

# VIK CLUB PARENT HANDBOOK 2026-2027



## **Gilbert Public Schools Community Education**

Business Office Location:  
6839 E. Guadalupe Road  
Mesa, AZ 85212

### Office Hours:

Monday - Thursday 8:00 AM - 4:30 PM Friday 8:00 AM – 12:00 PM\*

\*The office is closed on Fridays during June.

Phone: (480) 892-9089 x1 Fax: (480) 892-8775  
Email: [communityedbusinessdept@gilbertschools.net](mailto:communityedbusinessdept@gilbertschools.net)  
VIK Website: [www.gilbertschools.net/vik](http://www.gilbertschools.net/vik)

The VIK Club tax ID number for claiming childcare expenses is  
**86-6000530.**



## **Disclaimer**

All information and policies outlined in this handbook are intended as permanent guidelines. However, they are subject to change at the discretion of Gilbert Public Schools, the Maricopa County Health Department, CDC guidance, and protocols established by the Department of Health and Human Services.

## **Playground Disclaimer**

While every effort is made to maintain a safe environment, playgrounds inherently carry certain risks. Students may occasionally interact with playground equipment in unintended or unforeseen ways. To mitigate these risks, VIK Staff will provide active supervision whenever students use the playground. However, it is important to note that some risks remain despite this supervision. Therefore, all students enrolled in the VIK program are expected to follow all safety rules and instructions provided by VIK Staff at all times to ensure their safety.

## **Mission Statement**

The vision of Community Education within Gilbert Public Schools was inspired by a commitment to extend the district's tradition of educational excellence through enriching, extended learning opportunities. Our goal is to offer programs that uphold high-quality standards in a nurturing, welcoming, and safe environment.

Our before-and-after-school enrichment programs provide a valuable opportunity for students to build on their classroom experiences, explore new interests, and enjoy meaningful, fun learning. Through these programs, our caring and dedicated staff help students master new skills, foster a love for learning, and cultivate a sense of connection and belonging.

Gilbert Public Schools Community Education fosters strong partnerships among teachers, parents, and the broader community, working together to positively impact the lives of children and families.

We are excited to welcome you and your family to our programs. Please take time to read through this Parent Handbook thoroughly, as all participants are responsible for understanding the information provided. If you have any questions, feel free to contact the Community Education Business Office by phone or email:

**Phone: (480) 892-9089 ext. 1**

**Email: [communityedbusinessdept@gilbertschools.net](mailto:communityedbusinessdept@gilbertschools.net)**

## Program Description

The Gilbert Public Schools VIK Club provides a safe, nurturing, and enriching environment where children can learn, grow, and thrive. Designed for students in preschool through sixth grade, the VIK Club offers a wide range of engaging activities tailored to meet the developmental needs and interests of each child.

Children enjoy daily opportunities to participate in well-rounded enrichment experiences, including:

- Science experiments
- Computer exploration
- Reading and homework time
- Visual and performing arts
- Music and crafts
- Dramatic and imaginative play
- Group games and collaborative projects

We offer:

AM session (Includes Breakfast) 6:30 am - 7:45 am

PM sessions (Include Snack) 2:55 pm - 6:00 pm - Normal School Day

1:55 pm - 6:00 pm - Early Release Wednesdays

11:55 am - 6:00 pm - Half Days

## Licensing & Certification

The VIK Club is licensed and inspected by the **Arizona Department of Health Services (DHS)** and **certified** by the **Arizona Department of Economic Security (DES)**.

Copies of the DHS inspection reports are available for public viewing at the following location:

### **Arizona Department of Health Services**

150 N. 18th Avenue, Suite 400

Phoenix, AZ 85007-3244

Copies of the DHS inspection reports are also available upon request at the Community Education office.

## Staffing

### **Staff to Child Ratios – VIK Club**

To maintain the quality and safety of the VIK Club, we ensure that our staff-to-child ratio is approximately 1 staff member for every 15 children. This exceeds the Arizona Department of Health Services' required ratio of 1 staff member for every 20 children, ensuring that each child receives the attention and care they deserve.

### **Staff Qualifications – VIK Club**

All VIK Club staff members meet or exceed the established educational and experience requirements for their positions. In addition to their qualifications, the staff:

- Participate in formal training each year
- Undergo thorough background checks through local, state, and federal authorities
- Receive ongoing professional development in areas such as:
  - Classroom management
  - Recreation
  - Discipline
  - Child psychology

These continuous training opportunities ensure that our staff remains equipped to provide the best care and support for your child.

### **VIK Club Locations – 2026–2027 School Year**

The VIK Club will be offered at the following Gilbert Public Schools elementary campuses:

- |                   |                   |                   |
|-------------------|-------------------|-------------------|
| ● Ashland Ranch   | ● Harris (held at | ● Playa del Rey   |
| ● Augusta Ranch   | Oak Tree          | ● Quartz Hill     |
| ● Boulder Creek   | Elementary)       | ● Settler’s Point |
| ● Burk            | ● Highland Park   | ● Sonoma Ranch    |
| ● Canyon Rim      | ● Islands         | ● Spectrum        |
| ● Carol Rae Ranch | ● Meridian        | ● Superstition    |
| ● Finley Farms    | ● Mesquite        | Springs           |
| ● Gilbert         | ● Neely           | ● Towne Meadow    |
| Elementary        | ● Oak Tree        | ● Val Vista Lakes |
| ● Greenfield      | ● Patterson       |                   |

### **Enrollment Procedures**

All registrations for the VIK Club must be completed online through the Arux registration system. The information provided during registration will be used to complete your child’s Emergency Information Form. The VIK Club enrolls students on a first-come, first-served basis. Children cannot attend the program until the registration has been fully approved in Arux.

New Families:


- Create a family account in Arux by setting up a user ID and password. This login will be used for all future online transactions.

Returning Families:

- Log in to your existing account, click on: “Explore All Programs” → “VIK Club – Before & After School Program” → “Registration” to begin the registration process.

### Registration Details

- A non-refundable \$50.00 registration fee per child is required and will be charged once your contract is approved.
- If a family maintains two separate family accounts, the registration fee applies per child/per account.
- An AutoPay payment method is required and will be charged once registration is approved.
- A confirmation email will be sent after payment is processed.

 Please allow up to 3 business days for registration approval after submission during the school year.

### Immunization Records

Immunization records are required at the time of registration.

As mandated by the Arizona Department of Health Services (DHS), immunization records must:

- Be provided by a parent or guardian.
- Come from a licensed health care provider.
- Include all current, age-appropriate immunizations for the child.

### Emergency Contacts – VIK Club

To ensure the safety and well-being of every student, it is the **parents' responsibility** to provide accurate and up-to-date emergency contact information.

- At the time of registration, the **Emergency Information and Immunization Record ("emergency card")** must be completed **accurately**.
- This information must be **kept current** for the duration of your child's participation in the program.

### Emergency Contact Requirements:

- The emergency card must include **at least two local emergency contacts** (in addition to the parents/guardians).
- These contacts must have **different phone numbers** and be available to respond in case of an emergency.
- **Only individuals listed on the Emergency Card or listed as authorized pick-ups in your account** will be permitted to pick up the student, **no exceptions**

Keeping this information current is vital to ensure your child's safety at all times.


## Special Circumstances

### Children with an Individualized Education Plan (IEP) or 504 Plan:

A current copy of your child's IEP or 504 must be submitted and approved before registration approval.

Please send the IEP or 504 using one of the following methods:

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

 Fax: 480-892-8775

### DES Child Care Assistance

Families receiving child care assistance through the **Arizona Department of Economic Security (DES)** are responsible for following all related program guidelines. Please review the important information below to avoid any unexpected charges:

#### Co-Pays and Attendance

- Parents/guardians are responsible for paying the **co-pay assigned by DES** during the school year.
- **DES only reimburses** for days that the child is **scheduled and actually attends**, as outlined in our DES contract.
- If a child is scheduled but does **not attend**, the family may be **charged the regular VIK Club rate** for that day.
- If your child will be attending a different VIK site, you must notify your DES caseworker to ensure coverage.

To avoid additional fees, please ensure that your child's **schedule and DES contract** are up to date and aligned with program policy.

#### DES Signature Log

- Parents must **sign and date the DES Signature Log** each month for every child attending the VIK Club.
- The log is required for DES billing.
- If the log is **not signed**, the **full regular rate will be charged** to your account.

Parents are financially responsible for any charges **not covered by DES**.

## Scheduling Options

The VIK Club offers two contract options to meet the scheduling needs of families.

**Parents must select a contract during the registration process.**

#### Contract Types:

- **Consistent Contract - *For students attending Monday–Friday on a regular, ongoing basis throughout the school year (AM, PM, or AM/PM sessions).***

*Please note: Half-day release days are not included in the Consistent contract. Child care on those days requires a separate Pick your Day - Half Day contract.*

- **Pick Your Days Contracts**
  - **AM - For students attending a mix of morning days (Monday-Friday)**
  - **PM - For students attending a mix of afternoon sessions (Monday, Tuesday, Thursday or Friday)**
  - **PM - Wed Early Release - for students attending Wednesday afternoons, release time of 1:55 pm**
  - **PM - HALF DAYS for students attending the Half days during the school year, release time of 11:55 am.**

#### **2026-2027 Half Days**

- ★ August 26th
- ★ September 17th & 18th
- ★ October 2nd & 28th
- ★ December 18th
- ★ January 27th
- ★ March 3rd & 12th

### **Security Access and Policies – VIK Club**

To ensure the safety of all students, families, and staff, every VIK Club location within our Out-of-School Time (OST) programs has implemented keypad entry systems. These security features are part of our ongoing commitment to maintaining a secure and welcoming environment at each of our sites.

### **Keypad Entry Access**

To meet Arizona Department of Health Services (AZDHS) licensing requirements:

- Each student will be assigned a unique entry code, tied directly to their scheduled attendance.
- This access code will allow families entry into the VIK site only on days the student is scheduled to attend.

### **Scheduling Requirement**

To ensure proper access:

- **All schedules must be submitted no later than the 24th of the month prior to attendance.**
- This deadline is necessary to:
  - Activate your child's access code
  - Comply with licensing requirements for direct access
  - Finalize the site roster and staffing needs

Once the 24th of the month has passed, schedules for the upcoming month will be locked, and no additional changes may be made.

We appreciate your cooperation in helping us maintain a safe and secure environment for all children in our care.

## Program Rates

Pick Your Day Contract (1–4 Days/Week) – Daily Rates

Session Type	Daily Rate
AM Only	\$13.31
PM Only (Mon, Tue, Thu, Fri)	\$19.29
PM Only – Wednesday (Early Release)	\$25.72
AM & PM Combined	\$32.60
Half Day	\$34.72

Consistent Contract (Requires Monday–Friday) – Daily Rates

Session Type	Rate
AM Only	\$58.05/week
PM Only	\$82.25/week
AM & PM Combined	\$126.25/week
Half Day w/Consistent Contract	\$30.50/day

Discounts - only one discount may be applied per contract

- **20% Discount** for Gilbert Public Schools employees
- **5% Sibling Discount**

## Program Fees

### Registration Fee

A non-refundable registration fee is required at the time of enrollment in the VIK Club per student.

### Early Registration

- \$25.00 – through June 15th
- \$35.00 – through July 15th

### Regular Registration

- \$50.00 – starting July 16th and beyond
- Please note: The registration fee is per child and must be paid to secure a spot in the program.

## Payments

To ensure smooth and uninterrupted participation in the VIK Club, please review the payment policies outlined below:

### Payment Information

- A **saved Auto Payment method is required** on all accounts
- Payments must be made online using:
  - ACH (Checking Account)
  - Debit Card
  - Visa\*
  - MasterCard\*
  - Discover\*
  - American Express\*

*\*Starting July 1, 2026, payment processing fees will be applied at checkout when using credit cards. The processing fee will be 3.29% + \$0.39 transaction fee.*

- **Cash is not accepted.**

### Invoicing & Payment Schedule

- Invoices are issued on the 25th of each month for the upcoming month.
  - *(If the 25th falls on a weekend or holiday, invoices will be processed on the next business day.)*
- Payments are due on the 1st of each month.
- A start date must be selected during registration to ensure invoicing does not begin until your child starts attending the program.

### Late Payment Policy

- A \$25.00 late fee will be assessed if payment is not received by the due date.
- Recurring \$25.00 late fees will continue to be applied until the full balance is paid.
- If your account is 10 business days past due, your child's schedule will be removed and their access code deactivated.
  - You must contact the Community Education Business Office to bring your account current.

### Collections

- Accounts with a balance **outstanding for more than 60 days** may be submitted to **collections**.

### Late Pick-Up Fee

- A fee of **\$1.00 per minute, per child** will be charged for pickups **after 6:00 PM**.
- **More than five late pickups per semester** may result in dismissal from the program.

### **Missing Child Procedures (Locator Fee)**

- A **\$5.00 per incident fee** will be charged starting with the **second occurrence** when staff must initiate missing child procedures.
- This applies if a parent fails to notify the VIK program that a child will be absent on a regularly scheduled day.

### **Schedule Changes**

Monthly invoices are based on the schedule selected in Arux, our online registration and billing system. To avoid billing issues, please review the following schedule change policy carefully:

- All schedule and contract changes must be submitted through your Arux account.
- Changes must be made before the **24th of the month prior to the month of attendance**.
- Monthly invoices are issued on the 25th (or after if the 25th falls on a weekend). **No changes can be made after your account invoice has been issued.**
- Families are responsible for payment based on the schedule in place at the time of invoicing.

Please plan to ensure your child's schedule accurately reflects your needs for each month. For additional information, see the Payments section of this handbook.

### **Special Needs**

Gilbert Public Schools VIK Club is committed to providing inclusive, supportive programming for all children. We fully comply with the requirements of:

- Section 504 of the Rehabilitation Act of 1973
- Title II of the Americans with Disabilities Act (ADA) of 1990
- Applicable Department of Health Services (DHS) regulations
- All relevant federal, state, and local laws

### **Reasonable Modifications**

The VIK Club will provide reasonable modifications to ensure that students with disabilities have meaningful access to our program. However, modifications may be limited if it is demonstrated that such changes would:

- Fundamentally alter the nature of the VIK Club
- Create an undue financial or administrative burden

### **Behavioral Policy/Expulsion Prevention Plan**

Students with disabilities, like all participants, are expected to follow the VIK Club guidelines. If a student, *even with reasonable modifications*, is consistently disruptive to the program or poses a danger to themselves or others, they may be removed from participation to protect the safety and experience of all children.

### **Important: Before Registration**

If your child has special needs or a disability, please contact the Community Education Program Supervisor before registering.

As required by DHS regulations (R9-5-507), families must provide the following documentation:


- A current copy of the student's Individualized Education Program (IEP) or 504 Plan
- Medication schedule, if applicable
- Staff qualifications relevant to your child's care, if applicable

We appreciate your partnership in helping us create a safe, inclusive environment for every student.

### **Absences**

If your child will not be attending the VIK Club on a regularly scheduled day, it is essential that you notify the Site Leader *before the end of the school day* to avoid the initiation of missing child procedures and any related fees.

You may also report an absence by contacting the Community Education Office at:

 (480) 892-9089, ext. 1

If neither the Site Leader nor the Community Education Office is informed of an absence, every effort will be made to verify the child's whereabouts using the contact details provided on the Emergency Information and Immunization Record (emergency card). If we are unable to confirm the child's location, Child Protective Services (CPS) or the local police department will be contacted.

### **Missing Child Procedure Fee: \$5.00**

This fee will be charged to the family's account when missing child procedures are activated unnecessarily, for example, if a parent fails to report an absence. The fee will be assessed beginning with the second occurrence for each student.

 **Please note: No credits or refunds will be issued for absences due to illness or other unused, scheduled days. No exceptions.**

### **Illness**

If your child is absent due to illness, please notify the Site Leader or the Community Education Business Office.

Children should not attend the VIK Club if they exhibit any of the following symptoms:

- Fever within the past 24 hours
- Vomiting or diarrhea
- Undiagnosed rash
- Inflamed or discharge-filled eyes
- Severe cold or sore throat
- Swollen glands
- Head or stomach ache
- Head lice

If a child does not attend school, they may not attend the VIK Club that same day.

If a child becomes ill during VIK Club hours—showing a temperature of 100°F or higher, vomiting, frequent diarrhea, or a new rash—parents, guardians, or emergency contacts will be contacted and must promptly pick up the child.

Children with contagious conditions or a fever must remain home, and the Site Leader should be informed of any such illness.

 **Reminder: No credits or refunds are provided for missed days due to illness.**

## Sign In & Out Procedures

For the safety and security of all children enrolled in the VIK Club, the following sign-in and sign-out procedures must be followed without exception:

- 1. Identification Requirement**  
Site staff may request photo identification from any individual attempting to pick up a child. Children will not be released to any person who refuses to provide valid identification. If an individual attempts to remove a child without complying with identification procedures, the police will be contacted immediately.
- 2. Daily Sign-In and Sign-Out**  
The Department of Human Services (DHS) requires that a parent, legal guardian, or authorized individual sign each child in and out daily using the site's designated iPad. Once signed out, the child must leave the premises promptly.
- 3. Authorized Individuals Only**  
For the safety of all children, students will only be released to individuals listed on the Emergency Information Form ("emergency card"). **No exceptions will be made.** Account holders may update their list of authorized individuals through their account before pick-up.  
**Please note:** Site staff are not permitted to be listed as authorized pick-up persons.
- 4. DES Families**  
For families receiving DES (Department of Economic Security) assistance, all authorized signers must be at least 18 years old. Both parents are presumed to have pick-up rights unless legal documentation indicates otherwise. If one parent has sole legal custody, a copy of the court order must be provided to the Community Education Business Office.
- 5. Emergency Telephone Authorization**  
In extreme emergencies, the parent or guardian who originally registered the child may call the site to authorize a one-time, emergency pick-up. The caller will be required to answer detailed questions about the child to verify their identity. The designated pick-up person must present valid photo identification upon arrival. All emergency releases must be approved by the Program Supervisor.

## Personal Belongings

Please note that **Community Education staff cannot assume responsibility for any personal belongings** brought to the VIK Club. Families are strongly encouraged to have students leave personal items—especially valuables such as toys, games, and electronics—at home or stored securely in their backpacks.

If a student brings any items to campus or to the VIK program, those items **must be clearly labeled with the student's full name**. Misplaced items may not be retrievable, and the program is not liable for lost, stolen, or damaged belongings.

## Behavioral Guidelines

At the VIK Club, we recognize the importance of social development during the elementary years. Our behavioral expectations are designed not only to ensure each child's physical and emotional well-being but also to support the development of self-discipline, good judgment, and respectful manners.

Our staff use positive guidance techniques to encourage appropriate behavior, and we view parents and school staff as partners in supporting a child's growth.

When necessary, staff will communicate with parents and collaborate with teachers to maintain consistent expectations across settings.

## Behavior Support & Disciplinary Action

If it is determined that a child is unable to benefit from the VIK Club environment or poses a safety risk to themselves or others, parents will be required to withdraw their child from the program.

Children are expected to:

- Show respect for others, property, and authority
- Maintain responsible and safe behavior
- Take ownership of their choices, both positive and negative

Consequences for behavior will be appropriate to the situation and may include:

- Redirection or verbal reminders
- Loss of privileges
- Rewards or positive reinforcement
- Incident reports
- Parent conferences
- Suspension or permanent removal from the program

## General Expectations for All Students

Each VIK Club site may expand on these expectations, but all children are expected to:

- ◆ Listen to and follow directions the first time given
- ◆ Keep hands, feet, and objects to themselves
- ◆ Show respect for others and all equipment/materials
- ◆ Use words to solve problems or ask for help
- ◆ Remain within sight and sound of VIK staff at all times

Maintaining a positive, safe, and respectful environment is essential for all students to thrive. Thank you for your partnership in supporting your child's success in the VIK Club!

## **Medication Administration**

For the safety of all participants, medication will not be administered without prior arrangements made with the Site Lead.

If administration is approved, the following guidelines must be strictly followed:

- Only physician-prescribed medication in the original prescription container will be accepted.
- The prescription container must be labeled by the pharmacist and include:
  - Student's full name
  - Prescription date
  - Dosage instructions
  - Medication name
  - Method of administration
- A completed Medication Consent Form must be signed by the parent or guardian and kept on file at the site before any medication can be given.

Important Notes:

- Expired or unused medication will not be administered and will be returned to the parent or guardian. If not collected, medication will be disposed of two weeks after the expiration date or the child's withdrawal from the program.
- A separate Medication Consent Form is required for Holiday Camp and Summer Camp sessions. Please contact your child's Site Lead for specific camp medication procedures.

## **Family Involvement**

At the VIK Club, we believe that open communication and strong family partnerships are essential to the success of our program. We are committed to maintaining transparency and providing opportunities for families to stay informed and engaged.

- **Parental Access:** Parents are welcome to access areas of the facility where their child is receiving services at any time.
- **Conferences:** Parents may request a meeting with site staff, the Enrichment Specialist, or the Program Supervisor to discuss any concerns or questions regarding their child or the program.
- **Feedback Encouraged:** We value all input from parents and students. Please share your thoughts, ideas, or concerns directly with VIK staff or by contacting the Program Supervisor.
- **Pesticide Notification:** Families will receive at least 48 hours' notice prior to any pesticide application. Notices will be visibly posted on site doors.
- **Monthly Newsletters:** Each family will receive a monthly newsletter with updates on curriculum, upcoming activities, and special events.

- Curriculum Access: The VIK Club curriculum is available for review at each site or by contacting the Community Education Business Office.

## Emergency Procedures

- The safety and well-being of every child in the VIK Club is our highest priority. In the event of an emergency, program staff will follow established procedures to ensure each child receives prompt and appropriate care.
- Medical Emergencies: If staff determine that emergency medical attention is needed, paramedics will be called immediately, and the child's parent or guardian will be contacted as soon as possible. Parents are responsible for any medical expenses incurred during such emergencies.
- Minor Injuries: For less serious incidents, trained staff will administer basic first aid on-site. All injuries will be documented and communicated to the parent or guardian.
- Emergency Contact Efforts: If a child requires treatment by a physician, staff will make every effort to contact the parent/guardian and the doctor listed on the child's Emergency Information and Immunization Record.
- Emergency Care: In all cases, appropriate emergency care will be provided until the parent or guardian is reached and able to assume responsibility.

## Field Trips

While field trips are not regularly scheduled during the school year, there may be occasional opportunities for VIK Club participants to attend special outings.

- Parent Notification & Authorization: If a field trip is planned, families will be notified in advance, and written authorization from a parent or guardian will be required for a child to participate.
- Transportation: All transportation for field trips will be provided by Gilbert Public Schools buses, operated by trained district personnel in accordance with safety regulations.

Please note that students without signed permission forms will not be allowed to attend and will remain at the site under staff supervision.

## Transportation

Transportation is **not routinely provided** for students enrolled in the VIK Club, with the following exceptions:

- **Scheduled Field Trips:** Transportation will be provided for approved field trips using **Gilbert Public Schools (GPS) buses**.
- **Low Enrollment Sites:** If a school site has low enrollment, students may be **transported to the nearest VIK Club location** with comparable start and end times. Transportation in these cases will also be provided by **GPS buses**, operated by qualified district personnel.

Parents will be notified in advance if their child will be transported due to enrollment adjustments. All transportation arrangements will prioritize student safety and compliance with district transportation policies.

### Program Closures

The VIK Club will **not** be offered on the following days:

- Labor Day, September 7th, 2026
- Fall Break, October 5th - 16th, 2026
- Veterans Day, November 11th, 2026
- Thanksgiving Holiday, November 25th - 27th, 2026
- Winter Break, December 21st, 2026 - January 1st, 2027
- MLK Day, January 18th, 2027
- President's Day, February 15th, 2027
- Spring Break, March 15th - 26th, 2027
- Spring Holiday, April 26th, 2027
- Last Day of School May 27th, 2027

Break and Holiday Camps are available during selected program closures.

### Break and Holiday Camps

VIK Club offers **Break and Holiday Camps** on select school closure days throughout the academic year. These camps provide a safe and engaging environment for students during breaks from regular school sessions.

In addition to our regular daily activities, Break and Holiday Camp days include guest speakers and field trips to enhance learning and provide extra fun beyond the classroom.

#### Registration & Availability

- A **separate registration is required** for each Break and Holiday Camp session.
- If a student is already enrolled in the **Preschool Program or VIK Club**, no additional registration fee will be charged.
- **Early registration and scheduling are required** to guarantee a spot. Holiday Camps operate on a **first-come, first-served** basis.
- All camp schedules **must be submitted online by the stated deadline—no exceptions.**

#### Holiday Camp Rates

Attendance Type	Daily Rate	Weekly Rate
1–4 Days/Week	\$50.60	n/a
5 Days/Week (M–F)	\$46.00	\$230.00

Breakfast & Snacks are provided for those who chose to participate.

- **Breakfast and afternoon snacks are provided.**
- **Lunch is not provided**—students must bring a packed lunch each day which does not require refrigeration.

#### DES Participants

- Families receiving assistance through the **Department of Economic Security (DES)** must notify their caseworker each time a child will be attending a different site for Break and Holiday Camp.
- Community Education must receive a separate **authorization** for the specific Break and Holiday Camp location.
- For DES-related questions, please contact the Community Education Business Office at **480-892-9089 x1**.

#### Locations (Subject to Change)

- Ashland Ranch Elementary
- Playa del Rey Elementary
- Superstition Springs Elementary

#### Break and Holiday Camp Dates (2026-2027)

- **Fall Break:** October 5-16, 2026
- **Veteran's Day:** November 11, 2026
- **Day Before Thanksgiving:** November 25, 2026
- **Winter Break:** December 21-23, 28-30, 2026
- **Martin Luther King Jr. Day:** January 18, 2027
- **President's Day:** February 15, 2027
- **Spring Break:** March 15-26, 2027

Please note: **Dates and locations are subject to change.** The **Community Education Business Office will be closed** on all Break and Holiday Camp days.

#### Additional Information

All policies outlined in the **VIK Club Handbook** also apply to Break and Holiday Camps. For further details or updates, please contact your VIK Site Lead or the Community Education Business Office.

#### Additional & Miscellaneous Information

- **Program Locations:**  
VIK Club program locations are subject to change. Each site is required to meet minimum and maximum enrollment thresholds. If enrollment at a specific location is insufficient to run the program, parents will be notified in advance, and alternative arrangements will be discussed.

- **Parental Access:**  
Parents and legal guardians are welcome to access any areas of the facility where their child is receiving care or participating in activities.
- **DHS Inspections:**  
Department of Health Services (DHS) inspection reports are available for review by contacting the Community Education office.

## **Insurance**

Gilbert Public Schools maintains **liability insurance coverage**, which includes protection for vehicles used to transport students during field trips.

All field trip transportation is provided exclusively by **Gilbert Public Schools buses**, operated by trained and certified district personnel in accordance with safety and insurance requirements.

## **Arizona Quality Standards for Out-of-School Programs**

The Arizona Quality Standards for Out-of-School Time Programs support out-of-school time program providers' reflection on where they are now, opportunities for growth, planning with quality in mind, and measuring success and outcomes for youth. Based on the fundamental idea that each program has a unique approach to actively assess and meet the needs of youth in the community, these quality standards are intended to foster continuous improvement in a variety of programs across the state of Arizona.

### **I. Safe and Healthy Environments**

1. All staff and volunteers submit to background checks and fingerprint clearance
2. Written health and safety policies are provided to families and understood by youth.
3. Healthy lifestyles and behaviors are promoted.
4. Snacks and meals provided are well balanced and nutritious.
5. Youth, families and staff experience a welcoming and supporting environment.
6. The indoor and outdoor space provides an environment of comfort, ownership and respect for youth and their families.
7. The physical space reflects the interests of and displays the work of the youth.

### **II. Positive Relationships**

1. All interactions reflect a culture of mutual respect, support and belonging.
2. Verbal and physical interactions amongst youth are positive and respectful.
3. Youth work together and support one another's success.
4. Staff and volunteers model cooperation, conflict resolution and positive relationships with each other.
5. The relationships between staff, volunteers, youth and families are consistent, supportive, nurturing and recognize individual needs.
6. Staff and volunteers treat youth with respect and listen to what they say.

### **III. Intentional Programming and Activities**

1. Youth actively engage in learning activities that promote critical and creative thinking skills.
2. Youth assume leadership roles and contribute to program planning, development, implementation and evaluation.
3. Activities are intentional and are aligned with the program's mission.
4. Youth interests and strengths are reflected in program activities.
5. Program is explicit about the specific physical, social and emotional skills it seeks to develop and what program activities support these goals.
6. Materials and activities are developmentally appropriate and accessible to all youth.

### **IV. Equity and Inclusion**

1. Youth represents the full diversity of the community, as it applies to the mission of the program.
2. Youth are exposed to culturally responsive programming, and the program promotes the development of positive identities, respect for differences and cross-cultural understanding among all youth.
3. Program commits to understand, value and respect the backgrounds and experiences of program youth and their families.
4. The needs of diverse youth that come from varying family experiences and backgrounds are included and emphasized in the professional development of staff, helping staff become culturally competent and responsive.

### **V. Family, School and Community Engagement**

1. Program develops and nurtures family, school and community partnerships to leverage resources and support for the youth and families served.
2. Program engages in family, school and community collaborations to plan and implement intentionally designed activities based on youth needs and interests.
3. Out-of-school time academic components and activities complement and enrich school standards and curriculum.
4. Family relationships and involvement are fostered by the program's meaningful communication with families.
5. The involvement and support of families, community organizations and schools are sought as a means to enhance diverse and engaging programming and activities.

### **VI. Program Management**

1. Program embraces a clear mission statement and philosophy that is widely understood and shared among youth, staff, families, and the community.
2. Program policies and procedures are reflective and responsive to the needs of all youth and families.
3. Program policies and practices meet ethical and legal standards.

4. Program administrators ensure effective fiscal management of the program's budget and available resources.
5. Staff and volunteer qualifications and roles are clearly defined.
6. Program administrators recruit, hire, and develop staff and volunteers that reflect the diversity and culture(s) of the community.
7. Program administrators hold regular staff meetings and opportunities for formal and informal communication among staff and volunteers.
8. Program administrators, staff and volunteers participate in relevant and ongoing professional development that supports their own growth and builds more effective program practice.
9. Program administrators conduct frequent and consistent evaluations of program staff and volunteers.

## **VII. Program Evaluation and Data**

1. Written measurable goals are aligned to the program's mission statement and purpose.
2. Regular assessments of program activities, staff performance, and youth and family satisfaction are relied upon for program planning and continuous improvement.
3. Quality improvement is an established part of the organizational culture, engaging youth, staff, volunteers, families and leadership in the process.
4. Program uses assessment tools that are valid, reliable and aligned with quality and desired youth outcomes.