



## ***Kindercamp & VIK***

# **Parent Handbook Summer Camp 2026**

**Gilbert Public Schools**

**Community Education Business Office**  
6839 E. Guadalupe Road, Mesa AZ 85212  
(480)892-9089 ext 1 - Community Education  
(480)892-8775 - Fax

**District Office**  
140 S. Gilbert Road, Gilbert AZ 85296  
480.497.3300 - District Office

**Disclaimer:**

All information and policies in this handbook have been written with the intent to be a permanent policy. Policies and Procedures may be subject to change at the direction of Gilbert Public Schools, Maricopa County Health Department, CDC Guidance, and Department of Health and Human Services Protocol.

# Gilbert Public Schools Summer Camps

## Mission Statement

The vision of the **Gilbert Public Schools Summer Camps** was created to offer enriching opportunities that complement our high-quality educational programs. Our goal is to develop programs that uphold the high standards of excellence, all within a nurturing, friendly, and safe environment during the summer break.

**Gilbert Public Schools Summer Camp Programs** provide a loving, safe, fun, and educational atmosphere for children. Kids ages 3 to 14 have the opportunity to select from a variety of well-rounded programs designed to meet their developmental needs and personal interests.

All **Gilbert Public Schools Summer Camps** are licensed and regularly 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. 18th Avenue, Suite 400, Phoenix, AZ 85007-3244, as well as at each camp location.

***Please carefully read the Parent Handbook.***

***You are responsible for understanding the information it contains. If you have any questions, please contact the Gilbert Public Schools Community Education Office at 480.892.9089 x1.***

Community Education Business Office:  
6839 E. Guadalupe Road, Mesa, AZ 85212  
Monday-Thursday: 8:00 a.m. to 4:30 p.m.  
Friday: 8:00 a.m. to 12:00 p.m.  
*Closed on Fridays during June*

Computers are available for community use during regular office hours.

# Program Overview

## Minimum Age Requirements

Kindercamp - 3 years old to 6 years old  
VIK Camp A - Campers entering 1st grade- 3rd grade  
VIK Camp B - Campers entering 3rd grade- 6th grade

### Kindercamp

Kindercamp Summer (for students ages 3 to 6) is the perfect place for your child to make new friends, learn exciting things, have fun, and stay safe. Our summer program boasts a low staff-to-student ratio with specialized instructors leading a variety of age-appropriate activities designed to keep your child active and engaged. Activities include music and movement, counting and measuring, fine motor skills, scientific exploration, arts and crafts, sports and games, computer time, toy and construction areas, cooking, and water days. Special events such as water days and an in-house field trip will also be offered throughout the summer.

All students must be completely independent in toileting to participate. To be considered completely independent, a child must be able to do ALL of the following:

- Communicate the need to go to the toilet, including demonstrating control if they must wait for someone who is in the bathroom or if away from the bathroom.
- Independently pull down their underwear and pants and pull them back up after using the toilet, including clothing with belts, buttons, zippers, etc., if worn to school.
- Independently clean themselves after using the toilet.
- Get on and off the toilet by themselves.
- Wash and dry their hands independently.

*Please note: Disposable training pants (e.g., Pull-ups) are not permitted per AZDHS Licensing.*

### VIK Summer Camp

VIK Summer (for students entering 1st to 6th grade) offers an exciting opportunity for campers to embark on new adventures in a fun and safe environment. All VIK campers will have the chance to explore the many activities our community has to offer, including two field trips per week. Additionally, VIK Camp B will enjoy one swim day per week at a Town of Gilbert pool, with the location depending on the chosen campsite.

## **VIK Summer Camp continued:**

While on campus, campers will participate in a variety of activities designed to promote learning, foster friendships, encourage team building, and keep them active in a fun, hands-on group setting. Activities include science exploration, arts and crafts, active games and sports, cooking, team building exercises, computer time, free play, and much more.

## **Program Locations for Kindercamp and VIK**

### **Boulder Creek Elementary**

8045 E. Portobello Ave  
Mesa, AZ

Site Phone: 602-695-3292

Field Trip Phone: 480-316-4403

### **Greenfield Elementary**

2550 E. Elliot Rd  
Gilbert, AZ

Site Phone: 602-803-2838

Field Trip Phone: 602-803-5439

### **Harris Elementary**

1820 S Harris Dr.  
Mesa, AZ

Site Phone: 480-772-8129

Field Trip Phone: 480-407-7988

### **Settlers Point Elementary**

423 E Settlers Point Dr.  
Gilbert, AZ

Site Phone: 480-772-5488

Field Trip Phone: 480-772-7406

## **Program Dates and Hours**

**First Day of Camp:** May 28, 2026 (Thursday)

**Last Day of Camp:** July 17, 2026 (Friday)

**Hours: 6:30 am - 6:00 pm daily**

### **Late Pickup Fees**

Late pickup fees will be assessed for pickups after 6:00 p.m. Please refer to the Fees and Payment policies below for further details.

## **Staff-to-Child Ratios/Supervision**

To maintain the quality of our summer camps, we ensure that staff-to-child ratios are kept below the standards set by the Arizona Department of Health Services:

**Kindercamp:** 1 staff member for every 13 children

**VIK:** 1 staff member for every 20 children

## **Staff Qualifications**

All staff members meet or exceed the established educational and experience requirements for their respective positions. They participate in formal training annually and undergo thorough background checks conducted by local, state, and federal authorities. Additionally, ongoing professional development opportunities are offered throughout the year in key areas such as classroom management, recreation, discipline, and child psychology.

## **Enrollment Limits**

Enrollment in GPS Summer Camps is determined by two factors: the availability of space and the Arizona Department of Health Services (DHS) capacity limit guidelines. Each school will designate the space that the program will utilize. Programs offered during the school day may be adjusted or relocated each year based on changes in student enrollment at individual school locations.

# **Program Policies and Procedures**

## **Registration Process**

Registration must be completed online. During this process, you will create a username and password for future access to your Eleyo account. Please ensure that all required information is filled out completely. The details you provide will be used to complete your child's registration form and emergency contact information.

### **Required Documents:**

- New campers and Non-GPS (Gilbert Public Schools) students must submit proof of current immunizations or waiver for medical/religious exemptions
- Kindercamp registrations must also include a copy of the child's birth certificate.

**Required Documents continued:**

Immunization records and birth certificates can be emailed to:  
communityedbussnessdept@gilbertschools.net

**Registration Fee:**

A non-refundable registration fee per child is due at the time of registration.

**Confirmation:**

Once your registration is approved, you will receive a confirmation email.

**Employee Discount:**

If you are eligible for an employee discount, it must be verified before your registration can be approved.

**Special Considerations:**

- If your child has an IEP, the supervisor of your specific program must review and approve it prior to registration approval. IEP must be emailed to: communityedbussnessdept@gilbertschools.net
- If you receive DES Child Care Assistance, approval must be provided before the contract can be finalized.

**Important Notes:**

- Your child may not attend the program until you have received a confirmation email. GPS Summer Camps enroll on a first-come, first-served basis.
- An incomplete "Emergency Information and Immunization Record" may delay enrollment in the program.
- It is the parent's responsibility to keep enrollment records current.

**Special Needs**

Gilbert Public Schools Summer Camps fully comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, applicable DHS regulations, and all relevant federal, state, and local laws.

Reasonable modifications will be provided to ensure students with disabilities have meaningful access to our programs, unless it is demonstrated that such modifications would fundamentally alter the nature of the program or impose an undue financial and administrative burden. A student, including those with disabilities, may be removed from a summer camp if, even with reasonable modifications, the student's behavior is so disruptive that it prevents other students from participating or creates a safety risk.

## **Special Needs continued:**

If your child has special needs or disabilities, please contact the supervisor of your program before registration.

*DHS regulations (R9-5-507) require that you provide copies of the following: your child's IEP, medication schedule, and staff qualifications.*

## **Health, Safety and Wellness**

### **Absence/Illness**

Parents must inform the campus attendance line when an absence is due to illness. A child should not attend class with any of the following symptoms: fever within the past 24 hours, vomiting, diarrhea, undiagnosed rash, inflamed or matter-filled eyes, severe cold or sore throat, swollen glands, head or stomach aches, or head lice.

If a child becomes ill while attending a program, for example, with a temperature of 100° or higher, vomiting, frequent diarrhea, or onset of a rash, etc., a parent/guardian/emergency contact must pick up the child within an hour of being notified.

Children who are ill with a contagious disease or fever may not attend class. Parents must inform the school and site staff when an absence is due to a potentially infectious illness.

### **Dress Code**

Please bring your student to camp in comfortable clothing that allows for active movement and is suitable for getting dirty. Students must wear shorts or pants underneath dresses or skirts. It is important to ensure they are dressed appropriately for the season.

For safety reasons, closed-toed shoes must be worn daily. Flip-flops or sandals are allowed on water and pool days only. GPS Summer Camp t-shirts must be worn for off-campus field trips. If a t-shirt is forgotten, a new one will need to be purchased.

## Emergency Contacts

It is the parents' responsibility to ensure that the information on the "Emergency Information and Immunization Record," completed during registration, remains up to date both at the site and in your family account. It is crucial that all contact details, including home, business, and emergency contacts, are accurate and current. The emergency record must include at least four local emergency contacts, including the parents.

Please note that no individual will be allowed to pick up your child unless they are listed on this emergency record.

## Immunizations

A child's immunization records must be submitted prior to attendance. In compliance with Department of Health Services regulations, the immunization record provided by the parent must be from a licensed healthcare provider and include all current, age-appropriate immunizations.

## Injury/Emergency

If a child is injured at the site, first aid will be administered. If a physician must treat a child, every effort will be made to contact the child's parent/guardian and the doctor indicated on the "Emergency Information and Immunization Record". In the event of an emergency, a child will be given the necessary emergency treatment until a parent/guardian can be contacted.

In the event of an emergency, as determined by the program staff, paramedics will be contacted immediately. The participant's parent or guardian will be notified as soon as possible. Parents or guardians will be responsible for any costs associated with emergency medical services.

*Additional illness and absence requirements may be imposed by Gilbert Public School Health Services Department.*

## Insurance

Gilbert Public Schools District carries liability insurance that covers the GPS Summer Camps. The insurance is provided by the Arizona School Risk Retention Trust, Inc. This coverage applies whenever your child is signed into a preschool program, including during off-site field trips. Please note that this policy **does not** provide accident or medical coverage, and we strongly recommend that each child be covered under an individual or family health care plan.

## **Medication**

Medication will not be administered to participants without prior arrangements made with the staff. If medication is approved for administration, it must be prescribed by a physician and provided in its original prescription container. The container must be labeled by the pharmacist and include the following information: the participant's name, date, dosage, medication name, and method of administration.

A completed "Medication Consent Form," signed by the participant's parent or guardian, must be kept on file at the site to authorize medication administration. Any unused or expired prescription medication will be returned to the parent or guardian. Medications will be disposed of two weeks after their expiration date or upon the participant's withdrawal from the program.

For further information or clarification on medication requirements, please contact the campus staff.

## **Personal Belongings**

We cannot assume responsibility for personal belongings. Please have your child leave personal belongings in his/her backpack or at home. This includes video games, cell phones, iPods, tablets, etc. Please clearly mark all clothing, water bottles, backpacks, etc., with your child's name.

## **Pesticide Application**

In the event that pesticide application becomes necessary on the premises, parents will be notified in writing at least 48 hours prior to the application. The written notice will include detailed pesticide information as outlined in R9-3-306 of the Arizona Rules and Revised Statutes.

## **Sign In/Sign Out**

**For the safety of your child, individuals picking up a child will be required to show proof of ID to the site staff upon request. A child will not be released to anyone who refuses to show ID. If a child is removed from the program by someone refusing to show ID, the police will be contacted immediately.**

**Please ensure that you always bring an ID to the site. Do not assume you will not need it.**

## **Sign In/Sign Out continued:**

DHS requires that a parent or an authorized party sign a child in and out of a Summer Camp each day. To sign a child out, the parent or authorized party must sign in ink his/her full name, the date, and the time. If applicable, a parent or authorized party may use the digital sign-out function. The child must leave the site once he/she has been signed out.

A child enrolled in GPS Summer Camp will be released only to those persons specifically authorized on the emergency information form (blue card). Exceptions cannot be made without the advance written permission of the parent. Site staff are not eligible to be authorized signers. It is assumed that both parents have the right to pick up a child, unless otherwise noted. If one parent has sole legal custody of a child, the Community Education Office must have a legal document on file stating such.

In the case of an extreme emergency only, the parent/guardian who registered the child for summer camp may call the site to authorize emergency telephone release of their child to a designated person. Parents will be asked for very specific information regarding their child prior to the release being authorized by the staff. DHS requires a photo ID to be required from the designated person at the time the child is picked up from the site.

## **Sunscreen/Sun Protection**

Campers must arrive with sunscreen already applied each day. Additionally, a bottle of sunscreen, clearly labeled with your child's name, must be left at the site to be applied regularly throughout the day. Spray-on sunscreen is preferred. For extra sun protection, it is also recommended that you provide a hat for your child.

## **Toileting Accident**

If a child has a bowel movement accident, we will make the child as comfortable as possible and contact a parent to come and pick up the child if necessary. If the accident is due to diarrhea, then the child must be taken home. Please be advised, this does not apply to urinating accidents. We do realize that many young children will have "accidents" on occasion, especially in a new situation such as the beginning of the summer. However, if accidents become frequent, an adjustment period will be discussed to determine how to best meet the needs of your child while maintaining state-enforced licensing standards. Please note that summer camp staff are not licensed to change diapers, including Pull-Ups.

# Nutrition

## Breakfast, Lunch & Snacks

Breakfast, lunch, and an afternoon snack will be provided daily for children who choose to participate. Families may choose to provide their own non-refrigerated meals and snacks instead.

## Water Access

Hydration stations will be available at all summer camp locations. **Students are required to bring their own water bottles.** Water will also be provided on all buses during field trips. Please ensure that your child brings a clearly labeled water bottle with their name each day.

## Empowerment Program

As a licensed organization with the State of Arizona Department of Health, we are proud to participate in the state's Empowerment Program. This program is designed to ensure that centers like ours are implementing specific nutritional guidelines and promoting healthy practices, including sun safety, oral health, and tobacco use reduction within the community.

As part of our commitment to these health initiatives, we are required to serve meals family-style, provide families with information on sun safety, tobacco cessation, and ensure that children receive well-balanced meals that include all food groups. Additionally, we are committed to offering at least one hour of physical activity for the children daily, limiting screen time to no more than three hours per week, and reducing juice intake to no more than 4 ounces per day.

If you have any questions regarding our participation in the Empowerment Program or its guidelines, please feel free to reach out to your program's supervisor or coordinator. For more information about the program, please visit the Arizona Department of Health Child Care website at [www.azdhs.gov](http://www.azdhs.gov).

## Field Trips

**Field Trip Information:** Before any field trip, GPS Summer Camp staff will provide parents with written details about the purpose of the trip, transportation arrangements, eating plans, and the date and time. A field trip permission form will also need to be signed by the parent or guardian.

# Field Trips continued

**Arrival Time:** It is important that your child arrives at camp on time on field trip days. If your child arrives late or misses a scheduled field trip, no refunds or credits will be issued. Departure times for all field trips will be posted on the field trip calendar.

**Field Trip Locations:** All off-campus field trip locations are reviewed and approved by GPS Summer Camps. A field trip calendar will be available on the GPS website, and a hard copy will be provided at your child's specific location. Please note that field trips are subject to change.

**Swimming:** Field trips to the Town of Gilbert Public Pools will be offered once a week for students enrolled in Camp B, based on the staff-to-student ratio requirements set by the Town of Gilbert.

**Swimming/Water Day Requirements:** On swimming and water play days, students must bring and/or wear the following items:

- A swimsuit (all swimsuits must be modest)
- A towel
- Sandals
- Sunscreen/Sunblock (Please note that sunscreen may not be shared due to potential allergies)

**Please note:** Swimming opportunities are subject to change. Specific swim/water days will be listed on the Field Trip Calendar.

## Field Trip Schedule

### Kindercamp - all locations

In-house Field Trips - Please consult the calendar

## **Field Trip Schedule continued**

### **VIK Camp A**

#### **Boulder Creek**

Field Trips will be on  
Monday & Wednesday  
No Swimming

#### **Greenfield**

Field Trips will be on  
Monday & Wednesday  
No Swimming

#### **Harris**

Field Trips will be on  
Tuesday & Thursday  
No Swimming

#### **Settlers Point**

Field Trips will be on  
Tuesday & Thursday  
No Swimming

### **VIK Camp B**

#### **Boulder Creek**

Field Trips will be on  
Tuesday & Thursday  
Swimming Tuesday

#### **Greenfield**

Field Trips will be on  
Tuesday & Thursday  
Swimming Thursday

#### **Harris**

Field Trips will be on  
Monday & Wednesday  
Swimming Wednesday

#### **Settlers Point**

Field Trips will be on  
Monday & Wednesday  
Swimming Monday

## **Behavioral Expectations**

Social growth is vital during the preschool and school-age years, which is why our summer camp teams are dedicated to fostering positive behaviors in children. We have established clear behavioral guidelines aimed at maintaining each child's physical and emotional well-being, while also teaching important skills like self-discipline, good judgment, and proper manners. Positive reinforcement techniques will be used to guide children's behavior in a supportive way. We believe in the importance of collaboration between parents and staff to support a child's development.

Our team will work closely with parents and teachers to ensure consistency in our approach. Should any challenges arise, parents will be promptly informed and involved in finding solutions.

## **Behavioral Expectations continued**

Appropriate behavior is crucial for learning and personal growth and should be grounded in mutual respect for the rights and property of others, as well as respect for authority and fellow students. The health, safety, and learning environment of all children must be safeguarded, and no child will be permitted to disrupt this. Students are expected to demonstrate responsible behavior while attending GPS Summer Camp, with an emphasis on personal accountability for their actions. In cases of more serious or repeated behavioral issues, consequences may include an incident report, a parent conference, suspension, and/or removal from the program.

While individual sites may choose to extend these expectations, all students are expected to:

- Listen and follow directions the first time given.
- Keep hands, feet, and all objects to themselves.
- Respect others and the equipment.
- Use words to solve problems. If that doesn't work, ask a staff member for help.
- Stay within sight or sound of staff at all times.

**For more severe or continuous behavioral issues, one or more of the following actions may be taken:**

- A phone call to the parent, which may result in the student being sent home for the remainder of the day
- A written incident report
- A conference with the parent
- A behavior improvement plan (if the student is not a risk to others)
- Suspension
- Removal from the program

*\*If the Site Staff determines that a child cannot benefit from the program or presents a danger to other children, parents may need to withdraw their child from the program.*

*\*\*If the Site Staff determines that a student would benefit from going through a screening process in the district of residence, due to concerns about the child's development, and possibly needing intervention, the parent will be notified as soon as possible. Depending on the level of concern, parents may need to withdraw their child from the program.*

# Family Involvement

GPS Summer Camps truly believe the key to the success of the program involves both staff and parents. The staff appreciates your thoughts, ideas, and concerns regarding the program.

## Transportation

Gilbert Public Schools Summer Camps do not provide transportation to or from our tuition programs. Parents and/or guardians are responsible for transporting their child to and from the campuses. Those students attending Summer School may contact the Summer School Administration for transportation needs.

## Schedules, Fees, Billing and Payments

### Schedules

GPS Summer Camps offer a variety of programs and schedules to meet the needs of the community. Upon registration, families can select a program and schedule for the summer. Modifications to contracts can be requested through the Eleyo system, and requests will be reviewed and approved or denied based on the availability of the specific program.

We offer **2 types of contracts** (schedules) during the summer:

- **Pick Your Week Contract:** Select this option if your child will need a Monday-Friday schedule for every week or specific weeks during the Summer camp session.
- **Pick Your Days Contract:** Select this option if your child needs a mix of days throughout the Summer camp session.

### Fees

#### Registration Fee:

A non-refundable \$50.00 registration fee is due at the time of registration.

Each Camper will receive 2 Camp t-shirts must be worn on all field trip days.

*Additional T-shirts may be purchased for \$10.00 each at the Community Education office.*

## **Fees continued**

### **Summer Camp:**

\$50.60 per day

\$230 per week (requires Monday-Friday schedule)

### **Discounts:**

**Sibling Discount:** 5% off all payment schedules, as long as a sibling is registered for one of our summer camp programs.

**Gilbert Public Schools Employee Discount:** 20% off all payment schedules

*Note: Only one discount may apply.*

### **Late Payment**

A late fee of \$25.00 will be charged if payment is not received by the due date.

### **Past Due Accounts**

If your account shows an outstanding balance for more than 5 days, your child will not be able to attend until the account has been brought current. The account may also be turned over for collections.

### **Late Pick-Up Fee**

A late pick-up fee of \$1.00 per minute, per child, will be charged for any pick-up after 6:00 p.m. This fee will be automatically applied to your account in the Eleyo system and must be paid with your next invoice.

**Please note that more than five early or late pick-ups during the summer session may result in the dismissal of your child from the program.**

## **Billing and Payments**

A non-refundable registration fee is required at the time of registration. During Summer Camp, invoices will be sent every two weeks. Once an invoice has been issued, no changes can be made to the dates that were invoiced. Payments received after the due date will incur a \$25.00 late fee. **Please note that payments will not be accepted at the Summer Camp locations.**

## **Billing and Payments continued**

### **Invoice Schedule:**

**Invoice May 18th for weeks of May 28 - June 5, due May 22nd.**

**Invoice June 1st for weeks of June 8 - June 19, due June 5th.**

**Invoice June 15th for weeks of June 22 - July 3, due June 19th.**

**Invoice June 29th for weeks of July 6 - July 17, due July 3rd.**

All payments must be submitted online via your Eleyo account.

**Tax ID Number:** 86-6000530 (for claiming child care expenses)

## **Refund Policy**

GPS Summer Camps has a non-refundable registration fee. Refunds or credits will not be issued for student absences, including unused days, sick days, or vacation days.

All GPS Summer Camp enrollment is on a first come first serve basis. There are maximum and minimum enrollment requirements for all programs. Parents will be notified if enrollments are not adequate to have a program at a site.

For registration materials or further information, call or visit us today:

Gilbert Public Schools Community Education

Phone: 480.892.9089 x 1

Fax: 480.892.8775

[www.gilbertschools.net/communityeducation](http://www.gilbertschools.net/communityeducation)

Email: [communityedbussinesdept@gilbertschools.net](mailto:communityedbussinesdept@gilbertschools.net)