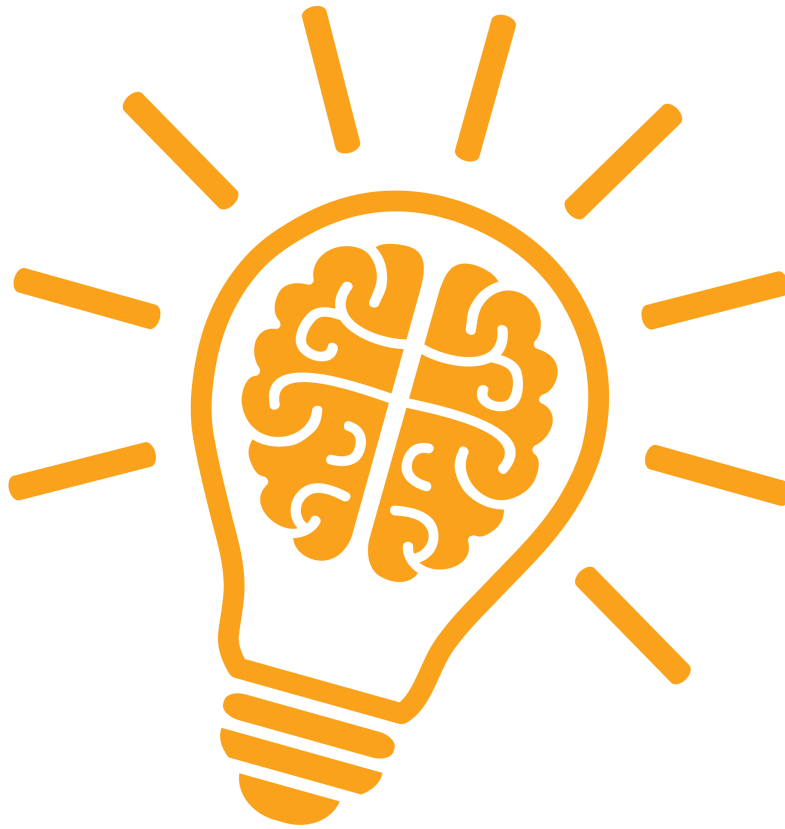




PARENT'S GUIDE

2026-2027 HOMESCHOOL UNIT STUDIES

Updated July 2026

IT'S TIME FOR HOMESCHOOL UNIT STUDIES!

Arizona Science Center would like to officially welcome you and your children to Homeschool Unit Studies. Our mission is to enrich all communities and audiences through science. This packet will provide you with information about Homeschool Unit Studies, including drop-off location and times.

Please read over all of the enclosed information very carefully.

HOW TO CONTACT US

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Director, Informal Youth Programs

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Jesse Roan

Onsite Manager, CAMP INNOVATION

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Camps Team

camps@azscience.org

Our offices are open 10:00 a.m.– 4:00 p.m., Tuesday through Friday. Please allow 3 business days for a response.

If you have any payment, registration or receipt questions, please feel free to contact camps@azscience.org or 602.710.0670.

If you have any activity or content questions, please feel free to contact the Onsite Manager, CAMP INNOVATION at roanj@azscience.org or 602.710.0670.

At times, it may be difficult to reach us by telephone during session hours, as it is often necessary that we be in different areas of the center with the children. If you need to get a hold of someone during regular session hours for urgent matters only, please call our phone at 602.710.0670.

All other inquiries can be sent to: camps@azscience.org

2026-2027 PARENTS GUIDE

HOMESCHOOL UNIT STUDIES



Arizona Science Center's tax identification number is 86-0390558.

GENERAL INFORMATION

Hours & Drop-off and Pick-up

Instruction will begin at 10:00 a.m. and end at 2:00 p.m.

Arizona Science Center is located on the northwest corner of 7th Street and Washington in downtown Phoenix. The address is 600 E. Washington Street, Phoenix, AZ 85004.

All drop off and pick up will be curbside at the 5th street loading zone. Our Team Members will meet you at your vehicle to check your child in and out. Please remain in your vehicle. If a Team Member is not present when you arrive, there will be a number posted (602.710.0670) for you to call. A Team Member will then come out to meet you.

On the morning of the session, we will confirm all registration information curbside. We make every effort to ensure that this process runs as quickly as possible, but we ask for your patience as we:

- Verify the names of adults who are authorized to pick up their child(ren).

Children will then be directed to their specific classroom, where their instructor will be waiting.

When arriving for pick up each day, a Team Member will also meet you at the 5th Street loading zone:

- Your child will not be released to an adult not on your authorized release list. Please check the permission forms to make sure the person picking up your child(ren) is listed.

If you need to drop your child(ren) off late or pick them up early, please call and notify our site coordinator at 602.710.0670. If you know ahead of time that you will need to pick your child(ren) up early, you can notify our site coordinator on that day.

Refund Policy

Cancellations must be requested 2 weeks prior to the first day of the session to receive a refund minus a \$35 cancellation fee for each month-long session per child, and a \$10 cancellation fee for a one day session per child. Cancellations made within 3 to 14 days of the first day of the session will receive a credit minus the cancellation fee. Credit is valid for one year from the issue date.

No refunds or credits will be given after that time period. A \$10 processing fee will be applied to each transfer per child. Space is limited for each session. Transfers will be applicable only if space is available.

Arrival and Departure Procedures

Please be mindful of all posted traffic patterns and speed limits when arriving and departing Arizona Science Center's loading zone.

Late and/or Absent Campers

If a child does not arrive as scheduled for a session, the coordinator will assume that the child is safe with his or her parents and that he or she chose not to attend that day. The leader may, but will not necessarily, verify this with a phone call to the phone number(s) on record. If parents wish, they may notify the office via email at camps@azscience.org but it is not required. Refunds are not provided for missed days.

If your child becomes ill during the day, your child will be sent home. Please provide contact information for someone who can be reached during the day in case of emergency.

Arizona Science Center staff reserve the right to modify this statement in light of the most recent CDC and AZDH requirements.

Food

For your child's comfort, we ask that each child bring a water bottle they can carry throughout the day. Each child is responsible for bringing their own lunch, beverage and any additional snacks.

General Camp Behavior and Safety Rules

On the morning of each session, children will be briefed on the general rules for their behavior listed below. Each Instructor may add rules specific to his or her group as deemed appropriate.

1. **Respect yourself.** Stay within physical boundaries set by your Instructors. Stay where you are if you get separated from the group, and your Instructor will find you.
2. **Respect your Instructors.** A raised hand means silence for an announcement. Be an active participant. Portable electronic devices (cell phones, iPods, etc.) are not allowed.
3. **Respect your area.** Keep classrooms and galleries neat. Put trash in cans, and pick up litter. Put appropriate mixed paper in the recycling bin. Walk instead of run while indoors. This applies to Arizona Science Center facilities and any field trip destinations.
4. **Respect your fellow classmates.** Listen while another classmate is sharing his or her ideas. Stop and think about your choices and consequences.

Behavior and Discipline Policies

Arizona Science Center Homeschool Unit Studies advocate a positive guidance and discipline policy with an emphasis on prevention, positive reinforcement, redirection and the development of self-discipline. All disciplinary action is contingent upon violation of clear, consistent rules and limits, established on the first day of camp. All Homeschool Unit Studies Team Members are trained in how to best handle discipline situations by using methods appropriate to the child's age, development, and behavior.

To minimize disruptive behavior, Team Members will use the following disciplinary steps:

1. Prevention by clearly communicating guidelines and expectations
2. Redirection, positive reinforcement
3. Verbal warning; discuss rules and consequences for continued behavior
4. Quiet time; being separated from the group within the same room or activity area
5. Restriction from activity or closer adult supervision
6. Referral to, and conference with the Director
7. Phone call to parent/guardian and/or possible removal from session
8. Parents are responsible for picking up their child in a timely manner if their child is removed from session

****If at any time inappropriate behavior jeopardizes other children's safety and/or experience: parent(s) will be notified, and the child will be removed from the session for the rest of the day and possibly withdrawn for the remainder of the session. When a child is dismissed from a session, a refund is not given.**

Enforcement of behavior standards and expectations will be clear and consistent in application. Team Members will document any disciplinary action taken, and the Senior Vice President of Informal Learning will be informed of any behavior issues. The Arizona Science Senior Vice President of Informal Learning reserves the right to supersede the above disciplinary guidelines as deemed appropriate and necessary to ensure the safety and well-being of all children and Team Members.

Trained Team Members will supervise children at all times. "Supervision" means that Team Members will be in the same room or group area, will be focusing their attention on children, and will be able to see, hear, and quickly respond to children.

All children are taught by educators with teaching and/or childcare experience. Homeschool Unit Studies are overseen by professional educators who hold a bachelor's degree or higher. All Team Members must go through extensive background checks and training.

Interns

Arizona Science Center Homeschool Unit Studies programs may use interns as a supplement to our regular Team Members. Interns ages 15 and older will assist adult Team Members during program activities and must meet qualifications for working with children as specified by Arizona Science Center standards.

Personal Belongings

Items not directly related to Homeschool Unit Studies activities or at risk of loss or theft should be left at home (i.e., toys, cell phones, personal music players, games, cards, etc.). Items at Homeschool Unit Studies without approval may be confiscated. With prior approval from the leader, a child may bring his or her own equipment to participate in a scheduled activity or to use during lunch. Arizona Science Center assumes no responsibility for lost or stolen personal items.

Cell Phones

Cell phones must be powered OFF, silent and out of sight at all times. Children must seek permission from the Instructor to make a call and must be conducted in a manner as not to disturb the activity. The first time a

cell phone is used without permission it will be collected by Team Members and returned to the child at the end of the day. On the second offense the child will lose cell phone privileges and the cell phone will not be allowed in the child's possession for the remainder of the session. In the event of an emergency the Manager or Director will contact the parents directly. If a parent needs to reach the child, a call may be placed to the contact phone and a message will be given to the Instructor and student.

Lost & Found

Arizona Science Center assumes no responsibility for lost or stolen personal items; however lost and found items will be kept at the Arizona Science Center Programs Office until the conclusion of sessions. At the end of the season, all items will be available at Arizona Science Center for a two week period, after which the items will be donated to charity.

What to Wear

Team Members and child dress requirements:

- Sturdy shoes or sandals; sandals worn to sessions must have a heel strap (i.e. no flip-flops or Crocs)
- No Heelys/wheeled shoes
- Pants, shorts or skirts that conceal underwear

Arizona Science Centers Homeschool Unit Studies are hands-on. This means that they are active and sometimes messy! Please send your child to sessions in comfortable clothes that allow children to play, explore and get dirty and are appropriate to weather conditions.

Medication and Topical Products

Arizona Science Center Team Members may dispense medications to a child if the parent has completed the medication section in their Amilia profile. Prescription medications must be in the original container with the prescription label that includes the child's name, name of the medication, dosage, dosage intervals, name of prescribing physician, and date the prescription was filled. Non-prescription medications must be in the original container and can only be given for two consecutive days without a written note from a physician.

The following products are considered preventative topical products by Arizona Science Center and not as medications:

- Sunscreens
- Hydrogen peroxide
- First aid ointments
- Baking soda
- Band Aids
- Hand sanitizer (alcohol-based)

Arizona Science Center supplies the listed items as needed. If a parent chooses to not allow Team Members to administer certain items from the topical product list, then the parents must provide alternative items for

the child. The items must be clearly labeled with their child's first and last name and given to the child's Instructor or assistant.

Notification of Medical Problems/Emergencies

If a child is injured while attending an Arizona Science Center Homeschool Unit Study, a Team Member will apply first aid and fill out an incident report. If the child's injuries are minor and routine, Team Members will apply care for 15 minutes and then (if necessary) notify the child's parents to discuss any further action.

CAMP INNOVATION is taking the following actions to encourage the health of children and Team Members:

- Children and Team Members who may become sick while in a session will be sent home as soon as possible. **Please be prepared to pick up your child as soon as possible if they become sick**
- Sick children will be kept separate from well children and Team Members until they can be sent home
- Children with a fever should remain at home until 24 hours fever free without medicine and symptoms have improved
- Sick children and Team Members may not return to camp until they have met the CDC guidelines for home isolation.

In cases where the illness/symptoms or injury are such that there must be no delay in treatment, the Team Members will obtain emergency medical treatment by calling paramedics to administer necessary aid and transport the child to an emergency care facility. In the event of an emergency, the parents or designated contact persons will then be notified.

Child Welfare

Parents are encouraged to discuss, with the onsite manager, any special circumstances or events occurring in a child's life that may affect that child's emotional status or behavior while enrolled in Arizona Science Center Homeschool Unit Studies. With this knowledge, Team Members can interact with and respond to your child in an appropriate and understanding manner.

Arizona law requires Arizona Science Center Team Members who suspect that a child has received non-accidental injury or has been neglected to report their concerns to CPS or local law enforcement (ARS §13-3620.A). Arizona Science Center program Team Members are obligated by law to report such incidents to a peace officer or to Child Protective Services in the Department of Economic Security.

Homeschool Unit Study Records

Records and information concerning a child and his/her parents are held in strict confidence. The child's health history is stored in a secure location and available only to designated program Team Members. The Instructor and/or assistants will have emergency contact and relevant medical information (medications, allergies, dietary restrictions) available at all times. Information is released to Instructors or assistants working with the child as necessary.

Changes in Policy

Arizona Science Center reserves the right to make changes to our policies and procedures. We will notify parents prior to sessions if significant changes in Arizona Science Center programs or policies occur. The Arizona Science Center is actively monitoring health guidelines and recommendations provided by the CDC and may modify procedures and policies to reflect those recommendations.

CAMP INNOVATION IMPORTANT INFORMATION FRIDGE SHEET

CONTACT US

CAMP INNOVATION team.....602.710.0670

CAMP INNOVATION email camps@azscience.org

Homeschool Unit Studies website azscience.org/learn/students/homeschool-workshops/unit-studies

HOMESCHOOL UNIT STUDY HOURS

Regular Drop-off 10:00 a.m.

Regular Pick-Up..... 2:00 p.m.

ENTRANCE AND CHECK-IN

Arizona Science Center is located on the northwest corner of 7th Street and Washington in downtown Phoenix. pick up and drop off will be on **5th Street** at the designated loading zone.

