



# Eagles' Nest 2023-2024

## **Before and After School Care**

Open to the students of:

Adams Traditional Academy  
and  
Adams Traditional Beginnings

## **Parent Handbook & Statement of Services**

602-938-5517

A Choice Services, LLC. School

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To register, please request an emailed link from the ATA or ATB office to complete our automated online registration. Supporting documents can be uploaded directly to your child's account once set-up. Only use hard copy enrollment forms located on pages 8-12 and return to the school with all necessary paperwork, if you do not have access to our online enrollment system.

**ALL items on the checklist and the \$50 non-refundable registration fee must be received to complete your child's enrollment.**

## Mission Statement

The Eagles' Nest before and after school program offers a safe and nurturing environment to enrich the lives of our students. The Eagles' Nest will provide families the security and confidence that their child is in the care of competent and skilled staff creating a sense of community amongst all grade levels.

## Program Goal

The Eagles' Nest before and after school care program is an opportunity for students to complete homework, study with guidance and encouragement, and to enjoy organized activities. Our program is designed to build character and citizenship through multi-age participation. Children will be excited to attend our well balanced educational and recreational program. This program provides social, academic, and cultural learning opportunities that build upon the individual strengths and interests necessary for lifelong success.

## Our Staff

Members of our staff are CPR and First Aid certified, hold valid fingerprint clearance cards, have passed background checks, and are well trained in the care of children of all ages.

### Hours of Operation

Monday through Friday  
(Closed on all school holidays)

K-8th Grade Before-Care: 7:00 a.m. to 7:30 a.m.

Preschool Before-Care 7:00 a.m. to 7:40 a.m.

After Care: 3:30 p.m. to 6:00 p.m.

### Payment of Fees

**Fees are due in advance each Friday for your child's participation for the next week.** Payment is considered late if not paid **before** your child's first day in attendance and a \$10.00 late payment fee will be assessed. A statement will be sent home each

Monday reflecting charges for your child's participation in the program. If a balance remains owed on the statement, payment is due immediately before your child can return to the Eagles' Nest program. Checks returned will be assessed a \$12.00 return check fee.

### Contact Information

Mrs. Ryder, Licensing Director  
Email: [dryder@choiceacademies.org](mailto:dryder@choiceacademies.org)

Grades 1-8 Program Lead – Aftercare  
Phone: 602-938-5517 ext. 137

PK/Kinder Program Lead - Aftercare  
Phone: 602-938-5517 ext. 300

Mrs. Harris, Preschool Admin. Assistant  
Phone: 602-938-5517 ext. 327  
E-mail: [kvargas@atbchoice.org](mailto:kvargas@atbchoice.org)

Mrs. Franco, Account Manager  
Phone: 602-938-5517 ext. 106  
E-mail: [hfranco@choiceacademies.org](mailto:hfranco@choiceacademies.org)

### Program Fees for Registered Children

#### Registration Fee

A non-refundable registration fee of \$50.00 per child is due at the time of program enrollment with a completed contract. Students must re-register each year.

#### Before Care:

- \$100.00 per month regardless of time attended, must be prepaid.
- \$60.00 for two consecutive weeks, must be prepaid one week before the first week of services.
- \$40.00 for one week of service, must be prepaid one week before services.
- \$10.00 daily rate, this is a good option if you only need a few days of services for the month. Must prepay and provide Eagles' Nest staff with the dates needed.

#### After Care:

**Hour Block 1 between 1 to 90 minutes** \$9.00 per day  
**Hour Block 2 between 91 to 120 minutes** \$12.00 per day  
**Hour Block 3 between 121 to 150 minutes** \$15.00 per day

**Early Release Days** anything beyond 150 minutes \$25.00 per day  
**1<sup>st</sup> Late Pick-Up:** After 6:00 p.m. - \$20.00 late pick-up fee in addition to \$1.00 for every minute past 6:00 p.m. Late pick-up fee increases by \$20.00 second and \$20.00 again the third offense, resulting in possible withdrawal from program, by Director's discretion.

#### Children Not Registered

Children not registered must have at minimum, an Emergency Card and Immunization records provided to the office, in order to participate, and will be charged a flat drop-in rate, regardless of time used, as follows:

Before Care: 7:00 a.m. to 7:40 a.m. \$20.00 per day  
After Care: 3:30 to 6:00 p.m. \$20.00 per day  
Early Release After-Care: 12:00 to 6:00 p.m. \$35.00 per day

## Eagles' Nest Activities

The Eagles' Nest lead teachers are excited to bring creative ideas to the Eagles' Nest program. Children will be happy to attend our well-balanced, educational and recreational program. This program provides social, academic, and interest-based opportunities that build upon the individual strengths and interests necessary for lifelong success.

### 1st-8th Grade Tentative Daily Schedule

- 3:15 - 3:30 p.m. Sign-in, snack and announcements
- 3:30 - 4:10 p.m. Homework room, quiet games & coloring or outside/indoor activity
- 4:10 - 5:00 p.m. Students will participate in organized activities such as sports, art, team building, computers, and additional homework time.
- 5:00 - 6:00 p.m. Free choice open activities, Clean-up, quiet games, and playground

### Preschool/Kindergarten Tentative Eagles' Nest Activities

- 3:30 - 3:50 p.m. Outdoor Play
- 3:50 - 4:00 p.m. Bathroom
- 4:00 - 4:30 p.m. Story, Homework
- 4:30 - 4:45 p.m. Snack
- 4:45 - 5:15 p.m. Center Activities
- 5:15 - 6:00 p.m. Table Play

\*The Eagles' Nest staff does not provide one-on-one tutoring. Students will be provided with a quiet space and time to complete homework assignments with supervision and encouragement from our staff. We encourage parents to check homework for accuracy & completeness.

\*Activity choices will vary by the day. Eagles' Nest will offer a variety of activities such as art, group games, team-building activities, and child's choice. Please contact Mrs. Ryder (Licensing Director) for more detailed information.



## Payment Methods

Cash and check payments can be made in the ATB & ATA front offices during regular business hours. To make online payments, go to the school's online payment website at [www.choiceacademiespayonline.org](http://www.choiceacademiespayonline.org).

## Non-Payment

**Fees are due in advance of services.** Payment is due each Monday for the upcoming week. Any payment received after close of business day on Wednesday will be considered late and a \$10.00 late fee will be assessed. All fees must be paid prior to your child returning to the program. This balance carries forward and prevents your child, and his or her siblings, from participating in extra-curricular programs.

## Program Discounts

**10% multi-child discount.** The oldest child pays full price. The discount is then applied to each child after the oldest child. No discount applies to the registration fee.

## Enrollment/Disenrollment

**Students must re-register each year.** Supporting documents and blue emergency card must be included with each registration. Families who enroll in the Eagles' Nest program must complete a registration packet and pay the \$50 registration fee before the child(ren) can attend. Should a child be withdrawn prior to the end of the school year, charges will be based on the days of attendance in the program. No advance notice is required to withdraw your child(ren) from the program.

## Calendar

The Eagles' Nest follows the Adams Traditional Academy ten-month calendar. We will close on all school recognized breaks and holidays. There may be opportunities for intersession camps at holidays and school breaks depending on student need and staff availability.

## Daily Sign-In and Sign-Out

Only individuals listed on the emergency blue cards will be allowed to pick-up students from the Eagles' Nest. Authorized individuals listed on the child's emergency blue card will be required to sign-in the student each morning for before care and sign-out the student each afternoon in accordance with state requirements. In the event your child will be picked up by someone not listed on your emergency blue card, you must call the school and provide phone authorization. This phone-authorized person will be required to show photo identification before the release of a child.

The log-in sheets are audited by the state and are required to be filled in properly. If for any reason an error is present on your child's log-in record, a staff member is required to ask for you to correct the line item. Please assist us in keeping these records clear and precise by following these guidelines:

- Please allow the appropriate time at drop-off and pick-up to appropriately use the attendance Kiosk.
- Please instruct anyone picking up for you that this process is extremely important and to have identification ready.

## Late Pick Up

Students picked up after 6:00 p.m. will be charged a late pick-up fee of \$20.00 in addition to \$1.00 per minute that he/she is in the program after 6:00 p.m. A second offense will result in \$40.00 + \$1.00 per minute after 6:00 p.m. And a third offense will result in \$60.00 + \$1.00 per minute after 6:00 p.m. with possible withdrawal from the program, at Director's discretion. Any student left one hour after the normal operating hours will be considered abandoned and the proper authorities will be notified.

## Snacks

Snacks are not provided to students in grades 1<sup>st</sup> - 8<sup>th</sup> grade. It is strongly recommended that these students bring a nutritious snack from home. Preschool/Kinder Eagles' Nest participants will be provided a light snack at a scheduled time each afternoon.

## Transportation

Transportation will not be provided and there will not be any field trips scheduled for before and after-care students.

## Child Records/Updates

It is extremely important that the Eagles' Nest program receive prompt updates regarding any address and phone number, as well as any illness, allergy or family circumstances that may need to be on record. Never hesitate to inform the Eagles' Nest program of anything that may be affecting your child personally. Our staff is obligated to keep information you share confidential, and it may assist in handling situations arising during their day.

## Drop-off for Before care

Preschool - 8th Grade Eagles' Nest drop-off is in the multi-purpose room of building B, between 7:00 – 7:20 a.m. At 7:20 a.m. K-8 students will be delivered to their respective playgrounds and then preschool students will be received between 7:20 a.m. and 7:40 a.m. through the preschool lobby.

## Pick-up from After care

**1st-8th Grade** Eagles' Nest program is located at:      **Preschool and Kindergarten** Eagles' Nest is located at:

MPR-A entrance from driveway  
Adams Traditional Academy (**Bldg. A**)  
2323 W. Parkside Ln.  
Phoenix, AZ 85027

Through the Preschool lobby to room 300  
Adams Traditional Beginnings (**Bldg. B**)  
2333 W Parkside Ln.  
Phoenix, AZ 85207

The school phone number is 602-938-5517. **Building A is extension 137 and Building B is extension 327, before 4 p.m. or 300 after 4 p.m.**

For children participating in the Before Care Eagles' Nest program, a parent or authorized adult will need to take the child directly to the Eagles' Nest program. **Do not drop your child off in the parking lot and leave. A parent or authorized adult will be responsible for the log-in of before care and log-out of after-care students.** It is the responsibility of the parent or authorized adult to log-out the child every day. If a child is not logged out, the time will automatically default to the maximum charge for the day. Depending on the schedule of Eagles' Nest, your child may be on the playground when you come to pick-up your child. Please inform a staff member you are here to take your child home. Once you have your child, log him/her out upon leaving Eagles' Nest. The child must be in your custody upon log-out.

## Discipline Guidelines

The teachers and administration will use every opportunity to reinforce proper behavior and redirect improper behavior. If a student exhibits behavior that is harmful to himself, others or property, or acts disrespectfully or defiantly, consequences will be imposed. A Quiet Time away from the group, losing recess or other privileges, phone call to the parents, suspension from the program for 3 – 5 days, are the forms of discipline used in accordance with the age and circumstances of the infraction. Fighting, destruction of property, profanity, theft, or repeated defiance may result in program withdrawal, with no refund granted. Snacks and meals will not be withheld for discipline purposes. Toileting accidents will be handled discretely and in a caring manner.

## Parking Lot and Campus Safety

Please follow all directional arrows in the parking lot and drive at slow, safe speeds to ensure the safety of our families and staff. All children are required to be brought into the facility by an adult. Children will be supervised by a qualified staff member at all times while attending Eagles' Nest.

## Fire Drill and Evacuation

Every month a fire drill will be conducted during the normal operating hours of Eagles' Nest. These drills will be posted on the Parent Information Board in the multi-purpose room. The children will practice proper procedure for lining up, where to evacuate away from the building, the importance of following instructions, remaining quiet and calm, and to remain with the group. It is helpful if parents have a discussion with their young children regarding these safety practices.

## Licensing

Choice Services, LLC. Adams Traditional Beginnings is regulated by the Arizona Department of Health Services, Bureau of Child Care Licensing located at 150 N. 18th Ave., Suite 400, Phoenix, AZ 85007. Arizona Department of Health Services can be reached via phone at 602-364-2539, toll-free 800-615-8555, or fax 602-364-4768.

Inspection reports from the Arizona Department of Health Services are available on site.

## Insurance

Liability insurance for Adams Traditional Beginnings is carried by Choice Services, LLC. through Hanover Insurance Company. Documentation of the liability insurance coverage is available for review on site.

## Pest & Weed Control

Adams Traditional Academy and Adams Traditional Beginnings routinely has the premises sprayed with pesticide. A notice will be posted in the Building A lobby a minimum of 48 hours before the pesticide is applied to the facility's premises and remain posted for 48 hours after application. Records will be maintained and may be accessed on site.

**Insect Control** is done monthly by Griffin Pest Control.

1. Posting of pest control will be 48 hours in advance of application.
2. Posting will include name of chemical/s, concentration, and location of application.
3. MSDS of each applied pesticide is located within the pest control binder.
4. The pest control binder includes license, insurance, MSDS, and a record of applications for a 24-month period.

**Weed Control** is done quarterly by Arizona Weed Guard.

1. Posting of weed control will be 48 hours in advance of application.
2. Posting will include name of chemical(s), concentration, and location of application.
3. MSDS of each weed spray application is located within the pest control binder.
4. The pest control binder includes license, insurance, MSDS, and a record of applications for a 24-month period.

## Emergency and Medication Policy

Proper authorization forms will be required to have the school nurse or staff member administer any prescription medication. Only prescribed medication in its original container with doctor's instructions posted will be administered at school. All medications are housed out of the reach of children. In case of illness, a parent will be contacted for the child's retrieval within a reasonable time frame. When a parent cannot be reached, the secondary contact person from the enrollment information will be contacted. In case of fire, accident, evacuation or other school emergency, the Eagles' Nest program will follow procedures appropriate for the circumstances and authorities will be called upon for assistance.

## Health Policy

We care greatly for the well-being of our families and staff. For that reason, we want to keep the spread of illness and infection to a minimum. If your child has experienced any of the following in the past 24 hours, please keep him or her at home.

1. Fever of 100 or more
2. Vomiting
3. Persistent diarrhea
4. Flu symptoms
5. Severe cold symptoms (green mucus)
6. Conjunctivitis
7. Unexplained rash
8. Head lice or nits
9. Rapid or labored breathing
10. Other contagious illness or infection

Students are welcome to return once symptom free for 24 hours without the aid of medication. A slight cough and slight runny nose, as long as it is clear, are not reason enough to keep a child home. If your child becomes mildly ill while at Eagle's Nest, we will keep him or her comfortable and isolated from the rest of the students. You will be notified immediately to pick up your child. If you are not reachable, the emergency contacts listed on the blue card will be called and asked to pick-up your child in a timely manner. We ask that you inform the school of any contagious illnesses so we can post an alert on the Parent Information Board.

**Injury:** If your child is injured and needing anything beyond simple first aid treatment, a staff member will determine whether there is time to consult a parent by phone or pursue emergency services first. An incident report will be filled out and any first aid given by the school will be noted within 24 hours. When a child needs to be transported, parents will be notified to meet at the hospital and a staff member will accompany the child to the hospital. All emergency phone numbers are kept in a centrally located binder.

**Allergies:** Any child with an allergy is required to be posted on our Parent Information Board in each classroom/activity area with the necessary procedures if contact with the allergen occurs.

**Hazardous Materials:** All toxic and hazardous items will be kept out of the reach of children.

**Cleaning:** Tables and counters will be sanitized routinely throughout the day. Restroom cleanliness will be monitored frequently. Professional cleaning services will be utilized daily.

**Infection Control:** Children will be instructed to keep hands clean especially after toileting and in preparation for snacks and meals.