

PARENT HANDBOOK 2013-2014



COMMUNITY EDUCATION

Business Office Location:

6839 E. Guadalupe Road, Mesa AZ 85212
(SE corner of Power and Guadalupe)

Mailing Address:

Community Education
Gilbert Public Schools
140 S. Gilbert Road
Gilbert AZ 85296

Office Hours:

Monday-Thursday, 8:00AM-4:30PM
Friday, 8:00AM-12:00PM
Closed Fridays in June and July

Phone: (480) 892-9089

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www.gilbertschools.net

GPS COMMUNITY EDUCATION KINDERCAMP

The vision of Community Education for Gilbert Public Schools was born out of a desire to continue to provide opportunities to enhance its excellent educational programs through extended education. Our goal is to create programs that reflect our commitment to providing high standards for quality within a nurturing, friendly, and safe environment.

A quality fours and young fives Kindercamp program offers an extraordinary opportunity to encourage students to expand their horizons, and have fun. Our dedicated and caring team can provide critical linkages to the curriculum, help kids master new skills, get excited about learning, and develop a sense of belonging. The Gilbert Public Schools Community Education partnerships bring together teachers, parents, and the community to enhance the lives of children and families in the neighborhood community.

The Gilbert Public Schools team extends a warm welcome to you and your family.

PROGRAM DESCRIPTION

The Gilbert Public Schools Kindercamp provides a loving, safe, fun, and educational environment for children. Children of ages four and five are given an opportunity to choose from a variety of well-rounded enrichment activities that meet their developmental needs and interests. Activities include science, nature discovery, letter and number recognition, art, music, show and share, crafts, creative dramatic play, games, and group projects.

Kindercamp is licensed and inspected by the Arizona Department of Health Services (DHS) and certified by the Department of Economic Security (DES). 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 and at each Kindercamp site.

**Please carefully read the Parent Handbook.
You are responsible for the information it contains.**

**If you have any questions, please contact
the Community Education Business Office at 480-892-9089.**

TABLE OF CONTENTS

Enrollment Procedures	3-4
Family Involvement	4
Behavior Guidelines	4-5
Hours of Operations.....	5
Payments	5
Fee Schedule	6
Refund Policy	6
Schedule Changes	7
Unscheduled Days	7
Late Pick Ups	7
Absences	7
Additional Fees	8
Transportation Policy	8
Holidays & School Closures	9
Sign In / Out Procedures.....	10
Special Needs.....	10
Insurance	11
Medication Administration & Emergency Procedures.....	11
Illness, Accidents, & Emergencies.....	11
Immunizations & Emergency Contacts.....	12
Staff / Child Ratios.....	12
Staff Qualifications.....	12
NSACA Standards.....	13-14
Kindergarten Prep.....	15
VIK Locations.....	16

ENROLLMENT PROCEDURES

Registration must be completed on-line. All information needs to be filled in completely during registration. All information supplied will be used to complete your child's Kindercamp registration form and Emergency Information and Immunization Record. You will need to submit a copy of your child's birth certificate along with proof of current immunizations. You may attach these forms during registration or fax them to 480-892-8775. A non-refundable \$50.00 registration fee per child is due at the time of registration. Once registration is completed, you will need to create your user ID and password, which will be used for all future on-line transactions. After you have submitted your payment you will receive an email confirmation with a link to choose your child's schedule. If you have chosen any discounts, DES, or your child has an IEP, your registration will need to be approved prior to choosing a schedule; this may take at least one full business day. ***If your child has an IEP, the Program Supervisor must review and approve it prior to registration.** You may attach the IEP during registration or fax to 480-892-8775.

Kindercamp and DHS require that all children attending Kindercamp must be **completely** potty trained.

There is at least a one full business day turn-around from the time of completed enrollment until your child may attend camp. Kindercamp enrolls 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.

Enrollment

Parents must choose and commit to their child's schedule when payment is made. Schedules and payments must be submitted no later than midnight on Sunday of the week attending. If your child's schedule must be changed, you must change it on-line in advance, and payment must be made. Be aware that changing your child's schedule for one day could result in the weekly rate changing. Changes to an existing schedule that will result in a reduction in the number of days attending will be assessed a schedule change fee of \$5.00, if made after midnight on Sunday and before added day at noon. After noon on day wanting to add and if you are not able to add the day in your family account, the site will post your child's attendance. There is a \$15.00 charge if the site posts the attendance plus the cost of the day. If day/days added results in a full week schedule, the full week discount may not apply. If mixing schedule, the daily rate applies. Please make changes as soon as possible to avoid extra charges, and notify Kindercamp site staff.

There are maximum and minimum enrollment requirements for all Kindercamp sites. Parents will be notified if enrollments are not adequate to have a program at a site. **Credit is not given for unused days.**

Discounts are available for GPS employees (25%) or siblings (5%). **Only one discount may apply.**

The registration fee is non-refundable.

Enrollment Limits for Kindercamp

Student enrollment limits in Kindercamp are determined by two factors: availability of space and DHS capacity limit guidelines. Each school determines the space that Kindercamp utilizes. Programs offered during the school day may be reduced or relocated yearly due to changes in student enrollment at individual school locations.

Kindercamp is committed to providing safe, quality programs and services.
Kindercamp tax ID number for claiming childcare expenses: 86 6000 530.

FAMILY INVOLVEMENT

Kindercamp truly believes the key to the success of the program involves both staff and parents.

- ❖ Parents may request a conference with the site staff, Enrichment Specialist or Program Supervisor at any time to discuss any concerns.
- ❖ The staff appreciates your thoughts, ideas, and concerns regarding the program. Please feel free to talk with staff or contact the Enrichment Specialist.
- ❖ Parent Nights are held throughout the year. These events give you a chance to spend time with staff, engage in various activities, meet other parents, and explore your child's environment.
- ❖ Parents are invited to attend field trips with their children or visit them at Kindercamp at any time.
- ❖ Each family will receive a monthly newsletter with information about curriculum, activities, and special events.
- ❖ Parents may have access to the areas of the facility premises where their child is receiving services at any time.

The Kindercamp curriculum is available for review at each site or at the Community Education Business Office.

BEHAVIOR GUIDELINES

Because social growth is so crucial during the preschool years, Kindercamp will focus on helping children learn appropriate behaviors. Behavioral guidelines have been established with the goal of not only maintaining the physical and emotional well-being of each student, but also of teaching self-discipline, judgment, and manners. Positive techniques are used to guide children's behavior. Parents and staff are viewed as partners in guiding a child's development. Staff will work with parents and teachers to establish consistency for each child. Parents will be kept informed of problems should they arise.

If program staff determine that a child cannot benefit from Kindercamp or presents a danger to other children, parents will be required to withdraw their child from the program.

Appropriate behavior is essential to learning and growing and should be based upon mutual respect for the rights and property of others, respect for those placed in authority, and respect for every student. No one will be allowed to jeopardize the health, safety, or learning environment of other children. Children will be expected to display responsible behavior when they are attending Kindercamp. Emphasis is placed upon each student taking responsibility for his/her own behaviors. A child's choice may result in positive or negative consequences such as rewards, redirection, or loss of privileges. For more severe or continuous problems, one or more of the following may result: incident report, conference with parent, suspension, and/or removal from Kindercamp.

The following are general expectations of all students. Individual sites may choose to extend these expectations:

- Listen and follow directions the FIRST time given.
- Keep hands, feet, and all objects to self.
- Respect others and equipment.
- Use words to solve problems. If that doesn't work, ask a Kindercamp staff member for assistance.
- *NEVER be out of sight or sound of staff.*

HOURS OF OPERATION

Kindercamp full day extended hours are from 6:30 a.m. until 6:00 p.m., and school day are from 8:30 a.m. until 3:30 p.m. Registration needs to be completed on-line at www.gilbertschools.net. Click on "For Parents", then Kindercamp.

The Community Education Business Office is open to the public on Monday through Thursday from 8:00 a.m. to 4:30 p.m., and Friday from 8:00 a.m. to 12:00 p.m. The Business Office is closed on all holidays and holiday breaks. The office is closed on Fridays in June and July.

General information, registration information, and payments are available online at www.gilbertschools.net (Choose "For Parents", then Kindercamp link).

PAYMENTS

Please note: Payments will NOT be accepted at Kindercamp sites.

All payments must be submitted on-line:

In person: Community Education Business Office
6839 E. Guadalupe Road, Mesa 85212
Computers are available to use during regular office hours.

Online: www.gilbertschools.net
(Choose For Parents, then Kinder Camp)
Community Education is not responsible if payment is late due to personal technical difficulties.

Community Education Business Office hours: Monday-Thursday, 8:00 a.m. to 4:30 p.m.
Friday, 8:00 a.m. to 12:00 p.m. (closed during June & July)

The office is closed on all holidays and during holiday breaks.

**FEE SCHEDULE
2013-2014 School Year**

Registration fee:	\$50.00 non-refundable fee due at registration
School day: (8:30 a.m.-3:30 p.m.)	\$32.00/day; \$155.00/week Weekly rate is not available on weeks with less than five (5) days of Kindercamp available.
Full day: (6:30 a.m.-6:00 p.m.)	\$38.00/day; \$170.00/week (Includes breakfast, morning and afternoon snacks) Weekly rate is not available on weeks with less than five (5) days of Kindercamp available.

Schedules and payments must be submitted by the due date Sunday prior to start of each week. Schedule choices are **school day or full day**. A new schedule may be chosen each billing period (week). You may choose individual days or a full week – there is no minimum. **No credits or refunds will be given for unused days.**

In order to have your child's attendance continue uninterrupted, it is very important that your payment is received on time. **If payment has not been received, your child may not be able to attend and a late fee of \$25.00 will be assessed. On-time payments are essential for the safety of your child. Payments made after 12:00 a.m. on the due date may result in your child not being listed on the roster. If your payment is late, be sure to notify your Kindercamp site so they will know to expect your child. Your child's safety is our highest priority.**

Non school day Kindercamp must be paid for in advance and may not be held at all locations. Camps are based on enrollment; early registration is suggested to ensure a holiday camp. In the event a camp is canceled due to a lack of participation, you will be notified and a credit will be given to your account. **No credits or refunds will be given for unused days.**

Lunches are not provided during non school day holiday camps. Be aware that Holiday Camps are first-come, first-served.

Lunches are not provided during Kindercamp. Each student must bring his/her own lunch or can purchase a lunch through the school. Lunch accounts will be available.

REFUND POLICY

The registration fee is non-refundable. Schedules can be changed on-line until the Sunday prior to the start of the week; after the midnight cut-off there will be a schedule change fee assessed. **No credit or refunds will be given for sick days.**

SCHEDULE CHANGES

Schedules and payments must be submitted no later than midnight on Sunday. If your child's schedule must be changed, you must change it on-line in advance, and payment must be made. Be aware that changing your child's schedule for one day could result in the weekly rate changing. Changes to an existing schedule that will result in a reduction in the number of days attending will be assessed a schedule change fee of \$5.00, if made after midnight on Sunday and before added day at noon, after noon on day wanting to add there will be a \$15.00 charge. If day/days added results in a full week schedule, the full week discount may not apply. If mixing schedule, the daily rate applies. Please make changes as soon as possible to avoid extra charges and notify site staff.

UNSCHEDULED DAYS

If your child attends a day that HAS NOT been previously scheduled and paid for (unscheduled), it is considered a schedule change and/or a late payment.

A child attending on a day for which he/she has not been scheduled will result in either a late fee and the daily rate being charged, or the undiscounted daily rate and unscheduled day fee being charged. As an example: If a child is not scheduled to attend at any time during a given week and must be added to the roster, the account will be charged a maximum \$25.00 unscheduled fee per week and the daily rate for the days attended.

If your child has attended without payment being made, he/she WILL NOT be allowed to attend Kindercamp again until the account has been brought current. A note will be added to the roster, so the site is aware that your child is unable to attend until further notice from the Community Education Business Office. If your child is repeatedly on the unscheduled day list, a note will be added to the roster stating your child will not be allowed to attend unless paid in advance and listed on the roster.

LATE PICK UPS

A late pick up fee of \$1.00 for every minute will be assessed for any pick up that occurs after 3:30 p.m. for school day kids and 6:00 p.m. for extended day kids (time according to the clock located at the site). A "Late Pick Up" slip will be filled out at the site. The charge will be applied to your account and must be paid the next time you log into the system. **More than five late pick-ups per semester may result in dismissal of your child from the program.**

ABSENCES

If your child will not be attending Kindercamp, please notify the Site Coordinator by phone. **No credit or refunds will be given for sick/unused days.**

ADDITIONAL FEES

- Late payments: \$25.00 after midnight Sunday prior to start of week attending
- Late pick up: \$1.00 per minute after 3:30 p.m. for school day care and after 6:00 p.m. for full day care (time according to site clock).
- Returned checks: Restaurant eFund collects for the school district. If your check is returned, please contact them at (888) 423-8974. Restaurant eFund charges a \$25.00 fee.
- Schedule change fee: \$5.00 schedule change fee for any change made after schedule is set before 12:00 p.m. on or before day of change; \$15.00 if after 12:00 p.m. on the day care is needed.

Parents must choose and commit to their child's schedule when payment is made. Changes after Sunday prior to the week attending are considered a schedule change.

There are maximum and minimum enrollment requirements for all Kindercamp sites. Parents will be notified if enrollments are not adequate to have a program at a site. Credit is not given for unused days.

Discounts are available for GPS employees (25%) or siblings (5%). Only one discount may apply.

Please be aware that cash is not accepted. Remit payment in the form of Visa, Master Card, Discover Card or American Express. All payments must be made on-line.

The Kindercamp tax ID number for claiming childcare expenses is 86 6000 530.

KINDERCAMP LOCATION

2013-2014 School Year

Carol Rae Ranch Elementary
3777 E. Houston Avenue, Gilbert

Spectrum Elementary
2846 S. Spectrum Way, Gilbert

Finley Farms Elementary
375 S. Columbus Drive, Gilbert

Program locations are subject to enrollment.

TRANSPORTATION POLICY

Transportation will not be provided.

HOLIDAYS & SCHOOL CLOSURES

Kindercamp will offer Holiday Camps at a limited number of locations on the following holidays:

Fall Break (Office Closed)	October 14-18, 2013
Veteran's Day (Office Closed)	November 11, 2013
Winter Break (Office closed)	December 26, 27, 30, 2013
Winter Break (Office Closed)	January 2, 3, 2014
Martin Luther King Day (Office Closed)	January 20, 2014
President's Day (Office Closed)	February 17, 2014
Spring Break (Office Closed)	March 10-14, 2014

Non school day Holiday Camp Locations:

To be announced at a later date

All Holiday Camp sites are subject to change and are based on enrollment.

Lunches are not provided during Holiday Camps.

Each student must bring his/her own lunch.

Kindercamp will NOT be offered on the following days:

Labor Day	September 2, 2013
Thanksgiving Day	November 21, 2013
Day after Thanksgiving	November 22, 2013
Winter Break	December 24, 25, 31, 2013
Winter Break	January 1, 2014
Spring Holiday	April 18, 2014
Last Day of Kindercamp	May 21, 2014
Memorial Day	May 26, 2014
Independence Day	July 4, 2014

SIGN IN/OUT PROCEDURES

For the safety of your child, individuals will be required to show proof of ID to the site staff at any time. A child will not be released to an individual refusing to show ID upon request. Police will be called if a child is removed from the program by anyone refusing to show ID. Always bring an ID to the site. Do not assume you will not need it.

DHS requires that a parent or an authorized party sign a child in and out of the Kindercamp 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.** The child must leave the site once he/she has been signed out.

A child enrolled in Kindercamp will be released only to those persons specifically authorized on the emergency information form (blue card). A sibling may sign out a Kindercamp participant if he/she is listed on the registration form as an authorized signer. Exceptions cannot be made without advance written permission of the parent. Site staff are not eligible to be authorized signers. If you are receiving DES assistance, authorized signers must be at least 18 years of age. It is assumed that both parents have the right to pick up a child unless it is otherwise noted. If one parent has sole legal custody of a child, the Community Education Business 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 Kindercamp may call the Kindercamp site to authorize emergency telephone release of their child to a designated person. Parents will be asked very specific information regarding their child prior to the release being authorized by the staff. DHS requires a photo ID will be required from the designated person at the time the child is picked up from the site. The Program Supervisor must approve this.

We cannot assume responsibility for personal belongings. Please have your child leave personal belongings in his/her backpack or at home. This includes any electronics. Please clearly mark any item your child does bring.

SPECIAL NEEDS

Gilbert Public Schools Kindercamp fully complies 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 applicable federal, state, and local laws.

Reasonable modifications will be provided to afford a student with a disability meaningful access to Kindercamp, unless demonstrated that the modification would be a fundamental alteration in the nature of Kindercamp, or constitute an undue financial and administrative burden. Any student, including students with disabilities, may be removed from Kindercamp if that student, even with reasonable modifications, is so disruptive to Kindercamp that other students cannot participate in Kindercamp or are in danger.

If your child has special needs or disabilities, please contact the Community Education Program Supervisor prior to registration. DHS regulations (R9-5-507) require that you provide copies of the following: your child's IEP, medication schedule, and qualifications for staff.

INSURANCE

Gilbert Public Schools carries liability insurance, including coverage for any vehicle used for transporting students during field trips. Gilbert Public Schools buses are used for all field trips.

MEDICATION ADMINISTRATION & EMERGENCY PROCEDURES

Medication is **not** given to participants without prior arrangements with the Site Coordinator. If approved, only physician-prescribed medication in the original prescription container will be given. The container must be labeled by the pharmacist and must include the name of the student, date, dosage, name of the medication, and method of administration. A “Medication Consent Form” for the administration of medication must be completed by the parent or guardian and be kept on file at the site.

Any unused or expired prescription medication will be returned to the parent or guardian. Medications will be disposed of two weeks after the expiration date or a child’s withdrawal from the program.

In case of an emergency, as determined by program staff, paramedics will be called and a parent will be notified immediately. Parents will be responsible for all costs incurred in such emergencies.

A separate medication consent form must be filled out for holiday camps and summer camp. Please contact your child’s Site Coordinator for further instructions on medication requirements for camp.

ILLNESS, ACCIDENTS, & EMERGENCIES

Illness

Parents must inform the Site Coordinator when an absence is due to illness. A child should not attend Kindercamp 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. A child who did not attend school will not be accepted into Kindercamp on that day.

If a child becomes ill while attending Kindercamp with a temperature of 100⁰ or higher, vomiting, frequent diarrhea, or onset of a rash, a parent/guardian/emergency contact must pick up the child.

Children who are ill with a contagious disease or fever may not attend Kindercamp. Parents must inform the Site Coordinator when an absence is due to a potentially infectious illness. **There is no credit or refund for unused sick days.**

Accidents & Emergencies

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.

IMMUNIZATIONS & EMERGENCY CONTACTS

A child’s immunization records are required at the time of registration. The Department of Health Services requires that the immunization record provided by a parent from a health care provider contain all current, age-appropriate immunizations.

It is the parent’s responsibility to make sure that the information on the “Emergency Information and Immunization Record” filled out at registration is kept current at the site and in your family account. It is extremely important that all home, business, and emergency contacts are correct. You will need to list at least two local emergency contacts on the emergency record; these contacts must be at different addresses from each other and different from the parent. No one may pick up your child unless listed on this record.

STAFF/CHILD RATIOS

To ensure the quality of Kindercamp, the staff-to-child ratios are kept at approximately 1:10, exceeding the standards of 1:15 set forth by the Arizona Department of Health Services.

STAFF QUALIFICATIONS

Staff members meet or exceed established educational and experience requirements for the positions held, participate in formal training each year, and undergo background checks through local, state, and federal authorities. Ongoing professional development opportunities in the areas of classroom management, recreation, discipline, and child psychology are provided for all staff throughout the year.

2013-2014 NSACA STANDARDS FOR A QUALITY CARE PROGRAM

To run a great program takes thought and skill. The NSACA Standards describe the practices that lead to stimulating, safe, and supportive programs for young people in their out-of-school time. There are six categories of quality in the NSACA Standards of Quality Care, with 35 keys that highlight all important concepts of quality.

Human Relationships

1. Staff relate to all children in positive ways.
2. Staff respond appropriately to the individual needs of children.
3. Staff encourage children to make choices and to become more responsible.
4. Staff interact with children to help them learn.
5. Staff use positive techniques to guide the behavior of children.
6. Children generally interact with one another in positive ways.
7. Staff and families interact with each other in positive ways.
8. Staff work well together to meet the needs of children and youth.

Indoor Environment

9. The program's indoor space meets the needs of children.
10. The indoor space allows children to take initiative and explore their interests.

Outdoor Environment

11. The outdoor play area meets the needs of children, and the equipment allows them to be independent and creative.

Activities

12. The daily schedule is flexible, and it offers enough security, independence, and stimulation to meet the needs of all children.
13. Children can choose from a wide variety of activities. Activities reflect the mission of the program and promote the development of all the children in the program.
14. There are sufficient materials to support program activities.

Safety, Health, & Nutrition

15. The safety and security of children and youth are protected.
16. The program provides an environment that protects and enhances the health of children.
17. The program staff try to protect and enhance the health of children.
18. Children are carefully supervised to maintain safety.
19. The program serves foods and drinks that meet the needs of children.

Administration

20. Staff/child ratios and group sizes permit the staff to meet the needs of children.
21. Children are supervised at all times.
22. Staff support families' involvement in the program.
23. Staff, families, and schools share important information to support the well-being of children.
24. The program builds links to the community.
25. The program's indoor space meets the needs of staff.
26. The outdoor space is large enough to meet the needs of children and staff.

27. Staff and children work together to plan and implement suitable activities, which are consistent with the program's philosophy.
28. Program policies and procedures are in place to protect the safety of the children.
29. Program policies exist to protect and enhance the health of all children.
30. All staff are professionally qualified to work with children.
31. Staff are given an orientation to the job before working with children.
32. The training needs of the staff are assessed, and training is relevant to the responsibilities of each job.
33. Staff receive appropriate support to make their work experience positive.
34. The administration provides sound management of the program.
35. Program policies and procedures are responsive to the needs of children and families in the community.

2013-2014 SCHOOL YEAR GENERAL INFORMATION

KINDERGARTEN PREP

Locations:

Ashland Ranch Elementary School

1945 South Ashland Ranch, Gilbert

Morning session: 8:30 a.m. – 11:30 a.m.

Afternoon session: 12:15 p.m. – 3:15 p.m.

Spectrum Elementary School

2846 S. Spectrum Way, Gilbert

Morning session: 8:30 a.m. – 11:30 a.m.

Afternoon session: 12:15 a.m. – 3:15 p.m.

Superstition Springs Elementary School

7125 E Monterey, Mesa

Morning session: 8:15 a.m. – 11:15 a.m.

Afternoon session: 12:00 p.m. – 3:00 p.m.

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

Gilbert Public Schools
Community Education

Phone: (480) 373-5569

Fax: (480) 892-8775

www.gilbertschools.net (click on For Parents, then Community Education)

Email: Nathan.Paquet@gilbertschools.net

Business Office Hours

6839 E. Guadalupe Road

Monday - Thursday, 8:00 a.m.-4:30 p.m.

Friday, 8:00 a.m.-12:00 p.m.

Mailing Address:

GPS Community Education

140 S. Gilbert Rd

Gilbert, AZ 85296

VIK CLUB LOCATIONS

2013-2014 School Year

The VIK Club is offered to students at the following GPS elementary schools:

Ashland Ranch	Mesquite
Augusta Ranch	Neely
Boulder Creek	Oak Tree
Burk ***	Patterson
Canyon Rim	Pioneer
Carol Rae Ranch	Playa del Rey
Finley Farms	Quartz Hill
Gilbert	Settler's Point
Greenfield	Sonoma Ranch
Harris **	Spectrum*
Highland Park	Superstition Springs*
Houston**	Towne Meadows
Islands	Val Vista Lakes
Meridian	

Program locations are subject to enrollment.

*Kindergarten Prep will be offered at the Ashland Ranch, Spectrum and Superstition Springs elementary campuses. Contact Community Education at (480) 892-9089 for details.

**Harris students are bused to and from Houston for VIK.

*** Burk currently has a PM program located at Burk and students are being bused from Patterson to Burk in the AM.

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

Gilbert Public Schools
Community Education

Phone: (480) 892-9089 x 100

Fax: (480) 892-8775

www.gilbertschools.net (Click on For Parents, Community Education)

Email: community-ed-businessdept@gilbertschools.net

Business Office / Hours

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