

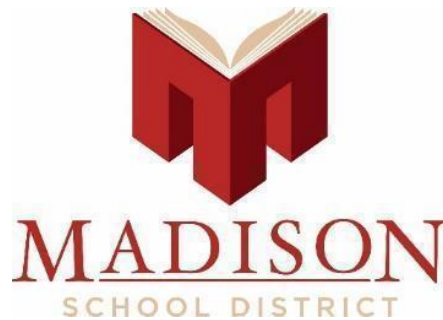
# Madison Adventure Club

## 2024-2025 Parent Handbook

**At Madison School District, we inspire passion for learning and leading in an ever-changing world.**

The Madison Adventure Club (MAC) provides a safe, affordable high quality before and/or after school care program by trained staff for Madison School District students in grades K - 8. Madison Simis, Meadows, Heights and MTA programs are not licensed by the Arizona Department of Health Services (DHS).

High quality before and after school programs can positively support greater engagement in learning and increased academic achievement. Research indicates that after school programs can help students behave better in school, encourage higher educational aspirations, improve attitudes toward school, and have a greater sense of belonging in the community. The MAC Program strives to support students to be successful in school, at home and in life.



### Non-Licensed Program Locations and Hours

<b>Madison Simis</b> 7302 North 10th Street Phoenix, AZ 85020 602-664-7370 Grades K-4	2:30 PM - 6:00 PM 1:00 PM - 6:00 PM TCT  Due to early start time, AM care is not offered	<b>Madison Meadows</b> 225 West Ocotillo Phoenix, AZ 85013 602-664-7670 Grades 5-8	7:00 AM - 8:10 AM 3:40 PM - 6:15 PM 2:10 PM - 6:15 PM TCT
<b>Madison Heights</b> 7150 North 22nd Street Phoenix, AZ 85020 602-664-7870 Grades K-4	2:30 PM - 6:00 PM 1:00 PM - 6:00 PM TCT  Due to early start time, AM care is not offered	<b>Madison Traditional Academy</b> 925 E. Maryland Avenue Phoenix, AZ 85014 602-745-4070 Grades K-8	7:00 AM - 7:40 AM 3:00 PM - 6:00 PM 1:30 PM - 6:00 PM TCT

### **How to Register for MAC**

All registration is done online. [www.madisonaz.org](http://www.madisonaz.org)  
Under the “Families” tab, click on “Community Education Parent Portal”, this will redirect you to the registration website. If you do not have online access you may visit our District Office. Computers are available for public use.

Complete all required information for your child; you will have the opportunity to add additional children if necessary. There is a **non-refundable \$65 registration fee, per child and per program that will need to be paid with your credit card (Visa/MC). For families with multiple children in the same program, the registration fee will be \$110 per family for that program.** For parents/guardians who require separate accounts for shared children, separate registration fees will apply to both accounts. Registration fees are charged to cover the cost of transaction and processing fees. Your registration is only submitted if you pay the registration fees.

When registering on the website you will need to provide the following: 2 Emergency contacts, Physicians’ name and number, and a code word (a word you set to confirm your identity over the phone). You will receive a confirmation email informing you that your registration and fee was successfully transmitted.

Once we have downloaded and printed your registration, you will be sent a second email notifying you to come in to the District Office or one of the scheduled signing events, sign paperwork and provide immunization records. All MAC paperwork is required to have a legal guardian signature on it before students can be accepted into the program. **Every year we require a current copy of immunizations.**

Normal registration processing time is **2-3 business days**. During peak registration, it may take longer. Your patience is appreciated. **In order for your child to attend MAC, all contracts and emergency cards must be signed at the District Office or at one of the scheduled signing events at the schools and completed with current immunizations.** If paperwork is completed before 12:00 pm, AM MAC participants may attend the next school day. If paperwork is completed after 12:00 pm, AM MAC

participants may not attend until 2 school days have passed and PM MAC participants may attend the next school day.

### **Custody**

Educational decision making and joint custody arrangements can be difficult when parental disputes arise. However, our priority is your student, and we will act accordingly by following the letter of the law. In order for us to do so, if you have custody paperwork pertaining to your child, it is your responsibility to provide the most updated documentation to the program detailing any custody arrangements. Issues pertaining to or involving divorce, separation, or custody agreements that become disruptive to our program allows us to reserve the right to immediately withdraw your child from the program. Please allow us the opportunity to support your child as best we can by proactively resolving any disputes outside of the learning environment.

### **MAC Program Framework**

The Madison Adventure Club (MAC) is a before and after-school childcare and enrichment program designed to provide Madison School District students with a wide variety of experiences that extend the school day. Activities are recreational and are highly structured and focused.

The MAC Program is designed to provide students with:

- Safe, positive and fun learning environments
- Positive peer group experiences
- Opportunities for character development
- Hands-on activities that hold students’ interest and develop their skills and sense of competence.
- Homework time. (Staff won’t be tutoring and/or checking students’ homework).

### **Sample Activities/Rotations**

Snack  
Outdoor Play (weather permitting)  
Arts and Crafts  
Board Games  
Group games

### **Transportation**

The Community Education Department does not provide transportation during the school year.

### **Diapering**

Community Education Programs, including the MAC Program are not equipped to support children that need to be diapered.

### **Exposure to Bodily Fluids/Other Contagions**

If a student has an accident that includes blood or bodily fluids, including saliva/spitting/biting, urine, feces and/or vomit, staff members will use Universal Precautions to protect students and staff from exposure to diseases spread by blood and certain body fluids. You may be required to pick up your child from school.

Minor accidents (e.g., cuts and scrapes) may be treated by Community Education Staff. The Site Coordinator will contact the parent and/or school nurse as appropriate if the incident is believed to be related to illness or injury. Children who show signs of illness must be picked up. If your child has been diagnosed with a contagious illness, including pink eye and/or strep, please notify your Site Coordinator. A note from a doctor may be required in order for your child to return to the program.

### **Sign In/Out Procedures**

Madison Adventure Club at Simis, Meadows, Heights and MTA run an unlicensed program as allowed under Arizona Revised Statute §36-884.6 and as such, provides only recreational or instructional activities to school-age students. (Although program participants may enter into and depart from the program at their own volition, we require them to document their entrance into and departure from the campus)

All other authorized individuals who may pick up your child will have a unique PIN. PINs can be updated on your parent portal. Upon drop off or pick up, the parent will input the PIN number on the tablet and choose the child they are picking up. Children may only be signed out one at a time. This will automatically record the time and person picking up the child. Checking out a child is taking physical custody and legal responsibility of them. Continued

non-compliance of sign in/out expectations may result in removal of your child(ren) from the program. This includes the child who is documenting their own entrance and departure.

### **Keeping Us Informed**

**It is the responsibility of parent/guardians to:**

Keep enrollment records current as to home phone number, address, business phone number, place of employment, as well as changes in persons authorized to take your child(ren) off the premises.

**MAC keeps separate records from the school, so both offices need to be notified.**

Inform the Community Education Staff/Site Coordinator when your child(ren) will not be attending; failure to do so will result in a \$10.00 Emergency Locator Fee.

### **Removal/Suspension from Program**

A program removal of a child is defined as the withdrawal of a child currently enrolled in a program by the Community Education Department. A child may be withdrawn from a program because of delinquent payments or if program staff determines that a child cannot benefit from the program or presents a danger to other children, self or staff. Failure to follow proper PIN check in/out procedures will result in removal from the program. A child may be suspended from the program if we cannot keep them safe, their behavior endangers themselves or others or their actions create a health issue. See Exposure to Bodily Fluids/Other Contagions for more information.

As per Board Policy JICK-EB, bullying in any form will not be tolerated. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships).

## **Health & Safety**

1. Children will not be accepted into the program until they have been free of fever (and are not on medication to alleviate fever) and/or symptoms for at least 24 hours. Nausea, vomiting, unexplained rash, continuous cough or colored nasal discharge are examples of such symptoms. Parents should arrange for standby caregivers until the sick child is sufficiently recovered.
2. When a child becomes ill, displays a fever (100.4°F) or is seriously injured at the program, the parent will be notified and expected to pick up their child from the program immediately.
3. In case of an emergency, as determined by the program staff, the paramedics will be called and the parent will be notified immediately. Parents will be responsible for all costs incurred in such emergencies.
4. Only medication in the original container will be administered. The Madison School District does not administer the initial dosage of a new medication. A special consent form for the administration of medication must be completed by the parent or guardian and be kept on file at the program site. Dosage and quantity must match what is listed on the prescription. (i.e. If prescription is for 30 tablets, we must have 30 tablets at the time of medication form completion to start.
5. All medications must be administered in compliance with the written prescription or directions. If emergency medications (ex. EPI Pens) require two doses, we must have both doses, or a written note from the doctor giving permission to only have one. Over-the-counter medication will not be administered if the child is under the age listed on the instructions and must have a prescription from your Doctor to administer.
6. Social growth is crucial during the elementary years. Madison's MAC will focus on helping children learn appropriate behavior. Behavioral guidelines have been established with the goal of not only maintaining the physical and emotional well-being of each student, but also teaching self-discipline, judgment and manners. Positive disciplinary methods are used to enforce these guidelines. Parents and staff are viewed as partners in guiding the child's development and this team approach will be utilized. Parents are kept informed of problems as they arise and may be asked to follow through at home in special situations. If program staff determines that a child cannot benefit from the program or presents a danger to other children, the child will be withdrawn from the program.
7. Madison School District does not transport students to or from school. Parents will be notified in advance of any scheduled field trips and will be asked to complete a Field Trip Permission Form.
8. Community Education Programs are open to all parents during operating hours.
9. Liability insurance coverage is provided.
10. Staff will provide a change of clothing to the student if appropriate clothing is available. If a student is unable to care for themselves appropriately, the parent or guardian listed on the Emergency Card may be contacted to take the student home.
11. When necessary, posting for pesticide use will be displayed at the school's main office. Postings will be displayed at least 48 hours before a pesticide is applied on a facility's premises.
12. MAC aligns with the district discipline matrix that can be found in the Madison School District Student & Parent Handbook on the District website.
13. All students are expected to follow Madison School rules while offsite on a fieldtrip. Students must be able to obey the instructions of Madison staff in a ratio of 1:20. For the safety of all students in our program, students that fail to properly respond to adult direction may be prohibited to attend future field trips. All students must attend scheduled field trips. We do not leave staff behind for students that do not wish to participate. If you do not wish for your child to attend a specific trip, please make alternative plans for them that day. Transportation will be provided by the Madison School District Transportation Department. Children MUST ride the bus with their group. Children are NOT to be picked up or dropped off at any field trip location.

## **Fee and Payment Information**

1. Fees are based on a daily rate that is multiplied by the number of school days (179); this is then divided into 20 equal payments. Your payments will always be the same amount, regardless of the number of days in the month, as the holidays, weekends and breaks have been removed when setting the fees.
2. All changes to the contract can be made by calling the District Office at 602-664-7956. The first change is free, subsequent changes are \$25. If you withdraw or are withdrawn from a program, there is a \$25.00 reinstatement fee.
3. Fees are due the 1st and 15th of each month for MAC (See Billing Process). Payments received more than four days past the due date will be considered late and will incur a \$25.00 late fee. If you are officially withdrawn for non-payment, you will be required to pay the reinstatement fee to continue services in addition to tuition and late fees. **The district reserves the right to remove any student/students that have been placed on the withdrawal list more than three (3) times.**
4. Fees must be paid by check, money order or credit card (Visa and MasterCard only). CASH IS NOT ACCEPTED. Checks returned by the bank for any reason are subject to collection by an outside agency. A \$25.00 charge will be collected per returned check in addition to the principal amount. After one returned check incident only certified funds or credit cards will be accepted through the end of the program year.
5. There are additional fees for the Holiday camps offered during Fall, Winter and Spring Breaks.
6. There is no credit of fees or make-up time offered for absences including as the result of illness, vacations or suspensions.
7. We reserve the right to withdraw a child/ren for delinquent payment or if no payment plan has been set up with the Accounting Coordinator. Parents are responsible for any late charges or legal costs incurred in the

collection of their account. The Community Education Department has been authorized by the Governing Board to use the following methods of collecting delinquent accounts: File with small claims court, send to a collection agency, report to major credit bureaus and File a 1099 C with the Internal Revenue Service.

8. Families with multiple children will receive a discount of 15% off the least expensive program.
9. Check or money order payments are to be made payable to:  
**Madison School District #38**  
**Community Education**  
**5601 N. 16<sup>th</sup> Street**  
**Phoenix, AZ 85016**
10. Community Education is not legally required to maintain tax records for individual accounts. As a courtesy, family statements can be provided. However, accounts cannot be separated by child. The Tax ID # is 86-6000497. Families who utilize flex-spending accounts must provide the Community Education Receptionist (602-664-7956/ceinfo@madisoned.org) with the appropriate information from their employer. Please allow up to 5 business days to have forms completed.
11. A \$10.00 Emergency Child Locator Fee will be assessed to accounts on the 3rd and subsequent incidents that a child's absence to an after school program is not reported to the staff by the parent before the end of school.
12. If a child is picked up after the closing time, parents will be charged \$2.00 per minute thereafter. You will be notified by the staff on site and will be billed. Contact the Account Coordinator to make payment arrangements. Continued late pickups may result in withdrawal from the program.
13. **The closing/end times are as follows:**

Meadows	<b>6:15 PM</b>
Simis, Heights MTA	<b>6:00 PM</b>

**NON-CONTRACTED CARE:** This option is for families with a regular MAC program and who require care on days they are not contracted. Unused contracted care days cannot be switched to cover Non-Contracted days. Parents are first required to contact the Site Coordinator 24 hours prior to the date(s) of care for program availability and sign the Non-Contracted Care Form. **Non-Contracted Care is based on availability and staffing.**

### Non Contract Care Charges

Regular Release Elementary <b>\$26.00</b>	AM Care Middle School <b>\$11.00</b>
TCT Release Elementary <b>\$37.00</b>	Regular Release Middle <b>\$18.50</b>
Half Day Elementary <b>\$48.50</b>	TCT Release Middle School <b>\$29.50</b>
	Half Day Middle School <b>\$41.50</b>
AM Care MTA <b>\$7.50</b>	TCT Release MTA <b>\$41.00</b>
Regular Release MTA <b>\$22.50</b>	Half Day MTA <b>\$45.00</b>

Registration Fee	\$65/child or \$110/family
Reinstatement Fee	\$25.00
Program Change Fee	\$25.00 -1st Change is Free
Late Payment Fee	\$25.00
Late Pick Up Fee	\$2.00/minute
Returned Check Fee	\$25.00
Missing PIN Check in/out	\$5.00/occurrence

Due Date	Dates of Service (9 School Days)	Late Fee Assessed	Withdrawn for non-payment
7/1/2024	8/6/24-8/16/24	7/6/2024	8/5/2024
7/15/2024	8/17/24-8/29/24	7/21/2024	8/16/2024
8/1/2024	8/30/24-9/12/24	8/6/2024	8/29/2024
8/15/2024	9/13/24-9/25/24	8/21/2024	9/12/2024
9/1/2024	9/26/24-10/15/24	9/6/2024	9/25/2024
9/15/2024	10/16/24-10/28/24	9/21/2024	10/15/2024
10/1/2024	10/29/24-11/8/24	10/6/2024	10/28/2024
10/15/2024	11/9/24-11/22/24	10/21/2024	11/8/2024
11/1/2024	11/23/24-12/10/24	11/6/2024	11/22/2024
11/15/2024	12/11/24-1/6/25	11/21/2024	12/10/2024
12/1/2024	1/7/25-1/17/25	12/6/2024	1/6/2025
12/15/2024	1/18/25-1/31/25	12/21/2024	1/17/2025
1/1/2025	2/1/25-2/13/25	1/6/2025	1/31/2025
1/15/2025	2/14/25-2/27/25	1/21/2025	2/13/2025
2/1/2025	2/28/25-3/19/25	2/6/2025	2/27/2025
2/15/2025	3/20/25-4/1/25	2/21/2025	3/19/2025
3/1/2025	4/2/25-4/14/25	3/6/2025	4/1/2025
3/15/2025	4/15/25-4/28/25	3/21/2025	4/14/2025
4/1/2025	4/29/25-5/9/25	4/6/2025	4/28/2025
4/15/2025	5/10/25-5/21/25	4/21/2025	5/9/2025

### SCHOOL BREAK CAMPS

Fall Break 10/7-10/11 \$54.45 per day

Winter Break 12/30, 1/2, 1/3 \$54.45 per day

Spring Break 3/10-3/14 \$54.45 per day

Camp registration typically occurs one month before camp and is on a first come first served basis. School year camps are registered by day and limited space is available as camp is combined onto one campus. Camp is not offered during the time between Christmas Eve and New Year's Day.

### BI-MONTHLY MAC FEES

AM	Meadows	MTA	Simis Heights
5 days/week	\$55.28	\$39.22	N/A
4 days/week	\$43.98	\$31.20	N/A
3 days/week	\$32.99	\$23.44	N/A
2 days/week	\$21.99	\$15.60	N/A
PM	Meadows	MTA	Simis Heights
5 days/week	\$135.94	\$159.30	\$182.93
4 days/week	\$111.69	\$130.23	\$149.02
3 days/week	\$88.20	\$102.03	\$116.13
2 days/week	\$64.71	\$73.84	\$83.24
TCT	\$45.81	\$51.06	\$56.83

# MADISON SCHOOL DISTRICT #38 2024-2025 SCHOOL YEAR CALENDAR

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
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25	26	27	28	29	30	31

September 2024						
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22	23	24	25	26	27	28
29	30					

October 2024						
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27	28	29	30	31		















November 2024						
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December 2024						
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22	23	24	25	26	27	28
29	30	31				

Jul 23	New Student Registration, Kinder & 5th grade
Jul 24	Returning Student Registration, Last Name A-L
Jul 25	Returning Student Registration, Last Name M-Z
Jul 29-30	Madison Teacher Orientation
Jul 31	All Teachers' Beginning Day-Full Day
Aug 2	All Staff Professional Development Day
Aug 6	Student's First Day
Sep 2	Labor Day
Oct 4	Teacher Planning Day-No Students
Oct 7-11	Fall Break
Oct 23	Parent/Teacher Conferences-Evening
Oct 24	Parent/Teacher Conferences-Half Day/Evening
Oct 25	Parent/Teacher Conferences-Half Day Schedule
Nov 11	Veteran's Day
Nov 27-29	Thanksgiving
Dec 20	Teacher Planning Day-No Students
Dec 23-31	Winter Break
Jan 1-3	Winter Break
Jan 6	School Resumes
Jan 20	Martin Luther King Day
Jan 29	Parent/Teacher Conferences-Evening
Jan 30	Parent/Teacher Conferences-Half Day/Evening
Jan 31	Parent/Teacher Conferences-Half Day Schedule
Feb 17	President's Day
Mar 7	Teacher Planning Day-No Students
Mar 10-14	Spring Break
Mar 24-April 17	State Testing and/or Make-up
April 18	Spring Holiday
May 21	Students' Ending Day-Half Day Schedule
May 21	Teachers' Ending Day-Full Day
May 26	Memorial Day

## KEY

-  New Student Registration, Kinder and 5th grade (23rd)
-  Returning Student Registration, Last Name A-L (24th)
-  Returning Student Registration, Last Name M-Z (25th)
-  Teacher Orientation
-  Teacher Collaboration Time (TCT)-Early Release
-  All Teachers - Beginning, Ending
-  Students' First Day, Ending Day
-  Parent/Teacher Conferences - Evening
-  Parent/Teacher Conferences - Half Day & Evening
-  Parent/Teacher Conferences-Half Day Schedule
-  Teacher Planning Day-No Students
-  School Holidays
-  All Staff Professional Development Day
-  Testing Days

## End of Grading Periods:

1st Quarter	October 3
2nd Quarter	December 19
3rd Quarter	March 6
4th Quarter	May 21

40th Day - October 1  
100th Day - January 23

January 2025						
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February 2025						
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23	24	25	26	27	28	

March 2025						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
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27	28	29	30			

May 2025						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# Acceptable use of BYOD in the Madison School District

In alignment with Madison Elementary School District's Bring Your Own Device (BYOD) initiative, please retain the acceptable use information for your reference. Please read and discuss these provisions with your child.

- Use personal devices for education purposes only.
- The school and District are not liable for the loss, damage, misuse, or theft of personally owned devices brought to school.
- Use only when educationally appropriate as directed by a Community Education staff member.
- Personal devices must only connect to the Internet via the District's filtered private wireless network.
- Connecting a personal device to the Internet via a personal data plan is prohibited and could result in loss of BYOD privileges.
- The school and District are not liable for any loss of data.
- Students are not to call, text message, e-mail, or electronically communicate with others from their personal device during the school day unless permission is given by their Club Leader or Site Coordinator.
- MAC reserves the right to monitor, inspect, copy, and review a personally owned device when administration has a reasonable suspicion a violation has occurred.
- Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in the District community. This is unacceptable student behavior known as cyber-bullying and will not be tolerated. Any cyber-bullying is subject to disciplinary action.
- Students are not permitted to use any electronic device to record audio, video, or photographs of any student or staff member without their permission. The distribution of any unauthorized media may result in disciplinary action.