

# KIDS EXPRESS PARENT HANDBOOK

Chandler Unified School District  
Community Education



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## **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.

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## **Attendance**

Children are expected to attend 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.**

**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 brief conference with the Site Lead.

The following are 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**

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**

## 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 distracting 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.

## 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.

Parents may register online at <http://www.cusdcommunity.com> or in the Community Education Office.

**Enrollments are approved within 72 hours of submission of contract requests. In addition, a nonrefundable \$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 2 weeks of submission. 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.

## 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.

**\$25 Convenience Fee** – assessed to accounts of children who attend on days they have not been scheduled. This fee is in addition to the regular charge for attending that day.

**\$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.

**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 CCM Enterprises at 1-888-423-8974.

## Family Involvement

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

- Parents may request a conference with the site staff 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 or at the Community Education Office.

## **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
- Parent or guardian of enrolled child visiting and interacting with their child during attendance
- 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 CARRY OUT 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.**

## **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. All attending children are welcome to participate. A parent or guardian must complete the proper permission slip in advance. 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. Parents are responsible for ensuring their child has lunch each day during holidays, intersession, or summer camps. Lunch may be included as part of some field trips. When it is not, parents must bring a lunch from home labeled with the child's name. Due to severe peanut allergies, please help us maintain a safe environment by packing peanut-free lunches whenever possible. CUSD Nutrition Department may provide hot and cold lunch choices during summer camp.

## **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.



## 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](mailto:ceact@cusd80.com) by the CANCELLATION DEADLINE(S) listed below.

<b><u>KIDS EXPRESS CAMP</u></b>	<b><u>CAMP DATES</u></b>	<b><u>CANCELLATION DEADLINE</u></b> *Camp days <b>MUST</b> be cancelled by:	<b><u>INVOICE DATES</u></b>
FALL Intersession <b>Andersen, Fulton, &amp; Ryan</b>	Sept 23, 2024 through Oct 7, 2024	Sept 9, 2024 @ 5:00pm	August 26, 2024
WINTER Intersession <b>CTA Independence CTA Liberty</b>	Dec 20, 2024 through Jan 6, 2025	Dec 6, 2024 @ 5:00pm	Nov 25, 2024
SPRING Intersession	March 10, 2025 through March 24, 2025	Feb 24, 2025 @ 5:00pm	Feb 21, 2025
SUMMER Camp	May 28 <sup>th</sup> , 2025 through July 11 <sup>th</sup> , 2025	May 16, 2025 @ 5:00pm for <b>May 28<sup>th</sup> - June 30<sup>th</sup> dates</b>	Apr 28, 2025 for <b>MAY</b> May 9, 2025 for <b>JUNE</b>
SUMMER Camp	May 28 <sup>th</sup> , 2025 through July 11 <sup>th</sup> , 2025	June 16, 2025 @ 5:00pm for <b>July 1<sup>st</sup> thru 11<sup>th</sup> dates</b>	June 9, 2025

## 2024-2025 Holiday Camps/School Closure

Kids Express will host holiday camps at a limited number of locations on the following days:

<b>July 4, 2024</b> Independence Day All Sites Closed Community Ed. Offices Closed	<b>December 24 &amp; 25 &amp; 31</b> All Sites Closed Community Ed. Offices Closed
<b>August 21 &amp; 22</b> Early Release All Sites – Extended Care	<b>January 1, 2025</b> All Sites Closed Community Ed. Offices Closed
<b>September 2</b> All Sites Closed Community Ed. Offices Closed	<b>January 20</b> All Sites Closed Community Ed. Offices Closed
<b>September 23 – October 7</b> Fall Intersession CAMP Andersen, Fulton, & Ryan	<b>February 12 &amp; 13</b> Early Release All Sites – Extended Care  <b>February 17</b> All Sites Closed Community Ed. Offices Closed
<b>November 11</b> All Sites Closed Community Ed. Offices Closed	<b>March 10 – 24</b> Spring Intersession CAMP
<b>November 27-28-29</b> All Sites Closed Community Ed. Offices Closed	<b>April 18</b> All Sites Closed Community Ed. Offices Closed
<b>December 20 – January 6, 2025</b> Winter Intersession CAMP CTA Independence & CTA Liberty	<b>May 26</b> All Sites Closed Community Ed. Offices Closed

Please be aware that ALL holiday camp days are full days of care with a rate of \$50.00 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.

## **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 holidays, in-service days, intersession breaks, and summer break. The Community Education office and our Accounting and Registration Office are open to the public Monday through Friday from 7:30 a.m. to 4:30 p.m.

## **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 GUIDELINES

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 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.

## **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/incident 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. 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 card. These contacts must be at different phone numbers and must be in addition to 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 (from the email you registered with on Eleyo) 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) and tell the Site Lead who will be picking up instead.

## **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.

## **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 located at the site or site cell phone).

A Late Pickup slip will be filled out at the site. The charge will be applied to your account and is due & billable within 10 business days of receipt. Each Site Lead may allow one (1) official warning for the first occurrence if no more than 10 minutes late.

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 6:00 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. 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.

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.

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.

## **Pesticides**

Parent/Guardians will be notified at least 48 hours before a pesticide is applied on a facility premise.

## **Payments**

A few payment options are available for your convenience:

- **Online:** [www.cusd80.ce.eleyo.com](http://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. See page 7

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 a few different 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 NOT ALLOWED THROUGH PORTAL, PLEASE EMAIL YOUR REQUEST TO [CEACT@CUSD80.COM](mailto: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 very important that your payment is received on time. Applicable late fees will be assessed according to the fee schedule on page 3. 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 needs to be changed, notify the Community Education office in advance to make arrangements. A charge will apply after invoicing.

IF NOT ALLOWED TO GO ONLINE BECAUSE YOUR INVOICE WAS POSTED, EMAIL YOUR REQUEST TO [CEACT@CUSD80.COM](mailto:CEACT@CUSD80.COM). CHANGES MUST BE MADE 7 BUSINESS DAYS PRIOR TO NEXT MONTH.

All Holiday/Intersession Camps are listed on page 6 of this handbook. In addition, information on upcoming holiday camp days and intersession camps and locations will be made available on-line, at each site, and in publications sent home from school. For your child to participate in a Holiday/Intersession Camp, you will be required to sign up separately through your online family account, choose a campsite, designate days needed, and submit payment. Camp sites are determined at the beginning of each school year. Lunches are not provided during Holiday/Intersession Camps but may be offered during Summer Camps. Please be aware that Holiday/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 nonrefundable. 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.**

## Schedule Changes

Schedule changes are strongly discouraged. It is to your advantage to set your intended schedule and try to adhere to it. A program change request MUST be submitted through the parent portal 7 days before the new month of invoice. The effective date of the change will be the first of the next month. You will receive an email notification that the request was either approved or denied, if for any reason the request is denied you may reach out to [ceact@cusd80.com](mailto:ceact@cusd80.com). By making excessive schedule changes, account owners may be assessed additional fees.

If for some reason, your child's schedule must be changed, the Community Education office must be notified in advance. **For the child's safety, it is critical that the parent take responsibility for notifying the classroom teacher and Kids Express Site Lead of any and all changes to the child's attendance plans.**

## Monthly Contract Payment Schedule

Once school resumes payments are due in the office by the first business day of every month if paying by check or money order. Reminder: Cash payments cannot be accepted. Credit cards registered with Autopay will be charged on the first of each month. Please understand it may take up to a week to clear your bank account.

Monthly payments are not pro-rated for months that have Holiday or Intersession Camps. These payments are based on the school year calendar estimate of care, and not related to the number of days in a month. If you need your child to attend the Holiday Camps, Intersession Camps, or the Teacher In-Service Days, you must register for those days in advance online. The account is subject to the normal full-day rate.

No credit or refund will be given for unused days. Your entry into the program may be prorated, based on the first month of attendance within the school year.

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

Important!

To cancel your program, you must submit a change/withdrawal request through your parent portal online or email to [ceact@cusd80.com](mailto:ceact@cusd80.com) no fewer than 7 business days prior to the next payment due date. If cancellation is not received, and payments for the contracted month are not made, your services may be suspended indefinitely until the outstanding balance is cleared. The full month's tuition will be collected if reinstating during the same month the cancellation was effective.

For more information about the programs offered and to log into your account, please check the Community Education website at <https://www.cusd80.com/Page/87257> [www.cusd80.ce.eleyo.com](http://www.cusd80.ce.eleyo.com). Your online account has news, information, and documents about the programs your children participate in.

## **Sign In/Out Procedures**

For the safety of your child, individuals will be required to show proof of identity to the site. 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. Do not assume that the site staff will personally know you or that you will not need it. DHS requires that a parent or an authorized party sign a child in and out of Kids Express each day.

To sign a child in or out, the parent or authorized party must enter a consistent legal signature, the date, and the time on the sign/in out record. SIGNATURES MUST BE LEGIBLE, OTHERWISE PARENT OR GUARDIAN MAY BE BILLED. Children must leave the site once they have signed out.

A child enrolled in Kids Express will be released only to those persons specifically authorized on the emergency information form. Siblings age 12 or older may sign out a Kids Express participant if they are listed on the registration form as an authorized signer. Exceptions cannot be made without advance written permission of the parent. Written permissions will be verified by contacting either parent, using only the numbers listed on the emergency card. If we cannot verify the written permission, we will not be able to honor it.

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 or a restraining order disallowing the other parent from picking up the child, the Program Coordinator must have an official legal document on file stating such.

If an unexpected situation arises requiring the child to be picked up by someone not listed on the emergency card, the parent/guardian may call the Site Lead to authorize emergency release of their child to a designated person over the phone and must follow the call up with written permission for release of the child. 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.

## **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.



## **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.

## **Unscheduled Days**

If your child attends on a day that has not been previously scheduled and paid for, it is considered an unscheduled day. If your child attends unexpectedly, your account will be charged the applicable fees of \$20 per day per child, plus a \$25 convenience fee. 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. If an Early Release Day falls on a day your child is not normally scheduled, you should plan to register online.

## **Personal Belongings**

We do not assume responsibility for personal items. Please label your child's belongings with their first and last name. Children should leave toys, electronic games, and cell phones/smart watches in their backpack or at home. For the safety of all participants, students observed taking pictures and/or videos with their cell phones will be asked to turn their phone in at the Parent Table until pick-up time. Consequences may range from a conference with the parent/guardian to automatic disenrollment.

**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
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(Employee providing care’s signature)	Date
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(Coordinator/Administrator’s signature)	Date
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## Rate Schedule

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



CUSD COMMUNITY EDUCATION  
**kids express**  
 BEFORE AND AFTER SCHOOL CARE

### 2024-2025

Annual Registration Fee (non-refundable)		\$80.00 per child
Before School Only	5 days/week	\$180/month
	3 days/week	\$166/month
After School Only	5 days/week	\$325/month
	3 days/week	\$253/month
Before and After School	5 days/week	\$352/month
	3 days/week	\$314/month

Monthly Contract Rates **DO NOT** include In-Service Days or Intersession Breaks Early Release days **ARE** included in Monthly Contract Rates

Camps:

- Intersession and Summer Camps \$50/day

\*\*\*A non-perishable lunch from home will be needed every day during holiday camps, Fall, Winter, Spring Camps, Summer Camp, and early release days.

\*Discounts are available for CUSD employees. Contact the Community Education office for rates. 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.

### **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.

## KIDS EXPRESS LOCATIONS

2024-2025 School Year

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

Andersen Elementary 1350 N. Pennington 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. 132 <sup>nd</sup> Street Chandler, 85225
CTA-Independence 1405 W. Lake Dr. Chandler, 85248	CTA-Liberty 550 N. Emmett Dr. Chandler, 85225	Frye Elementary ( <b>Bus to Bologna</b> ) 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. ( <b>PM Bus to Conley</b> ) 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 <b>(BUS to Bologna)</b> 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. ( <b>Bus to Sanborn</b> ) 1325 N. Shumway Ave. Chandler, 85225	Tarwater Elementary 2300S. Gardner Dr. Chandler, 85286	Weinberg Elementary 21221 S. Val Vista Dr. Chandler, 85298

Students from Galveston Elementary are invited to attend and/or open enroll at any nearby program site.

Transportation would be the parent's responsibilities.

**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:	<a href="http://www.cusdcommunity.com">www.cusdcommunity.com</a>
Accounting Email:	<a href="mailto:ceact@cusd80.com">ceact@cusd80.com</a>
General Email:	<a href="mailto:communityeducation@cusd80.com">communityeducation@cusd80.com</a>
Community Education Director:	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 Conley), Ryan, Tarwater