



QCUSD Community Education Handbook 2023/2024

Guidelines, Procedures and Forms

**Queen Creek Unified School District
Community Education Department
24937 S. Sossaman Rd, Queen Creek, AZ 85142
480-987-5998
www.qcUSD.org/community-education**



Our Vision: Queen Creek Unified School District supports the development of the whole child by modeling positive academic, social and emotional learning through an innovative and challenging curriculum. Learning is maximized by empowering the community, and its members, to partner with us to create safe and secure learning environments for all students. Queen Creek Unified School District expects their students to be successful, compassionate and productive in their learning so that the next generation of ethical citizens can lead our community both locally and globally.

Our Mission: Queen Creek Unified School District empowers each student to achieve excellence in all pursuits and lead with integrity.

Our Priority Areas and Goals:

Student Success	Safe and Healthy Environment	Exceptional Personnel	Effective Partnerships	Effective Operations and Systems
<ul style="list-style-type: none"> · Inspire all students to meet or exceed annual, individual, and academic goals. · Prepare all students for post-graduation opportunities, responsible citizenship, and competition in a global economy. · Empower each student with skills and tools that support being a confident, resilient, and healthy individual. 	<ul style="list-style-type: none"> · Ensure a safe and secure environment. · Teach kindness, respect, and integrity. · Provide opportunities that result in meaningful connections, resiliency, and coping skills. · Raise awareness of mental health. · Enhance diversity related educational opportunities. 	<ul style="list-style-type: none"> · Value and support all personnel. · Recruit and retain highly qualified, diverse personnel. · Maximize purposeful professional development to empower personnel. · Encourage new and innovative ideas that foster collaboration, efficiency, and growth within the work environment. 	<ul style="list-style-type: none"> · Increase partnerships as a way to build mentoring opportunities, internships, and community business involvement. · Communicate effectively to promote involvement and maximize opportunities for collaboration with all stakeholders. · Ensure transparency by providing information used in the decision-making process. 	<ul style="list-style-type: none"> · Optimize use of funds through fiscal responsibility. · Strategize use of resources through balanced planning. · Manage district systems efficiently through key performance indicators. · Continuously improve facilities and technology.

View our mission and goals online at: https://www.qcUSD.org/Strategic_Plan

Queen Creek Unified Community Education Department

The Community Education Department offers before and after school care , enrichment programming and youth athletic programs to K-12 students enrolled in Queen Creek Unified School District. Our goal is to provide quality educational programs for students in a safe and nurturing environment.

QCUSD also offers facility rentals available through our Community Education department. We are proud to offer rentals at all of our district sites.

Learn more about our programs by visiting: <https://qcUSD.ce.eleyo.com> or contacting DeeAnn Beall, Administrative Assistant at 480-987-5998.

Contact Information

Community Education Staff

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Joy Davis
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Tuition Preschool Clerk
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2023/2024 Discovery Kids Site Contacts

Faith Mather Sossaman Elementary
Site Cell: 480-930-2405

Frances Brandon-Pickett
Site Cell: 480-274-9012

Gateway Polytechnic Academy
Site Cell: 480-512-9581

Desert Mountain Elementary
Site Cell: 480-494-7127

Silver Valley Elementary
Site Cell: 480-842-2342

Jack Barnes Elementary
Site Cell: 480-241-0635

Katherine Mecham Barney Elementary
Site Cell: 480-241-5869

Queen Creek Elementary
Site Cell: 480-277-0287

Schnepf Elementary School
Site Cell: 480-743-7930

Discovery Kids



The Discovery Kids before and after school programs are conveniently located at each of the elementary schools. This program provides before-school and after-school programs for students in grades K-6th. Additional day camp experiences are offered for students on non-calendar days during Fall, Winter, Spring and Summer breaks. Daily activities include homework time, board games, reading, organized games, outdoor play, and projects with emphasis in areas including arts & crafts and STEM.

Discovery Kids Program and Student Eligibility

Participants within the Discovery Kids program are able to continue their education and mastery of materials during well-rounded enrichment activities and through experiential learning opportunities.

Currently only enrolled QCUSD students are eligible to participate in the Discovery Kids program and break camps.

Benefits of the Discovery Kids Program

- **We are affordable:** Our program is a quality-based program that is both flexible and affordable.
- **Your child's safety is #1 priority:** All staff and volunteers are required to go through background checks through our school district, as well as local, state and federal authorities. Staff is CPR/First Aid certified and TB tested. Staff members participate in formal on-going training throughout the school year and are supported by administration and resources.
- **We are on your child's school campus:** Camp locations may vary.
- **Low child to staff ratio:** To ensure quality, the staff to child ratio is kept below or at the Arizona Department of Health Services standards of 1 staff to 20 students.
- **We offer a variety of activities:** Students are able to expand their cognitive skills, increase self and social awareness, and explore creative expression as well as, physical development and recreational experiences through structured activities offered daily.
- **Age-grouping:** Due to site based before and after care, students are appropriately age-grouped.
- **Highlight healthy lifestyle choices:** Nutritious snacks for your child are provided by the QCUSD Child Nutrition Department. This is in combination with physical activity offered daily.

- **WE LOVE WORKING WITH YOUR CHILDREN!** At the core of this exciting and fun program is the well-being of the total child. Our staff engage with and supervise children in a variety of activities designed to meet their interests and needs.

Registration and Acceptance Policies

- The registration method for Discovery Kids is our online registration program <https://qcusd.ce.eleyo.com>. All information needs to be filled in completely and accurately to prevent delayed entry into the program.
- Only the parent/legal guardian may register the child for a Community Education program.
- Space is limited and early registration is recommended. Confirmation emails are sent once your child/children has been approved to start attending Discovery Kids. This process can take 24-48 hours (longer during peak enrollment times).
- The Discovery Kids program is required to have a copy of your child's immunization record provided by parent/guardian.
- If your child has an Individualized Education Plan (IEP), the document must be made available to the program for review prior to the child being approved for services. This is a requirement of the State of Arizona. We are a group based program, not one on one.
- Parents/legal guardians must agree to read and respond to emails as needed. This is our main form of communication for invoicing, so email addresses must be correct.

School Age Requirements

Our before/after school program is open to all QCUSD enrolled K- 6th students. Our program operates at all elementary school sites.

Program Times

Discovery Kids Before and After Care program is in operation during regular school days. Our morning program begins at 6:30 a.m. and ends when the school day begins. We begin again at school dismissal and remain open until 6:00 p.m. On early release days we open in the afternoon at 12:55 p.m. and remain open until 6:00 p.m. The Community Education office is open Monday – Friday 8:00 a.m. – 4:00 p.m. during the school year, and closed Fridays during breaks and summer.

Sample Afternoon Daily Schedule:

After school – 3:15 p.m.	Sign-in with staff / Snack
3:15 p.m. – 3:30 p.m.	Recreation Time
3:30 p.m. – 4:30 p.m.	Homework / Math / Reading (centers)
4:30 p.m. – 5:30 p.m.	Enrichment centers/activities
5:30 p.m. – 6:00 p.m.	Clean-up / Students' Choice / Parent pick-up

Sign-In / Sign-Out Procedures

Your child's safety is our top priority. You will be assigned an access code to use for dropping off/picking up your child, and will be responsible for safeguarding it. These codes will be updated and changed frequently for the safety of our students.

For the safety of your child, any individuals removing children from the program will be required to show proof of identification to the site staff. A child will not be released to an

individual refusing to show ID upon request. **Always bring a valid (state) picture ID to the site. Do not assume you will not need it!**

- We require that a parent or an authorized party sign a child in/out of the program before and after school each day. Only the enrolling parent can designate authorized pickup parties. Those authorized parties may not assign that right to an unauthorized party. To sign a child out, the parent or authorized party must sign his/her full name on the authorized site iPad. The child must leave the site with the parent/authorized party once he/she has been signed out.
- An enrolled child will be released only to those persons specifically listed as an authorized pick-up person. **A sibling may not sign out a child unless he/she is listed as an authorized pick-up person. If the sibling is under 18 years of age, an authorized pick-up form for minors must be filled out and turned into the Community Education office.** Exceptions cannot be made without advance written permission of the parent. Site staff are not eligible to be an authorized party for any child other than their own.
- Under the laws of the State of Arizona, both parents may have the right to pick up a child, unless a court order restricts that right. The enrolling parent who chooses not to include the child's other parent on the authorized pickup list, must file an official court document (e.g., current restraining order, sole custody decree, divorce decree, stating sole custody). Absent that document, the childcare center may release the child to either parent, provided that parent documents his paternity/her maternity of the child.
- If only one parent has sole legal custody of a child, the Community Education office must have court orders on file. Legal paperwork that is given to the school is not shared with Discovery Kids, therefore, it is the responsibility of the parent to provide this information to the CE Department.

Absences

In the event that a child will not attend before/after care or camp as scheduled, it is the parent/guardian's responsibility to contact the school AND the Discovery Kids Site Facilitator at the school to report the absence. (See also Missing Child Procedure below).

Illness

Parents must inform the Site Facilitator when an absence is due to illness. Please inform the Site Facilitator when a child's absence is due to a potentially infectious illness. It is not recommended that a child attend the program with any of the following symptoms:

- Fever within the past 24 hours
- Swollen Glands
- Vomiting and/or Diarrhea
- Undiagnosed Rash
- Head Lice

A child who did not attend school due to illness will not be accepted into the before/after school program on that day. If a child becomes ill while attending the program with a fever, vomiting, frequent diarrhea, or onset of a rash, a parent/guardian/emergency contact will be notified to pick up the child.

Missing Child Procedures

If a child does not arrive after school and we have not received prior notification for the absence, we will institute a “Missing Child Procedure” until the child is accounted for. This procedure includes determining whether the child attended school that day and checking with the child’s teacher (and other school staff) for information.

The “Missing Child Procedure” will include contacting parents, checking the perimeter of the campus, notifying the District Office, and if the child cannot be located, police may be notified, and 911 called. The District Office will be contacted in this order: Before/After School Supervisor, Community Education Director, Assistant Superintendent of Educational Services.

“Missing Child Procedures” are time-consuming and place the safety of other children at risk due to staff having to leave the program area. ***It is critical that families make the site staff aware of any after-school absences by calling the site phone number and sending an email to the Site Facilitator.***

Payment Policies - No payments will be accepted at any school sites

- Payment is due prior to attending the program. ALL contracts are billed on the 15th of every month, with payments due by the 1st of the upcoming month. Please check deadline wording on your invoices.
- Registration and payments are made through our online Eleyo registration and payment system at <https://qcusd.ce.eleyo.com>.
- See rates and registration information by logging onto the website above.
- Payment methods include online ACH from checking or savings accounts or debit or credit card.
- **All payments for before and after-school care programs and camps are required to be set up as a mandatory auto-pay through Eleyo.**
- Payment history for tax purposes, insurance and reimbursements are available on your family account online.
- The financially responsible parties will be liable for any fees, charges or legal costs incurred by QCUSD in the collection of delinquent accounts.
- **All billing questions must be addressed with the Community Education Office financial clerk at 480-987-7429.**

Summary of Fees

The following fees will be assessed based upon the applicable criteria listed below. All fees, charges and payments are non-refundable and non-transferrable.

- \$25 late payment may be assessed per family if deadlines are not met for payments, cancellations, or contract changes. Accounts will be suspended for non-payment and will not be reinstated until the account is paid in full. No child will be accepted while your account is in suspended status.
- \$65 registration fee per year, per child. Payment is due upon initial registration.
- \$3.00 per minute Late Pick-Up Fee per child. Your child must be picked up by 6:00 p.m. Monday through Friday. If the child is picked up after 6:00 pm, \$3.00 per minute will be assessed to the family account. Parents are responsible for notifying staff that they will be late **before the** 6:00 p.m. deadline. The site clock on the iPad will be used to determine the time. Also see Dismissal from Program clause below. If contact cannot be

made with parents or other authorized emergency contacts one hour after the program's end time, the police will be contacted for assistance.

- \$25.00 Returned/Declined Payment Fee will be assessed per item to the family account when payments are not honored for any reason.
- There are maximum and minimum enrollment requirements for all Discovery Kids sites. Parents will be notified if enrollments are not adequate to have a program on site.

Discounts

- Sibling – 10% per additional sibling enrolled in program (discount taken off of lowest cost)

Refunds

NO REFUND POLICY - In order to schedule and hold your spot, our program is a prepaid program only. You are invoiced for days scheduled not days your child attends. Invoices are always due on the 1st of the month. A late fee of \$25 is assessed if not paid by the due date.

Program Changes / Cancellations Deadlines

- Cancellation is defined as the parents/guardians removing their child from a program in which the child is currently enrolled.
- If you are registered for the *Consistent Schedule*, changes and cancellations must be completed online *by the 10th of the month prior to the changes taking effect*. Contact the Community Education Officer for any special circumstances.
- If you are registered for a *Pick Your Days Schedule* changes and cancellations must be completed online *by the 10th of the month prior to the changes taking effect*. Otherwise a drop in rate will apply. All days are approved based on space available and are not guaranteed until approved.
- If you should withdraw your child from a Discovery Kids program, you will receive a credit to your account. Refunds are not issued due to cancellations.

Dismissal from Program

- A child may be removed from the program if the account is delinquent more than three times during the school year. The financially responsible party will be liable for any costs incurred in the collection of the balance due.
- Community Education reserves the right to remove any child from the program due to behavior that endangers the safety of the child or the safety of other children and/or staff. No refunds or credits to the family account will be given if a child is removed from a Community Education program or if the child is suspended/expelled from school.
- Any and all behavioral incidents are situational and will be documented by incident reports shared with parents as they occur. Our goal is to ensure success for all the children enrolled in our program through positive reinforcement and communication.
- Chronic late pickups – after the 3rd late pickup, we reserve the right to remove the contract immediately.

Behavior Guidelines

Social growth and learning is an essential part of childhood. For this reason, the Discovery Kids programs work with children to learn how to display appropriate behaviors. Behavioral guidelines are established to maintain the physical and emotional well-being of each student and to teach self-discipline, judgment and manners. Positive behavior management strategies,

like positive reinforcement, are used to guide children’s behavior. Parents and staff are partners in guiding each child’s development.

If program administration determines that a child cannot safely function within the program, or that the child’s behavior presents a danger to the child or others (students and staff), we reserve the right to remove the child from Discovery Kids. This decision is based on three documented incident reports. These incident reports are signed by the parent(s) and filed at both the DK sites and CE office. Parents also receive a copy of each incident report. Appropriate behavior is essential to learning and growing and is based on mutual respect for the rights and property of others, including staff, and other students. No one will be allowed to jeopardize the health, safety, or learning environment of others. Children are expected to display responsible behavior during the program.

Reflection/ TIME TO THINK sheets: When needed, children are given a reflection sheet and are asked to reflect on their behavior and write down what they will do to improve that behavior. The child is then encouraged to come up with a plan to correct the behavior going forward.

We adhere to the Queen Creek Unified School District Family Handbook and the following:

K.I.D.S. R.U.L.E.S.

- K. Keep Hands and Feet to Yourself**
- I. Inside Voices**
- D. Do Walk**
- S. Stop Silent on Signal**

- R. Respect each other and the equipment**
- U. Use Manners**
- L. Listen & Follow Directions**
- E. Everyone Helps Clean Up**
- S. Stay in Sight and Sound of Staff**

Early Release Days When schools are scheduled to release children early (please see district calendar), the program will open at dismissal time. Early Release days are included as part of your *Consistent Schedule* if an Early Release falls on your contracted days.

Holiday and School Closures

Discovery Kids may offer Holiday Camps at a limited number of sites on the following days for an additional cost to only QCUSD enrolled students. There will be a minimum and maximum number of children required to run these camps.

- **Fall Camp** **10/2 - 10/13, 2023**
- **Winter Camp** **12/22, 2023 - 1/5 , 2024**

- **Spring Camp** 3/11 - 3/22, 2024
- **Summer Camp** 5/27 - 7/18, 2024

Snacks

Afternoon snacks are available daily as a part of the Discovery Kids program. Snacks meet the nutritional guidelines set by QCUSD. Each child is encouraged to eat a snack. Students requiring special or specific food choices will need to provide their individual snack from home. Unfortunately, the program is not able to provide food for special dietary requests.

Breakfast

Breakfast is available for purchase through the Child Nutrition Department. If you qualify for free or reduced lunch, breakfast is free. For more information please contact Child Nutrition at 480-987-5983.

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/watches in their backpack or at home. For the safety of all participants, students observed taking pictures and/or videos with their cell phones/watches will be asked to turn their phones in at the parent table until pickup time. Consequences may range from a conference with the parent/guardian to automatic disenrollment.

Parent/Family Responsibilities and Participation

We believe the key to the success of the program involves both staff and parents. As a parent of an enrolled child in Discovery Kids, you have access to the areas on the facility premises where the enrolled child is receiving child care services.

- Parents may request a conference with the Site Facilitator and/or the Before/After School Supervisor at any time to discuss any concerns.
- We encourage hearing your thoughts, ideas and concerns regarding Discovery Kids. Please contact a Site Facilitator or the Before/After School Supervisor.
- Discovery Kids curriculum and/or monthly schedule is available at each site or at the Community Education office.
- Pick up your child/children promptly.

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 the premises.

Field Trips and Transportation Policy

We may schedule field trips during school break camps. Parents/guardians must provide written permission for their child to take part in field trips. Additional Field Trip fees will apply. Field trips are an earned educational privilege and behavior expectations above also apply to behavior on the

bus. If/when we take a field trip, we use QCUSD vehicles driven by a certified driver or a driver approved by the QCUSD Transportation Department. Discovery Kids follows QCUSD guidelines and behavior expectations outlined in the QCUSD Family Handbook when transporting children for field trips.

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 card". In the event of an emergency, a child will be given the necessary emergency treatment until a parent/guardian can be contacted. If contacted in the case of an emergency, please be sure you know what facility should be receiving your child for treatment.

Health Records

Any changes and revisions to health records must be made immediately at your site and online. Changes to emergency information and revisions of immunization records presented to the school office will not be forwarded to our program. Please remember to keep all records updated. A child's immunization record must be provided at the time of registration. The immunization records provided by the parent shall contain all information required by QCUSD guidelines.

Medication Administration & Emergency Procedures

Prescription Medication - Medications may be administered to children during the school day when circumstances require that the child must take medicine at school. A parent must fill out an appropriate form requesting administration of the medicine. A written order from a licensed physician or licensed nurse practitioner is required, with the name of the child, name of medication, dosage, and time medicine should be given. Medicine must be in a properly labeled prescription bottle, as received from the pharmacy, with the name of the participant, the name of the medicine, the dosage, and the time the medication should be given. All instances of administration of medicine to children must be documented in a log. The medication must be stored in a locked storage container or cabinet.

- Any unused or expired prescription medication will be returned to the parent or guardian. If a parent/guardian chooses to not replace the medication promptly, QCUSD is released of all liability.
- 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, the paramedics will be called and a parent will be notified immediately. We are not responsible for any charges incurred (ambulance transport, etc.).
- PLEASE NOTE: A separate consent form must be filled out for holiday/intersession camps and summer camp.

Over-The-Counter Medication - A parent must provide written permission for the administration of non-prescription medication. The medication must be brought to the school in the original manufacturer's container, which states the name of the drug, the dosage, and the contents of the drug. All instances of administration of medicine to children must be documented in a log. The medication must be stored in a locked storage container or cabinet.

Liability Insurance

- The Discovery Kids Before and After care program is covered by the Queen Creek Unified School District's insurance. Documentation of insurance may be reviewed at the District Office. Queen Creek Unified School District does not carry medical insurance.
- Discovery Kids is a school-year program open to all children K-6th grade attending a school in the Queen Creek Unified School District. Kindergarten participants must be enrolled in the full-day kindergarten program to attend. Intersession and summer camps are open to any child entering Kindergarten – 6th grade, regardless of school district. We do not discriminate based on race, national origin, color, gender, or disability.

Child Abuse Reporting

QCUSD requires staff members to report suspected child abuse to law enforcement or to the Department of Child Services whenever there is a reasonable belief, or a child discloses, that a child has been abused or a victim of physical injury or neglect, regardless of the identity of the perpetrator. A "reasonable belief" is when there are facts that cause a staff member to form a suspicion that a child is or has been the victim of abuse.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) was enacted to protect the privacy interests of student records. FERPA establishes:

- The right for parents to access and review the education records of their children.
- The right for parents to challenge any records that they feel are inaccurate, misleading, or in violation of their privacy rights.
- The right for parents to give prior consent before a third party can have access to any education records.
- The right to be informed of the rights granted by FERPA and the procedures for exercising those rights.

Pursuant to FERPA, personally identifiable information generally may not be disclosed to others without the prior consent of the parent. Consent must be obtained in writing and should be signed and dated, specify the records to be disclosed, state the purpose of the disclosure, and identify the parties to whom the disclosure is to be made. FERPA allows for the disclosure of

student records without parental consent in the following circumstances, unless parental consent is affirmatively withheld:

- School official with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Pesticides

We limit the use of pesticides and herbicides in our program. If it is necessary to use pesticides or herbicides, they are applied by a licensed professional when children are not present. Material Safety Data Sheets (MSDS) for all chemicals used in pest control are kept on file at the Queen Creek Unified School District Office. Notice of Pesticide Application with dates of application are posted at all sites. Changes to these dates will be posted within 48 hours advance notice before application.

Special Needs

Queen Creek Unified School District complies with the requirement of Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, applicable Department of Health Services (DHS) regulations and applicable federal, state and local laws. Students with disabilities who meet the essential eligibility will be permitted to participate in the program. Reasonable modifications will be provided to afford a student with a disability meaningful access to the before and after care program, unless 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 before and after care program if that student, even with reasonable modifications, is so disruptive as to jeopardize the safety, enjoyment and learning environment of other students and staff. We are a group based program and not a one on one program.

If your child has special needs or disabilities, please notify Community Education prior to registration. QCUSD requires that you provide copies of the following: your child's IEP, medication schedule, and qualifications for staff.

Enrichment Programs



QCUSD Community Education Department provides After School Enrichment programs for both students and adults in our community. Enrichment courses are provided at all of our school sites.

Courses are provided by approved outside organizations as well as QCUSD teachers/staff. Our goal is to provide activities such as sports, science, technology, music and art to allow our students to develop skills and talents outside of the normal school day.

Registration:

All classes and registration can be found on our QCUSD Eleyo homepage: www.qcUSD.ce.eleyo.com

Outside Organizations:

The safety of our students is a priority. Per the Community Education Enrichment Instructors Agreement, "Proof of fingerprinting must be provided to the Community Education office, this must be an IVP card from the AZDPS. This will require a state clearance card or fingerprint and background check prior to the start of programming by all individuals representing the instructors."

Costs: QCUSD strives to provide affordable educational experiences for our community. Prices will vary depending on the course and the price set by the instructor or outside vendor.

Parent Agreement:

The following agreement is a required acknowledgement by parents when registering students for Enrichment programs. Registration cannot be finalized until this agreement is accepted.

Enrichment Camps and Classes Parent Agreement

- 1.) I certify that I am the parent/legal guardian of the child registering for this enrichment camp or class, and that only I may make changes to this agreement.*
- 2.) I agree to complete and keep updated emergency information regarding my child (this includes allergies, and any safety concerns, etc.)*
- 3.) I understand that I must keep my QCUSD Community Education account current prior to attending any programs including Discovery Kids, camps or enrichment classes.*
- 4.) My child will be asked to comply with all program rules and expectations.*
- 5.) Violations of rules may result in my child not being allowed to continue attending should the program determine the behavior(s) pose a safety risk to my child, peers, or program staff, or if the behavior cannot be safely managed within the program.*
- 6.) I understand that in the event medical and/or emergency transportation is required for my child, QCUSD staff will first contact the parent/guardian, and then have the authority to release the student to licensed medical personnel for treatment. If I choose not to authorize the release of my child, I understand that QCUSD is released from liability in this matter.*
- 7.) No refunds/credits, unless for program cancellation.*

8.) I understand that if I enroll in a course late, there will be **NO** discount for missed classes.

9.) I understand that there is a minimum/maximum number of participants to run the program. If I enroll my child and am placed on a waitlist, I will not have my child attend until I have received a confirmation.

Youth Athletic Program (YAP)



The Youth Athletic Program (YAP) is a district program that provides in season/out of season

sports enrichment camps, clinics, training and clubs for QCUSD students. This program is driven by QCUSD Head Coaches at both of the high schools. By participating in the YAP program, coaches will empower each student with skills and tools to support being confident, resilient, and healthy individuals. The YAP staff will ensure a safe and secure environment that provides opportunities that result in meaningful connections, aid in activities/athletics, and gain overall coping skills.

The YAP program offers opportunities throughout the school year and calendar year, including, but not limited to immediately after school, fall break, winter break, spring break and summer break. YAP camps and clinics abide by all rules and regulations found in the QCUSD Athletic Handbook that can be found on our QCUSD website at

https://www.qcusd.org/accnt_701259/site_701260/Documents/2022-2023-Athletics-Handbook.pdf

Cost/ Locations:

YAP Camps and Clinics can be paid with tax credit contributions. *Arizona Revised Statute §43-1089.01 allows each individual state taxpayer to contribute up to \$200 per year to public schools in support of extracurricular activities and claim a dollar-for-dollar state tax credit. Married couples filing joint tax returns may contribute and claim a tax credit of up to \$400 per year (\$200 per person). Those who are married and filing separately, as well as single taxpayers, each qualify for a \$200 maximum state tax credit.*

Cost and location will vary depending on the camp and be determined by the coaches.

Regions: The YAP program is divided into 3 regions :

North: EHS, EJH, GPA, SVE,

Central: QCHS, QCJH, DME, JBE, FMSE, KMBE

South: CHS, NBJH, QCE, SES, FBPE, DME

Registration: All registration and payments will be run through the QCUSD Community Education office using the Eleyo online registration/pay site. <https://qcusd.ce.eleyo.com>

Parent Agreement:

The following agreement is a required acknowledgement by parents when registering students for YAP programs. Registration cannot be finalized until this agreement is accepted.

YAP Parent Agreement

1.) I certify that I am the parent/legal guardian of the child registering for this enrichment camp or class, and that only I may make changes to this agreement.

2.) I agree to complete and keep updated emergency information regarding my child (this includes allergies, and any safety concerns, etc.)

3.) I understand that I must keep my QCUSD Community Education account current prior to attending any programs.

4.) My child will be asked to comply with all program rules and expectations.

5.) Violations of rules may result in my child not being allowed to continue attending should the program determine the behavior(s) pose a safety risk to my child, peers, or program staff, or if the behavior cannot be safely managed within the program.

6.) I understand that in the event medical and/or emergency transportation is required for my child, QCUSD staff will first contact the parent/guardian, and then have the authority to release the student to licensed medical personnel for treatment. If I choose not to authorize the release of my child, I understand that QCUSD is released from liability in this matter.

7.) No refunds/credits, unless authorized by Community Education or for program cancellation.

8.) I understand that there is a minimum/maximum number of participants to run the program. If I enroll my child and am placed on a waitlist, I will not have my child attend until I have received a confirmation.

Facility Rentals Policies / Procedures



Overview:

Thank you for choosing Queen Creek Unified School District Facilities. It is our desire that your experience in the schools be pleasant and rewarding for you and your group. This guide will provide you with information that is vital to your successful use of the schools. Please familiarize yourself and your group with the contents of this section.

Application Procedure:

A request for the use of facilities can be initiated by calling the Community Education Department and completing a request form online. The Facility Clerk will then check on availability for the dates and times requested. Each school must give final approval before the rental request can move forward.

Changes:

All changes to the schedule need to be made 10 days before the facility usage using the online form.

https://docs.google.com/forms/d/16v7nkUNiTQS35LS6P5ZqnYfHIDEdBkodnUeFSReICgl/viiewform?edit_requested=true

Approval Process:

When a Facility Usage Form is returned to the Facility Clerk, the renter will be informed if their dates, times and facilities are available. If the requested facilities, or alternate facilities are agreeable to the Renter, the Facility Clerk will send the Renter a *Facility Rental Contract* to be completed and returned by the Renter and returned along with a copy of the Liability Insurance along with an estimate of the facility charges.

Rental Classifications:

Per Governing Board Policy, Queen Creek Unified School District leases school property and facilities. The fee schedule, documentation required by the organization, and benefits offered to an organization associated with the lease of District property and facilities are delineated with a Class structure. In order to determine the Class, the organization and/or its purpose will be considered.

All facility usage is subject to a rental fee depending on the classification of the individual or organization.

Class I

This facility use is exclusively for non-profit organizations associated with Queen Creek Unified School District, QCUSD sponsored organizations, and organizations open to the public that promote the educational function of the District where reciprocal agreements exist. This class facility user will be charged the direct costs of using the facility, but not the standard room/facility rate charged such as personnel or out-of-pocket costs incurred by the District.

- Examples: PTA, PTO, Student Organizations, Student clubs, Booster Clubs, Staff Development, Foundations, Elections.
- Anything above normal school day: After 8:30 PM Elementary; after 10:30 PM Middle School; after 10:30 PM Jr. High; after 10:30 PM High School; and weekends.

Class II

This facility use is by non-profit organizations (with proof of a letter of determination indicating a 501c3 status approved by the IRS) whose academic or recreational activities directly service school-age students and are not paid and do not derive a financial benefit from the activity. This class of user will be charged the established use fee for the room/facility utilized and any other personnel or other out-of-pocket costs incurred by the District.

- Examples: Non-profit Youth Organizations, Boys/Girls Clubs, YMCA, Scouts, Little League, Pop Warner, Municipal Government Entities, etc.

Class III

This facility use is for non-profit organizations that do not meet the Class I or Class II definition. This class of user will be charged the established use fee for the room/facility and any other personnel or other out-of-pocket costs incurred by the District.

- Examples: Churches, Adult Civic Organizations (Rotary, Kiwanis, Jaycees, Lions) Homeowner Associations, Federal, State, and Local Government Units, Officials when conducting community or official business for which no reciprocal agreement exists.

Class IV

This class facility use is for all organizations not meeting the definitions of the other classifications. Any activity of a profit-making organization conducted for the purpose of donating profits or proceeds to the District or to a public charity does **not** change the rate from this schedule. This class of user will be charged the established use fee for the room/facility utilized and any other personnel or other out-of-pocket costs incurred by the District.

- Examples: Any commercial or profit-making organization or individual regardless of the purpose of their use, Charter Schools, etc.

Payments:

Invoices will be sent out at the first of each month with the charges for the previous month's usage. All invoices are due and payable by the 10th of the month. Any delinquent invoices will have

\$25.00 a month added to the invoice for each month the account is delinquent. Also there may be an interruption in use of the facilities until the account is brought current.

Cancellations:

All cancellations must be made 7 days before the date of the facility usage. Any last minute cancellations that are not due to QCUSD canceling the event will be charged the full price for the rental.

Insurance / Liability:

All renters must supply proof of liability insurance. The insurance coverage of the renter must equal or exceed \$1,000,000 for general liability and bodily injury and \$50,000 for property damage, and must be issued by an insurance company authorized to do business in Arizona; the Certificate of Insurance must show Queen Creek Unified School District named as an additional insured on the policy. The Certificate of Insurance is required at the time the Renter submits their Facility Contract.

Facility Use Guidelines:

1. Facility use shall be conducted in compliance with all applicable statutes, rules, and regulations, and with district policy.
2. The occupant shall require participants to wear appropriate clothing, and shall furnish such clothing if necessary.
3. The occupant shall observe district vehicle parking guidelines. The occupant shall not allow any parking in areas marked with red, indicating a fire lane.
4. The occupant shall maintain all occupied facility areas in a clean, well-organized manner.
5. If playground equipment is used, the occupant shall provide adult supervision of at least one adult for every 20 children using equipment.
6. If the property (or premises) will be used for an athletic activity, the occupant shall comply with the requirements of A.R.S. Section 15-341(A)(24) regarding concussions and head injuries.
7. Any electrical tools, appliances, or extension cords used by the occupant shall be in good condition. Extension cords are to be taped to the floor to avoid a trip hazard.
8. All means of access or egress shall be identified by the occupant and communicated to participants.
9. The occupant shall identify and inform participants of any areas in which travel is not permitted.
10. Roadways and sidewalks to be used shall be inspected by the occupant and must remain clear of obstructions during use.
11. All materials used shall be properly handled, stored, or stacked.
12. The occupant shall provide signs and markers necessary to inform participants of rules and maintain the facility in a safe manner.

13. The occupant shall not smoke, nor serve or use alcohol or narcotic drugs, during use of the facility, with the exception of the consumption of alcohol if permitted by the district, subject to the district's policies and procedures.
14. The occupant shall maintain a list of emergency agencies and phone numbers at all times.
15. The occupant shall be aware of the location of any available emergency equipment.
16. The occupant shall provide adequate supervisory personnel to ensure that the foregoing guidelines are implemented and followed during facility use.
17. No refreshments are to be served or sold on school grounds or in the building except in designated areas and with prior approval. NO food or beverages are allowed in gymnasiums, auditoriums, special use rooms or any carpeted areas.
18. QCUSD athletics and activities take first priority should there be a conflict.
19. Vehicles are prohibited on sidewalks, courtyards, fields or tracks.
20. The user shall not use or touch school supplies or materials while using the rooms.
21. Advertisements, marketing materials, or other materials for distribution must be approved by the Community Education Department.
22. Children are not to be left on site unattended.

Facility Specifics:

Regular school activities, programs and organizations of the school district shall have first priority in the use of any district facility or grounds.

Elementary and Middle School Multipurpose Rooms/Fields/Playground areas - are not available until 6:00 pm on weekdays due to the District's Discovery Kids school age extended day programs. Groups are not allowed to enter these areas until 6:00 pm unless pre-approved by Facility Rentals.

Classroom - shall be limited to educational purposes or meetings and returned to the order they were found.

Gymnasiums - are designed for specific recreational purposes, but may be used for other approved activities that will not cause damage to the floor.

Auditoriums/Stages - QCUSD shall have the right to limit activities in the auditoriums consistent with their equipment and furnishings. No smoke/haze allowed.

Cafeteria - Service of light refreshments or meals in the cafeteria is permitted without a food service employee if kitchen facilities and equipment are not used. Any food served should comply with the Department of Health Regulations.

Kitchens - are not available or accessible. .

Fields - are designed for specific recreational purposes, but may be used for other approved activities that will not cause damage to the fields. High school stadium fields are generally only used for high school & district sponsored events. Requests for improvements and/or alterations are not allowed without permission.

Tennis/Basketball courts - available for individual use based on the posted rules. Reservations are accepted and hourly fees apply. .

Parking lots - Parking shall be restricted to asphalt parking lots. Vehicles shall NOT be driven or parked on school basketball courts, athletic fields, playgrounds, sidewalks or grass areas at any time. All signs and notices pertaining to vehicle parking and use on school property shall be strictly adhered to at all times including no parking in fire lanes.

Courtyards - Courtyards to be used for appropriate activities. No school equipment or supplies (tables, chairs, etc) will be used on courtyards without prior approval. No vehicle parking.

Equipment:

1. The use of school equipment is for permit holders only and must be requested at the time of scheduling.
2. Equipment is generally limited to volleyball stands (Jr./Sr. Highs), chairs and tables at a reasonable facility rate fee. Physical Education equipment and other curriculum equipment are not available. Scoreboards may only be utilized with permit approval and may incur a staff charge. Fees will be assessed for undue wear or damages.
3. Furniture equipment owned by the District shall not be moved unless requested in advance through Facility Rentals. The permit holder must set up and take down equipment, leaving the room in the same condition as found. Permission to move equipment may be given on site by the building custodian or supervisor.
4. No material or equipment is to be attached to any part of the facility, including the electric service, unless written approval is granted otherwise by the designated site administrator no later than 3 business days prior to the scheduled event date. The use of school-owned equipment is permitted only when operated by school employees, if available, or other qualified personnel specifically authorized by the designated site administrator.
5. Any approved apparatus or equipment moved into the building must be removed from the school premises upon the termination of the rental period so that there will be no interference with the regular school program, unless written permission has been granted otherwise by the designated site administrator no later than 3 business days prior to the scheduled event date.
6. Climbing walls and stage areas are not to be utilized unless permitted.
7. Audio/visual equipment may be available for a specified fee. Specific requests must be noted on the application.
8. Rental of the Auditorium: rental rates apply according to QCUSD rate sheet.
9. Any electrical tools, appliances, or extension cords used by the renter shall be in good condition. Extension cords are to be taped to the floor to avoid a trip hazard.

Facility Fees and Charges

FACILITY	CLASS I	CLASS II	CLASS III	CLASS IV
District Office				
Board Room (front)	No Charge/Utility Fee	\$34.50/hr	\$69.00/hr	\$80.50/hr
Board Room (back)	No Charge/Utility Fee	\$34.50/hr	\$69.00/hr	\$80.50/hr
Conference Room (small)	No Charge/Utility Fee	\$11.50/hr	\$23.00/hr	\$34.50/hr
Schools				
Auditorium LG	No Charge/Utility Fee	\$57.50/hr	\$143.75/hr	\$253.00/hr
Auditorium SM	No Charge/ Utility Fee	\$40.25/hr	\$69.00/hr	\$103.50/hr
Classroom	No Charge/Utility Fee	\$11.50/hr	\$23.00/hr	\$51.75/hr
Gymnasium (HS Main)	No Charge/Utility Fee	\$46.00/hr	\$92.00/hr	\$138.00/hr
Gymnasium (HS Small)	No Charge/Utility Fee	\$28.75/hr	\$57.50/hr	\$103.50/hr
Gymnasium (MS/JH)	No Charge/Utility Fee	\$28.75/hr	\$57.50/hr	\$103.50/hr
Kitchen (Food Service Worker Required)	No Charge/Utility Fee *Cost of Food Worker	\$23.00/hr	\$34.50/hr	\$57.50/hr
Media Center	No Charge/Utility Fee	\$23.00/hr	\$34.50/hr	\$69.00/hr
Multi-purpose Room (MPR)	No Charge/Utility Fee	\$28.75/hr	\$57.50/hr	\$92.00/hr
Parking Lots	No Charge/Utility Fee	\$11.50/hr	\$23.00/hr	\$34.50/hr
Fields/Courts				
Elementary	No Charge	\$11.50/hr	\$17.25/hr	\$28.75/hr
HS Practice Fields w/o Lights	No Charge	\$23.00/hr	\$33.50/hr	\$57.50/hr
Jr. High Practice w/o Lights	No Charge	\$11.50/hr	\$23.00/hr	\$46.00/hr
Tennis Courts w/o Lights	No Charge	\$17.25/hr	\$28.75/hr	\$57.50/hr
Track Only w/o Lights	No Charge	\$51.75/hr	\$92.00/hr	\$115.00/hr
Varsity Fields w/o Lights	No Charge	\$115.00/hr	\$149.50/hr	\$241.50/hr
Courtyard	No Charge	\$11.50/hr	\$17.25/hr	\$23.00/hr
Restrooms/Locker Room	CLASS I	CLASS II	CLASS III	CLASS IV
Restrooms (set) Participation up to 250	No Charge	\$7.00/hr	\$7.00hr	\$7.00/hr
Restrooms (set) Participation 251-500	No Charge	\$17.50/hr	\$17.50/hr	\$17.50/hr
Restrooms (set) Participation 500-1000	No Charge	\$22.50/hr	\$22.50/hr	\$22.50/hr
Locker Rooms (set)	No Charge	\$12.50/hr	\$17.50/hr	\$22.50/hr

Notes:

1. All rates are hourly unless otherwise specified.
2. Site Athletic Director may disallow field rentals if fields are not in appropriate condition for the event.
3. Varsity fields are not usually available for rental.

Swimming Pool	
Daily Site Rental	\$2,300.00 per day, per event, includes lane changes
Lange Charge 50 Meter Lanes	\$11.50 per hour

*Swimming Pool rental events must also include security and custodial personnel in the rental Agreement as determined by Queen Creek Unified School District.

Utility Fees (2 Hour Minimum)			
Classroom	\$4.40/hr	Middle School Field Lights	\$33.00/hr
Media Center	\$11.00/hr	High School Gym	\$44.00/hr
Cafeteria/Multi-Purpose Room	\$22.00/hr	Performing Arts/Auditorium LG	\$55.00/hr
		Performing Arts/ Auditorium SM	\$23.00/hr
Jr. High/Middle School gym	\$22.00/hr	HS Football Field Lights	\$82.50.00/hr

Equipment- Flat Fees			
AV System	\$75.00	Podium	\$10.00
Basic Audio/Visual	\$25.00	Portable Sound System	\$50.00
Electronic Scoreboard	\$25.00	Seating Setup (per 50)	\$10.00
Piano-Studio	\$25.00		

Personnel			
Athletic Field Prep	See chart below	Food Service Personnel	\$25.00/hr
AV Technician (HS)	\$25.00/hr	Maintenance Technician	\$25.00/hr
IS Technician	\$25.00/hr	Security	\$25.00/hr
Park Ranger/Custodial	\$25.00/hr	Support Staff	\$15.00/hr

Athletic Prep			
Baseball/Softball Fields	\$60.00 Chalk Only	Football Field	\$600.00 Basic Grid
Baseball/Softball Fields	\$100.00 Painted	Football Field	\$2,000.00 Detailed Lines and End Zones
Soccer Field	\$250.00 Cut and Lines		

Miscellaneous Fees:

- One-Time Application Fee (non-refundable) - \$15.00
- Cancellation & Penalty Fee - \$25.00 per occurrence or 10% of rental contract
- Change Processing Fee - Subject to \$15.00 per occurrence
- Late Fee - Subject to \$25.00 per occurrence
- Non-Sufficient Funds Fee - Subject to \$25.00 per occurrence
- Conex Storage - Only with prior approval. Grounds supervisor chooses location. \$75/month**

**For the health and safety of those who use our fields, rental of these spaces for animal use is prohibited. Service dogs are acceptable.

Facility Scheduling:

Prospective renters must fill out the Facilities Use Application Form and submit to the Facility Rental Clerk, at least 10 days prior to the event. Also required is a copy of renters Liability Insurance, a signed copy of Facility Lease Agreement. If the rental is on behalf of a nonprofit organization then a copy of the 501c3 is also required. Click on the links to access these forms.

ONLINE FORMS:

Facility use application:

<https://docs.google.com/forms/d/e/1FAIpQLSeE2AUnQBFnndxcfw1GgvkPw6MfGNRK7k3vWyt0zGlcF5vRQ/viewform>

Facility lease agreement:

https://tb2cdn.schoolwebmasters.com/acnt_8594/site_8595/Documents/Facility-Lease-Agreement.pdf

Prospective Occupant Checklist:

https://tb2cdn.schoolwebmasters.com/acnt_8594/site_8595/Documents/Prospective-Occupant-Checklist.pdf

Emergency Number Sheet:

https://tb2cdn.schoolwebmasters.com/acnt_8594/site_8595/Documents/Emergency-Numbers-Sheet.pdf

Facility General Liability Questionnaire

https://tb2cdn.schoolwebmasters.com/acnt_8594/site_8595/Documents/Liability-Questionnaire.pdf

Payment Options:

Payment can be made by credit card or by check. No cash will be accepted.