



Eagles' Nest 2025-2026

Before and After School Care

Open to the students of:

Adams Traditional Academy
and
Adams Traditional Beginnings

Parent Handbook & Statement of Services

602-938-5517

A Choice Services, LLC. School

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ENROLL: NOW DONE ONLINE (Hard Copy Forms available if Online Registration is not possible)

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

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

Mission Statement

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

Program Goal

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

Our Staff

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

Hours of Operation

Monday through Friday
(Closed on all school holidays)

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

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

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

Payment of Fees

Eagles Nest is a PRE-Paid Program. Every week, your account will be charged for your child's attendance in the program from the previous week. If there is an outstanding balance owed, a \$10.00 late fee will be incurred. Checks returned for non-payment will be assessed a \$12.00 return check fee.

Contact Information

Mrs. Ryder, Licensing Director
Email: dryder@choiceacademies.org

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

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

Mrs. Harris, Preschool Admin. Assistant
Phone: 602-938-5517 ext. 327
E-mail: kharris@choiceacademies.org

Mrs. Rankin, Account Manager
Phone: 602-938-5517 ext. 106
E-mail: lrarkin@choiceacademies.org

Program Fees for Enrolled Children

Registration Fee

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

Students must re-register each year.

Before Care:

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

After Care:

Hour Block 1 between 1 to 90 minutes \$9.00 per day

Hour Block 2 between 91 to 120 minutes \$12.00 per day

Hour Block 3 between 121 to 150 minutes \$15.00 per day

Early Release Days anything beyond 150 minutes \$25.00 per day

1st Late Pick-Up: After 6:00 p.m. - \$20.00 late pick-up fee in addition to \$1.00 for every minute past 6:00 p.m. Late pick-up fee increases by \$20.00 second and \$20.00 again the third offense, resulting in possible withdrawal from program, by Director's discretion.

Children Not Enrolled

Children may not attend unless enrolled in Eagles' Nest. A link can be emailed to a parent/guardian in order to complete the necessary online registration form. An Emergency Info Card and Immunization record along with a \$50 reg. fee are required in order to participate.

Before Care: 7:00 a.m. to 7:40 a.m. \$20.00 per day

After Care: 3:30 to 6:00 p.m. \$20.00 per day

Early Release After-Care: 12:00 to 6:00 p.m. \$35.00 per day

Eagles' Nest Activities

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

1st-8th Grade Tentative Daily Schedule

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

Preschool/Kindergarten Tentative Eagles' Nest Activities

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

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

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



Payment Methods

Cash and check payments can be made in the ATB & ATA front offices during regular business hours. To make online payments, go to the school's online payment website at

<https://choiceacademiespayonline.epaytrak.com/>.

Non-Payment

Eagles Nest is a PRE-Paid service. A \$10.00 late fee will be assessed every week that your account has a balance due. All fees must be paid prior to your child returning to the program. Checks returned for non-payment will be assessed a \$12.00 return check fee.

Enrollment/Disenrollment

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

Calendar

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

Daily Sign-In and Sign-Out

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

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

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

Late Pick Up

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

Snacks

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

Transportation

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

Child Records/Updates

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

Drop-off for Before Care

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

Pick-up from After Care

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

MPR-A entrance from driveway

Through the Preschool lobby to room 300

Adams Traditional Academy (**Bldg. A**)

Adams Traditional Beginnings (**Bldg. B**)

2323 W. Parkside Ln.

2333 W Parkside Ln.

Phoenix, AZ 85027

Phoenix, AZ 85207

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

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

Discipline Guidelines

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

Parking Lot and Campus Safety

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

Fire Drill and Evacuation

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

Licensing

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

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

Insurance

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

Pest & Weed Control

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

Insect Control is done monthly by Griffin Pest Control.

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

Weed Control is done quarterly by Arizona Weed Guard.

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

Emergency and Medication Policy

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

Health Policy

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

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

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

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

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

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

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

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

Eagles' Nest Registration Checklist 2025-2026

Child Name _____

Child Name _____

Child Name _____

Child Name _____

Fill out a registration packet and return to the front office if online registration is not possible.
Incomplete forms will not be accepted.

Items needed to complete the registration process:

- _____ 1. Completion of registration and payment policy form with parent signature
- _____ 2. Completion of the emergency blue card for each child
- _____ 3. Copy of immunization records for each child
- _____ 4. Copy of reliable proof of child's identity and age
- _____ 5. Media release form
- _____ 6. First aid authorization form
- _____ 7. Behavior Policy Acknowledgement
- _____ 8. \$50 Non-refundable registration fee, **and** payment for the first week of attendance for each child.

For Office Use Only:

Completed Packet Received By: _____

Date: _____

Eagles' Nest Registration 2025-2026

Student Information

Student Name: _____ Date of Birth: _____ Grade _____ Gender M/F

Student Name: _____ Date of Birth: _____ Grade _____ Gender M/F

Student Name: _____ Date of Birth: _____ Grade _____ Gender M/F

Student Name: _____ Date of Birth: _____ Grade _____ Gender M/F

Parent Contact Information

Address: _____ City _____ State _____ Zip _____

Mother/Guardian: _____ Phone: _____

E-mail: _____ Alt. Phone: _____

Father/Guardian: _____ Phone: _____

E-mail: _____ Alt. Phone: _____

Adults authorized to pick up your child must be listed on Emergency Blue card

Please tell us about any special needs or important information regarding your child(ren).

Payment Policy Acknowledgement

Registration

The non-refundable registration fee is \$50.00 per child. No discounts are given on the registration fee. Children who enroll in the Eagles' Nest program must complete a registration packet and pay the \$50 registration fee before the child(ren) can attend.

Hours & Fees

With the exception of school holidays, the Eagles' Nest is open Monday through Friday from 7:00 a.m. to 7:30 a.m. for before care (7:00 a.m. - 7:40 a.m. for preschool). After-care hours are from 3:30 p.m. to 6:00 p.m. (closed all school holidays).

Before Care

\$100.00 per month regardless of time attended
\$60.00 for two consecutive weeks
\$40.00 for one week of service
\$10.00 daily rate

After Care

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

Eagles Nest is a PRE-Paid service. A \$10.00 late fee will be assessed every week that your account has a balance due. All fees must be paid prior to your child returning to the program. Checks returned for non-payment will be assessed a \$12.00 return check fee. Please refer to page 2 of the handbook for a complete schedule of fees.

As online accounts are visible to families at will, no statement will be sent home. If a balance is owed on the account, payment is due immediately before your child can return to the Eagles' Nest program. As a courtesy, you may receive notification when your account remains delinquent. Please enter your preferred email address for this communication below.

I would like my late notice e-mailed to _____

Payment may be paid at the school by cash, check, or money order. Checks should be made payable to Adams Traditional Beginnings or ATB. Payment can be made to either the front desk or in one of the payments drop boxes located in the multi-purpose room and the front office. Do not place cash in the drop boxes. Credit card payments may be made online via our website at <https://choiceacademiespayonline.epaytrak.com/> .

Please initial each statement of understanding:

_____ I understand that the registration fee is non-refundable, and no discounts are given.

_____ I understand this is a PRE-Paid service, and my account will be assessed a \$10.00 late fee each week if I have an outstanding balance.

_____ I understand the first late pick-up fee is \$20.00 in addition to \$1.00 per minute past 6:00 p.m. The second late pick-up fee is \$40 + \$1.00 per minute, and third offense is \$60 + \$1.00 per minute past 6:00 p.m.

_____ I understand that withdrawal from the program is a possibility after third late pick-up, by Director's discretion.

I have read the above program information and payment policies and agree to abide by them.

Signature: _____

Date: _____

Media Release

I hereby agree and give my permission for Choice Academies, including Adams Traditional Academy and Adams Traditional Beginnings, to record, film, photograph, audiotape or videotape my child's name, image, likeness, spoken words, student work, performance and movement, in any form (hereinafter collectively referred to as "Works"), and to display, publish, distribute or exhibit these Works or any part thereof for the purpose of and in connection with any material that may be created by Choice Academies, including, without limitation, for posting on the school website and/or for distribution in print or broadcast media. I hereby further agree that Choice Academies is the sole owner of all rights, title and interest, including copyrights in such Works and any parts thereof for all purposes, as Choice Academies shall determine in their sole discretion without limitation, reservation or compensation to me or my child.

By entering into this informed consent and release and granting the permission as stated herein, I am expressly authorizing Choice Academies to use, in whole or in part, my child's name, likeness, image, spoken words, student work, performance and movement in connection with any materials for Choice Academies, including without limitation, in all manner and media, as Choice Academies determines in their sole discretion. I also understand that Choice Academies shall own all rights, title and interest, including the copyright(s), in and to the materials, to be used and disposed of in perpetuity without limitation as Choice Academies shall determine at their sole discretion.

By entering into this informed consent and release and granting the permission as stated herein, I also am releasing Choice Academies and their respective officers, directors, agents and/or employees from and against any and all liability, loss, damage, costs, claims and/or causes of action arising out of or related to my son/daughter's participation in any media events, including, without limitation, television broadcasts, promotional materials or website projects.

Choose one Option:

- ☐ I have read this Informed Consent and Release and understand its terms. I sign it voluntarily and with full knowledge and acceptance of its significance.
- ☐ I am declining permission for use of my child's work or image for any and all media.
- ☐ I agree to this media release except for any or all websites.

Child Name (Please Print) _____

Child Name (Please Print) _____

Child Name (Please Print) _____

Parent/Guardian Name (Please Print) _____

Parent/Guardian Signature _____ Date _____

First Aid Release

- ❖ Eagles' Nest staff will administer the following first aid procedures as necessary. With this knowledge I hereby give consent for my child to receive the following care. (Check all that apply)

☐ Bandages (non-latex)

☐ Ice Pack

- ❖ When a medication must be administered during a child's school day, please follow these instructions: Bring the medication to the nurse's office in the original packaging from the pharmacist. This includes Epi-pens and any other prescriptions. Epi-pens MUST be stored on campus in the original box it was presented in with all labeling visible and accurate to your child. The Epi-pen itself must also have a prescribed label on it. You will be given a form to complete with dosing instructions for our staff.

Child Name (Please Print) _____

Child Name (Please Print) _____

Child Name (Please Print) _____

Child Name (Please Print) _____

Parent/Guardian Name (Please Print) _____

Parent/Guardian Signature _____ Date _____

Behavior Policy

I understand that Eagles' Nest expects each student to take responsibility for his/her own behavior. Positive reinforcement and redirecting actions will be used whenever possible to maintain appropriate behavior. To maintain the safe environment expected by others using the before and after school program, Eagles' Nest consequences will result from fighting, destroying property of school or others, profanity, theft, or defiance. Parents will be notified, with suspension for 3-5 days, or dismissal from the program as behaviors do not improve, per Director's discretion.

Parent/Guardian Name (Please Print) _____

Parent/Guardian Signature _____ Date _____