

# Caurus Explorers

## Family Handbook

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### *Mission Statement:*

*Caurus Explorers Extended Care Program is proud to offer school-age child care services to the Caurus Academy family. Our mission is to provide children with a secure, caring, and enriched environment, focusing on the development of the whole child.*

*We are committed to having a faculty and support staff that is dedicated to our children, our community, and our future. (Our faculties' resumes are on file in the school office and are available upon request.)*

### Enrollment Process

**Caurus Explorers** does not discriminate based on race, creed or other reasons. Returning students from the previous year are enrolled first for the upcoming year. As statute dictates, siblings of those students are enrolled after that for available openings. Additional openings are filled based on an Open Enrollment. All other times, openings are filled on a first come, first served basis.

No students will be accepted without a **complete** Enrollment Packet. When you enroll your child with Caurus Explorers, you are required to complete an Enrollment Packet. These forms give us vital information regarding your child so we can provide the best possible care. It is imperative for your child's safety and health that all forms are accurately and entirely completed and submitted to Caurus Explorers for review **prior to your child's first day (All paperwork must be completed and provided to Caurus Explorers before enrolling any student)**. There may be other state-specific forms (required by DHS) that must be completed as well. This packet includes, but may not be limited to the following:

- Completed enrollment form that is signed and dated.
- Completed emergency contact card.
- Copy of immunization records and/or completed immunization card.
- Birth Certificate.
- Signed Handbook (Conduct) Agreement.
- Documentation of Custodial Authority (where applicable)

Any parent who has an enrolled child in **Caurus Explorers**, and is receiving child care services from **Caurus Explorers**, is allowed access to the areas on facility premises where the parent's enrolled child is receiving child care services at that time. Please check in with the front office.

### **Withdrawal Procedures**

If you choose to withdraw your student from **Caurus Explorers**, you must come in and complete a Withdrawal Form. The state requires that parents fill out such a form before a student is officially withdrawn. Please call 24 hours before coming in to ensure that the form is prepared upon your arrival.

### **Disenrollment**

It may be necessary to discontinue a child's enrollment. This decision is always based on the best interest of the child concerned, other children in the class, and the well being of everyone at **Caurus Explorers**. Please know that every effort will be made to correct the situation before a final decision is made.

Disenrollment may be a result of the following:

- \*Abuse of other children, staff, or property by child or parent/guardian
- \*Disruptive or dangerous behavior by child or parent/guardian
- \*Continued violation of school policies by child or parent/guardian

### **Hours of Operation: (Academic School Year)**

Before School Services: 7:00 AM until 7:45 AM, Monday through Friday.

After School Services: 3:15 PM until 6:00 PM, Monday through Friday.

Half Day Camp Services: 11:30AM until 6:00PM\* (if provided)

*\*Please note that such services will be aligned with Caurus Academy's Calendar.*

*\*Day Camp Services and Half Day Camp Services will be available on no school days or half days, aligned with the Caurus Academy Calendar schedule. Day Camp Services and Half Day Camp Services must meet minimum required registration of 10 students by the registration deadline stated for the specific camp day.*

### **Tuition and General Fees**

Tuition payments are due each Monday (or the first day of attendance) for the current week. Acceptable forms of payment are cash, personal checks made out to Caurus Academy, money orders, cashier's check and credit card. Please be sure to indicate dates of service.

### **Registration / Enrollment Fee**

In addition to our tuition, we require a non-refundable registration/processing fee of \$25 per individual or \$50 per family (due at the time your completed enrollment packet is turned in). 10% sibling discount for any child over first child enrolled.

### **Before School 7:00AM – 7:45AM**

5 days/Week = \$25.00 a week

Before School daily rate by arrangement = \$6 per morning

### **After School 3:15PM – 6:00PM**

5 days/ Week = \$45.00 a week

After School daily rate by arrangement = \$10 per afternoon

### **Before/After School**

5 days/ Week = \$65.00 a week

Before/After School daily rate by arrangement only = \$15 per day

*Emergency Drop-In Rate\* = \$15 / per day*

*\*Drop-In Rate is only on availability. Drop-In Rate is designed for unexpected occurrences.*

### **Half Day Camp**

11:45AM – 3:00PM = \$20.00/day (some camps may have additional fees depending on supplies needed or vendors used)

*\*\$10.00 Late Registration Fee will be charged (per day) if registered after the registration deadline stated.*

*\*Before and after school participants who pay the weekly fee, will include the before school hours or after school hours or both.*

### **Late Fees:**

A \$25 late fees will be assessed if all tuition and other charges are not paid on/before due date. Charges will also be assessed to parents who leave their children beyond regular closing time. This late fee will be assessed at \$1.00 per minute late (e.g. Parents who pick up a child at 6:15pm from our After School program is 15 minutes late and will be charged an extra \$15 for that day). If you are unable to pick up your child before the school's scheduled closing time, please call us as soon as you know you will be late.

***Also, if tuition has not been paid after 3 week, your student may be dropped from the program for non payment.***

### **Returned Check Fees:**

If you write a check that is returned for any reason, you will be charged a returned check fee of \$25.00. The fee and the amount of the original check must be paid via money order or cashier's check. If you write two checks to the school that are returned for any reason within a 6-month period, you will be required to make payments via money order or cashier's check for the next 6-month period.

### **Refund Policies:**

Registration/processing fees are non-refundable. Weekly fees for both before and after school services apply regardless of the number of days attended. Days are not credited and do not roll over to the next week.

### **Activities / Programs:**

**Caurus Explorers** is committed to providing children and their families with the highest quality before and after school services, offered in a calm, comfortable, and familiar setting. Our program is designed to facilitate students to actively construct their own knowledge through self-directed learning activities. Our staff supplements these experiences with large group activities that focus on character traits, social and emotional growth, physical fitness, and a variety of curricular themes. Moreover, we encourage children's active exploration and investigation through such activities as "creative play", giving your child the opportunity to actively explore his/her environment.

### **Attendance**

There is a strong correlation between academic success and regular school attendance. School attendance is ultimately the responsibility of the student and his/her family. Students should remain out of school *only when necessary* because much of the learning activities that take place in the classroom cannot be replicated. The benefit of participation is forever lost to those who are absent.

If you know your child is going to be absent, please notify us as soon as possible, along with the nature of the absence. This is important, particularly when your child is ill. The nature of the illness, and whether or not it is contagious, assists in maintaining a healthy environment. Parents should call Caurus Explorers the day of a student's absence to make school officials know that their child will not be attending. Parents may leave a message on voicemail with your name, the date, the name of your child and that your child will not be attending that day.

Please plan family vacations during regular school breaks. Recognized religious holidays are considered excused absences; but parents must still notify the school.

### **Drop off, Pick up**

We ask that everyone be patient and courteous during these times. Please observe safe driving practices and look out for parents and children in parking lots. Please do not park or leave your vehicle unattended by the red curb or in any area other than a designated parking spot.

During morning drop off time (starting at 7am for Before School Services), please park your vehicle, walk your child into the front office (or side door if front office door is locked or ring the doorbell is one is set out for you) and sign them in with Explorers staff. Please note that 7:40 am is the latest a child can be dropped off for Before School Services.

During evening pick up time (ending at 6 pm for After School Services), please park your vehicle, come into our front office (or side door if front office door is locked or ring the doorbell is one is set out for you), and sign your child out with Explorers staff. Please note *Late Fees* section if you arrive after 6 pm.

### **Dismissal**

Identification is required from any adult who is not known to school personnel and who comes to pick up a child. We reserve the right to not release a child to anyone other than the custodial parent, or an authorized person as stated on the child's registration information card. If someone else is going to pick up a child, we ask that the parent write a note or call the school office. In case of doubt, we will call the custodial parent to confirm that someone else has been authorized to pick up the child.

### **Immunizations**

The state immunization law requires all students to have an immunization record on file for school attendance. If your child is exempt from immunizations, he/she must have a signed exemption on file. These forms can be acquired from the school office. All needed immunization records must be on file prior to the child attending school. If your child does not have immunizations on file, he/she may not be allowed to attend class until the situation has been remedied. Please bring updated immunization records to the school office.

### **Child Abuse Reporting**

Per state law, school employees must report suspected cases of neglect, non-accidental injury or sexual offenses against children to Child Protective Services and/or local law enforcement agencies. CPS or law enforcement agencies may be given "directory" information. This information includes child's name, parent's names, child's date of birth, address and phone numbers. Guidelines set forth under reporting laws will be followed, including but not limited to the following:

- Where parents are the alleged abusers, school personnel are not to notify parents. CPS and law enforcement agencies are responsible for notification. Should the alleged perpetrator be other than a member of the children's family, normal and /or reasonable notification procedures shall be followed by school personnel.
- Any child who is suspected to be a victim of child abuse shall be made available to either CPS or local law enforcement for questioning. The investigating agency will determine whether school personnel should be with the child during questioning. The CPS worker and/or police officer may interview the student and all the children residing in that home on school grounds outside the presence of school personnel. They may conduct interviews of the child without permission or notice to the parents where the suspected perpetrator is a family member. CPS has the authority to obtain school records upon written request. Individuals that are required to report suspected abuse are protected by state law from criminal liability.

### **Parent Communication and Participation**

Many notices and reminders will be sent home with your child or handed to parents during drop off and pick up times. Notices may also be sent via email or posted on our website. Please pay close attention to any announcements you receive. It is very important that both parents read the reminders. We encourage your active involvement and input. Our goal is to collaborate with you to ensure your child has the best experience possible while in our program. We strongly encourage parent participation and hope you become involved whenever possible.

### **Emergency Medical Procedures**

It is important that your “Emergency Information and Immunization Record Card” is completely filled out and accurate. We will refer to this card if your child has a medical emergency. The designated individual whom you have indicated to call first will be notified immediately. If necessary, 911 will be called to assist your child.

### **General Emergency Plans**

There may be times where our campus may need to be evacuated. Under such circumstances (fire, gas leak, etc.), all students and personnel will exit the facility and relocate in the designated areas (sidewalks surrounding our facility). Parents will be notified immediately via telephone. Please make sure that your child’s Emergency Contact and Immunization Records Card is complete.

### **Dress and Appearance**

**Caurus Academy** follows Caurus Academy’s Dress Code Policy. Children are required to follow dress code guidelines. Children should come to school in clothing that is easy for them to manage independently. K/1 children are required to have a change of clothing in their classroom at all times. Please label any clothes that are brought to school. Students’ appearance may not interfere with the educational process. Students must wear closed toe shoes at all times for safety reasons. No bedroom slippers are allowed.

### **Breakfast, Lunch, and Snacks**

Parents are to provide additional snacks for their students. Each classroom has a refrigerator. However, ***there is no guarantee that there will be facilities for warming food.***

**Candy, gum, soda and excessive sugar are not allowed.** If a child comes to school with any of these items, they will be sent home unopened. If you need suggestions for healthy lunches or snacks, please ask your child’s teacher or come to the school office. Please try to pack your child’s breakfast and snacks in reusable containers. This helps us reinforce the concept of re-using and recycling whenever possible. Children will take an active role in keeping the learning environment neat and free of trash. This includes cleaning their eating area after breakfast and snacks. Our desire is that children will learn respect for the environment as they participate in these activities.

### **Medications**

**Caurus Explorers** does not provide or administer any over the counter medications, including aspirin, Tylenol or ibuprofen. In order to protect all students, no medications of any kind (other than inhalers for asthma as covered under the newly enacted requirements for such) are allowed in the student’s possession. Please make arrangements with Caurus Academy regarding any administration of and/or secured storage of medications. ***\*Cough drops are considered medication.***

### **Rights Under Title IX**

**Caurus Explorers** does not discriminate on the basis of race, color, national origin, sex or handicap in educational program or activities as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, respectively.

### **Student Records and Personal Information**

The *Family Educational Rights and Privacy Act of 1974* provides for parents' right to inspect, review and seek corrections of a child's educational records. Student records may be released to authorized school personnel or another school the student wishes to attend. Student records will be released to others only with the signed, written and dated request form from the person legally responsible for the student.

### **Transportation**

The student's parent or legal guardian assumes full responsibility for the manner, safety and protection of the student in traveling to and from school. No transportation will be provided by the school.

### **Tobacco Policy**

State law prohibits the use or possession of tobacco products on public school campuses. This statute pertains to students, staff and visitors. **Caurus Explorers** is a no smoking facility. The school also does not permit any clothing or other materials that promote the use of tobacco.

### **Environmental Policies**

**Caurus Explorers** is physically located within **Caurus Academy**, and is in compliance with AHERA and EPA. Our complete asbestos management plan is on file in the office. Our campus on **Caurus Academy** follows state guidelines for pest control in a school environment. Parent's will be notified via letter and/or posting of inspections and future pesticide applications. Such notification will be done at least 48 hours prior to the pesticide application.

### **Visitors**

All visitors must sign in at the office and obtain a visitor's badge. Visitors must be escorted to and from specific locations.

### **Toys**

***There are no personal toys permitted at school during regular school hours.*** Toys brought to class will be removed from the classroom for after school play or sent home. If a toy is brought to school again, the faculty reserves the right to remove any toy that is inappropriate, being misused or causing a problem to be picked up after school by a parent/guardian. If this situation persists, the object will be taken and held until the end of the school year. The school is not responsible for any lost or broken valuables.

**\*Toys include, but are not limited to toys, cell phones, CD players, Ipods, mp3s, etc.; and are considered anything that is not directly needed for class in which disrupts the class.**

### **Field Trips**

**Caurus Explorers** may be providing off campus field trips.

### **Liability Insurance Requirements**

**Caurus Explorers** carries the amount of liability insurance required by the Department of Health Services (General facility liability insurance of at least \$300,000). This documentation of the liability insurance coverage is available for review on site and upon request.

### **Regulatory Agencies**

**Caurus Explorers** is regulated by the Department of Health Services.

Arizona Department of Health Services

Division of Licensing

150 North 18<sup>th</sup> Avenue, Suite 400

Phoenix, Arizona 85007

602-364-2539

Any required inspection reports are available on site and upon request.

### **Student Behavior and Discipline**

One of our goals is to assist children in developing a respect for their environment, others and themselves. At all times students are expected and encouraged to be safe, be responsible and be respectful towards all members of the school community and visitors to the campus. Students have the responsibility to practice good citizenship through their actions, words and attitudes. This includes following all school rules and regulations. The school's discipline policy is at all times intended to cultivate a positive atmosphere in which quality education and productive learning can take place.

Good behavior makes **Caurus Explorers** a safe and pleasant place for everyone. It also creates the most conducive environment for learning. Whether in class, at recess, at lunch or on the way to and from school, all students are expected to do the following:

- Be courteous and respectful to others.
- Conduct themselves in a reasonable and cooperative manner.
- Recognize the authority of a teacher, assistant, administrator or other school staff members or volunteers.
- Use school appropriate language.
- Exhibit self-control in settling differences of opinion.
- Be punctual.
- Have good attendance.
- Complete schoolwork on time and to the best of their ability.
- Follow all school rules.
- Avoid acting in an aggressive manner, including no "play fighting," tackling or aggressive games.
- Use school equipment appropriately.
- Not throw any objects that can injure another person.
- Walk while on campus grounds or in the buildings.
- Keep electronic equipment of any type at home.
- Keep eyes on your own work.
- Not use or have in their possession drugs, alcohol or tobacco products.
- Not possess any weapon or dangerous object that could harm another person.
- Keep hands, feet and objects to themselves.
- Respect other people's personal space and property.

Any behavior that endangers the health or safety of others is strictly prohibited.

### **Biting**

In order to provide a safe and healthy environment, the school has a biting policy. If a child becomes a chronic biter, and if it is determined that the child would be better served in a different setting, you may be asked to remove your child from the school until the problem is under control.

### **Grievance Process**

The proper line of communication between parents, students, faculty and administration is as follows:

1. The parent should discuss the matter directly with the educator or staff member involved.
2. If the first step does not resolve the problem, the parent/student should discuss the matter with the Director.

### **Acceptable Use Policy for School Computers**

The school's networked computers include filtering software, to guard against incoming material, as well as a firewall to protect the network's confidentiality. However, it is the student's responsibility to use the technology in an appropriate manner.

***Use of school computers is for educational purposes only.*** The use must be in support of education or research. Students must abide by the following when using the school's technological equipment:

- Agree not to submit, publish, display or retrieve/download any inappropriate material, including material that is defamatory, abusive, obscene, profane, gang related, threatening, racially offensive or illegal. Transmission of any data/material in violation of any Federal or Arizona State Regulation is prohibited. This includes but is not limited to copyrighted material, threatening or obscene materials and anarchist or terrorist information.
- Not use the network in a way that would disrupt the use of the network by others. The reconfiguration or modification of hardware, software or network components is strictly prohibited. Violations may result in both disciplinary actions by the school as well as report to law enforcement authorities.
- Not vandalize school hardware or the network system. This includes both physical and logical damage. Physical vandalism is defined as any action performed with the intention of destroying, defacing or damaging school hardware. Logical vandalism is defined as any attempt to harm or destroy the school's network system, other users' data, or any other agency or network that is connected via the internet. This form of vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses, worms logic bombs, mail bombs, Trojan horse programs, or software utilized to scan the network for passwords or confidential information.
- Understand that email on networks should not be considered absolutely secure and private and so therefore should not be accessed on school computers.
- Instant messaging and chat rooms are forbidden. While they are blocked by filtering software, any student who chooses to figure out how to "go around" the filtering and access these sites may have a disciplinary consequence.

- Not use the internet for commercial use, financial gain, personal business, advertisement, or political activities.
- Never reveal or exchange any personal information over the internet.
- Abide by copyright regulations, thereby refraining from illegally copying copyrighted items or software.
- Print only when receiving permission from a teacher to do so.

### Choices and Consequences

Students who choose to violate rules or make decisions that are not in line with the regulations set forth by the school may have the consequences that are outlined below. A Level One violation is a violation that can usually be addressed in the classroom. If these behaviors continue, however, the matter moves to a Level Two concern. Parents will then be notified, by the teacher that their child received consequences for a Level Two violation. A Level Three violation is a more serious violation, which will be referred to the Director and/or Superintendent immediately. Parents will be informed and will receive written documentation if a child has consequences for a Level Three violation.

Examples of Level One violations include, but are not limited to the following types of concerns:

- Not completing required assignments.
- Excessive talking in class.
- Improper/Inappropriate behavior in class.
- Littering.
- Not following the teacher's directions.
- Teasing.
- Pushing/shoving/play fighting
- Misusing school equipment.
- Minor inappropriate language.
- Dishonesty.
- Excessive tardiness or absences.

Possible consequences for Level One violations may be, but are not limited to:

- Verbal warning/ redirection/re-teaching appropriate behavior.
- Community service.
- Denial of privileges/detention.
- Awareness report.
- Parents called.
- Behavior plan implemented.

Examples of Level Two violations include, but are not limited to, the following:

- Repeated Level One infractions.
- Unexcused tardies/absences.
- Repeated disrespect of other students, teacher or environment.
- Classroom and recess disturbances.
- Possession of any object or hazardous material that may be harmful or threatening.
- Throwing objects.
- Taunting/bullying.
- Biting.

Possible consequences for Level Two violations may be, but are not limited to:

- Incident Report.
- Informational Report.
- Parents called.
- Child removed to the office and picked up by parent.
- Parent asked to stay with child in class.
- Behavior Plan implemented.
- Out of school suspension.

Examples of Level Three violations may be, but are not limited to the following:

- Possession of a weapon or harmful object.
- Possession of illegal substances, such as drugs or alcohol.
- Repeated disruptions to the learning environment.
- Repeated Level One and/or Level Two violations.
- Abuse of staff.
- Assault.
- Dangerous/inappropriate behavior.
- Continued excessive absences or tardiness.
- Disruptive behavior.
- Fighting.
- Gang activity.
- Habitual classroom disturbances.
- Inappropriate touching.
- Verbal abuse.
- Direct and continued profanity.
- Defiance.
- Sexual/Racial/Religious/Ethnic/or other harassment.
- Stealing.
- Smoking or possession of other tobacco products.
- Threats or intimidation.
- Repeated classroom suspensions.
- Unauthorized entering or leaving campus.
- Vandalism, arson or other destruction of school property.
- Misuse of technology.

Possible consequences for Level Three violations will/may include:

- Suspension.
- Expulsion.
- Call to law enforcement if necessary.

**Caurus Explorers** definition of assault: (from Nolo, online legal site) “An incident that occurs when one person tries to physically harm another in a way that makes the person under attack feel immediately threatened. Actual physical contact is NOT necessary; threatening gestures that would alarm any reasonable person can constitute an assault.”

### **Definitions of Consequences**

*Verbal Warning:* A warning that is given to remind a student of the rules and the desired response.

*Denial of Privileges:* Privileges must be earned. They will be withdrawn for inappropriate behavior. The length of such denial is dependent on the nature of the infraction and the frequency of the violation.

*Detention:* Detention will be arranged as needed. Students will report to his/her teacher for instructions.

*Awareness Report:* A report that is sent home to inform parents of a problem that exists. The parent must sign and return the form. Parents are encouraged to contact the teacher to help resolve such problems.

*Informational Report:* A student may be assigned to do a report regarding the inappropriate choices that he/she has made. The student must finish the report of the length assigned, the parent must sign it and the report must be returned to the school staff member who assigned the report.

*Incident Report:* An incident report is sent home when a problem has not been resolved through other lesser means or if the violation is a Level Two or higher. Parents are encouraged to contact the teacher to help resolve such problems. A Behavior Plan may be created to assist the student in understanding expectations and further consequences that may result if the student chooses to continue acting inappropriately.

*Out of school suspension:* This form of suspension will result in temporary exclusion from classes and school. Parents will be notified if such an assignment is warranted for the serious violation. Students assigned out of school suspension must complete all work assigned by the teachers and must return the completed work to the teacher on the day of return. This is not an option for students who are long term suspended. Students who are suspended are not to be on school property for the duration of the suspension. If the chose to come on school property during this time without permission from school authorities, they will be cited for trespassing.

*Behavior Plans:* Where appropriate, a behavior plan may be developed to outline behavioral expectations and steps for improvement. Consequences of breaking a Behavior Plan will be agreed upon and signed by the student, parents and teacher.

### **Hazardous Materials**

Any substance or item that is potentially hazardous, harmful or disruptive is prohibited. Consequences may include confiscation of materials, parent notification and possible additional disciplinary action.

### **Investigations and Searches**

According to law, the school has legal custody of students during the school day and during the approved extracurricular activities (locas parentas). It is the Director's responsibility to act on behalf of the parent/guardian during lawful investigations of a student, if the parent is not available or cannot be contacted.

**Caurus Explorers** may search and seize property if there is a reason to believe the material or situation poses a danger to student health or safety or is illegal (reasonable suspicion). That includes searching student property, shoes, socks, pockets or other clothing items.

### **School Property/Personal Property**

Students are given responsibility for taking good care of their schoolbooks, equipment and facilities. If a student loses or damages these items beyond normal wear, the parent/guardian may be held liable for repair or replacement. If a student's inappropriate behavior results in damage to school property and/or other property, the parent is responsible for damages and disciplinary consequences may result. Students are discouraged from bringing personal property to school. The school is not responsible for damage to loss or theft of any personal items brought to school.



# Caurus Explorers

## Conduct Agreements Signature Page

My student and I have read the Family Handbook for **Caurus Explorers**. We understand what the responsibilities are for both the student and the parents. We have had the opportunity to ask any questions we had regarding this policy.

STUDENT NAME (PRINTED) \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

PARENT NAME (PRINTED) \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_