District does not transport preschool students to or from school. Parents will be notified in advance of any scheduled fieldtrips and will be asked to complete a Fieldtrip Permission Form. Fieldtrip transportation will be provided by the Madison School District Transportation Department. Children are NOT to be picked up or dropped off at any fieldtrip location.
7. Community Education Programs are open to all parents during operating hours.
8. Liability insurance coverage is provided as required by Arizona Department of Health Services.
9. Staff will provide a change of clothing to the student if appropriate clothing is available. If a student is unable to care for themselves appropriately, the parent or guardian listed on the DHS Blue Card may be contacted to take the student home.
10. When necessary, posting for pesticide use will be displayed at the school's main office. Postings will be displayed at least 48 hours before a pesticide is applied on a facility's premises.



## SUMMARY OF FEES

Registration	\$45.00
Reinstatement	\$25.00
Program Change	\$25.00
- (1st Change is Free)	
Late Payment	\$25.00
Late Pick Up	\$2.00/minute
Emergency Child Locator	\$10.00
Returned Check	\$25.00
Non-Contracted Care*	AM: \$8, PM: \$25

\*NON-CONTRACTED CARE: This option is for families that require care on days they are not contracted. Unused contracted care days cannot be switched to cover Non-Contracted days. Parents are first required to contact the Site Coordinator 24 hours prior to the date(s) of care for program availability and sign the Non-contracted Care Form. Payments for unused days will be forfeited. Non-Contracted Care cannot be scheduled more than 1 week in advance. Non-Contracted Care is based on availability and staffing.

Due Date	Dates of Service (9 School Days)	Late Fee Assessed	Withdrawn for non-payment
7/1/2016	8/8/16 - 8/18/16	7/6/2016	8/8/2016
7/15/2016	8/19/16 - 8/31/16	7/21/2016	8/19/2016
8/1/2016	9/1/16 - 9/14/16	8/6/2016	9/1/2016
8/15/2016	9/15/16 - 9/27/16	8/21/2016	9/15/2016
9/1/2016	9/28/16 - 10/17/16	9/6/2016	9/28/2016
9/15/2016	10/18/16 - 10/29/16	9/21/2016	10/18/2016
10/1/2016	10/30/16 - 11/12/16	10/6/2016	10/30/2016
10/15/2016	11/13/16 - 11/29/16	10/21/2016	11/13/2016
11/1/2016	11/30/16 - 12/12/16	11/6/2016	11/30/2016
11/15/2016	12/13/16 - 1/9/17	11/21/2016	12/13/2016
12/1/2016	1/10/17 - 1/23/17	12/6/2016	1/10/2017
12/15/2016	1/24/17 - 2/4/17	12/21/2016	1/24/2017
1/1/2017	2/5/17 - 2/17/17	1/6/2017	2/5/2017
1/15/2017	2/18/17 - 3/2/17	1/21/2017	2/18/2017
2/1/2017	3/3/17 - 3/15/17	2/6/2017	3/3/2017
2/15/2017	3/16/17 - 4/4/17	2/21/2017	3/16/2017
3/1/2017	4/5/17 - 4/18/17	3/6/2017	4/5/2017
3/15/2017	4/19/17 - 5/1/17	3/21/2017	4/19/2017
4/1/2017	5/2/17 - 5/13/17	4/6/2017	5/2/2017
4/15/2017	5/14/17 - 5/25/17	4/21/2017	5/14/2017

## BI-MONTHLY MAC FEES

<b>AM</b>	Park Meadows Madison #1	MTA	Camelview Simis Rose Lane Heights
5 days/week	\$39.51	\$27.99	N/A
4 days/week	\$31.59	\$22.39	N/A
3 days/week	\$23.69	\$16.79	N/A
2 days/week	\$15.80	\$11.20	N/A
<b>PM</b>	Park Meadows Madison #1	MTA	Camelview Simis Rose Lane Heights
5 days/week	\$94.05	\$110.70	\$127.44
4 days/week	\$77.18	\$90.45	\$103.82
3 days/week	\$60.30	\$70.20	\$80.19
2 days/week	\$43.43	\$49.95	\$56.57
TCT	\$28.55	\$39.19	\$35.53

Fees are based on a daily rate that is multiplied by the number of school days (180), this is then divided into 20 equal payments. Your payments will always be the same amount, regardless of the number of days in the month, as the holidays and school closure days have been removed when setting the fees.

1. All changes to the contract can be made by calling the District Office at 602-664-7956. The first change is free, subsequent changes are \$25. If you withdraw or are withdrawn from a program, there is a \$25.00 reinstatement fee.

2. Fees are due the 1st and 15th of each month for MAC (See Billing Process). Payments received more than four days past the due date will be considered late and will incur a \$25.00 late fee. If you are officially withdrawn for non payment, you will be required to pay the reinstatement fee to continue services in addition to tuition and late fees. The district reserves the right to remove any student/students that have been placed on the withdrawal list more than three (3) times.

3. Fees must be paid by check, money order or credit card (Visa and MasterCard only). CASH IS NOT ACCEPTED. Checks returned by the bank for any reason are subject to collection by an outside agency. A \$25.00 charge will be collected per returned check in addition to the principal amount. After one returned check incident only certified funds or credit cards will be accepted through the end of the program year.

4. There are additional fees for the Holiday camps offered during Fall, Winter and Spring Breaks.

5. There is no credit of fees or make-up time offered for absences due to illness, vacations or suspensions.

6. We reserve the right to withdraw a child/ren for delinquent payment or if no payment plan has been set up with the Account Coordinator. Parents are responsible for any late charges or legal costs incurred in the collection of their account. The Community Education Department has been authorized by the Governing Board to use the following methods of collecting delinquent accounts: File with small claims court, send to a collection agency, report to major credit bureaus and File a 1099C with the Internal Revenue Service.

7. Families with multiple children will receive a discount of 15% off the least expensive program. Madison School District Employees that work a minimum of 19 hours per week receive a 25% discount starting with the first child.

8. Payments are to be made at or sent to the District Office. If you wish to mail in your payments, you may do so by sending and making them payable to:

Madison School District #38

**Community Education**

5601 N. 16<sup>th</sup> Street  
Phoenix, AZ 85016

9. Community Education is not legally required to maintain tax records for individual accounts. As a courtesy, family statements can be provided. However, accounts cannot be separated by child. The Tax ID # is 86-6000497. Families who utilize flex-spending accounts must provide the Community Education Receptionist (602-664-7956/ceinfo@madisoned.org) with the appropriate information from their employer.

10. A \$10.00 Emergency Child Locator Fee will be assessed to accounts on the 3rd and subsequent incidents that a child's absence to an after school program is not reported to the staff by the parent *before* the end of school.

11. If a child is picked up after the closing time, parents will be charged \$2.00 per minute there after. You will be notified by the staff in charge and will be billed. Contact the Account Coordinator to make payment arrangements.

The closing/end times are as follows:

No. One, Park, and Meadows 6:15 PM

Camelview, Simis, Rose Lane, Heights,  
and Madison Traditional Academy 6:00 PM

**Keeping Us Informed**

**It is the responsibility of parent/guardians to:**

Keep enrollment records current as to home phone number, address, business phone number, place of employment, as well as changes in persons authorized to take your child(ren) off the premises. MAC keeps separate records from the school, so both offices need to be notified.

Inform the Community Education Staff/Site Coordinator when your child(ren) will not be attending; failure to do so will result in a \$10.00 Emergency Locator Fee.

**Removal/Suspension from Program**

Program removal of a child is defined as the withdrawal of a child currently enrolled in a program by Community Education. A child may be withdrawn because of delinquent payments, program staff determines that a child cannot benefit from the program, or the child presents a danger to other children, self or staff. Due to our licensing, failure to follow proper PIN check in/out procedures will result in removal from the program. A child can be suspended if we cannot keep a child safe, their behavior endangers themselves or others or if their actions created a health issue.

## **Behavior Expectations**

### PBIS (Positive Behavior Intervention Strategies)

Community Education staff receive professional development each year by participating in PBIS. Each MAC program follows the strategies developed by their individual school .

Positive behavior support is not a program, but a framework for designing and implementing proactive and preventative interventions.

#### 6 Components of School-wide PBIS :

- 1) Select and define expectations & routines
- 2) Teach behavior & routines directly
- 3) Actively monitor behavior
- 4) Acknowledge appropriate behavior
- 5) Review data to make decisions
- 6) Correct behavioral errors

Schools that establish systems with the capacity to implement PBIS with integrity and durability have teaching and learning environments that demonstrate the following qualities:

- Less reactive, aversive, dangerous, and exclusionary.
- More engaging, responsive, preventive, and productive.
- Address classroom management and disciplinary issues (e.g., attendance, tardiness, and antisocial behavior).
- Improve supports for students whose behaviors require more specialized assistance (e.g., emotional and behavioral disorders, mental health).
- Most importantly, maximize academic engagement and achievement for all students.



Every staff member who interacts with students in Madison School District Community Education programs plays an important role in supporting positive and appropriate behavior. All students participating in Community Education programs are expected to follow the rules established by individual schools and are subject to all applicable Madison School District Governing Board Policies and Administrative Regulations. For school rules please refer to the appropriate student handbook for your child's school. Governing Board Policies and Administrative Regulations are available at each school office and at the District Office for your review.

Parents play a crucial role in every stage of childhood and can play a positive role in getting the best in education. Please don't hesitate to contact the Community Education Staff at your child's school to share questions, comments or concerns regarding your child's Community Education experience. Together, as team partners, we will assure that your child enjoys a safe, nurturing and successful experience in Community Education Programs in the Madison School District. Parents are encouraged to keep abreast of information about the program and its operations by regularly checking the Parent Board and looking for special notices sent home with the children.

#### **District Office Staff**

Community Education Main Line	602-664-7956
Account Coordinator	602-664-7939
Director of Community Education	602-664-7935
Program Manager	602-664-7937

All programs are regulated by:  
Arizona Department of Health Services  
150 N. 18th Avenue Phoenix, AZ 85007  
602-364-2539

Inspection reports are a matter of public record and are available for viewing.

# DHS EMPOWER Policies

## Physical Activity

We encourage all children to participate in a variety of physical activity opportunities that are appropriate for their age, that are fun and that offer variety. If children are inactive for long periods of time, they can be at risk for problems associated with being overweight. In keeping with this philosophy, our facility will follow the guidelines below:

- ~ All children are provided at least 60 minutes of physical activity every day, including both teacher-led and free-play activities in accordance with the Empower guidelines.
- ~ Staff will encourage moderate and vigorous levels of physical activity.
- ~ Weather permitting, every child will have the opportunity to participate in outdoor physical activity.
- ~ Screen time is limited to less than three hours per week for children ages 3 and older.
- ~ No screen time during meal or snack time.
- ~ Physical activity is never used or withheld as punishment.

## Sun Safety

We at Madison are committed to protecting the health and safety of students and staff. While we like to provide opportunities for outdoor physical activity, we also want to make it sun-safe. Well defined research has documented a multitude of negative health conditions from overexposure to the sun. We follow the precautions below for all outdoor activities:

- ~ Staff will follow the age-specific recommendations when planning outdoor activities.
- ~ Staff is encouraged to protect the children's and their own skin with: Sunscreen, lip balm, hats, light clothing and shade; limiting exposure during peak UV times; regularly checking the UV index to monitor the intensity of the sun's rays and plan for outdoor activities accordingly.

## Child and Adult Care Food Program (CACFP)

The CACFP supports child care facilities by making child care more affordable for many low-income families while promoting good eating habits. Eligibility for CACFP is determined by federal standards based on family income within established geographic boundaries. At this time, Madison participates in CACFP through our Food Service Department.

## Fruit Juice

Too much juice may be linked to weight problems and is associated with tooth decay and decreased appetite for other nutritious foods. Too much juice may also take the place of more nutritious beverages such as fat-free or low-fat (1%) milk or water. To support your child in establishing lifelong healthy eating and drinking habits, our facility will:

- ~ Limit 100% fruit juice with no added sugar to not more than two times per week for all children.
- ~ Only four to six ounces shall be served at one time.
- ~ Fruit juice shall only be served with meals and snacks and not continuously throughout the day.
- ~ Water shall be used as the first choice for thirst and will be offered throughout the day.

## Oral Health

Tooth decay is an infectious disease and a serious health problem among young children in Arizona. Our facility recognizes that we play an important role in preventing tooth decay and in educating children, their families and staff on tooth decay prevention. We will provide oral health education once per month and guide our staff on steps they can take to prevent tooth decay.

## Staff Training

We regularly train our staff on the Empower Program and Empower topic areas, including: physical activity, nutrition, oral health and tobacco. All training is documented and records are readily available.

## ASHLine

Arizona Smokers' Helpline (ASHLine) is to help staff and parents quit tobacco. To protect the health of our children, their families and our staff, our facility will promote the ASHLine information on the dangers of second- and third-hand smoke by placing them in a visible spot.

## Smoke Free Campus

We are committed to providing a smoke-free environment for children and staff due to acknowledged hazards arising from exposure to second-hand smoke. Appropriate signage will be posted.

# IMPORTANT DATES

## July 2016

27<sup>th</sup> All student registration, all schools, 7AM –1PM  
 28<sup>th</sup> All student registration, all schools, 1PM –7PM  
 29<sup>st</sup> Last day of Summer Camp

## August 2016

1<sup>st</sup> Summer Break-No Camp  
 2<sup>nd</sup> Summer Break-No Camp  
 3<sup>rd</sup> Summer Break-No Camp  
 4<sup>th</sup> Summer Break-No Camp  
 5<sup>th</sup> Summer Break-No Camp  
 8<sup>th</sup> First day of School  
 24<sup>th</sup> TCT Wednesday  
 31<sup>st</sup> TCT Wednesday

## September 2016

5<sup>th</sup> Labor Day-No Camp  
 14<sup>th</sup> TCT Wednesday  
 21<sup>st</sup> TCT Wednesday  
 28<sup>th</sup> TCT Wednesday  
 30<sup>th</sup> Fall Break Camp - Registration Deadline

## October 2016

7<sup>th</sup> ½ Day (Teacher Planning)  
 10<sup>th</sup> Fall Break  
 11<sup>th</sup> Fall Break  
 12<sup>th</sup> Fall Break  
 13<sup>th</sup> Fall Break  
 14<sup>th</sup> Fall Break  
 19<sup>th</sup> TCT Wednesday  
 24<sup>th</sup> P/T Conferences - Evening  
 25<sup>th</sup> ½ Day (P/T Conferences-Evening)  
 26<sup>th</sup> ½ Day (P/T Conferences)

## November 2016

2<sup>nd</sup> TCT Wednesday  
 11<sup>th</sup> Veteran's Day-No Camp  
 16<sup>th</sup> TCT Wednesday  
 23<sup>rd</sup> Thanksgiving Break-No Camp  
 24<sup>th</sup> Thanksgiving Break-No Camp  
 25<sup>th</sup> Thanksgiving Break-No Camp  
 30<sup>th</sup> TCT Wednesday

## December 2016

7<sup>rd</sup> TCT Wednesday  
 9<sup>th</sup> Winter Break Camp-Registration Deadline  
 16<sup>th</sup> ½ Day (Teacher Planning)  
 19<sup>st</sup> Winter Break  
 20<sup>nd</sup> Winter Break  
 21<sup>rd</sup> Winter Break  
 22<sup>th</sup> Winter Break  
 23<sup>th</sup> Winter Break  
 26<sup>th</sup> Winter Break-No Camp  
 27<sup>th</sup> Winter Break  
 28<sup>th</sup> Winter Break  
 29<sup>th</sup> Winter Break  
 30<sup>th</sup> Winter Break

## January 2017

2<sup>nd</sup> Winter Break-No Camp  
 10<sup>th</sup> P/T Conferences - Evening  
 11<sup>th</sup> ½ Day (P/T Conferences)  
 16<sup>th</sup> M.L.K. Jr. Holiday-No Camp  
 25<sup>th</sup> TCT Wednesday

## February 2017

1<sup>st</sup> TCT Wednesday  
 8<sup>th</sup> TCT Wednesday  
 15<sup>th</sup> TCT Wednesday  
 20<sup>th</sup> Presidents' Day-No Camp

## March 2017

1<sup>st</sup> TCT Wednesday  
 10<sup>th</sup> Spring Break-Camp Registration Deadline  
 10<sup>th</sup> ½ Day (Teacher Planning)  
 15<sup>th</sup> TCT Wednesday  
 17<sup>th</sup> Summer/Fall Priority Registration begins for existing participants and district employees  
 20<sup>th</sup> Spring Break  
 21<sup>st</sup> Spring Break  
 22<sup>nd</sup> Spring Break  
 23<sup>rd</sup> Spring Break  
 24<sup>th</sup> Spring Break  
 27<sup>th</sup> Summer/Fall Registration Opens  
 29<sup>th</sup> TCT Wednesday

## April 2017

5<sup>th</sup> TCT Wednesday  
 10<sup>th</sup>–13<sup>th</sup> Testing  
 14<sup>th</sup> Spring Holiday  
 17<sup>th</sup>–21<sup>st</sup> Testing (Make-Up)  
 26<sup>th</sup> TCT Wednesday

## May 2017

3<sup>rd</sup> TCT Wednesday  
 25<sup>th</sup> ½ Day - Last day of school  
 29<sup>th</sup> Memorial Day-No Camp

## June 2017

5<sup>th</sup> First day of Summer Camp