



KIDZ NE

An innovative before and after school care program where students, kindergarten through 8th-grade, are able to learn and interact in a safe, caring environment.

August 7, 2019 to May 21, 2020

2019-2020 Parent Handbook



Providing a physically and emotionally safe environment where children can participate in engaging activities and build positive relationships.

Available to Peoria Unified School District students ages 5+ that are entering Kindergarten through 8th grades in the 2019-2020 school year, August 7, 2019 to May 21, 2020

Available 6 a.m. to the start of school (AM) and school dismissal until 6 p.m. (PM)

Canyon Elementary School
5490 W. Paradise Ln., Glendale
623-201-9338

Heritage Elementary School
5312 W. Mountain View Rd, Glendale
623-277-6667

Copperwood Elementary School
11232 N. 65th Ave., Glendale
623-201-9295

Foothills Elementary School
15808 N. 63rd Ave., Glendale
623-512-2217

Desert Palms Elementary School
11441 N. 55th Ave., Glendale
623-512-2224

Marshall Ranch Elementary School
12995 N. Marshall Ranch Dr., Glendale
623-512-2223

Desert Valley Elementary School
12901 N. 63rd Ave., Glendale
623-512-2216

Sahuaro Ranch Elementary School
10401 N. 63rd Ave., Glendale
623-512-2067

Students engage in a variety of activities specifically designed to improve their social interaction skills and promote cognitive and emotional development, under the supervision of Peoria Unified's trained staff members. The staff to student ratio is 1:20.

Transportation is available for Kachina Elementary School students and Pioneer Elementary School students to attend KidZone at Foothills Elementary School.

EdCamp

EdCamp is a full day program that is offered when school is not in session. EdCamp provides care from 6 a.m. to 6 p.m. at Desert Valley and Foothills. On these days, students engage in hands-on activities, group games, challenges and enrichment. To attend EdCamp children must register for it separately from the KidZone program. Please note that if

you do not register for EdCamp days during your initial KidZone registration, there is a possibility that EdCamp may reach its capacity and you may not be able to do so later.

EdCamp will be held on the following No School dates

- Fall Break **Nov. 25- 27** (Closed Nov. 28 and 29)
- No School Day **Dec. 20**
- Winter Break **Dec. 26, 27, 30 and Jan. 2 and 3** (Closed Dec. 23-25 and Jan. 1)
- Spring Break **March 16-20**
- April Break **April 24**

Program Closed Dates

KidZone and EdCamp are closed on the following dates. Parents will need to make other arrangements for childcare.

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|-----------------------|---------------------------|-------------------|----------------|
| • Labor Day | Sept. 2 | • New Year's Day | Jan. 1 |
| • Columbus Day | Oct. 14 | • MLK Day | Jan. 20 |
| • Veteran's Day | Nov. 11 | • President's Day | Feb. 17 |
| • Thanksgiving break | Nov. 28 and 29 | • July 4th | July 4 |
| • Christmas Eve & Day | Dec. 23, 24 and 25 | | |

KidZone Office

8 a.m. to 4 p.m., Monday to Friday (Summer hours: 7:30 a.m. to 4 p.m., Monday to Thursday)
Desert Valley Elementary School, 12901 N. 63rd Ave., Glendale 85304
623-773-6688 - Jennifer Pettit, Clerk (Main Number)
623-512-2066 - Michelle McArdle, Facilitator
623-556-7202 - KidZone Facilitator
623-773-6687 - Ashley Worrell, Director

REGISTRATION & PAYMENTS

Registration

Registration is completed online at www.peoriaunified.org/KidZone. During registration you will have program options (listed below). A non-refundable registration fee is required for all participants and is due at registration.

KIDZONE FEES

One-Time Registration Charge - Required	Fee
Single child before Aug 1, 2019	\$40
Single child after Aug 1, 2019	\$60
Family - Discounted before Aug 1, 2019*	\$60
Family - Discounted after Aug 1, 2019*	\$80

KidZone Program Options	
Consistent Plan: Minimum of 4 days per week	Daily Fee
AM and PM	\$18
AM and PM discounted*	\$15.30
PM only	\$12
PM only discounted*	\$10.20
AM only	\$8
AM only discounted*	\$6.80

KidZone Program Options	
Pick Your Days Plan: 3 days or less/or inconsistent days	Daily Fee
AM and PM	\$21
AM and PM discounted*	\$17.85
PM only	\$13
PM only discounted*	\$11.05
AM only	\$8
AM only discounted*	\$6.80
Drop-In Option:	Daily Fee
AM and PM	\$35
PM only	\$20
AM only	\$15

EDCAMP FEES

One-Time Registration Charge - Required	Fee
Summer - Single child	\$30
Summer - Family - Discounted*	\$50
School Year - Single child	\$30
School Year - Family - Discounted*	\$50

EdCamp Program Options	
	Fee
Summer Daily	\$35
Summer Daily - Discounted*	\$30
Summer Weekly	\$158
Summer Weekly - Discounted*	\$134
School Year Daily	\$35
School Year Daily - Discounted*	\$30

EARLY RELEASE/MODIFIED MONDAYS

Monday Club	Daily Fee
2-hour PM care on Modified Mondays only	\$15
Early Release Only	Daily Fee
Early Release Days	\$25
Modified Mondays	\$25

**Families enrolling 2+ children will pay the full amount for the first enrolled child and receive a 15% discount for subsequently enrolled children. All PUSD employees will receive a 15% discount. You may only receive one discount; they cannot be combined.*

All listed fees are proposed and are pending PUSD Governing Board approval.

Payments

Payments can be made online through our online registration system at www.peoriaunified.org/KidZone, at the district office, the KidZone office located at Desert Valley or the preschool office located at Skyview.

During the school year, payments are due the last day of the month prior to the month attending (chart on the right). During the summer, payments are due the Friday before the week of attendance (for example, July 29 to August 2 fees are due July 26). Cash, check or money orders are accepted at the KidZone and preschool office. Card payments are only accepted online and at the district office.

School Year 2019/2020 Monthly Chart		
Month of Attendance	LAST Date to make Contract Change	Payment Due Date
August	Thursday, July 25	Wednesday, July 31
September	Sunday, Aug 25	Saturday, Aug 31
October	Tuesday, Sept 24	Monday, Sept 30
November	Friday, Oct 25	Thursday, Oct 31
December	Sunday, Nov 24	Saturday, Nov 30
January	Wednesday, Dec 25	Tuesday, Dec 31
February	Saturday, Jan 25	Friday, Jan 31
March	Sunday, Feb 23	Saturday, Feb 29
April	Wednesday, Mar 25	Tuesday, Mar 31
May	Friday Apr 24	Thursday, Apr 30

If payments are not received by the deadline, your child's place in the program will not be held. Early release afternoons are included if it is the student's regularly scheduled PM day. Returned checks with non-sufficient funds will be turned over to the district's collection agency. Fees will be assessed in addition to those charged by your bank. Non-sufficient funds checks may only be repaid through www.nextcheck.com. Two non-sufficient funds checks will require all future payments to be made by cash or money order.

Fees may be prorated for children entering or leaving the program mid-month.

Changes to Contract

Please also notify the KidZone classroom staff in person or by calling the classroom if your child will not be attending on a contract day. If for any reason you decide to change or drop your child's enrollment from the program, make a change of contract online through our registration system at www.peoriaunified.org/KidZone no later than one week prior to the month attending (see chart above) during the school year. If attending during the summer, make the change no later than the Tuesday prior to the week of attendance (for example, July 23 is the last day to make changes for the week of July 29 to August 1).

NO REFUNDS OR CREDITS FOR MISSED/SICK DAYS, SUSPENSIONS OR EARLY PICKUPS.

Fee Assistance

Department of Economic Security (DES) Child Care Subsidies are accepted at all sites. DES funding may be available for qualifying families. Contact DES at 602-771-0014 to find out more information on how to apply. Processing can take up to 30 days. If you are currently receiving DES assistance for the school year, you will need to notify your caseworker of a location change.

Tax I.D.: 86-6000-488

Late Pick-Up Fee

A \$15 fee per child will be assessed for every 15 minutes past 6 p.m. 6:01 p.m. to 6:15 p.m.: \$15; 6:16 p.m. to 6:30 p.m.: \$30, etc. Pick-up time will be recorded by the designated site clock. The first incident will result in verbal warning with review of policy. The second incident will result in a fee plus written warning. The third incident will result in fee plus a three-day suspension. The fourth incident will result in a fee plus a one-week suspension. The fifth incident will result in removal from the program.

For questions regarding KidZone billing, please contact the KidZone clerk at 623-773-6688 or KidZone@pusd11.net

For programmatic questions, please contact Michelle McArdle at 623-512-2066 or mmcardle@pusd11.net.

POLICIES AND PROCEDURES

Signing Children In and Out

A child enrolled in the Peoria Unified KidZone program will only be released to persons specifically authorized on the Emergency, Information and Immunization Record Card that is completed during registration. No exceptions will be made without the advance written permission or telephone authorization from the parent or guardian. Individuals will be required to show a valid picture I.D. at the time of pick-up. A written request to release your child to a person not on the authorized list will be verified by phone, with your telephone authorization code, before your child will be released. If there are custodial issues regarding a child, legal custody papers must be on file at the Peoria Unified KidZone site.

Participants must be signed in and out daily by a parent or authorized person. This is done by signing your name and time. Children may not sign themselves in or out of the program. The Peoria Unified KidZone site staff is authorized to sign the child out and release the child to the school. After school, staff will conduct sign-in.

Attendance Audits

Monthly audits of daily sign-in/sign-out sheets will be performed for each site. Any extra days of attendance not originally scheduled, per the attendance contract will be the financial responsibility of the parent/guardian and subject to late/penalty fees as described in fee structure.

Health & Emergency Procedures

If a child becomes ill during the program, the child will be placed in an isolated area. Depending on the time of day and the degree of illness, parents will be contacted to make arrangements to have the child taken home.

Please do not send a child if he/she displays any of the following symptoms; nausea, rashes, red/inflamed eyes, temperature above 100° without medication or cold symptoms within the past 24 hours. Minor scratches and cuts will be treated at the site. If a serious accident should occur, the City of Glendale Fire Department will be summoned for treatment and will decide whether a child should be taken to the nearest hospital or doctor's office by ambulance. Parents will be notified immediately. Treatment may only be rendered if written authorization is on file.

Medications

Students are not allowed to carry any medication, unless they have a district permission form on file with both the school nurse and KidZone office. All medicine will be stored in a locked container with the staff and will be dispensed by staff. For staff to administer medication, parent/guardian must complete the "Medication Release Form," available at the site, and bring the prescribed amount of medication in the original container.

Personal Items

The program provides a variety of materials and activities to keep children busy and engaged. Peoria Unified EdCamp staff is not responsible for personal items brought to site. Children are not allowed to use cell phones or other electronic devices at the site. Cell phones must be put away upon arriving at the site. If you and your child need to be in contact for urgent matters, we will allow occasional use of the site telephone for short calls.

AZ Dept. of Health Services (DHS) Licensing

Peoria Unified KidZone is regulated by DHS, located at 150 N. 18th Ave. Phoenix, AZ, 85007, 602-364-2539. Inspection reports are available upon request and are in the licensing binder at each Peoria Unified KidZone location.

Insurance

Liability insurance is carried by Peoria Unified School District for each of our Peoria Unified KidZone sites, and documentation of the liability insurance coverage is available for review at each of these locations.

Pesticide Notice

The pesticides application schedule for each school will be posted on the parent board 48 hours in advance.

PROGRAM EXPECTATIONS

Parent/Staff Communications

The staff works as a team with the school and family to provide the best environment for the student's growth and development. Exchanges of information between parents and staff may take place both formally and informally. Information will be shared regarding issues that take place during children's time in Peoria Unified KidZone. Parents are asked to provide KidZone staff with changes occurring within the family, e.g. a sibling moving, a sick relative or pet, alterations in the parents' relationship, as this gives insight to a student's behavior or attitude.

District policy prohibits physical or verbal abuse or threat of harm to any person on property owned or controlled by the District or at supervised functions sponsored by the District. District policy also prohibits the use of speech or language that is offensive or inappropriate to the limited forum of the public school educational environment. Persons attending special functions shall confine themselves to the specific part of the facility assigned in the permit. Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the facility.

Field Trips

Children need to be signed in at least 45 minutes before field trip departure time. For the safety of all children, if your child does not arrive at least 45 minutes prior to departure, your child will remain at the school with KidZone staff and participate in other planned activities. Parents will not be permitted to drop their children off with the field trip group at the field trip location. Prior notice will be given for all field trips. Children are encouraged but are not required to go on the field trip. A written permission slip signed by a legal guardian is required prior to departure. Identification will be provided to all children for safety purposes. Water will be available on all school vehicles.

Parent/Guardian Expectations

- Parents are responsible for communicating respectfully with KidZone staff members to maximize the effectiveness of the KidZone program.
- Notify the KidZone classroom staff in person or by calling the classroom if your child will not be attending on a contract day.
- Parents are responsible for keeping their child's records up to date.
- Parents are also responsible for paying fees on time as described in the KidZone Handbook.
- Parents are responsible for abiding by the handbook guidelines and the approved Financial Agreement. Please read the information presented in the KidZone Handbook and contact us if you have any questions at 623-773-6688.

KidZone Staff Member Expectations

- Staff members are responsible for communicating respectfully with parents and children to maximize the effectiveness of the KidZone program.
- Staff members will work together with parents/guardians to maintain open communication regarding insight into the student's behavior or any changes that may occur.
- Staff members will communicate any injuries or accidents with the parents/guardians.
- Staff members will provide activities that give participants the opportunity to explore new experiences that will expand learning in a supervised, safe and secure environment.
- Staff members will ensure compliance with the Arizona Department of Health Services regulations.

Student Expectations

- All children are entitled to a positive and safe KidZone learning environment. Therefore, children are expected to follow the rules and directions from the Peoria Unified KidZone staff. Children must be able to participate in a 1:20 staff to student ratio. Children are expected to behave in a way that ensures the safety of themselves and other children.
- When disciplinary action becomes necessary due to unacceptable behavior, staff will take into consideration the severity of the behavior, the age of the child and if the behavior has taken place repeatedly. Some appropriate consequences may include: a verbal warning, a brief "calm-down" period, loss of privilege, a written behavior report or possible suspension and/or expulsion from the KidZone program. If program administration determines that a child cannot benefit from the KidZone program or presents a danger to his/her self or other children, the student may be withdrawn from the program.
- Extreme behaviors such as hitting, biting, spitting, kicking, etc.; abusive language; disrespect to staff (verbally or physically by child or parent); attempts to leave or leaving the program without permission; repeated offenses within the same day or those behaviors that put a child or others in danger will accelerate the disciplinary process. Repeated inappropriate or aggressive behavior with multiple suspensions will lead to removal from the KidZone program. The re-admission of a student into the program will be done at the discretion of the program director.

The Peoria Unified School District KidZone program reserves the right to remove a participant from the program at any time without notice; if this occurs, the District will provide a prorated refund of the program fees that were remaining on the balance.

Children with a Disability or Impairment

If your child has a disability or impairment, please provide IEP/504 accommodation paperwork to ensure a plan for successful participation. Accommodations will be provided to afford a student with a disability or impairment meaningful access to the KidZone program, unless demonstrated that the accommodation would be a fundamental alteration in the nature of the KidZone program or constitute an undue financial and administrative burden. Any student, including students with disabilities, may be removed from KidZone if that student, even with reasonable accommodations, compromises the safety and/or successful participation of students and staff.

Peoria Unified School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities. The right of a student to participate fully in the KidZone program shall not be abridged or impaired because of race, color, religion, sex, age, national origin, and disability, or any other reason not related to the student's individual capabilities.

