

Kids Club Child Care & Preschool Parent Handbook



Kids Club Office

Early Childhood Center 6855 W. Meadows Loop East, Laveen, Arizona 85339

602-237-7058 Direct line

Please visit our website for more information www.laveenschools.org

For general questions, you may email kidsclub@laveeneld.org

Welcome

The Kids Club and Preschool Program offers carefully planned, well-supervised activities for children from preschool through sixth grade. The opportunities that are offered through the program are designed to interest your child and to foster his/her emotional well-being and social, physical, and critical thinking skills. Our staff consists of trained professionals who plan and guide unique activities to help the children in this program expand their knowledge and experiences and participate in various hands-on or discovery-type activities. Typical activities include group games, team sports, hands-on science activities, arts and crafts, music, drama, and many other activities from which your child may choose. Each day includes quiet time for homework assistance and encouragement, plus a nutritious snack. The Kids Club Programs and the Preschools are licensed programs of the Laveen Elementary School District. The programs are supported solely by fees collected from registered participants.

Laveen School District Vision

Neighborhood schools setting the standard for excellence in education using the tools of today to reach the goals of tomorrow.

Laveen School District Mission Statement

The mission of Laveen Elementary School District, with the support of parents and the community, is to develop in our children the knowledge and skills to achieve academic excellence, personal growth, and success in a safe, positive environment.

Program Quality

The Arizona Department of Health Services is the child care licensing agent. Site inspection reports are available at each site upon request or at the state licensing office located at:

Arizona Department of Health Services

Office of Child Care Licensure

150 N 18th Ave, Suite 400

Phoenix, AZ 85007-3244

(602)364-2539

Kids Club and Preschool Facility Locations:..... 4

Hours of Operation..... 5

Holidays..... 6

Kids Club School Age Program Description..... 6

Preschool Program Description..... 7

Preschool Day Camps..... 8

Breaks..... 8

Kids Club Summer Day Camp Program Description.....8

Preschool Summer Program Description.....9

Parent Responsibilities..... 10

Requirements for Signing Children In and Out..... 11

Registration and Enrollment Kids Club Enrollment Procedures..... 12

Payments and Registration Fees..... 13

Payments and Withdrawal Procedures..... 16

Absence/ Medications and Procedures..... 18

Behavioral and Discipline Guidelines..... 19

Snacks and Meals..... 21

Dress Code..... 21

Toys from Home and Transportation..... 22

Pesticides..... 22

Laveen School District Employee Discount..... 22

Question, Comments, Concerns..... 23

Other Information.....23

Kids Club and Preschool Facility Locations:

Kids Club & Preschool office is located at Desert Meadows School in the Early Childhood Center, Building E
6855 W. Meadows Loop E., Laveen, AZ 85339 Direct line 602-237-7058

www.laveeneld.org Kidsclub@laveeneld.org

Cheatham School	4725 W. South Mountain Avenue, Laveen, Access for this program is located on the Southside of the campus in the cafeteria	602-237-7058
Desert Meadows School	6855 W. Meadows Loop East, Laveen, Access for this program is located in Building A on the East side of the campus in the cafeteria	602-237-7058
Desert Meadows Preschool	6855 W. Meadows Loop East, Laveen, Access for this program is located in Building E	602-237-7058
Estrella Foothills Global Academy EFGA	5400 West Carver Road, Laveen Access to this program is in building B cafeteria	602-237-7058
Estrella Foothills Global Academy Preschool EFGA	5400 West Carver Road, Laveen Access to this program is through building A rooms A133, A141, and A143	602-237-7058
Laveen Elementary School	4141 W McNeil St, Laveen, Access for this program is located in building A cafeteria.	602-237 7058
Laveen Developmental Preschool	4141 W McNeil St, Laveen, Access for this program is located in Building B Preschool wing	602-237-9110 Ext: 3131
M.C. Cash Elementary School	3851 W Roeser, Phoenix Access for this program is located on the west side of the campus in the cafeteria.	602-237-7058
Paseo Pointe School	8800 S 55 th Ave, Laveen, Access for this program is located on the east side right off 55 th Ave in the cafeteria.	602-237-7058
Paseo Pointe Preschool	8800 S 55 th Ave, Laveen, Access for the program is through the front office to building A	602-237-7058
Rogers Ranch School	6735 South 47 th Ave, Laveen, Access for this program on the west side of the campus in the cafeteria	602-237-7058
Trailside Point School	7275 W. Vineyard Road, Laveen, Access to the program is located in the Cafeteria	602-237-7058
Vista del Sur	3908 W South Mountain Avenue, Laveen, Access for this program is located in the Cafeteria the door faces South Mountain Ave.	602-237-7058
Vista Del Sur Preschool	3908 W South Mountain Avenue, Laveen, Access to this program is on the west side of the preschool or through the front office	602-237-7058

Hours of Operation

Monday through Friday

Cheatham Kids Club	2:30 p.m. to 6:00 p.m.
Desert Meadows Kids Club	6:30 a.m. to 8:00 a.m. 3:00 p.m. to 6:00 p.m.
Desert Meadows Preschool	6:30 a.m. to 6:00 p.m.
*Desert Meadows Developmental Preschool	9:00 a.m. to 11:30 or 12:30 to 3:00 p.m.
Estrella Foothills	6:30 a.m. to 8:00 a.m. 3:00 p.m. to 6:00 p.m.
Estrella Foothills Preschool	6:30 a.m. to 6:00 p.m.
*EFGA Developmental Preschool	9:00 a.m. to 12:00 p.m. 12:30-3:30 p.m.
Laveen Kids Club	6:30 a.m. to 8:30 a.m. and 3:30 p.m. to 6:00 p.m.
*Laveen Developmental Preschool	9:00 a.m. to 11:30 or 12:30 to 3:00 p.m.
M.C. Cash Kids Club	2:30 p.m. to 6:00 p.m.
Paseo Pointe Kids Club	6:30 a.m. to 7:30 a.m. 2:30 p.m. to 6:00 p.m.
Paseo Pointe Preschool	6:30 a.m. to 6:00 p.m.
Rogers Ranch Kids Club	6:30 a.m. to 8:30 a.m. and 3:30 p.m. to 6:00 p.m.
Trailside Point Kids Club	2:30 p.m. to 6:00 p.m.
Vista Del Sur Kids Club	6:30 a.m. to 8:00 a.m. and 3:00 p.m. to 6:00 p.m.
Vista Del Sur Preschool	6:30 a.m. to 6:00 p.m.
School-Age Day Camps	6:30 a.m. to 6:00 p.m.
Preschool Day Camps	6:30 a.m. to 6:00 p.m.

**Developmental preschool closed on Wednesdays*



Holidays

Memorial Day: May 27, 2024	4th of July: July 4 & 5 2024
Labor Day: Sept 2nd 2024	Veteran's Day: November 11, 2024
Thanksgiving: – Nov 27, 28 & 29	Christmas: Dec: 24, 25, & 26
New Year Dec 31, Jan 01, 02	Civil Rights Day: Jan 20, 2025
Presidents' Day: Feb 17, 2025	

**The programs will not be operating on the above days

Kids Club does not reduce fees on the single holiday weeks or any week that the program closes for one day out of the week. The week of Thanksgiving will be billed at a reduced fee, based on the registration agreement. AM care will not qualify for reduced fees. Kids Club will have programs (Camp Days) for Early Release Days, Fall, Winter, Spring, and Summer Breaks (location to be determined)

Kids Club School Age Program Description

The Kids Club program provides a supervised, safe, and caring atmosphere where each child is allowed to participate in social, creative, intellectual, and physical activities. Children are also provided time, space, and assistance to complete homework assignments. The foundation of the Kids Club Program is based upon open communication with parents and staff. On the next page is a sample of the before and aftercare schedule. Activity times are based on school dismissal times. These programs are designed for school-age students (5 to 12 years old) who can participate in a group activity.

	Time	Activity
Morning Care	6:30-7:30	Check-In and Centers
	7:30-8:00	Clean Up and Breakfast
Early Release Dismissal	1:00 -1:30	Check-in
	1:30-2:00	Wellness/ Yoga//Calisthenics/Dance
Regular Dismissal day	2:30-2:45	Check-In
	2:45-3:15	Snack
	2:00-3:00	Crafts
	3:00-4:00	Group Game
	5:00-6:00	Centers and Clean-Up

Times may vary due to each school's operating hours

Preschool Program Description

Preschool is an early childhood program in which children combine learning with play. A certified teacher will lead the instruction part of the day. During this time the classroom will emphasize the following:

1. Arizona state standards.
2. Opportunities to learn persistence when working on tasks, following directions, and good listening skills.
3. Focus on language and literacy skills with interactive book reading.
4. Emphasis on teaching children problem-solving skills.
5. Helping children expand their knowledge and increase their vocabulary.
6. Opportunities to learn beginning skills involving the alphabet, numbers, and spatial awareness.
7. Focus on scientific thinking skills and information about the everyday environment, the world, and how things work.
8. Emphasis on teaching early literacy and mathematics through a variety of activities and projects.
9. Introduce Phonological awareness.
10. Opportunity for preschoolers to engage in music, art, and dramatic play.
11. Educational programs in which parents are involved and have opportunities to watch and take part in classroom activities.

In the Dual Language Immersion Program(located at Paseo Pointe), the students will receive instruction in two languages. The preschool will follow a 50/50 model in which students spend half of their day in a classroom where teaching and learning are done in English, while the other half of the day is done in Spanish.

The Inclusion Preschool Program offers special education students the opportunity to be educated together in a general education preschool classroom. Students with special needs who are eligible to participate will receive special education support as outlined in their Individualized Education Program through the district's Student Services Department.

These programs are offered year-round Monday through Friday between 6:30 am and 6:00 pm. Preschool programs are designed to provide developmentally appropriate social, educational, and physical experiences that enhance the child as a whole. Guest speakers and participation in local activities are used to broaden children's understanding of their community.

The preschool program is open to children who are four and five years old. Three years olds may be accepted depending on available space.

All Preschoolers must be toilet-trained to attend these programs. If the staff feels the child is not fully toilet trained the parent will be asked to withdraw from the program, with no money refunded. *Toilet training is defined by the ability to self-dress, and self-clean, and the number of accidents. If a student has two accidents a day for consecutive days the parent will be required to withdraw from the program. Please refer to the preschool questionnaire for details.*

Curriculum: The preschool program is academics-based and will align with the Laveen School District curriculum. The curriculum builds a strong foundation for early literacy and provides developmentally appropriate instruction for early learners, ages 3 to 5, including cross-curricular activities, focusing on social-emotional development and preparation for kindergarten and beyond. Certified teachers will lead the instructional lessons.

Preschool Schedule

6:30	Check-In	7:00	Breakfast
8:00	Morning Message / Question of the Day	8:30	Alphabet Time/ Writing
9:00	Recess	9:30	Snack
10:00	Reading and Journal or Discussion	10:30	Center / Teacher Table
11:00	Lunch	11:30	Music & Movement
12:00	Rest	12:30	Math
1:00	Social-Emotional	1:30	Science / Social Studies
2:00	Centers	3:00	Snack
3:30	Recess	4:00	Music & Movement
4:30	Art	5:30	Recess
6:00	Clean Up and Check Out		

Times may vary depending on each school's start and end time.

Preschool Day Camps

Laveen Elementary School District will hold "Day Camps" on days when school is not in session at an additional cost to the parents. Children will have the opportunity to enjoy a day full of camp experiences. The program will offer a review of the preschool curriculum plus Arts and crafts, dramatic play, and group games. The Camps will run from 6:30-6:00 for preschoolers. Parents will be required to send a sheet and blanket for rest time. An additional form is required to attend

Breaks

School-Age Day Camps: Laveen School District Kids Club programs will hold "Day Camps" on days when school is not in session at an additional cost to the parents. Children will have the opportunity to enjoy a day full of camp experiences. The program will offer arts and crafts, fitness, cooperative games, and other hands-on activities. Day Camp hours are 6:30 a.m. to 6:00 p.m. school age. Campers are asked to pre-register at least two business days in advance for each camp. An additional registration form is required.

Kids Club Summer Day Camp Program Description

Kids Club Day Camps are offered for school-age children. The Camp will be held at Desert Meadows or Paseo Pointe School (location may change due to availability). Summer Camp will open the day after the last day of school and will run through summer ending 3 days before school resumes. The theme-based curriculum is designed to provide the children with the opportunity to participate in social, creative, intellectual, and physical activities and will also include field trips (see page 10 for field trip information). This is a full-day program with hours of operation from 6:30 a.m. through 6:00 p.m. Monday through Friday.

Summer Schedule

6:30	Check-In and Centers	7:00	Breakfast
7:45	Outside Activity	8:30	Assembly
9:00	Centers	10:00	Art and Crafts / Science
11:30	Lunch	12:30	Group Games
1:00	Learning Packet	2:00	Centers
3:00	Group Games	4:00	Finish Crafts & Reading
5:00	Group Games & Clean Up	6:00	Program Closes

Preschool Summer Program Description

A summer preschool program is offered for children who are 4 to 5 years old. The program will be held at Desert Meadows or Paseo Pointe School (this may change due to availability). It will open the day after Memorial Day and operate up until the week before school resumes. The curriculum will be a review of the school year's curriculum. Children will be provided the opportunity to participate in social, creative, intellectual, and physical activities and will also include in-house guests. This is a full-day program with hours of operation from 6:30 a.m. through 6:00 p.m., Monday through Friday. For safety reasons, off-site field trips are not offered to the preschoolers. This program is only offered to students who are enrolled in Laveen District preschool programs.

Preschool Summer Schedule

6:30	Check-In	7:00	Breakfast
7:30	Morning Message / Question of the Day	8:00	Alphabet Time/ Writing
8:30	Recess	9:00	Snack Time
9:20	Reading / Journal or Discussion	9:45	Centers
10:20	Math	10:45	Music & Movement
11:00	Lunch	11:30	Rest
12:30	Social-Emotional	1:00	Science, Social Studies
1:30	Centers	2:00	Review & Song
2:30	Recess	3:00	Snack
3:30	Art	4:00	Recess
4:30	Creative Play	5:00	Clean Up
5:30	Pow Wow Talk	6:00	Home

Parent Responsibilities

We know it is important for your peace of mind to have regular information about your child's experiences. As well, your participation and input are valuable to your child and programs. This is not always possible in the rush of the morning drop-offs and evening pickups. Our programs offer the following opportunities

Evaluations – Periodically parents will be requested to fill out a program form. Suggestions are welcome at any time.

Parent/ Teacher Meetings – These are offered on an annual basis and at your request.

Parent Visits – The Laveen district preschools and Kids Club programs have an open-door policy for all parents or guardians who may want to visit the program their child/children are enrolled in during hours of operation. We hope you take the opportunity to talk to the site manager, teacher, and associate about your child's daily activities.

Parent Orientation – A careful review of the Parent Handbook will provide a good overview of the Laveen District Kids Club and preschools. The parent bulletin board will further provide a good overview of the classrooms, staff, and activities. A parent may visit the school, request a conference, or call the coordinator. The Kids Club and Preschool Supervisor can answer any questions if the site director/manager is unable to. to ensure effective communication and information between parents and staff.

- Parents are required to send a non-perishable sack lunch that meets nutritional standards with their child on Camp days
- Parents of children with special needs must provide copies of existing individualized plans (IEP) or written instructions for providing services until a written individualized plan can be developed. Kids Club and the preschool programs do not provide one-on-one services
- The Kids Club programs do not have the facilities, nor the licensing requirement for serving students who require diapers. All students are required to be 100% potty-trained. Please refer to page #7.
- Parents with sole custody must provide a copy of the sole custody papers to the Kids Club office.
- Parents have access to areas on facility premises where the enrolled child is receiving services
- Parents are encouraged to apply sunblock before arriving at Day Camp and send sunblock with your child's first and last name on it.
- Parents must notify the Kids Club program if they sign their students up for tutoring or any extracurricular activity. Your site manager can give you a form to help with ensuring the correct information is shared with the program for the safety of the student.

For Preschoolers

- Parents are required to bring a change of clothes (uniform- shirt, pants, underwear, and socks) in a zip-lock bag.
- Students are required to be toilet trained. This is based on the ability to self-dress and self-clean a person's body. Students should not have potty accidents. The classrooms do not have the facilities, nor the licensing requirements for serving students who require diapers. If your students have more than two accidents in the same week, two consecutive weeks then your student is not toilet trained and you will be required to withdraw from the program.
- Parents are required to send a small blanket and a crib sheet for rest time. Sheets are sent home on Fridays to be washed and to be returned on Mondays. Your preschool class has spare sheets for you to borrow. Borrowing more than three times a month will result in a \$3.00 fee for each use. *No Camp Rolls*
- Parents may purchase a sheet for \$11.00 or a blanket for \$12.00
- Parents are required to send two pencils, erasers, a pencil box, and a folder.
- Parents are required to send a reusable spill-proof water bottle.
- Parents are required to send a non-perishable sack lunch daily, That meets the nutritional standards or purchase a lunch from the cafeteria at \$2.50 each meal. Qualifying families may apply for free or reduced meals.

Requirements for Signing Children In and Out

For your child's safety, we require a parent/guardian or pre-authorized party to complete each child's sign-in and sign-out sheet daily at the site. The authorized party must sign their first initial and full last name (Initials are not accepted), in black ink. along with the date and time on the sign-in and sign-out sheet. They must write the exact time, to the minute, a.m. or p.m. is not accepted. This form is considered a legal document and fraudulent times will result in dismissal from the programs, with no money refunded.

When you enroll in the Kids Club Afterschool programs you are giving Kids Club staff permission to sign your child into the program.

ALL PERSONS SIGNING A CHILD OUT WILL BE REQUIRED TO SHOW PROOF OF IDENTIFICATION AS REQUESTED BY THE STAFF. A picture and signature I.D., such as a driver's license will be required as proof of identity. A child enrolled in the Kids Club or the Preschool Programs will be released ONLY to those persons specifically authorized on the child's Arizona Department of Health Services Emergency, Information, and Immunization Record Card.

NO EXCEPTIONS WILL BE MADE WITHOUT ADVANCED WRITTEN PERMISSION BY THE PARENT. Parents/guardians may remove authorized persons from their Arizona Department of Health Services Emergency, Information, and Immunization Record Card by providing the Program Coordinator with written notification. The Kids Club/Preschool Program may not remove lawful parents or legal guardians from the Arizona Department of Health Services Emergency, Information, and Immunization Record Card unless provided with court orders to do so. DES families must follow all DES rules regarding the attendance sheets. Do not scratch out or write over the times or signatures. If an error is made an initial must be placed near the error. If these rules are not followed DES will not pay for that day of service and this cost will be passed onto the guardian at the fee of a drop-in rate of \$20.00 for a school day, \$25.00 for early release days, and \$35.00 for a full-day program. Failure to follow any part of this requirement will result in dismissal from the programs with no money refunded.

Registration and Enrollment Kids Club Enrollment Procedures

Children will be admitted to the Kids Club Program only after the registration process has been fully completed. Please note that registration must be completed in person by the parent/guardian at the Kids Club/Preschool office. The registration packet MUST include the following:

- Registration form with the registration fee (due annually and non-refundable)
- First-week fee based on chosen plan- non-refundable if reserved space is forfeited.
- The Arizona Department of Health Services Emergency, Information, and Immunization Record Card (State regulations require every section of this form be completed.)
- A photocopy of the child's immunization record
- Individual Education Plan (required if applicable)
- Payment plan
- Parents with custody must provide a copy of the court papers

The staff will review the registration information and accept only completed registration packets. Parents/guardians must update registration information whenever any changes occur or a minimum of one time a year. Enrollment is available on a first-come, first-serve basis. Enrollment is contingent on the child's ability to participate in the current program offered by the Laveen Elementary School District without undue burden on the program or undue risk to the children and staff involved. One-on-one supervision is not offered within the Kids Club Program. All children must be in attendance on the same day of school as attending the aftercare program. DES clients must register in the Kids Club/Preschool office and fill out an additional form.

IMPORTANT: Parents/guardians are required to re-register each year. The Kids Club and preschool program does not roll over to the next year. At the bottom of each registration agreement, you can find an end date.

Preschool Enrollment Procedures

The preschooler will be admitted to the Program only after the registration process has been fully completed. Please note that registration must be completed in person by the parent/guardian at the Kids Club/Preschool office. The registration packet MUST include the following:

- Registration form with the Registration fee of \$75 and Supply fee of \$75(\$150.00), nonrefundable (due yearly). Note: at the bottom of all registration forms is an end date.
- First-week fee based on chosen plan- non-refundable if reserved space is forfeited.
- The Arizona Department of Health Services Emergency, Information, and Immunization Record Card (State regulations require every section of this form to be completed.)
- A photocopy of the child's immunization record
- Parents with custody must provide a copy of the court papers
- Official Birth Certificate
- Parent/Guardian Photo ID
- IEP (Required if applicable)

The staff will review the registration information and accept only completed registration packets. Parents/guardians must update registration information whenever any changes occur or a minimum of one time a year. Placement is on a first-come, first-served basis and priority will be given to children ages 4 and 5. Children who are 3 will be notified if space is available. Fees are only returned if we are not able to place them due to available space. Enrollment is contingent on the child's ability to participate in the current program offered by the Laveen School District without undue burden on the program or undue risk to the children and staff involved. One-on-one supervision is not offered within the Kids Club programs.

Peer Role Model and Inclusion Preschoolers need to enroll at Development Preschool located at Laveen Elementary School. 602-237-9110 ext. 3131

Preschool Waiting List

The Preschool waitlist is a general waitlist for all four of our preschool locations. To be placed on a waiting list you must complete all the above enrollment procedures. Including the registration fee and supply fee. This waitlist is not a first come first serve, it is based on the child's age. Priority will be given to children ages 4 and 5 years old. Once your name comes to the top of the waitlist you will receive a call and email to offer you the space. If it is not your preferred school you can skip and continue to wait for the location of choice.

- Once you receive the notice that a space is open you must respond within 24hrs or you will be skipped and you will no longer be eligible for a refund.
- If you are called for the location of choice and you choose not to accept the space, your fees paid will be forfeited and will not be eligible for a refund.

If we are unable to place your child in the program because space does not become available that school year you may request a refund at the end of that school year.

Payments and Registration Fees

School-Age Registration Fee:

A non-refundable registration fee of \$35.00 will be charged for each child. This fee is not applied toward tuition payment. The fee is used for the initial startup of the program including snacks, program supplies, and processing costs. This fee is due yearly.

Preschool Registration and Supply Fee:

A non-refundable registration fee of \$75.00 and a supply fee of \$75.00 will be charged for each child. This fee is not applied toward tuition payment. The fee is used for the initial startup of the program including snacks, program supplies, and processing costs.

Payment Structure:

The payment structure is based on the number of hours the program is offered.

Cheatham, Trailside Point, and Paseo Pointe		
Fulltime (Before & aftercare) 5 days a week ONLY at PASEO	\$92.00 Weekly	
After School (up to 5 days each week)	\$65.00 Weekly	
Part-time (up to 3 days each week)	\$49.00 Weekly	
Paseo Pointe Before School	\$40.00 Weekly	
Paseo Pointe Preschool 7:30-2:30	\$155.00 Weekly	
Paseo Pointe Preschool plus morning care (6:30-2:30)	\$185.00 Weekly	
Paseo Pointe Preschool plus aftercare (7:30-6:00)	\$210.00 Weekly	
Paseo Pointe Preschool full day (6:30-6:00)	\$230.00 Weekly	
Desert Meadows		Inclusion Preschool for qualified students
Fulltime (before & aftercare 5 days a week)	\$92.00 Weekly	
Before School	\$40.00 Weekly	
After School (up to 5 days each week)	\$62.00 Weekly	
Part-time (up to 3 days each week)	\$48.00 Weekly	
Desert Meadows Preschool 8:00-3:00	\$155.00 Weekly	\$111.00 weekly
Desert Meadows Preschool plus morning care	\$185.00 Weekly	\$141.00 weekly
Desert Meadows Preschool plus aftercare	\$210.00 Weekly	\$166.00 weekly
Desert Meadows Preschool full-day	\$230.00 Weekly	\$186.00 weekly
Estrella Foothills Global Academy (EFGA)		Inclusion Preschool for qualified students
Fulltime (before and Afterschool)	\$92.00 Weekly	
After School (up to 5 days each week)	\$62.00 Weekly	
Part-time (up to 3 days each week)	\$48.00 Weekly	
EFGA Preschool	\$155.00 Weekly	\$111.00
EFGA Preschool plus morning care	\$185.00 Weekly	\$141.00 Weekly

EFGA Preschool plus aftercare	\$210.00 Weekly	\$166.00 Weekly
EFGA Preschool full-day	\$230.00 weekly	\$186.00 Weekly
Laveen and Rogers Ranch		
Full-time before and aftercare	\$92.00 weekly	
Rogers Ranch Before School	\$40.00 Weekly	
After School (up to 5 days each week)	\$53.00 Weekly	
Part-time (up to 3 days each week)	\$42.00 Weekly	
Laveen Preschool for qualified students		
Peer Role Models 9:00-11:30 or 12:30-3:00 hrs may vary	\$50.00 Weekly	
<u>Payment Structure continued:</u>		
Vista del Sur		
(up to 5 days each week)	\$40.00 Weekly	
After School (up to 5 days each week)	\$62.00 Weekly	
Part-Time (up to 3 days after school only)	\$48.00 Weekly	
Full Time (before and after school, 5 days)	\$92.00 Weekly	
Vista Del Sur Preschool 8:30-3:30	\$155.00 Weekly	
Vista del Sur Preschool plus morning care	\$185.00 Weekly	
Vista del Sur Preschool plus aftercare	\$210.00 Weekly	
Vista del Sur Preschool full time	\$230.00 Weekly	
Services and Fees	School-Age	Preschool
*Drop-Ins Minimum Use fee (due on the first of each month)	\$25.00 a month	N/A
*Drop-ins before School (must pre-pay)	\$15.00 per day	\$20.00 a day
*Drop-Ins After School (space is limited)	\$20.00 per day	\$20.00 a day must pre-pay
*Drop-Ins (half days only) (must pre-pay)	\$25.00 per day	\$25.00 a day
*Drop-Ins morning & aftercare	\$35. Reg day or \$40. ½ day	\$40. Reg day or \$45 1/2 day

Fall/Winter/Spring Breaks /and Summer Day Camps	School-Age	Preschool
5 days Camp school-age children	\$145.00 Weekly	\$160.00 weekly
3 days Camp school-age children	\$110.00 Weekly	\$125.00 weekly
Drop-in full-day program (not offered during summer)	\$35.00 per day	
Changes to the original registration form during the school	\$20.00 on the 3rd change	
Changes to the original summer registration form	\$25.00 for each week changed	
Summer Cancellation Fee	\$35.00 each week reserved	

Please allow up to 72 hours for registration processing.

Important. Additional charges will apply if you sign your student in early, or pick up late for specific timed programs. *Drop-in is reserved for Laveen District employees only.

If you wish to change your original registration you must complete a new registration form. All Changes must be done two weeks before the effective date at the Kids Club office or by email to KidsClub@laveeneld.org 602-237-7058.

Weekly means you pay each week; whether the child attends or not. This is not an "if they attend the program". Your payment holds your students' spot. Monthly payments are based on 4 weeks.

Payments and Withdrawal Procedures

School Year Payments:

Payments are due on Fridays before the week of service. Payments can be turned into the payment box, which is located at each site. Only checks and money orders can be left in the payment box. Online payments can be made by going to myprocare.com. Biweekly payments can be arranged before enrollment, as long the account does not show a past-due balance.

Summer Payments:

Payments are due on Thursday before the week of services. Payments can be turned into the payment box, which is located at the school, or the Kids Club/Preschool office located at Desert Meadows. Only checks and money orders can be left in the payment box. Online payments can be made at MYPROCARE.COM.

Drop-In Payment:

A \$25.00 minimum use fee will be applied to each account on the first Monday of each month. When the child uses a drop-in day this fee will be removed for that month, and the drop-in charge will be applied to the account. Any drop in accounts with a balance will forfeit their space. Payments are due 24 hours before

serving. If payments are not paid before services the child will be sent to the school office and the parent/guardian will receive a phone call to pick up their child. If this happens more than two times the Kids Club Program will terminate services. * Until further notice the drop-in program is reserved for employees only

Late Payment:

A \$10.00 late fee will be assessed to all payments not received by the payment due date. Kids Club/Preschool reserves the right to stop service for non-payment. If you have an outstanding balance your child will be sent to the school office and you will receive a phone call to pick up your child immediately. Delinquent status means you owe more than one week or you haven't kept up with your payment arrangements.

Returned Checks:

Returned checks will be charged a service fee of \$15.00. Returned checks or delinquent tuition payments may be grounds for withdrawal from the program.

Late Pick-Up Fee:

A late charge of \$1.00 per minute, will be charged after 6:00 p.m. Hours of operation are clearly stated in the "Hours of Operation " section of this document. The late fee must be paid by check or money order at the time of pick up or the Kids Club & Preschool Office, located at Desert Meadows School before your child attends another day of the childcare program. Three late pick-ups may result in the termination of your childcare services.

Important. Additional charges will apply if you sign your student in early, or pick up late for specific timed programs.

Accounts on Hold:

Accounts cannot be placed on hold.

Refunds:

Your fees pay for direct operating costs, staff, snacks, materials, etc., which are all available to your child. When you enroll you are reserving time, space, staffing, and provision for your child whether he/she attends or not. Therefore, the coordinator will review the requests for refunds on a case-by-case basis. Requests must be in writing and clearly state the reason for the refund, the name of your child, the site where the child attends, and a phone number and mailing address where the Kids Club/Preschool Supervisor's response can be made. Refunds on student withdrawals will be processed 30 days after the child's last day of enrollment in the program when the parent requests. Refunds will be made only within six months from the date of program withdrawal.

Statements:

A courtesy statement will be emailed to you each Monday and will reflect your current account balance. Please keep in mind that account balances must be paid in full before service, regardless of whether or not a statement was received. You can view your account at any time by going through Myprocare.com Year-End Statements

End of the year account summary can be printed from myprocare.com.

For all billing questions please call the Kids Club/Preschool office at 602-237-7058.

Termination and Withdrawal Procedures

A two-week written notice is required for parents to withdraw their child/ren from the program or make any changes to their account. A new registration form will be required to change accounts. All changes must be done in person at the Kids Club/Preschool Office located at Desert Meadows School. Termination and Withdrawal

The Kids Club and Preschool Programs may terminate the enrollment of a child for any of the following reasons:

- Three (3) late pick-ups
- Three (3) absences without prior notification
- Non-compliance with the Laveen School District policies and procedures
- Inappropriate behavior that would affect the staff/child ratio
- Insufficient fund payments
- Delinquent tuition payments
- Presenting a danger to other children or staff in the program
- Aged out of the program (13 and up)
- Not meeting guidelines for potty training

If your child participates in the inclusive preschool program, and services are terminated for nonpayment, your child's IEP team will reconvene and consider a change in the least restrictive environment placement. One possible outcome of this IEP meeting is a change in placement to the developmental preschool classroom.

Absence/ Medications and Procedures

Absences and Vacations

Please contact the Kids Club office no later than 10:00 a.m. when your child will be absent from the Kids Club aftercare program. Your tuition pays for direct operating costs, (such as staff, snacks, materials, etc.) which are available to your child each day they are enrolled. There are no deductions of fees for absences or vacations. Failure to report absences may result in dismissal from the program. All children must be in attendance on the same day of school as attending the aftercare program. **Accounts cannot be placed on hold.**

Child Illness All children become ill from time to time. Parents need to understand that one child's health affects the health of the other children in the extended day program. If a child becomes sick during the program, the staff will contact the parent, or another authorized party, to pick the child up from the program. It is expected that the child will be picked up immediately. The child will be supervised in an isolated area until a parent arrives.

Consistently bringing a sick child to Kids Club or Preschool programs or not picking the child up immediately when called may result in termination of child care services.

If your child is diagnosed with a communicable disease, please notify your program manager at the school. If you are not sure what to do, call the Kids Club/Preschool office for suggestions. Each program site maintains a communicable disease log and has access to information on how to manage an outbreak of a communicable disease.

Medication

According to the Arizona Department of Health Services, children CANNOT administer or store their medication. Please make arrangements to give your child any medications he/she may need before coming to the program. For the prescription medication to be given while in the program, a signed medication form is required. All prescription medication must be brought to the site by the parent/guardian, in the original container, and given to the staff at the site for storage. OVER THE COUNTER MEDICATIONS ARE NOT ACCEPTED unless accompanied by a doctor's prescription with dosage and times to be administered clearly stated.

Emergency Procedures

In case of an emergency evacuation such as fire, bomb threat, gas leak, or other types of emergency, children will be escorted to the nearest safe area and parents will be contacted by phone as soon as possible to pick up their child. In the case of confinement to the facility, parents or emergency contacts will be called and informed of procedures as soon as possible.

Accidents

In case of an injury/accident the following emergency procedures will be followed:

1. Staff will assess the child and the injury and necessary first aid will be administered.
2. The parent will be notified of the injury/accident.
3. If it is a serious accident or there is a doubt of severity, 911 will be called immediately.
4. An accident report will be filled out with explicit and detailed information about the accident and the procedures taken.
5. If a child must be taken to a hospital or medical facility, a Laveen School District staff member will accompany the child if the parent cannot make it to the site. (Parents will be notified where the child will be taken.)

Each Kids Club site and the Preschool classroom is equipped with the required first aid supplies.

Insurance

The Laveen Elementary School District carries liability insurance including coverage for any vehicle used for transporting participants during field trips. LESD #59 buses are used for all field trips. Documentation of liability insurance coverage is available for review by appointment.

IMPORTANT: It is the responsibility of every parent/legal guardian to provide their accident and health coverage for their child while participating in the Kids Club or Preschool programs.

The Laveen Elementary School District does not provide medical or accident insurance for children in the Kids Club Program or Preschool program

Behavioral and Discipline Guidelines

Behavioral Guidance Policy:

Because social growth is so crucial during the elementary years the Kids Club Program and Preschool programs will focus on helping children learn appropriate behavior. Behavioral guidelines are established with the goal of not only maintaining the physical and emotional well-being of each

student, but also teaching self-discipline, judgment, and manners. Positive disciplinary methods are used to enforce these guidelines. Parents and staff are viewed as partners in guiding the child's development. Parents are kept informed of problems as they arise and may be asked to follow through at home in special situations. If the staff determines that a child cannot benefit from the program or that a child presents a danger to other children, parents will be requested to withdraw their child from the program. Violence, threats, and bullying will not be tolerated and may result in disciplinary action or suspension from the program with no money refunded to the parent.

The Kids Club and Preschool Programs are based upon developmentally appropriate practices. If positive disciplinary measures are ineffective in modifying appropriate behavior(s), a suspension may result. The Kids Club Program and Preschool program reserves the right to suspend/withdraw any child whose actions interfere with the quality of the program or are harmful to the emotional or physical well-being of the children in the program. If a child is involved in a physical altercation, it may result in suspension from the program.

The Kids Club program and the Preschool programs **do not provide a one-on-one service**. All children must be able to function in a group setting, without intense monitoring.

Discipline Guidelines

To preserve the quality of the program each school site will work with the children to create developmentally appropriate rules.

Learning to follow rules is a process that occurs naturally through logical consequences when the rules are not followed. When a child breaks a rule the following procedures will be followed:

1. Staff will approach the child in a positive manner.
2. The child will be reminded of the rule and redirected. The child may be told to fill out a "Think" sheet.
3. If the child fails to comply, he/she may be removed from the activity and placed in "Think Time." After three minutes staff will interact with the child and encourage the child to rejoin the activity when the child agrees to comply with the rules.
4. If the child does not comply or there are repeated instances where rules are not followed, parents and/or guardians will be contacted verbally and/or in writing. Repeated or severe instances will require that the parent meet with the site manager regarding the child's behavior.

The following behaviors put all children at risk and will not be tolerated. These behaviors may be deemed a reason for suspension or termination from the Kids Club and Preschool programs.

1. Causing harm to themselves or others.
2. Intentionally misusing, destroying, or removing materials, equipment, or property from the program or other participants.
3. Refusing to follow the request of a staff member regarding an issue of health or safety.
4. Requiring intensive monitoring.

5. Leaving the program area. Kids Club and the Preschool are part of the Laveen School District and will comply with all rules and regulations as stated in the Governing Board Policy Manual.

Snacks and Meals

A nutritious snack is served to all children. Children with an allergy to foods may be asked to supply their own snacks. Kids Club does not provide breakfast, lunch, and dinner. However, time will be allocated at each site for children to have breakfast and lunch. Parents may purchase meals from the school's cafeteria for their students. . Parents are required to send a non-perishable sack lunch with their child during Camp Days. All meals sent with children must meet nutritional standards and will be monitored by site staff. According to DHS standards, meals must consist of the following:

Food Component	Ages 3 – 5 Ages	6 and Older
Milk–Fluid	¾ Cup	1 Cup
Vegetable, Fruit, or Full Strength Juice ½ Cup ¾ Cup	½ Cup	¾ Cup
Bread and Bread Alternatives	½ Slice	1 Slice
Meat or Meat Alternative	1 ½ Ounce	2 Ounces

Parents will be notified or advised of any meals that do not meet the DHS nutritional standards. A nutritious breakfast is recommended before attending a morning program. If offered children may receive a free breakfast and lunch through the free meals programs At-Risk Afterschool Meal or Summer Food Service Program sponsored by USDA

Dress Code

Dress for preschool

Children should arrive for the day in their school uniforms. Play can be messy so please provide a complete set of clothes (shirt, shorts/pants, socks, and underwear) for emergencies as required by licensing. The program reserves the right to contact the parent for pick up if the child requires an extra change of clothes and does not have one on-site. To protect the children's feet during play both inside and outside, children must wear shoes that cover both toe and heel, i.e. athletic shoes.

Dress Code for the School Year

The Laveen School District student dress code must be followed while participating in the Kids Club programs. Please be sure that all belongings are labeled with your child’s name. For safety reasons, students are encouraged to wear covered shoes. This will allow your child to participate in daily activities.

Dress Code for Day Camps

Children are required to wear shirts that cover their shoulders and their midriff. Shirts may not have any writing, logos, or insignias that are not school-appropriate. All shorts or pants must be worn at the waist. They must not be any shorter than three inches above the knees. Students must wear shoes at all times. All footwear must have support around the heel or ankle (there must be a strap around the

ankle) and all footwear must cover the toes. Please be sure that all belongings are labeled with your child's name.

Toys from Home and Transportation

Toys/Items from Home

Children are restricted from bringing personal items from home, such as but not limited to cell phones, electronic games, trading cards, personal toys, collectibles, etc. The Laveen Elementary School District is not responsible for lost, broken, or stolen items.

Transportation & Field Trips

Transportation to and from the Kids Club Program and Preschool Program is the responsibility of parents/guardians. District-owned or approved transportation is used when the children go on field trips. Written permission from the parent/guardian is required for your child to participate in field trips organized by the Kids Club Program. Written permission must be received by the scheduled field trip time (see Field Trip Calendar for times) Any child who misbehaves may be told they cannot attend that day's field trip. If you arrive at the school after the stated departure time your child will not be able to attend that day's field trip. All children must attend a safety assembly for that day's field trip. The staff will account for all children every hour according to the field trip roster. This will be double-checked by a lead manager at the start and end of each field trip. Children who are 6 and under (group 1) will not be able to attend all field trips due to safety, this includes but is not limited to the following: Swimming, Laser Tag, Ice Skating, and Roller Skating. Children who are 5 years and under will not attend any away field trips. Due to transportation requirements. An on-site special activity will be arranged for these children. The buses will carry records for the individual vehicle including registration and insurance, a first aid kit, and water sufficient for the needs of each child. Drivers of vehicles used for transportation of the child care program children must have all requirements to obtain or maintain a School Bus Driver Certificate in the State of Arizona and be 21 years of age.

Pesticides

Notice of pesticide application will be placed in the doorways at least 48 hours before the application. Written notification will be provided upon prior request.

Laveen School District Employee Discount

Kids Club offers employees discounts to any Laveen District Employee if space is available.

The employee must be currently employed (current school year)

The employee must submit proof of employment, current pay stub, or contract (please black out the rate of pay)

School-age program before or aftercare

50% registration fees

20% off 5 days or 3-day programs

School-age Drop-in programs

50% off registration fees

\$10.00 each day must be prepaid on the first of the month. If the student is attending all PD days the total would be \$40.00.

Important Rules regarding Laveen District Employee Discount

All forms must be completed and turned in to the Kids Club office before students can start.

The student must be a Laveen district student

Preschool programs are not discounted

Discounts can't be combined with other discounts.

Employees must notify the Kids Club office in writing if they resign from the Laveen District Failure to notify the Kids Club office will result in paying the difference between the employee discount and private pay.

All rules in the Kids Club handbook must be followed.

Information

Space is limited

First come first served

Must use or lose your space

Discounts do not apply to Kids Club Day Camps

Kids Club Staff Employee Discount

No Charge as long as you are clocked in under the Kids Club payroll

20% discount if need child care for personal business/personal time.

No discount for Summer if attending field trip days

No discount for preschool.

Question, Comments, Concerns

Since most concerns are easily resolved at the manager's level, we ask that you speak to the Site Manager at your child's program if you have any questions or concerns. If your concerns are not resolved to your satisfaction, please call the Kids Club and Preschool office, at (602)237-7058, Or your school Kids Club Specialist at 602-237-7058, For Cheatham, Rogers Ranch Desert Meadows, and Paseo Pointe please ask for Stephanie Moreno. For MC Cash, Trailside Point, EFGA, Vista Del Sur and Laveen please ask for Jeska Martinez. For continued unresolved issues, please call: Kim Teer, Director of Laveen District Kids Club and Preschool programs 602-237-7058.

Other Information

The Arizona Smokers' Helpline offers free telephone and Web-based services to help people quit tobacco.

Whether you are thinking about quitting, you're ready to quit, or just working to stay quit, we can help. The Arizona Smokers' Helpline (Ashline) provides free services in both English and Spanish. Our quit coaches are real people located right here in Arizona. Most of them are former tobacco users so they've "been there" and understand how hard it is to quit and stay quit. In addition to our free telephone-based coaching services, you can also use WebQuit. Create an account, work through activities, set goals, and monitor your progress from your computer. WebQuit is available whenever you need support – 24 hours a day, 7 days a week. **Ashline 1-800-55-66-222 Call a quit coach. A free service**

Arizona Department of Health Services Breastfeed Hotline (available 24/7): 1-800-833- 4642.

As a childcare provider, an important thing we can do for babies is to support their parents' decisions about infant feeding, especially the mother's breastfeeding (nursing) efforts. Breast milk is the ideal food for infants to both nourish them and protect them from obesity and illness, including ear infections, upper and lower respiratory infections, diarrhea, and others. Exclusive breastfeeding is ideal nutrition and enough to support optimal growth and development for the first six months of life. With so many infants in child care, providers of child care can play a vital role in supporting a mother's continuation of breastfeeding.

Sun Safety Too much sun exposure can be dangerous. Overexposure to the sun is the leading cause of skin cancer, premature aging, and cataracts. Damage occurs any time skin becomes sunburned or tanned. Arizona has the highest skin cancer rates in the U.S. and the majority of a person's lifetime sun exposure occurs before age 18. Children can easily be sunburned during outdoor play. Children are especially susceptible to harmful ultraviolet radiation and childhood exposure is a primary indicator for developing skin cancer later in life.

Physical Activity and Screen Time

Physical activity and movement are an important part of the development, learning, and growth of young children. During the first six years of life, infants, toddlers, and preschoolers will develop gross motor skills (like kicking and throwing) and learn healthy habits by participating in physical activity. Physical activity should take place both indoors and outdoors, according to sun safety recommendations. Decreasing sedentary time, including screen time, is important because it is associated with increased risk for obesity.

Fruit Juices

Whole fruits and vegetables are preferred to juice because they provide nutrients and fiber that may be lost in the processing of juice. Even 100% pure juice offers no nutritional advantage over whole fruits or vegetables. Drinking too much juice may be linked to children being overweight and childhood obesity and can result in decreased appetite for other nutritious foods, leading to poor nutrition. Also, excessive juice consumption is associated with tooth decay.

Oral Health

Tooth decay is an infectious disease and a serious problem among young children, especially in Arizona. One in every three children in Arizona has had tooth decay by his or her third birthday. Tooth decay, if left untreated, can cause health problems and can affect learning, speech, and eating. Children are often unable to verbalize their dental pain. Teachers may notice a child who is having difficulty attending to tasks or who is demonstrating the effects of pain through anxiety, fatigue, irritability, and withdrawal from normal activities.