



Student & Parent Handbook: 2025-2026

Our location: 20280 N 59th Ave. # 109 Glendale, AZ 85308

Our website: <https://ecorobotik.com/>

For questions: Info@ecorobotik.com

Welcome to EcoRobotik Learning Center!

This handbook serves as a guide to our programs, policies, and expectations, ensuring a safe, enriching, and productive learning experience for everyone. We encourage you to read it carefully and keep it as a reference throughout your time with EcoRobotik Learning Center. By enrolling in our programs, you agree to abide by the policies outlined herein.

As the needs of our students, staff, and learning center may change, EcoRobotik reserves the right to modify, amend, or revoke any part of this handbook at any time, with or without prior notice. We will make every reasonable effort to communicate significant updates to enrolled families through our website, email, or Parent Portal.

Disclaimer of Guarantee: While we strive to provide the highest quality educational experience and foster exceptional growth in our students, EcoRobotik cannot guarantee specific academic outcomes, skill levels, or future success. A student's progress and achievements depend on various factors, including individual effort, consistent participation, and personal learning styles.

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About EcoRobotik

Our Mission

At EcoRobotik, our mission is to nurture problem solvers. Through hands-on STEM education and real-world challenges, we equip students with the confidence, skills, and ethical mindset to improve our communities and help build a sustainable future.

Our Vision

Our vision is to create a future where every student sees themselves as a changemaker—using STEM to solve real problems, support their communities, and build meaningful careers that contribute to a better world, nurtured by the curiosity and creativity of every learner.

Our Core Values

Innovation & Exploration: We believe in fostering a spirit of continuous discovery, encouraging creative problem-solving, and embracing new technologies and ideas to advance learning and sustainable practices. We equip our students to question, experiment, and build for tomorrow.

Environmental Stewardship: We are deeply committed to understanding and protecting our planet. We integrate ecological awareness into all our programs, inspiring responsible actions and promoting sustainable behaviors in our students, staff, and community.

Empowerment & Agency: We empower every learner to realize their full potential, develop confidence in their abilities, and understand that their actions can create meaningful positive changes in the world. We provide tools and knowledge for them to be active contributors.

Hands-On & Experiential Learning: We provide engaging, interactive, and practical learning experiences that bring STEM concepts to life. We believe that learning by doing is the most effective way to foster deep understanding and lasting skills.

Collaboration & Community: We foster a supportive and inclusive environment where students, educators, and the wider community can learn, share, and grow together. We believe in the power of teamwork to solve complex problems and create a collective impact.

What “Eco” Means to Us

At EcoRobotik, “Eco” stands for ecology and ecosystems — and reflects our belief that sustainability is not just about protecting the planet, but also about creating a healthier future for people.

A truly sustainable future means:

- Cleaner air to breathe
- Safer water to drink
- Healthier food systems
- Smarter, more responsible technologies

We integrate these values into every part of our STEM curriculum:

- **Real-world relevance:** Projects address issues like renewable energy, recycling, food systems, and ecological monitoring.
- **Eco-conscious design:** Students build using recycled materials and learn to reduce waste through innovation.
- **Ethical innovation:** We explore how technology impacts both the environment and human wellbeing.
- **Empowered learners:** Students see that their ideas can make a difference — for their communities and the world.

Program Information

Program Schedules

Our most current program schedules are published on our official website at EcoRobotik.com.

Program Changes

Please note that while we strive for consistency, we reserve the right to modify or cancel classes at our discretion. Any modifications will be updated on our website, and enrolled families will be notified directly of significant changes. If a class is canceled, a credit, refund, or rescheduling option may be provided.

Class Placement & Skill Progression

Advancing to the next level (e.g., Little Bots to Robotics Level 1, or Level 1 to Level 2) is based on skill readiness, not just age. EcoRobotik staff will assess each student's progress and may consult with parents before moving a student up. Prerequisites may apply for certain classes.

Attendance, Illness, and Make-Up Class Policies

Student Attendance

Consistent attendance is key to learning. **Please notify us as early as possible if your child needs to miss their upcoming class by submitting an absence through the Jackrabbit Parent Portal.** A step-by-step guide is available on the portal.

Illnesses

At EcoRobotik Learning Center, the health and safety of our students, staff, and families are paramount. **If your child has a fever or other contagious illness, please be considerate of other children by keeping your child home from classes.**

If your child has been diagnosed with any communicable disease (e.g., Hand, Foot, and Mouth Disease, Influenza, COVID-19, Chickenpox), please notify us immediately. A note from the provider confirming they are cleared to return may be requested.

If your child becomes ill at the Learning Center: Parents/guardians will be contacted promptly and are expected to pick up their child as soon as possible. We ask that you ensure your emergency contact information is always current and that authorized individuals are available for pick-up.

Class Make-Up Policy

Each EcoRobotik member is provided with **7 make-up classes per year**. The year starts on the date of the student's first weekly class and ends on the anniversary of that date.

Each make-up class expires 14 days after the missed class date, unless otherwise approved by administration. It is the parent/guardian's responsibility to schedule a make-up class.

For robotics classes, most make-up sessions can be scheduled directly in the Parent Portal.

For scheduling a make-up class for another subject, contact us at (480) 294-5714 or info@ecorobotik.com. While we will do our best to accommodate your schedule, note that your first preferred day/time for a make-up classes are based on availability and class enrollment and/or instructor availability.

Make-up lessons have no cash value and are non-transferable.

Scheduled Closures

Scheduled Program Closures

Please review our yearly calendar for campus closures.

Note: Tuition is based on a 4-week billing cycle. Our yearly calendar is carefully planned to accommodate for holidays and breaks.

[Click here to review our calendar.](#)

Tuition, Billing, and Membership

Tuition & Fees

To ensure your child's continuous enrollment and an uninterrupted learning experience at EcoRobotik Learning Center, all membership tuition and fees must be paid on or before their due dates. Specific payment schedules and due dates for each program are outlined during the registration process and are available via your Jackrabbit portal. Failure to make timely payments may result in late fees, suspension from classes, or withdrawal from the program.

ESA and ClassWallet Billing

The following outlines our tuition payment process and billing procedures for students enrolled through Arizona's Empowerment Scholarship Account (ESA) program.

Families who use ESA funds through ClassWallet are responsible for timely submission of invoices. We follow a quarterly billing cycle to allow enough time for ClassWallet processing, which can take several weeks.

- **Invoices are sent by EcoRobotik the first week of every quarter**, based on the following billing schedule:
 - July Invoice: Covers July–September
 - October Invoice: Covers October–December
 - January Invoice: Covers January–March
 - April Invoice: Covers April–June
- **3-Day Submission Policy:** Families must submit their invoice through ClassWallet **within 3 days of receiving it**. If the invoice is not submitted within 3 days, the student may be automatically dropped from the program due to non-payment.
 - It is the parent/guardian's responsibility to ensure invoice submission through ClassWallet.

- Please reach out to us immediately if you experience a delay or problem submitting an invoice.

Annual Registration Fee

A **\$35 annual registration fee** is charged per student every year. The yearly fee will be charged with tuition, the month of your child's anniversary with EcoRobotik. This fee helps support ongoing access to our Parent Portal, communication tools, and account management systems.

Membership Cancellation

If you would like to cancel your EcoRobotik membership (withdraw from classes), you must complete a written cancellation request **at least 30 days before your next scheduled tuition payment** by emailing info@ecorobotik.com.

Cancellation requests made less than 30 days before the next billing date will incur one final monthly membership charge, regardless of class attendance.

Refunds

Refunds for any program are not guaranteed and are reviewed case-by-case.

Student Expectations & Conduct

Our Core Expectations

Safety First: Your safety, and the safety of others, is our top priority. Always follow instructor directions, especially when using tools, equipment, or robotics components. Report any unsafe conditions, broken equipment, or accidents immediately to a staff member. Horseplay, running, or disruptive behavior is never permitted in our learning center.

Respect for Equipment and Materials: Treat all tools, robots, computers, and materials with care and respect. Use them only as instructed. Intentional damage or misuse may lead to disciplinary action and/or repair or replacement costs.

Active and Positive Participation: Engage in activities with curiosity and effort. Ask questions, share ideas, and view mistakes as chances to grow.

Teamwork and Collaboration: Many STEM projects at EcoRobotik involve working in teams. Listen actively, share responsibilities, and respect different ideas to help your peers succeed.

Focus and Punctuality: Arrive on time for your classes and be ready to learn. During activity time. Stay focused and minimize distractions so that you and your peers get the most out of every session.

Respect for Others: Treat your instructors, fellow students, and all visitors with courtesy and respect. We have a zero-tolerance policy for bullying, harassment, discriminatory language, or any behavior that makes others feel unwelcome or unsafe.

Misconduct

EcoRobotik Learning Center is committed to providing a positive learning environment. When behavioral issues arise, our goal is to guide students towards positive choices. However, repeated violations of our conduct expectations, or single instances of severe misconduct (such as persistent disruption, defiance, deliberate property damage, or any behavior that poses a safety risk), may lead to disciplinary actions. These actions can range from a verbal warning and a discussion with parents/guardians, to temporary suspension from programs, or permanent dismissal from programs without a refund for remaining classes.

Appropriate Use of Technology

To ensure a focused, safe, and productive learning experience for everyone, we have clear guidelines for technology use:

Educational Purpose Only: All provided technology (including computers, tablets, and robotics equipment) is for educational activities directly related to our programs. Personal use, gaming, or accessing non-program educational content is not permitted.

Respect for Equipment: Treat all technology and equipment with care and respect. This includes handling robotics components gently, using keyboards and mice appropriately, and never attempting to alter settings or install software without instructor permission. Damage due to misuse or negligence may result in repair or replacement costs.

Safe and Ethical Online Conduct: When using internet-connected devices, students must adhere to principles of online safety and digital citizenship. This includes refraining from accessing inappropriate websites, engaging in cyberbullying, or sharing personal information about themselves or others. Online activity on EcoRobotik Learning Center networks may be monitored to ensure a safe and secure learning environment.

Personal Devices (Cell Phones, Smartwatches, etc.): To reduce distractions, personal devices like phones, smartwatches, and gaming devices must stay silent and out of sight during class, unless approved by an instructor. Repeated disruptions may result in the device being held until class ends.

Parent Communication & Procedures

Communication

We expect all communication, whether inside or outside the learning center, to be respectful and professional. This applies to interactions between students, staff, parents, and visitors, in person, over the phone, via email, or on social media.

To ensure effective communication:

- **Best Contact Methods:** For general inquiries, scheduling, or administrative questions, please contact us at **(480) 294-5714** or info@ecorobotik.com.
- **Instructor Communication:** If you wish to discuss your child's progress, classroom behavior, or learning needs, please schedule a time to speak with their instructor. Our instructors are unable to have in-depth conversations during drop-off and pick-up times, as they are typically supervising students or preparing for another class.
- **Concerns and Grievances:** Should you have a concern or complaint, we encourage you to first attempt to resolve it directly with the involved staff member or your child's instructor. If the issue remains unresolved, please escalate it to Gabriela Gabaldon at info@ecorobotik.com.

Drop-off & Pick-up Procedures

Drop-off and Student Check-in: For your child's safety and to prevent disruptions to ongoing classes, **please do not drop off your child more than ten (10) minutes before their scheduled class start time.**

Upon arrival, students can be checked in at the front desk kiosk using the phone number you have on file with EcoRobotik Learning Center. This check-in process is available starting ten minutes prior to the class start time.

We are committed to providing an optimal and focused learning environment for all our students. For this reason, parents and guardians are requested not to remain in the Learning Center during class time.

Pick-up: Please pick up your child promptly at their class dismissal time. Timely pick-up ensures that our instructors can transition smoothly to the next class and maintain a focused learning environment for all students. Only individuals listed on your child's authorized pick-up list will be permitted to pick up a student. For your child's security, photo identification may be required at pick-up, so please be prepared to present it.

Late Pick-Up Policy: We understand that unforeseen circumstances can sometimes cause delays. However, persistent late pick-ups impact our staff and operations.

- Late pickups are subject to a \$20 fee every 15 minutes.

Health, Safety, and Emergency Procedures

First Aid

In the event of a minor injury or immediate medical need, staff members are equipped to administer basic first aid. This includes addressing scrapes, minor cuts, burns, and other small injuries that may occur during activities.

Medication Administration

For the safety and well-being of all students, EcoRobotik Learning Center maintains a strict policy regarding medication. Our staff will not administer any prescription or over-the-counter medications to children while they are in the learning center.

In cases of life-threatening conditions requiring emergency medication (e.g., an EpiPen for severe allergies or an inhaler for asthma), please contact our staff to discuss specific protocols. Such exceptions will require a completed medication authorization form signed by both a parent/guardian and a physician, along with clear, written instructions and the medication in its original, labeled container.

Allergies and Dietary Restrictions

It is the responsibility of the parent/guardian to notify EcoRobotik Learning Center in detail, and in writing, of any and all allergies (food, environmental, etc.), dietary restrictions, or medical conditions your child may have upon registration. Please ensure this information is fully completed and kept updated in your Jackrabbit portal and with our administrative staff.

However, please be advised that EcoRobotik Learning Center is NOT a nut-free or allergen-free facility. While we take reasonable precautions to limit cross-contamination, we cannot guarantee an allergen-free environment during classes, camps, or meal/snack times.

For our camps and other extended programs where students may bring or consume food, parents/guardians are fully responsible for providing all necessary allergen-free meals and snacks for their child. If your child has severe allergies, we strongly recommend sending an EpiPen or other emergency medication, along with a completed medication authorization form as outlined in our Medication Administration Policy.

Facility & Property

Personal Belongings: While we strive to maintain a secure environment, EcoRobotik is not responsible for any lost, stolen, or damaged personal belongings brought into the learning center. Please label all personal items your child brings to the center.

Lost and Found: We maintain a Lost and Found area for items left behind. If your child has misplaced an item, please inquire at the front desk. Unclaimed items will be held for a period of 2 weeks before being donated or disposed of.

In Case of Emergency

1. **Immediate Response:** In the event of an emergency (such as a fire, medical emergency, security threat, or natural disaster), our primary focus will be on ensuring the safety of all individuals present. Staff will follow established protocols, which include securing students, initiating evacuation if necessary, and contacting emergency services (911) as appropriate.
2. **Notification to Parents/Guardians:** Parents and guardians will be notified via email or phone as soon as it is safe and practical to do so. Please understand that during an active emergency, direct contact with the facility may be limited to ensure staff can focus on managing the situation and communicating with emergency responders.
3. **Emergency Contact Information:** It is critical that **your emergency contact information on file with EcoRobotik Learning Center is always current and accurate.** Please ensure we have up-to-date phone numbers for all authorized parents/guardians and emergency contacts. You can update this information at any time in your Jackrabbit Parent Portal.

Facility-Specific Procedures

Evacuation: In the event of an evacuation, staff will lead students to our designated safe assembly point at a clearly marked spot away from the building.

Shelter-in-Place: In situations requiring shelter-in-place (e.g., severe weather, security threat), students and staff will remain secure within the facility according to established protocols.

Injury and Accident Reporting

Reporting Incidents: In the event of any accident, injury, or significant incident involving a student or staff member while at EcoRobotik Learning Center, the following procedures will be followed:

1. **Immediate Response:** Our staff will provide immediate first aid as necessary and assess the situation to ensure the safety of the individual and others.

2. **Documentation:** All accidents, injuries, and significant incidents will be documented by EcoRobotik Learning Center staff.
3. **Parent/Guardian Notification:**
 - a. For **serious injuries or emergencies**, parents/guardians will be notified immediately via the emergency contact numbers on file. Please ensure this information in your Parent Portal is up-to-date.
 - b. For **minor accidents or incidents** that do not require immediate medical attention, parents/guardians will be notified upon pick-up, and a copy of the incident report will be provided for their review.
4. **Medical Attention:** If an injury appears to require professional medical attention, emergency services (911) will be contacted immediately, and parents/guardians will be notified as soon as possible.

Privacy and Confidentiality

Student Records

While EcoRobotik is not directly governed by FERPA (Family Educational Rights and Privacy Act), we adhere to its core principles regarding the protection of student information. Access to student records is strictly limited to authorized EcoRobotik staff with a legitimate educational interest. We will not share a student's personal information or educational records with unauthorized third parties without explicit written consent from a parent or legal guardian, except as required or permitted by law.

Confidentiality of Program Content

Our curriculum, teaching methodologies, robotics designs, and all educational materials are the result of significant investment and innovation. This program content is proprietary to EcoRobotik and constitutes valuable intellectual property. We kindly request that parents, guardians, and students respect the confidentiality of our unique program content. Reproduction, distribution, or sharing of EcoRobotik's proprietary materials outside of the authorized learning environment is strictly prohibited without explicit written consent from EcoRobotik, LLC.

Photography and Video Release

We love to showcase the exciting work happening at EcoRobotik Learning Center! From time to time, we may take photographs or videos of students participating in our programs for promotional purposes (e.g., our website, social media, brochures, or internal use). During the registration process, you are given the option to grant or deny permission for

your child's image to be used in such materials through a separate Photo/Video Release form. Please ensure you make your selection clearly on that form.

If you choose to opt out, we will make every reasonable effort to ensure your child is not included in our promotional media.

All the Legal Stuff

This handbook applies to all events organized by EcoRobotik, including but not limited to workshops, summer camps, and competitions.

This is a Consent, Release of Rights, Hold Harmless and Authorization Agreement (Agreement”) between Ecorobotik LLC (Ecorobotik) and Participant (defined below and referred to as “I”, “Me”, “My” and “Participant”).

In consideration of My participation in the Ecorobotik Competition Event referenced above (“Event”), I agree to the following:

I hereby grant Ecorobotik the right to photograph, videotape, or otherwise digitally record or collect My name, image, likeness, voice, sounds, plus any other information I provide, associated with My participation in the Event.

I acknowledge any works made by or for Ecorobotik to be “works made for hire,” under applicable copyright laws, and to the extent I have or may claim any rights in or to such Works, I hereby grant to Ecorobotik any and all such rights, including, without limitation, the right to use or sublicense these works in any and all media, now known or later discovered or developed, and in all forms and for all purposes, including without limitation, advertising and other promotions for Ecorobotik events, without any further consideration due to Me or any limitation whatsoever. However, Ecorobotik will not share or disclose any photograph, videotape, or other digital recording of My participation in the Event if I have not consented below.

I understand that Ecorobotik exclusively owns all rights, title, and interest in and to the Event program and to any and all instructions and materials provided to Participant in connection therewith (“collectively Program Materials) including, without limitation, any Intellectual Property rights to said Program Materials. The term “Intellectual Property” includes, without limitation, copyrights, patents, trademarks, trade secrets, ideas, inventions, improvements, concepts and other intellectual property, conceived, developed or reduced to practice by Ecorobotik. I, therefore, agree that neither I nor anyone acting on my behalf will provide any Program Materials to any other person or entity or use any Program Materials for the benefit or on behalf of any other person or entity.

I recognize that there may be risks associated with participating in the Event, including, without limitation, risks inherent in the construction and/or operation of robots, as well as in working with electrical connections and participating in public competitions. These risks include the risk of injury (including without limitation, serious bodily harm and even death) and property damage. Being fully cognizant of the risks of participating in any such event, I hereby fully and willingly assume those risks. Except to the extent due to the gross negligence or willful misconduct of Ecorobotik to the fullest extent permitted by applicable laws, I HEREBY WAIVE ANY CLAIMS OR CAUSES OF ACTION which I may now have or hereafter arises against Ecorobotik arising out of or connected to My participation in the Event and I will indemnify and hold harmless Ecorobotik against any and all claims against any such entity or person resulting from same.

I HEREBY RELEASE Ecorobotik and each of their respective successors, assigns, affiliates, licensees and agents from any and all claims, demands, liabilities, damages, costs and expenses, attorneys' fees, other professional fees and expenses, including, without limitation, any claims for compensation, defamation, or invasion of privacy, or other infringements or violations of personal or property rights of any sort whatsoever that I may now or hereafter arise against Ecorobotik arising in connection with my participation in the Event.

This Release shall be binding upon My heirs, personal representatives, and Me.

THIS RELEASE SHALL BE GOVERNED BY AND CONSTRUED UNDER THE LAWS OF THE STATE OF ARIZONA, WHICH SHALL BE THE VENUE FOR ANY LEGAL ACTION.

I UNDERSTAND THAT THIS FORM INVOLVES A RELEASE OF LEGAL RIGHTS.

Notice to Parents

In compliance with the Children's Online Privacy Protection Act (COPPA), parents (or legal guardians) of children under 13 years of age must consent to the collection, use and disclosure of the personal information of their children by EcoRobotik LLC (EcoRobotik) in connection with EcoRobotik's website (referred as the "Website") and/or EcoRobotik's events and activities. EcoRobotik's COPPA statement is incorporated in the website Privacy Policy here: <https://ecorobotik.com/en/privacy-policy>.

EcoRobotik may have collected your online contact information from your child, as well as the name of the child or the parent, in order to obtain your consent.

Your permission is required for the collection, use, or disclosure of your child's personal information. EcoRobotik will not grant your child access to the Website and/or the opportunity to participate in its events and activities unless you provide us with permission.

The information that EcoRobotik collects and uses will include: your name and your child's name, your email address and your child's Gmail address, your telephone number, the address where your child lives, your child's date of birth, your child's gender, the school which your child attends, your child's grade level and certain usage and geolocation information. EcoRobotik also uses Cookies and similar tracking technologies to track the activity on the Website unless you have opted not to allow such use.

EcoRobotik may use the information it collects for the following purposes: to provide and maintain the Website, to provide the services, activities and events offered, to manage your account, for the performance of a contract, to contact you, to provide you with news, special offers and general information unless you have opted not to receive such information and to manage your requests.

EcoRobotik may share or disclose the information collected with service providers, affiliates and business partners and/or in connection with business transactions and/or as required by law.

EcoRobotik may record certain of its events, activities and/or competitions and may share the recordings on the Website and/or its Instagram, Facebook and/or YouTube pages. When you register your child, you will be given the choice as to whether or not you consent to EcoRobotik's sharing of any recordings of your child. If you do not consent, then EcoRobotik will not share any recording(s) of your child.

Verifiable Parental Consent

You can register your child to participate on the Website, activities and events here EcoRobotik.com. Your registration uses a form to sign the parental consent and it is forward it to your email, and if the event is a pay event, workshop, class or competition use of a credit card to pay the registration fee this will certify that you consent to the collection, use and/or disclosure of your child's personal information as described herein and in EcoRobotik's Privacy Policy.

You may revoke your consent at any time to refuse further collection, use and/or disclosure of your child's information. If you desire to revoke this consent, please write down your revocation of consent and scan and email the signed form to info@ecorobotik.com or mail it to us at 20280 N 59th Ave., #109, Glendale, AZ 85308.

2025 Calendar


2025

EcoRobotik Learning Center Calendar

January						
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Learning Center Closed

Public Holiday

2026

EcoRobotik Learning Center Calendar

January						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	