



# LEAP Extended Day PARENT HANDBOOK

2016-2017  
School Year

Liberty Elementary School District No.25  
19871 W. Fremont Road  
Buckeye, AZ 85326  
623-474-6623



## ACKNOWLEDGEMENTS AND VERIFICATIONS

This form must be returned to your LEAP Site within 10 days.

Child's Name (Print) \_\_\_\_\_

Child's Name (Print) \_\_\_\_\_

Child's Name (Print) \_\_\_\_\_

Child's Name (Print) \_\_\_\_\_

Parent/Guardian's Name (Print) \_\_\_\_\_

By signing below you acknowledge and verify that you have received and taken the responsibility to review the LEAP Parent Handbook. The procedures were designed to create an orderly environment that is safe for all children and the staff. The rules are reasonable and fair and they are the same at all of the LEAP sites. We ask that you read this handbook carefully.

Please note: Federal privacy laws prohibit LEAPStaff from naming students involved in disciplinary actions and from revealing the consequences of those actions to the parents of other students.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Child \_\_\_\_\_ Date \_\_\_\_\_

Signature of Child \_\_\_\_\_ Date \_\_\_\_\_

Signature of Child \_\_\_\_\_ Date \_\_\_\_\_



**Welcome** to the **LEAP Extended Day Program** offered through the Liberty Elementary School District. We recognize how *busy* family life can be and we are excited to work with and support your family! This parent handbook will provide you with information on a variety of aspects of our program. Please keep it as your reference for the school year. You are always welcome to call the Liberty Elementary School District Office with questions. The main number for our department is (623) 474-6623; this will be a great starting point for general questions. A “live person” will be available to connect you to the appropriate contact person for more specific questions.

### **Key Topics Found In the Handbook**

Section I Our Program Description  
Benefits of the LEAP Program

Section II Policies and Procedures  
Absences, Behavior Guidelines, Late Pickups

Section III Registration and Payment Information  
How to Register, How and When to Make Payments

### **How to Contact Us**

#### **Phone Number**

Jacy Daley (623) 474-6623  
jdaley@liberty.k12.az.us  
Support Services Specialist

#### **Our Website:**

[www.liberty.k12.az.us/extendedday](http://www.liberty.k12.az.us/extendedday)

#### **Mailing address:**

Liberty Elementary School District  
LEAP Program  
19871 W. Fremont Road  
Buckeye, AZ 85326

## Section I

Program Description: *Let's start off by highlighting some of the ...*

### **Benefits of the LEAP Extended Day Program:**

1. **We are affordable:** Our program is a quality based program that is also flexible and affordable for the family budget.
2. **Your child's safety is #1 priority:** Our staff is required to undergo background checks through our school district as well as local, state and federal authorities. Staff also is certified in CPR and First Aid. The LEAP staff members participate in formal on-going training throughout the school year and are supported by administration and resources.
3. **We are on your child's school campus:** Convenient locations eliminate transportation for most students.
4. **Low child to staff ratio:** To ensure the continued quality of the LEAP staff to child ratio is kept below or at the standards of 1 to 20 set forth by the Arizona Department of Health Services.
5. **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 pursuits through structured enrichment activities offered daily.
6. **Highlight healthy lifestyle choices:** LEAP participates in the Empower Pack program. The program educates and encourages healthy food choices and promotes a more active lifestyle for overall physical health.
7. **We are certified:** We are licensed through the Department of Health Services (DHS) and certified by the Department of Economic Services (DES). Families that qualify to receive childcare assistance may use our program as your provider.

### **WE LOVE WORKING WITH YOUR CHILDREN!**

At the core of this exciting and fun program is the well being of the total child. At each school, caring and trained staff supervise, participate with and engage children as they participate in a variety of activities designed to meet their interest and needs.

## Program Times

LEAP is in operation every day school is in session. Our morning program begins at 6:30 am and ends when the regular school day begins. We begin again at school dismissal and remain open until 6:30 pm.

A Sample Afternoon Daily Schedule:

Upon arrival (dismissal times vary by school) Sign in with site staff

2:45-3:00 pm Check-in, Restroom Break, Snack

3:00-3:30 pm Homework, Silent Reading, AR Reading

3:30-3:45 pm Restroom, Drink Break

3:45-4:30 pm Gym or Playground time, Group Games, Physical Activities

4:30-4:45 pm Restroom, Drink Break

4:45-6:30 pm Library/Computer Lab – Centers, Crafts, Technology

## Early Release Days

When schools are scheduled to release children early (see district calendar), LEAP will open at the school dismissal time. Registered families are **not charged** for extra hours of care occurring during the *weekly* early release days, extra hours of care occurring during *Professional development* and *end of grading period days*. Extra hours of care occurring during *Parent conference weeks* are also included in the tuition with no additional fee.

## Holiday and School Closures

LEAP will be closed on the following days:

- Labor Day Monday, September 5, 2016
- Veterans Day Monday, November 11, 2016
- Thanksgiving November 23 through November 25, 2016
- Winter Holiday December 26, & 2016 January 2, 2017
- Civil Rights Day Monday, January 16, 2017
- President's Day Monday, February 20, 2017

## Break Coverage

LEAP will also be open during some of the Scheduled school breaks. These breaks will be paid in addition to the monthly tuition fees. Break coverage is offered at our Las Brisas Campus. 18211 W Las Brisas Dr, Goodyear, AZ 85338

- Teacher In-Service Day September 26, 2016
- Fall Break October 10-14, 2016
- Winter Break December 21,22,23,27,28, 29,30, 2016 January 3, 2017
- Teacher Inservice Day February 17, 2017
- Spring Break March 13-17, 2017
- Summer Break May 23– July 28, 2017

## *Section II*

# **Policies and Procedures**

## **DHS Licensing**

LEAP is licensed and inspected by the Arizona Department of Health Services (DHS). Facility inspection reports are available for public viewing at the

Arizona Department of Health Services, 150 N. 18<sup>th</sup> Ave Suite 400. Phoenix, Az. 85007.

DHS phone number is (602) 364-2539. DHS inspection reports are also available at the Liberty Elementary School District Office as well as at our program sites.

## **Staff Qualifications**

LEAP staff members:

- Meet or exceed established educational and experience requirements for the position held. Many of our staff members hold certifications/degrees or are pursuing degrees in education or related fields.
- Undergo background checks through our district as well as local, state and federal authorities.
- Participate in formal trainings throughout the year.
- Certified in CPR and 1<sup>st</sup> Aide.
- Are supported with training, resources and administration.

## **Staff to Child Ratio**

To ensure the continued quality of LEAP, our staff to child ratio is kept at or below the standards of 1 to 20 set forth by the Arizona Department of Health Services.

## **School Age Requirements**

LEAP is open to all students enrolled in Kindergarten through Eighth grade. Our program operates at individual school sites, we compliment the regular school day hours by offering program times before and/or after school hours. Refer to the registration form for the schools offering the before school program time. No LEAP program is available during the regular school day hours of operation.

## **Snacks**

Snacks are provided as part of LEAP each day. Each snack meets the nutritional guidelines set by DHS. 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 accommodate special dietary needs.

## **Immunizations**

Each child's immunization record is required at the time of registration. It is the parent/guardian responsibility to keep records current. LEAP staff does not have access to the health office, so immunizations as well as any necessary medications must be provided to the LEAP staff by the parent or guardian. If you wish your child to be exempt from immunizations, the parent/guardian must submit the exemption form at the time of registration. A copy of the one provided to the school is also acceptable.

## **Illness and Emergencies**

Children who are ill (runny nose, continuous cough, red throat, unexplained rashes, swollen glands, head or stomach aches, lice) or who have had a fever in the past 24 hours, or who did not attend school that day will not be accepted into the program that day. Parents must inform staff when a child's absence is due to a potentially infectious illness. This will allow staff to follow DHS guidelines and inform other families of any potential risk. When a child becomes ill during the program, site staff will contact the parents or another authorized party to pick up the child. It is imperative your child is picked up immediately, so their needs can be addressed in the comfort of their home. An isolated area will be provided for the child to rest until a parent arrives. In case of serious accidents, paramedics will be called for treatment. They will advise whether the student should be taken to the nearest hospital by ambulance. Staff will notify parents as soon as possible. Parent/guardian will be responsible for all costs incurred in such emergencies.

## **Insurance**

LEAP meets current state standards for liability insurance. Although this program has no more hazards than other activities conducted at school, the Liberty Elementary School District #25, as in regular school day programs, does not have medical insurance or funds to cover costs as a result of any injury to a student who participates in this program. Therefore, any such costs incurred would be the responsibility of the parent or legal guardian.

## **Absences**

If your child will not be attending LEAP on a particular day, there are several ways to let us know:

*For Fastest results*

**Call the LEAP school site and leave a message on the voicemail with the following information:**

**Your child's name, day of absence and the reason for the absence.**

You may also:

Call the school office and leave a message for the LEAP staff.

If your child is scheduled to attend the program and does not attend, site staff will make the effort to verify the absence with parents or emergency contacts. If these efforts fail, the City Police will be contacted to locate your child.

## **Outside Activities**

If your child is participating in a non LEAP activity, such as scouting, homework club, after school sports, enrichment classes, parents need to write a permission slip for the student and turn it into the LEAP staff before the activity begins. In addition to parents authorizing permission for the child to leave LEAP for the activity, the following details need to be included: the days/dates, times, location and the person in charge of the activity. The activity leader will need to escort the child back to the LEAP program.

## **Medication**

Please make arrangements for the school nurse to give your child any medications he/she may need before coming to the program. We recognize this may not always be suitable with the medication schedule of your child. In order for LEAP staff to administer medications:

- A consent form for the medication to be given must be completed by the parent, reviewed with the LEAP staff and kept on file with the program.
- All medications must be brought in the original container and pharmacy label, including the child's name, date, and name of medication, dosage, frequency and Rx number.
- Non prescription medication must also be unopened, in the original container and include directions of dosages, compound contents and proportions clearly marked.
- Medications will be returned to the parent when it is no longer being administered.
- LEAP staff will dispose of the medicine after 2 weeks of the expiration date or after the child no longer attends the program.

- It is the parents' responsibility to supply the program with a new consent form and medication when any changes occur. If a student changes school sites, it is the parents' responsibility to pick up the medication and bring it to the new site. Any instructions for new staff must be conducted by the parents.

### **Personal Property**

LEAP is not responsible for any personal items or clothing that are lost or damaged at the site. Parents are asked to monitor what children bring or wear to the program. All schools have policies regarding toys, cell phones, electronic games etc. The LEAP Program seeks to work together with the school by supporting their policy.

### **Late Pick Ups**

Please call your site if there is an emergency which will result in a late pick-up. In the event that the parent/guardian has not contacted the site, or an emergency contact cannot be reached, the police will be called to pick up your child. Late fee charges may also apply to late pick ups. (See Late Pick up Fees)

### **Field Trips**

LEAP does not provide field trips on a regular basis during the school year. If the opportunity for a field trip arises, parents will be notified in advance and a permission slip will be sent home. Details of the field trip will be outlined by the site staff. Only students with a signed permission slip will be able to participate on a field trip.

### **Behavior Guidelines**

- Children participating in LEAP are expected to follow the established rules. These rules also incorporate behavioral expectations which coincide with basic school rules.
- Children in LEAP will be approached in a positive manner and treated with respect. Children will learn self-discipline; have the opportunity to practice respect for others and how to make good choices.
- Emphasis is placed upon each student taking responsibility for his/her own behavior. Appropriate behaviors are acknowledged and rewarded, misbehaviors are redirected. A child's choice may result in positive or negative consequences such as rewards, redirection, or loss of privileges.
- Parents will be kept informed of problems as they arise. We value the power of our partnership with parents as we work as a team to correct behavioral issues that may arise with students.

- For more severe or continuous problems, one or more of the following may result; incident report, conference with parent, suspension and /or removal from the LEAP Program.

***If program staff determines that a child cannot benefit from the LEAP Program or presents a danger to other children, parents will be required to withdraw their child from the program.***

## **Special Needs**

LEAP fully complies with the requirements of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. Reasonable modifications will be provided to afford a student with a disability meaningful access to the LEAP program, unless demonstrated that the modification would be a fundamental alteration in the nature of the LEAP program, or constitute an undue financial and administrative burden. Any student, including students with disabilities, may be removed from the LEAP program if that student, even with reasonable modifications, is so disruptive to the program that other students cannot participate in the program or are in danger.

If your child has special needs, please contact the Liberty Elementary School District prior to registration to determine eligibility and /or a plan for participation.

## **Sign In & Out Policy**

- Daily attendance is taken and recorded.
- DHS licensed programs require parents or authorized individuals to sign a child in and out of the program each day by signing their full name along with the accurate date and time in blue or black ink.
- Individuals are required to show a picture ID anytime to a staff member in order to positively identify individuals allowed to pick up a child.
- Only persons listed on the emergency card as authorized signors will be allowed to pick up a child. A child will not be released to anyone refusing to show a picture ID for identification.
- Only the parent and/or authorized signors over the age of 18 may sign children in/out for families receiving DES assistance.
- If an extreme emergency exists, the parent/guardian may call the LEAP site and authorize the emergency phone release of their child to a designated person.

Both parents have the right to pick up a child and make changes to the child's account, unless one parent has sole, legal custody of a child. Custody papers must be given to the Liberty Elementary School District and the L.E.A.P. site staff at the time of registration or when they become effective. Any specific legal parenting plan must also be provided by parents to the LEAP staff.

### Section III

## Registration and Payment Information

### LEAP Registration

*LEAP is tuition based and a "Pay Ahead" program. The \$30.00 (nonrefundable) registration and licensing fee plus the 1<sup>st</sup> month tuition is due upon registration. Parents will be notified by the Liberty Elementary School District Office when the child may start attending the program. All paperwork must be filled out completely, before a child may begin.*

You may pick up a Registration form at your child's school office, stop in the Liberty Elementary School District Office or visit us on the web to download registration forms. Completed Registration/Emergency forms and Immunization records may be turned in by:

- Bringing in the completed forms and required documents to:  
Liberty Elementary School District Office  
19871 W. Fremont Road  
Buckeye, AZ 85326  
Phone # (623)474-6623 Office hours: 8:00 am- 4:30 pm; M-F

### Required documents

- Completed Registration/Emergency forms
- A copy of the child's immunization record
- Payment of the registration/licensing fee and 1<sup>st</sup> month's tuition
- Payment of any outstanding balance due on the family account
- Enrollment is on a first come, first served basis. All sites have a maximum capacity based on licensing guidelines. Any family that we are unable to place will be placed on a waiting list. Parents will be notified as soon as a space is available.

## Tuition and Fees

Prices listed are per child

- **Annual registration fee:** \$30.00
- **Morning Session only:** \$75 a month
- **Afternoon Session only:** \$200 a month
- **Both Morning & Afternoon Session:** \$225 a month
- **Las Brisas Student Morning Session only:** \$150 a month
- **Las Brisas Student Afternoon Session only:** \$125 a month
- **Early Dismissal ONLY:** \$55 a month
- **Occasional Use 10 Use Block:** \$130 a month
  - Maximum of 10 uses a month for this program
    - AM counts as one use, PM counts as one use even if on the same day. ie: 1/6/2015 if attend AM & PM this day = 2 uses
- **Inservice/Break Full Days:** \$25 a day
  - Additional activity fees apply to full day Break coverage

***The Options you choose are considered the commitment and choice for the entire school year.*** If you find you need to make any changes, You must have a qualifying event such as, change of employment status, death or serious illness in the family, change of marital status or a change of residence. You are required to provide proof of this change in written form to the Liberty Elementary School District. Families will be allowed to make up to 2 changes per year/per student without incurring a fee. Additional changes will be charged \$25.00 per change per student.

## Payment Requirements

Fees are for regularly scheduled school days and are based on a yearly tuition. Payments are due no later than the **First Business Friday** of the month. If received after Friday, a **\$5.00 per day, per child 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 fee.**

Payments can be mailed or dropped off at the Liberty Elementary School District Office.

Make check payable to Liberty Elementary School District or LEAP.

**19871 W. Fremont, Buckeye AZ 85326.** Operating hours are: 8:00 a.m.-4:30 p.m.

***We now offer and recommend an on-line payment option for your convenience.*** This gives you access to make payments on your account any time of day from your home computer. Visa/MasterCard debit and charge payments as well as e-checks are ALL accepted. Contact your child's school or the Liberty Elementary District Office to set up your Parent Portal Account today!

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

### **Late pick-up Fee**

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.

**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.

***We are proud to be able to offer our district based childcare program, LEAP, to your family. We strive to build positive relationships with all of our families and we welcome your participation and input.***

Some of the opportunities that exist for involvement include:

- Helping us learn about your child's special talents and strengths.
- Informing us about important changes and when your child may need extra help or support.
- Letting us know about your family and cultural traditions.
- Attending special events or volunteering items for those "special events".
- Visiting when you can.

# WELCOME TO THE LEAP PROGRAM

## Program Locations

### **Estrella Elementary**

10301 S San Miguel  
Goodyear, AZ 85338

#### **Primary Site Leader:**

Rose Dudley

#### **Contact Number:**

623-349-3146

#### **Email:**

[rdudley@liberty.k12.az.us](mailto:rdudley@liberty.k12.az.us)

### **Westar Elementary**

17777 W. Westar Dr  
Goodyear, AZ 85338

#### **Site Leader:**

Robyn Curry

#### **Contact Number:**

623-633-0388

#### **Email:**

[rcurry@liberty.k12.az.us](mailto:rcurry@liberty.k12.az.us)

### **Las Brisas Academy**

18211 W. Las Brisas Dr.  
Goodyear, AZ 85338

#### **Primary Site Leader:**

Ruby Acuna

#### **Contact Number:**

623-696-7371

#### **Email:**

[racuna@liberty.k12.az.us](mailto:racuna@liberty.k12.az.us)

