


KIDZONE



Peoria Unified School District
Extend - Engage - Enrich

2017-18 Parent Handbook

Table of Contents

Overview & Schedule of Operations	Page 3
Policies & Procedures	Page 5
Fee Structure	Page 8
KidZone Site Locations & Contacts	Page 11

Program Overview

The Peoria Unified School District is proud to offer the KidZone program, our innovative before and after school care program. Through this program, K-8 students are able to learn and interact in a safe, caring environment. The staff to student ratio is 1:20. Under the supervision of Peoria Unified’s trained staff members, students engage in a variety of activities specifically designed to improve their social interaction skills and promote cognitive and emotional development. The program operates on Peoria Unified School District campuses and runs from 6 a.m. to the start of school and goes from school dismissal until 6 p.m. For the 2017-18 school year, KidZone is available from August 9, 2017 to May 24, 2018. **If you would like your child to attend Summer EdCamp, you would need to complete a separate Summer EdCamp registration.**

All registrations must be completed and turned into the KidZone office, located at Desert Valley Elementary School. Registrations will not be accepted at the school sites. The non-refundable registration fee is also due at the time of registration. There is a 3 business day processing period from the time that the registration is turned in until the child can start attending the KidZone program.

Once contracts have been completed and turned in, we require parents to provide at least a two week notice for any contract changes. All changes to contracts must be submitted to the KidZone office using the “Change of Contract” form. **If KidZone staff are not notified of contract changes with at least a two week notice, parents will be charged for the days that are on the current contract.**

Typical KidZone schedule for schools that are in session from 8 am- 3 pm

6-7:20 am	Sign-In and Centers
7:20- 7:40 am	Outside Free play
7:40 am	Release to Breakfast or School
3-3:40 pm	Free Choice Time
3:40-4 pm	Snack
4-4:30 pm	Outside Free Play
4:30-5 pm	Homework/Quiet Time
5-6 pm	Centers

Typical KidZone schedule for schools that are in session from 8:40 am- 3:40 pm

6-7:20 am	Sign-In and Centers
7:20- 7:40 am	Outside Free play
7:40- 8:20 am	Free Choice Time

8:20 am	Release to Breakfast or School
3:40-4 pm	Snack
4-4:30 pm	Outside Free Play
4:30-5 pm	Homework/Quiet Time
5-6 pm	Centers

EdCamp

EdCamp is a full day program that is offered when school is not in session. EdCamp provides care from 6:00 am- 6:00 pm and will be located at either Desert Valley or Foothills Elementary. On these days, children will participate in planned gross motor activities, centers including science, art and sensory, and whole group activities. Participation in EdCamp is \$35 per day. Breakfast and two snacks are provided on EdCamp days. **Children are required to bring a non-perishable lunch for all EdCamp days.**

The following dates are No School Days in which EdCamp will be held at Desert Valley and Foothills. EdCamp will be available for all students that are enrolled for EdCamp, from 6am-6pm.

- Fall Break- November 20th-22nd (closed on 23rd and 24th)
- No School Day- December 22nd
- Winter Break= December 27th-29th, January 2nd-5th (**Please note that we will be closed December 25th, December 26th and January 1st)
- Spring Break March 19th- 23rd
- April Break- April 13th

The following dates are days in which KidZone and EdCamp are closed. Parents will need to make other arrangements for childcare:

- Labor Day- Spetember 4th
- Columbus Day- October 9th
- Veteran's Day (observed)- November 10th
- Thanksgiving Break- November 23rd-24th
- Christmas Eve and Day (observed)- December 25th and 26th
- New Year's Day- January 1st
- MLK Day- January 15th
- President's Day- February 19th
- Memorial Day- May 28th

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/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. For the after-school sessions, 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 responsibility of the parent/guardian and subject to late/penalty fees as described in fee structure.

Early Release Days

Childcare options for early release days vary per school location. For questions, please contact the KidZone office at (623) 773-6688.

Parent Visits

Our doors are open to drop-in visits, however, visitors must stay within the Peoria Unified KidZone licensed areas and are asked to call ahead if they wish to spend any time talking with the instructor or aides, as staff's first priority is with the children and we must remain in ratio at all times. Please understand that children need some time to adjust to the program routine.

Attendance Information

It is the Peoria Unified KidZone Program policy that a two week notice is required to terminate or change enrollment in the program. If for any reason you decide to change

or drop your child's enrollment from the Peoria Unified KidZone Program, notification must be made in writing on the "Change of Contract" form and submitted to the KidZone office. **NO REFUNDS OR CREDITS FOR MISSED/SICK DAYS, SUSPENSIONS OR EARLY PICKUPS.**

If your child will not be attending the Peoria Unified KidZone Program as scheduled, call the Peoria Unified KidZone site prior to school dismissal. Twenty- four hour voicemail is available. **Credit will not be issued for days missed.**

Health & Emergency Procedures

If a child becomes ill during the program, the child will be placed in an isolated area. According to the time of day and the degree of illness, the site director will decide to call the parents and make arrangements to have the child taken home by an authorized person (not a staff member) or keep them at the Peoria Unified KidZone Site. Please do not send a child if he/she missed school or 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 called for treatment and will decide whether a child should be taken to the nearest hospital by ambulance. Parents will be notified immediately. Treatment may only be rendered if written authorization is on file. Students are NOT ALLOWED to carry any medication. All medicine will be stored in a locked container and will be dispensed by staff. For staff to administer medication, parent/guardian must complete a "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 games and activities to keep students busy and engaged. Peoria Unified KidZone staff is not responsible for personal items brought to site. **Students are not allowed to use cell phones 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. Cell phones must be put away upon arriving at the site.

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 located in the Black Book 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.

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 and may be formal or informal format. 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.

Transportation

Peoria Unified KidZone does not provide transportation to or from our program. Parents and Guardians need to make all transportation arrangements.

Field Trips

In the event of a field trip being scheduled, instructors will receive written authorization from parents of children attending the field trip prior to the child's participation. If you do not wish for your child to attend the field trip, accommodations will be made.

Discipline

Children are expected to follow the rules and directions from Peoria Unified KidZone staff and be able to participate in a 1:20 staff to student ratio. The following guidelines are used when disciplinary action becomes necessary due to unacceptable behavior. Parents will be notified if a child receives guidance or discipline. All behavior concerns will be dealt with individually, on a case by case basis. Staff will take into consideration, the behavior, the severity, the age of the child and if the behavior has occurred repeatedly. Some appropriate consequences may include: a verbal warning, a

brief timeout, a written behavior report or possible suspension and/or expulsion from the KidZone program.

Extreme behaviors will accelerate the disciplinary process and be dealt with on a case by case basis: Physical attacks 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 area without permission; repeated offenses within the same day or those behaviors that put a child or others in danger. ***The Peoria Unified School District reserves the right to remove a participant from the program at any time and without notice; if this occurs, the District will provide a prorated refund of the program fees that were remaining on the balance.***

Fee Information

Registration

A \$40 NON-REFUNDABLE or a \$60 NON-REFUNDABLE per family registration fee is required for all participants and is due at registration, if the registration is completed before August 1st, 2017. If the registration is completed on August 1st, 2017 or after, a \$60 NON-REFUNDABLE or a \$80 NON-REFUNDABLE per family registration fee is required for all participants and is due at registration. Full payment of first month's fee is due by the 15th of the month **prior to** the month of attendance.

5 days per week options:

<input type="checkbox"/> AM and PM: \$300 per monthly payment= \$3,000 for the school year. <i>Includes early releases.</i>	<input type="checkbox"/> PM only: \$200 per monthly payment= \$2,000 for the school year. <i>Includes early releases.</i>	<input type="checkbox"/> AM only: \$130 per monthly payment= \$1,300 for the school year.
Family/Staff discount * <input type="checkbox"/> AM and PM: \$255 per monthly payment= \$2,550 for the school year. <i>Includes early releases.</i>	Family/Staff discount * <input type="checkbox"/> PM only: \$170 per monthly payment= \$1,700 for the school year. <i>Includes early releases.</i>	Family/Staff discount * <input type="checkbox"/> AM only: \$110 per monthly payment= \$1,100 for the school year.

3 days per week options:

<input type="checkbox"/> AM and PM: \$180 per monthly payment= \$1,800 for the school year. <i>Includes early releases.</i> _____	<input type="checkbox"/> PM only: \$120 per monthly payment= \$1,200 for the school year. <i>Includes early releases.</i> _____	<input type="checkbox"/> AM only: \$80 per monthly payment= \$800 for the school year. _____
Family/Staff discount* <input type="checkbox"/> AM and PM: \$153 per monthly payment= \$1,530 for the school year. <i>Includes early releases.</i> _____	Family/Staff discount* <input type="checkbox"/> PM only: \$102 per monthly payment= \$1,020 for the school year. <i>Includes early releases.</i> _____	Family/Staff discount* <input type="checkbox"/> AM only: \$68 per monthly payment= \$680 for the school year. _____

Early Releases and Late Starts

<input type="checkbox"/> Early releases only: \$25 per day

EdCamp Prices

<input type="checkbox"/> EdCamp pay per day: \$35 per day (With this option, parents pay for each individual day the child attends.) Please note that any EdCamp fees are due in addition to monthly KidZone installments. (EX: For the month of December, parents pay their monthly KidZone installment <u>and</u> EdCamp fees for days their children attend EdCamp.)	<input type="checkbox"/> EdCamp pay per month: \$50 per month = \$500 total for the year (With this option parents pay \$50 a month regardless of which days the student attends. This option is not available after October 1, 2017.) Please note that these EdCamp fees are due every month August through May, in addition to your monthly KidZone installments.
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Tuition is based on a daily rate for 180 school days and divided into 10 equal monthly payments. Fees are not charged for school holidays. Monthly payments are due the 15th **prior to** the month of attendance. **If payments are not received by the 15th, 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. Monthly fees will be prorated for children entering the program mid-month. DES Child Care Subsidies are accepted at all sites. There is a discount for district employees or for families with two or more children in the program.

Please see the payment schedule below:

Month of Attendance	Payment due by:
August 2017	July 15 th
September 2017	August 15 th
October 2017	September 15 th
November 2017	October 15 th
December 2017	November 15 th
January 2018	December 15 th
February 2018	January 15 th
March 2018	February 15 th
April 2018	March 15 th
May 2018	April 15 th

Late Pick-Up Fee

A \$15 fee per child will be assessed for every 15 minutes past 6 p.m. 6:01 p.m. - 6:15 p.m.: \$15; 6:16 p.m. - 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.

Payment Options

Cash and check payments will only be accepted at one of the following three Peoria Unified locations:

- The Preschool Office at Sky View Elementary School: 8624 W. Sweetwater Ave., Peoria, AZ 85381. Office hours are 8 a.m. – 3:30 p.m.
- The KidZone Office at Desert Valley Elementary School: 12901 N. 63rd Ave, Glendale, AZ 85304. Office hours are 7:30 a.m. – 4 p.m. or by appointment.
- The District Administration Center: 6330 W. Thunderbird Rd., Glendale, AZ 85306. Office hours are 7:30 a.m. – 4:30 p.m.

In addition to the three locations listed above, you can make a credit card payment online at any time through [ParentVUE](#).

Fee Assistance is also available from the Department of Economic Security. Funding is available for low-income families. Contact DES at **(602) 771-0014** to find out more information on how to apply. Processing can take up to 30 days. Please save your tuition receipts, statements or canceled checks. The program is unable to provide individual print outs for tax purposes. **The Peoria Unified School District's Tax ID is: 86-6000488.**

Payment Options

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. If payments are not received by the 15th, your child's place in the program will not be held. Please see the fee schedule below.**

For questions regarding KidZone billing, please contact Priscilla Glick at (623) 773-6688 or pglick@pusd11.net

For programmatic questions, please contact Connie Rae Flusche at (623) 556-7202 or cflusche@pusd11.net or Michelle McArdle at (623) 512-2066 or mmcardle@pusd11.net.

KidZone Locations

August 9, 2017- May 24, 2018

School	Address	Phone
Canyon Elementary (Kachina Elementary bussed to and from Canyon for KidZone)	5490 W. Paradise Lane	(623) 201-9338
Copperwood Elementary	11232 N. 65 th Avenue	(623) 201-9295
Desert Palms Elementary	11441 N. 55 th Avenue	(623) 512-2224
Desert Valley Elementary	12901 N. 63 rd Avenue	(623) 512-2216
Heritage Elementary	5312 W. Mountain View Rd.	(623) 277-6667
Foothills Elementary (Pioneer Elementary bussed to and from Foothills for KidZone)	15808 N. 63 rd Avenue	(623) 512-2217
Marshall Ranch Elementary	12995 N. Marshall Ranch Dr.	(623) 512-2223
Sahuaro Ranch Elementary	10401 N. 63 rd Avenue	(623) 512-2067