

Statement of Child Care Services

LEAP



Liberty Enrichment Academic Program

The LEAP Program's Mission is:

To provide a before and after school environment where students can be nurtured, physically active and engage in academic enrichment.

The LEAP/Extended Day program supports by enhancing learning beyond the classroom while providing quality care to your Liberty Elementary School district students.

Services are available for school age children ages 5-14.

Program Fees for Services:

- ❖ AM only \$80/Mo.
- ❖ PM only \$210.00/Mo.
- ❖ Both AM & PM \$235.00/Mo.
- ❖ Las Brisas AM only \$155
- ❖ Las Brisas PM only \$130
- ❖ Early Release Only \$60
- ❖ 10 Day Occasional Use Block \$135
- ❖ Yearly Registration Fee : \$30.00 per child
- ❖ Activity Fees:(Fall, Winter, Spring) \$30.00 per child
- ❖ Summer Activity Fee: \$80.00 per child

Hours of Operation:

Morning:

6:30 am - Start of the regular school day.

Afternoon:

Dismissal time -6:30 pm

School in-service days and breaks:

6:30 am – 6:30 pm - Additional charges applied.

The program is not available on national holidays.

- 8/6-7/2018 LEAP In-Service Prep days
- 9/3 Labor Day
- 11/12 Veteran's Day
- 11/21-11/23 Thanksgiving Recess
- 12/24-12/25 Winter Recess
- 12/31-1/1 New Years
- 1/21 Martin Luther King, Jr. Day
- 2/18 President's Day
- 4/19 Spring Holiday
- 5/27-28/2019 LEAP In-Service Prep

Child Enrollment and Withdraw Procedures

Children may be enrolled in the program by submitting the following items to the LEAP/Extended Day Office, 19871 West Fremont Road, Buckeye, AZ 85326:

- ✓ Completed Emergency Information and Immunization Form
- ✓ Two Emergency Contacts Other than Parent (Must be in-state as they will pick-up in case of emergency, if none listed, CPS or Buckeye/Goodyear Police will be listed)
- ✓ Proof of Current Immunizations (Copy of Original)
- ✓ Custody Papers (if applicable)
- ✓ \$30.00 Non-Refundable, Yearly Registration Fee (per child)

(The fee and documents are mandatory for registration)

- A child may be registered anytime into the program if space is available. In the event space is not available, the child's name will be placed on a waiting list and the parent will be notified of any opening.
- Children will be officially enrolled only after all above required forms have been completed, signed and turned into the LEAP Extended Day Office. Once approved for the program, allow two business days, following receipt of finalized paperwork before you may begin services.
- Parents may withdraw a child from the program at any time. We ask that you give a two weeks notice if you are changing the type of services needed. If notice is not given you will be charged for the type of program use you signed up for. Program choices must be established for the year and will be changed at the discretion of the program for reasons such as change of employment.
- The school district may withdraw a child that does not adhere to the discipline guidelines established for the program that are consistent with the Liberty School District's discipline policy. Parents will receive sufficient written notification and documentation and will be properly informed of discipline situations in writing when the behavior could result in withdraw. Every effort will be made to assist children in following the District's discipline plan. Intentional, Physical harm will result in immediate removal from program.

Admission and Release Requirements

Only grades K-8 students enrolled in the Liberty School District will be admitted into the program, pending availability. Current tuition is required to maintain admission. All children must be signed in and out of the program by an adult listed in the "Emergency Information and Registration" form. Parent/Guardian must sign full first and last name ensuring our program remains in State compliance. Permission for children to sign themselves in and out of the program must first be initiated in person or by phone to the Site Leader. A written letter including earliest time student will be allowed to leave, days they may sign themselves out and a parent/guardian signature must be given to the Site Leader. The child must be 10 years or older to do so.

Waiting Lists

The LEAP/Extended Day Program reserves the ability to implement a waiting list due to high numbers based on State License requirements. Wait list implementation will be communicated to the front offices as well as posted on the District website at: liberty25.org. Parents will be invited to call the LEAP/Extended Day office and place their name on the wait list. Submit application and student information sheet to be placed on wait list. Registration fee will be included in first month billing.

Discipline Guidelines

Discipline is consistent with guidelines set forth by the Liberty Elementary School District **as stated in Parent/Student Handbooks**. The LEAP/Extended Day program uses *Responsible Thinking Process*, adhering to District policy.

Parents may be called and asked to immediately pick their child up if the child's behavior becomes uncontrollable and/or poses danger/threat to others. Parents will receive sufficient written notification and will be properly informed of discipline situations in writing when the behavior could result in disenrollment. Every effort will be made to assist children in following the discipline plan.

Charges, Fees, Refunds and Payment Requirements

Late pick-up: After 6:30 p.m. a late fee of \$15.00 will be assessed and \$1.00 per minute after the first 15 minutes. (Patterns of late pick-ups may result in discontinuation of program use). Written notification and documentation will be provided.

Fees are for regularly scheduled school days and are based on a yearly tuition. There are no refunds for absent days. Payments are due no later than the **First Business Friday** of the month. If received after Friday a \$5.00 per child per day late fee will be charged. **Delinquent accounts are subject to the child's discontinuation of the program.** Returned checks will result in a \$15.00 late charge.

Payments can be made online through RevTrak - Online Payments (accessible on the District's website located under For Parents), can be mailed, or be dropped off at the Liberty Elementary District Registration Office located at Las Brisas Academy, 18211 West Las Brisas Drive, Goodyear, AZ 85338. Operating hours are: 8:00 am-4:30 pm. **Make check payable to LEAP/Liberty Elementary School District.**

Additional fees will be charged for in-service days and school breaks. Students with delinquent accounts for monthly tuition will not be able to attend in-service days or school break programs until the balance is paid.

No discounts, refunds or credits will be given for registration fees or days not used.

If you enroll your child before the end of the month, you will be charged for occasional services not exceeding the monthly fee rate. Once occasional use costs exceeds monthly fee rate you will be charged only for the monthly rate. This allows us to properly staff the program.

Parent Responsibilities and Participation

Extended Day provides several supplies to the program, taken care of by tuition cost and are not the responsibility of parents. However, donated items geared towards education are welcomed including: games, books, coloring books, toys, etc. Parents are welcome to visit our program, however parent participation is not required. Parents/guardians will need to sign-in and wear a badge identifying themselves. The parent that signs the registration paperwork is responsible for the program fees and all account balances unless stated otherwise.

Parent/Guardian Visitation

Parents/Guardians have access to the areas on facility premises where the parent's enrolled child is receiving child care services. Parents/Guardians are always welcome to visit the LEAP/Extended Day program at any of the three campuses during regular hours of operation. Parents have to make sure they check in with the front office at every school site during regular business hours.

Activities and Programs

The LEAP/Extended Day program is committed to providing enriched and structured activities during the program, tying into State Standards, AIMS testing, and District and School Goals. Students will participate in supervised homework assistance, educational enriched activities and games, computer lab time, structured play, and afternoon snack.

Transportation

Drop Off and Pick-up of child from LEAP/Extended Day program is the responsibility of the parent. Please make sure to park in the main parking lot and walk your child to the sign-in area. Identification for picking up of your child is required. Students cannot be dropped off before 6:30 am in the morning and must be picked up no later than 6:30 pm.

Medication Administration Procedures

Parents must complete a medication consent form for their child. One time or one day's dose will be kept on the site as needed. The site will administer prescription medication that is in a prescription bottle with the pharmacy label indicating the child's name. If a non-prescription medication is to be administered, a copy of the doctor's order must be submitted with the Medication Consent Form. Medications will not be administered to students not meeting these requirements. Medication that are passed the expiration date will be returned to the parents or properly disposed of if parent does not want it.

Emergency Medical Procedure

In the event that a child is involved in an emergency medical situation, 911 will be activated; parents will be notified immediately by phone. If parents cannot be reached, the emergency contact person listed on the Emergency Information card will be contacted. Staff only has access to information on the Emergency Information Form. If child needs to be transported to the hospital via ambulance and no family or emergency contact person is present or available to go, the Site Principal, Assistant Director of Extended Day, Site Leader or other qualified employee of the school will accompany the child and will stay with him/her until a family member or emergency contact person arrives. **Please make sure to update numbers with Site Leaders as needed.**

Field Trips

Field trips are held over All Day Breaks. Separate field trip forms are required to be signed by parent/guardian, giving permission to participate in these off campus activities. LEAP/Extended Day employees will use this form as a monitoring sheet on field trips to ensure your child's safety.

Liability Insurance

The Liberty School District carries liability insurance. This policy is on-site and available for viewing at any time. Inquiries should be directed to the Executive Director of Support Services, (623) 474-6600.

Pesticide Application Procedures

Information is available in the DHS Binders on site and available for viewing at any time.

Inspection Reports and Notices

Available, upon request at site or by contacting:

Ruby Acuna, LEAP/Extended Day Specialist, at (623) 474-6623
Also available at Arizona Department of Health Childcare licensure.

District Location

Liberty Elementary School District
19871 West Fremont Road
Buckeye, AZ 85326

Executive Director of Support Services: 623-474-6600
Email: jnuttall@liberty25.org
LEAP Extended Day Specialist: 623-474-6623
Email: racuna@liberty25.org

Program Locations

Estrella Mountain Elementary School

10301 South San Miguel
Goodyear, AZ 85338

Primary Site Leader: Janette Mandycz
Contact Number : (623) 349-3146
Email: jmandycz@liberty25.org

Las Brisas Academy

18211 West Las Brisas Drive
Goodyear, AZ 85338

Primary Site Leader: Liliana Madsen
Contact Number: (623) 696-7371
Email: lmadsen@liberty25.org

Westar Elementary School

17777 West Westar Drive
Goodyear, AZ 85338

Primary Site Leader: Sarah Vargas
Contact Number: (623) 633-0388
Email: svargas@liberty25.org

The extended Day program is regulated by:



Arizona Department of Health Services
150 N. 18th Avenue, Suite 400
Phoenix, AZ 85007-3244
(602) 364-2539