



**Xplore**  
more to learn  
more to do

# 19-20 Parent Handbook

**Welcome** to Xplore, where children have more to learn and more to do!  
We recognize how busy family life can be. We count it a privilege to work with and support your family!

*This handbook will provide you with information on a variety of aspects of our program. Please keep it as your reference for the school year.*

## Contact Us

Community Ed (480) 472-7250

Website: [www.mpsaz.org/xplore](http://www.mpsaz.org/xplore)

Mailing address:

Mesa Public Schools  
Community Education Department  
855 W. 8th Ave.  
Mesa, AZ 85210

### Our Promise is Our Mission

Every student in Mesa Public Schools is known by name, served by strength and need, and graduates ready for college, career and community.

## Handbook Contents:

- I Program Description
- II Registration and Account Terms
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## I: Program Description

Xplore is an exciting, extended-day program for K-6 students offered through the Community Education Department of Mesa Public Schools. Children will experience a wide variety of instructional and recreational activities including academic support, engineering, science, virtual reality, athletics and more.

Xplore is an unlicensed program as allowed under Arizona Revised Statute section §36-884.6 *Any facility that provides only recreational or instructional activities to school age children who may enter into and depart from the facility at their own volition. The facility may require the children to document their entrance into and departure from the facility.*

### Staff Qualifications

Xplore staff members:

- meet or exceed established educational and experience requirements for the position held
- undergo background checks through our district as well as local, state and federal authorities
- participate in ongoing professional development
- are certified in CPR and First Aid
- are supported with training, resources and administrative guidance

### Staff to Child Ratio

Xplore adheres to supervision expectations established by Mesa Public Schools.

### Hours of Operation

We compliment the regular school day by offering schedule options before and/or after school hours at individual school sites. Xplore is in operation every day school is in session. Morning sessions begin at 6:30 a.m. and end when the school day begins. Afternoon sessions begin at school dismissal and remain open until 6 p.m.

### Early Release Days

When schools are scheduled to release children early (see district calendar), Xplore will open at the school dismissal time. Extra hours on early release days are included in monthly schedule fees. This includes Wednesdays, end of grading period days, and parent conference weeks.

### October and Spring Break Xplore

Families with children enrolled in Xplore during the current school year are not charged for October or Spring break Xplore. Xplore is held at select locations. Hours of operation for Xplore are 6:30 a.m. – 6 p.m. Monday – Friday. **Additional registration is required via electronic submission for currently enrolled children.**

## **Holiday and School Closures**

Xplore will be closed on the following days:

Labor Day	Monday, Sept. 2, 2019
Veterans Day	Monday, Nov. 11, 2019
Thanksgiving Break	Wednesday - Friday, Nov. 27-29, 2019
Winter Break	Dec. 23, 2019 - Jan. 3, 2020
Civil Rights/MLK Day	Monday, Jan. 20, 2020
Presidents Day	Monday, Feb. 17, 2020
Spring Holiday	Friday, Apr. 10, 2020

## **What is a typical day after school?\***

RECREATION TIME 30-60 minutes of structured games, sports, fitness, skill activities, and free play

INSTRUCTION TIME 60-90 minute rotations that include:

21<sup>st</sup> Century skills in the computer lab (math, coding, typing, digital citizenship, civics), LEGO<sup>®</sup> robotics, chess, art, science, homework help, etc.

### **2:15 release schools**

2:30-3:15 Recreation via structured physical activity or free play choice

3:15-4:15 Homework and Snack

4:15-6:00 Instructional Rotations -Enrichment, Learning Dashboard, Homework

### **2:55 release schools**

3:10 –3:45 Recreation via structured physical activity or free play choice

3:45- 4:45 Homework and Snack

4:45-6:00 Instructional Rotations -Enrichment, Learning Dashboard, Homework

\*the times listed are estimated ranges

## **Snacks**

During the school year, snacks are provided as part of each Xplore day in the afternoon. Each snack meets federal nutritional guidelines. Each child is encouraged to eat a snack. Students with special dietary needs or specific food choices will need to provide their individual snack from home. Snacks are not provided during summer, October or spring breaks.

## **Family Participation**

School security protocols may require notice to obtain access to the site. Parents/guardians are encouraged to observe/participate with their child during Xplore. We invite you to:

- help us learn about your child's special talents and strengths
- inform us when your child may need extra help or support
- share your family and cultural traditions
- attend and/or volunteer items for special events
- visit when you can

## **II: Registration and Account Terms**

Registration forms are available at the Community Education office, or online at [www.mpsaz.org/xplore](http://www.mpsaz.org/xplore).

### **Requirements**

Completed registration form and **payment** of:

1. \$50 registration/ material fee per family (non-refundable)
2. First month's program fee for each child
3. Payment of any outstanding balance due on the family account

### **Registration may be submitted in the following manner:**

- Email: [Commed@mpsaz.org](mailto:Commed@mpsaz.org)
- Contact our office via phone with your initial payment
- Bring or send to:  
Mesa Education Center  
Community Education Department  
855 W. 8th Ave.  
Mesa, AZ 85210

After hours – Place in our 24hr drop box located by the west entrance of the Community Education office. No cash or credit card information in drop box, check payment only, or contact our office via phone with payment.

*Enrollment is on a first come; first served basis.*

### **Program Schedules & Fees**

#### **School-year:**

Annual family registration and material fee: \$ 50

#### **Mornings:**

\$130/month

#### **Afternoons:**

\$235/month

*Program schedules may be combined.*

Fees are charged on a calendar month basis and are not pro-rated for start or cancellation at any point in a particular month.

## Summer & breaks:

**Weekly:** \$175\*

\*Save \$10 per week of attendance by paying online

## Payment Policy

Parents are responsible for fees based upon the schedule for which their student is registered.

Program fees are charged monthly and are due on or before the first business day of the month by close of business. Payments received after the office is closed will be processed the following business day.

Parents may request changes to their student's Xplore schedule by submitting the electronic notification form available on our website <http://www.mpsaz.org/xplore>. Service reduction/cancellation requests must be submitted **no later than the last business day of the month** and will become effective the first business day of the next month.

In cases of separation/divorce, parents may request division of monthly program fees. This is contingent upon written agreement and cooperation of both parties and must remain consistent. By requesting division of monthly program fees, parents agree to our practice of informing both parties of non-payment.

If at any time an account is delinquent, services will not be available until the account is current without regard to multiple financially responsible parties.

Visit our website [http://www.mpsaz.org/commed/payment\\_info](http://www.mpsaz.org/commed/payment_info) for payment information and options.

*To protect your sensitive financial information, credit card payments are not accepted via mail or drop box. Additionally, payments are not accepted at school sites.*

## Refunds

**There are no refunds or credits for unused program days.**

## Additional Fees

Late Pick Up fees – per child:  
\$25.00 for 1-15 minutes \$25.00 for each additional 1-15 minutes

Returned Check fee:  
\$25.00 per check. You may be required to provide a cashier's check or money order for future financial transactions with Community Education.

Late Payment Fee:  
If your account is delinquent, a late payment fee of \$25 will be assessed.

Late Registration Fee (breaks):  
\$25 per child

## **III: Policies and Procedures**

### Sign In & Out Policy

- Each child's entrance into and departure from the program is recorded daily.
- In compliance with ARS §36-884, children may enter into and depart at their own volition.
- Individuals are required to show a picture ID in order to positively identify individuals allowed to pick up a child.
- Only persons authorized on the registration form will be allowed to pick up a child. A child will not be released to anyone refusing to provide a photo ID for identification.

### Eligibility

Participating school aged children should be self-sufficient in all aspects of toileting. Staff are not authorized to assist with cleaning soiled children or clothing. Should a student soil himself/herself the parent/guardian will be contacted to pick up the student within 15 minutes.

### Attendance

For planning purposes, please inform Xplore site staff regarding days when your child will not be attending. Xplore contact phone numbers are available on the last page of the handbook.

If your child is enrolled in the program and does not attend, site staff will make the effort to verify the absence with the school, parents and/or emergency contacts. If these efforts fail, MPS security will be contacted to assist with location of your child.

### Late Pick Up

Please call your site if there is an emergency which will result in a late pick-up (late pickup fees will apply). In the event that the parent/guardian has not contacted the site, or an emergency contact cannot be reached, MPS Security will be called and may enlist the police to pick up your child.

### Illness and Emergencies

Children who are ill or who have had a fever in the past 24 hours may not attend Xplore. Children must be present in school in order to attend Xplore. Please inform staff when a child's absence is due to a potentially infectious illness to allow staff to inform other families of any potential risk.

When a child becomes ill during the program, site staff will contact parents or another authorized party to pick up the child so that the illness can be treated at home.

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/guardians as soon as possible. Parent/guardian will be responsible for all costs incurred in such emergencies.

### **Medication**

Please make arrangements for the school nurse to give your child any medications he/she may need before coming to the program. In order for Xplore staff to administer medications:

- Medication must be available at Xplore as staff do not have health office access.
- A consent form for the medication to be given must be completed by the parent, reviewed with the Xplore staff and kept on file with the program.
- All medications must be in the original container with the pharmacy label, including the child's name, date, and name of medication, dosage, frequency and Rx number.
- Nonprescription medication must also be unopened, in the original container and include directions of dosages, compound contents and proportions clearly marked.
- Medication will be returned to the parent when it is no longer being administered.
- Xplore staff will dispose of the medicine 2 weeks after the expiration date or after the child no longer attends the program.

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

### **Pesticide Use**

Notices are posted on school entrance doors 48 hours in advance of pesticide use.

### **Additional Activities**

Please coordinate with school and Xplore staff if your child is participating in additional activities such as scouting, homework club, after school sports, enrichment classes, etc.

### **Personal Property**

Xplore 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 devices etc. The Xplore program seeks to work together with the school by supporting their policy.

### **Field Trips**

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. No alternative care will be provided during field trips.

### **Behavior Guidelines**

Always do your best; Work and play safely; Respect self, others and property.

- Children participating are expected to follow the established rules. These rules incorporate behavioral expectations which coincide with school rules.
- Xplore fosters an atmosphere of respect and rapport between children and staff. Positive, respectful interactions are practiced.
- Emphasis is placed upon personal responsibility for one's own behavior. Appropriate behaviors are acknowledged and encouraged; misbehaviors are redirected. A child's choice may result in positive or negative consequences such as rewards, redirection, or loss of privileges.
- Parents/guardians will be kept informed of problems as they arise. We value the power of our partnership with families as we work together to assist children in making responsible choices.

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 Xplore program.

If program administration determines that a child cannot benefit from the Xplore program or presents a danger to his/her self or other children, the student may be withdrawn from the program.

### **Special Needs**

Xplore complies with the requirements of Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act. If your child has special needs, provide 504/IEP accommodation paperwork to ensure a plan for successful participation. Accommodations will be provided to afford a student with a disability meaningful access to the Xplore program, unless demonstrated that the accommodation would be a fundamental alteration in the nature of the Xplore program, or constitute an undue financial and administrative burden. Any student, including students with disabilities, may be removed from Xplore if that student, even with reasonable modifications, compromises the safety and/or successful participation of students and staff.

## IV: 2019-20 Site List

### Before and After School Programs

#### Bush Elementary

4925 E. Ingram St.  
Mesa, AZ 85205  
480-472-8562 #1 (Message)  
480-292-0884 (Cell)

#### Franklin at Alma

1313 W. Medina Ave.  
Mesa, AZ 85202  
480-881-0959 (cell)

#### Mendoza Elementary

5831 E. McLellan Rd.  
Mesa, AZ 85205  
480-472-1956 (Message)  
480-292-0866 (Cell)

#### Summit Academy

1560 W. Summit Pl.  
Chandler, AZ 85224  
480-472-3351 (Message)  
480-292-0904 (Cell)

#### Entz Elementary

4132 E. Adobe St.  
Mesa, AZ 85205  
480-472-7370 (Message)  
480-273-0073 (Cell)

#### Franklin at Brimhall

4949 E. Southern Ave.  
Mesa, AZ 85206  
480-223-7953 (Cell)

#### Patterson Elementary

615 S. Cheshire  
Mesa, AZ 85208  
480-472-9782 (Message)  
480-292-0898 (Cell)

### After School Program Only

#### Brinton Elementary

11455 E. Sunland Ave.  
Mesa, AZ 85208  
480-472-4078 (Message)  
480-292-0872 (Cell)

#### Falcon Hill Elementary

1645 N. Sterling  
Mesa, AZ 85207  
480-472-8592 (Message)  
480-292-0874 (Cell)

#### Hughes Elementary

630 N. Hunt Dr.  
Mesa, AZ 85203  
480-536-0800 (Cell)

#### Crismon Elementary

825 W. Medina Ave.  
Mesa, AZ 85210  
480-472-4044 (Message)  
480-292-0903 (Cell)

#### Hale Elementary

1425 N. 23rd St.  
Mesa, AZ 85213  
480-472-7379 (Message)  
480-276-9006 (Cell)

#### Irving Elementary

3220 E. Pueblo Ave.  
Mesa, AZ 85204  
480-472-1610 (Message)  
480-292-0918 (Cell)

#### Field Elementary

2325 E. Adobe St.  
Mesa, AZ 85213  
480-472-2064 (Message)  
480-326-0909 (Cell)

#### Highland Elementary

3042 E. Adobe St.  
Mesa, AZ 85213  
480-223-7587 (Cell)

#### Red Mtn. Ranch Elementary

6650 E. Rafteriver St.  
Mesa, AZ 85215  
480-472-7959 (Message)  
480-292-0881 (Cell)

#### Edison Elementary

545 N. Horne  
Mesa, AZ 85203  
480-472-5279 (Message)  
480-292-0917 (Cell)

#### Hermosa Vista Elementary

2626 N. 24<sup>th</sup> St.  
Mesa, AZ 85213  
480-472-7556 (Message)  
480-292-0888 (Cell)

#### Ishikawa Elementary

2635 N. 32<sup>nd</sup> St.  
Mesa, AZ 85213  
480-472-7733 (Message)  
480-276-9008 (Cell)

### After School Program Only - continued

#### Johnson Elementary

3807 E. Pueblo Ave.  
Mesa, AZ 85206  
480-472-6766 #2 (Message)  
480-292-0876 (Cell)

#### Las Sendas Elementary

3120 N. Red Mountain  
Mesa, AZ 85207  
480-472-8738 (Message)  
480-292-0877 (Cell)

#### O'Connor Elementary

4840 E. Adobe St.  
Mesa, AZ 85205  
480-472-7881 (Message)  
480-292-0879 (Cell)

#### Salk Elementary

7029 E. Brown Rd.  
Mesa, AZ 85207  
480-472-8470 (Message)  
480-292-0920 (Cell)

#### Washington Elementary

2260 W. Isabella Ave.  
Mesa, AZ 85202  
480-472-4124 (Message)  
480-273-0729 (Cell)

#### Keller Elementary

1445 E. Hilton Ave.  
Mesa, AZ 85204  
480-472-6248 (Message)  
480-292-0908 (Cell)

#### MacArthur Elementary

1435 E. McLellan Rd.  
Mesa, AZ 85203  
480-472-7794 (Message)  
480-292-0894 (Cell)

#### Pomeroy Elementary

1507 W. Shawnee Dr.  
Chandler, AZ 85224  
480-472-3701 (Message)  
480-250-5272 (Cell)

#### Sirrine Elementary

591 W. Mesquite St.  
Chandler, AZ 85225  
480-472-3647 (Message)  
480-292-0871 (Cell)

#### Wilson Elementary

5619 E. Glade Ave.  
Mesa, AZ 85206  
480-472-9285 (Message)  
480-292-0900 (Cell)

#### Kerr Elementary

125 E. McLellan Rd.  
Mesa, AZ 85201  
480-472-5114 (Message)  
480-292-0865 (Cell)

#### Madison Elementary

849 S. Sunnyvale  
Mesa, AZ 85206  
480-472-8867 (Message)  
480-297-4980 (Cell)

#### Porter Elementary

1350 S. Lindsay Rd.  
Mesa, AZ 85204  
480-472-6746 (Message)  
480-292-0867 (Cell)

#### Sousa Elementary

616 N. Mountain Rd.  
Mesa, AZ 85207  
480-472-8930 (Message)  
480-349-5621 (Cell)

#### Zaharis Elementary

9410 E. McKellips Rd.  
Mesa, AZ 85207  
480-308-7240 (Message)  
480-292-0916 (Cell)