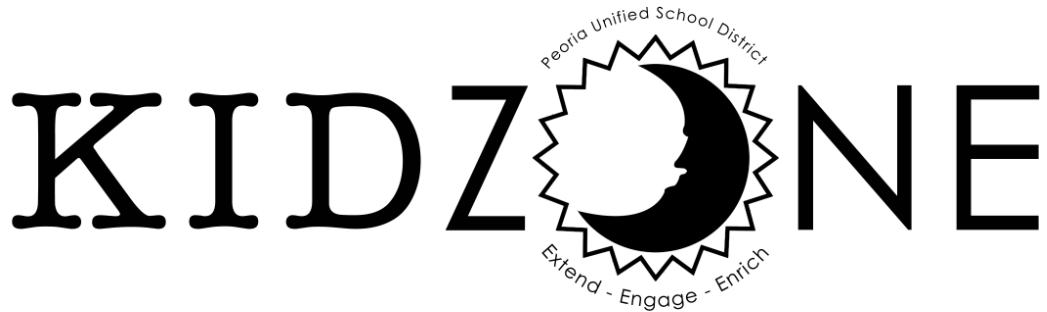


KidZone Office, Desert Valley Elementary School
12901 N. 63rd Avenue, Glendale, AZ 85304
Phone: 623-773-6688
Office hours: 8 am- 4 pm



2018-2019 Parent Handbook

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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 can 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 2018-19 school year, KidZone is available from August 8, 2018 to May 23, 2019. If you would like your child to attend Summer EdCamp, you need to complete a separate Summer EdCamp registration.

Registration will be held at the KidZone office, located at Desert Valley Elementary, on a first come, first serve basis. Parents must complete, in detail, leaving no blanks, the Emergency Information Form, Fee Attendance Contract and provide a copy of the child's immunization record. Students may not attend the program without this information on file. Currently, there is a 3-day processing period from the time registration is complete to the child's first day in attendance at the KidZone program.

Once contacts have been completed and turned in, we require parents to provide at least a two-week, written notice for any contract changes. If KidZone staff are not notified of contract changes with at least a two-week notice, in writing, parents will be charged for the days that are on the contract.

EdCamp

EdCamp is a full day program that is offered when school is not in session. Parents must enroll for the EdCamp days and these fees are charged in addition to the monthly installments. EdCamp provides care from 6:00 am- 6:00 pm and will be located at Desert Valley and Foothills. On these days, students will engage in hands on activities, group games, challenges and enrichment. Participation in EdCamp is \$35 per day. An EdCamp sign-up sheet will be provided for families in the KidZone classrooms in the weeks prior to camp.

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

- Fall Break- November 19th-21st (Closed November 22nd and 23rd)
- Winter Break- December 21st, December 26th -31st and January 2nd- 4th (**Please note, we will be closed December 24th, December 25th and January 1st)
- Spring Break- March 18th- 22nd
- April Break- April 19th

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

- Labor Day- September 3rd
- Columbus Day- October 8th
- Veteran's Day (observed)- November 12th
- Thanksgiving break- November 22nd and 23rd
- Christmas Eve & Day- December 24th and 25th
- New Year's Day- January 1st
- MLK Day- January 21st
- President's Day- February 18th

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. 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 financial 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.

Attendance Information

It is the Peoria Unified KidZone Program policy that a two-week, written 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. The site director will contact the parents and determine whether the child will be picked up or stay at KidZone. If a child has a fever, diarrhea or is vomiting, they must be picked up immediately. If a child is absent from school or has left school early, they may not attend the KidZone program that day. Students are **NOT ALLOWED** to carry any medication unless they have a district permission form on file with the school nurse. The KidZone program will require a copy of the form. 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 or electronic devices 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 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.

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.

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, staff 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 must 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 of the behavior, 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, 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 will accelerate the disciplinary process.

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, 2018. If the registration is completed on August 1st, 2018 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.

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.

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. |
|--|--|--|

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

3 days per week options:

| | | |
|--|--|---|
| <input type="checkbox"/> AM and PM: \$185 per monthly payment= \$1,850 for the school year. <i>Includes early releases.</i> | <input type="checkbox"/> PM only: \$125 per monthly payment= \$1,250 for the school year. <i>Includes early releases.</i> | <input type="checkbox"/> AM only: \$85 per monthly payment= \$850 for the school year. |
| <p>Family/Staff discount* <input type="checkbox"/> AM and PM: \$158 per monthly payment= \$1,580 for the school year. <i>Includes early releases.</i></p> | <p>Family/Staff discount* <input type="checkbox"/> PM only: \$107 per monthly payment= \$1,070 for the school year. <i>Includes early releases.</i></p> | <p>Family/Staff discount* <input type="checkbox"/> AM only: \$73 per monthly payment= \$730 for the school year.</p> |

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 <p>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.)</p> | <input type="checkbox"/> EdCamp family/staff discount: \$30 per day <p>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.)</p> |
|--|--|

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 8:00 a.m.-4:00 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.

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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.**

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 above. For questions regarding KidZone billing, please contact the KidZone clerk at (623) 773-6688 or kidzone@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 8, 2018- May 24, 2019

| 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 |