

# Kids Klub Child Care & Preschool Parent Handbook



Kids Klub Office

6855 W. Meadows Loop East, Room 10. Laveen, Arizona 85339  
602-237-7058 Direct line 602-304-2020 ext 3619

Please visit our website for more information [www.laveeneld.org](http://www.laveeneld.org)

For general questions you may email [kidsklub@laveeneld.org](mailto:kidsklub@laveeneld.org)

## Welcome

The Kids Klub and Preschool Program offers carefully planned, well-supervised activities for children preschool through sixth grade. The many opportunities 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 to participate in a wide variety of hands-on or discovery type activities. Typical activities consist of group games, team sports, hands-on science activities, arts and crafts, music, drama, plus 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 Klub Program and the Preschool are a licensed program of the Laveen Elementary School District. The program is supported solely by fees collected from registered participants.

### Laveen Elementary School District Vision

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

### Laveen Elementary School District Mission Statement

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

## General Information

### Program Quality

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

Arizona Department of Health Services  
Office of Child Care Licensure  
150 N 18<sup>th</sup> Ave, Suite 400  
Phoenix, AZ 85007-3244  
(602)364-2539

### Kids Klub and Preschool Facility Locations:

Kids Klub and Preschool office is located at Desert Meadows School room 10 in building D  
6855 W. Meadows Loop E., Laveen, AZ 85339  
Direct line 602-237-7058, 602-304-2020 ext. 3619  
\*[www.laveeneld.org](http://www.laveeneld.org) \* KidsKlub@laveeneld.org

Cheatham Elementary School	4725 W. South Mountain Avenue, Laveen, Access for this program is located on the South side of the campus in the cafeteria	602-237-7040
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Desert Meadows School	6855 W. Meadows Loop East, Laveen, Access for this program is located in Building A on the west side of the campus in the cafeteria	602-304-2020
Desert Meadows Preschool Opening August 6, 2018	6855 W. Meadows Loop East, Laveen, Access for this program is located in Building D Rooms TBA	602-304-2020
Laveen Elementary School	4141 West McNeil St, Laveen, Access for this program is located in building A cafeteria.	602-237-9110
Laveen Developmental Preschool	4141 West McNeil St, Laveen, Access for this program in located in Building B Pre-school wing	602-237-9110 Ext: 3131
M.C. Cash Elementary School	3851 W Roeser, Phoenix Access for this program is located in west side of the campus in the cafeteria.	602-237-9120
Paseo Pointe Preschool	8800 S 55 <sup>th</sup> Ave, Laveen, Access for the program is through the front office to building B, room B133, B143, B142, B141.	602-237-7058
Paseo Pointe Elementary School	8800 S 55 <sup>th</sup> Ave, Laveen, Access for this program is located in the east side right off 55 <sup>th</sup> Ave in the cafeteria.	602-237-7058
Rogers Ranch School	6735 South 47 <sup>th</sup> 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 for 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 the South Mountain Ave.	602-237-7058

### **Hours of Operation**

Monday through Friday

Cheatham Kids Klub

2:30 p.m. to 6:00 p.m.

Desert Meadows Kids Klub

3:00 p.m. to 6:00 p.m.

Desert Meadows Preschool

6:30 a.m. to 6:00 p.m.

Instruction Lesson 8:00 a.m. to 3:00 p.m.

Trailside Point Kids Klub

2:30 p.m. to 6:00 p.m.

Laveen Kids Klub

6:30 a.m. to 8:30 a.m. and 3:30 p.m. to 6:00 p.m.

Laveen Preschool

9:00 a.m. to 11:30 or 12:00 to 3:30 p.m.

M.C. Cash

2:30 p.m. to 6:00 p.m.

Paseo Pointe School age

6:30 a.m. to 7:30 p.m. 2:30 p.m. to 6:00 p.m.

Paseo Pointe Preschool

6:30 a.m. to 6:00 p.m.

Instructions/lesson 7:30 a.m. to 2:30 p.m.

Rogers Ranch Kids Klub

6:30 a.m. to 8:30 a.m. and 3:30 p.m. to 6:00 p.m.

Vista del Sur Kids Klub

6:00 a.m. to 8:00 a.m. and 3:00 p.m. to 6:00 p.m.

School Age Day Camps

6:00 a.m. – 6:00 p.m.

Preschool Day Camps

6:30 a.m. – 6:00 p.m.

**Holidays**

*The programs will not be in operation on the following days:*

Memorial Day (5/28/18)	Christmas (12/25/18)
4th of July (7/4/18)	News Year (1/1/19)
Labor Day (9/3/18)	Civil Rights Day (1/21/19)
Veteran's Day (11/12/18)	Presidents' Day (2/18/19)
Thanksgiving – (11/22-23/18)	

*We will have programs (Camp Days) for the following days (location to be determined):*

Teacher In-Service Day  
 Early Release Days  
 Fall, Winter, Spring, and Summer Breaks

**Breaks and Full Release Days**

Laveen Elementary School District will hold “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 when school is not in session. The program will offer arts and crafts, fitness, cooperative games, and other hands-on activities. Day Camp hours are 6:00 a.m. to 6:00 p.m. for school age, and 6:30-6:00 for preschoolers. Campers must pre-register at least two business days in advance for each camp. For more information call the Kids Klub Office at (602) 304-2020 ext. 3619 or 602-237-7058.

**Kids Klub Program Description**

The Kids Klub program provides a supervised, safe, and caring atmosphere where each child is given the opportunity 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 Klub Program is based upon open communication with parents and staff. Below is a sample afternoon schedule. Activity times are based on school dismissal times.

**After Care Schedule**

Time	Activity
2:30-2:45	Check in/ Exploratories
2:45-3:15	Homework Assistant/Quiet activities
3:15-3:45	Snack
3:45-5:00	Exploratories /Group Game
5:00-6:00	Exploratories

**Preschool Program Description**

Preschool is an early childhood program in which children combine learning with play in a program run by certified teachers. The classroom will emphasize on the following:

1. Opportunities to learn persistence when working at tasks, direction following, and good listening skills.
2. Focus on language and literacy skills, as well as interactive book reading.
3. Emphasis on teaching children problem-solving skills.
4. Helping children expand their knowledge and increase their vocabulary.

5. Opportunities to learn beginning skills involving the alphabet, numbers, and spatial awareness.
6. Focus on scientific thinking skills as well as information about the everyday environment, the world, and how things work.
7. Emphasis on teaching early literacy and mathematics through a variety of activities and projects.
8. Opportunity for preschoolers to engage in music, art, and dramatic play.
9. Educational program in which parents are involved and have opportunities to watch and take part in classroom activities.

In the Dual language Immersion Program the students will receive instruction in two languages. The preschool will follow a 50/50 model in which participating 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.

Operating year round, these programs are offered Monday through Friday between 6:30am and 6:00pm, and provide preschool lessons between the hours of 7:30-2:30. 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 that are four and five years old. Three years olds may be accepted depending on available space.

Children 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. *Toilet trained is defined by number of accidents and the ability to change their own clothes.*

#### Curriculum:

The preschool program is academics- based, and will align to with 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, focus on social-emotional development and preparation for kindergarten and beyond. A Certified teacher 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 and 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 and Movement
4:30	Art	5:30	Recess
6:00	Clean up and check out		

## **Kids Klub Summer Day Camp Program Description**

Kids Klub 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 May 25 through August 1. 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 6:00 a.m. through 6:00 p.m., Monday through Friday.

### **Summer Schedule**

6:00	Check in and Center	7:00	Breakfast
7:45	Outside Activity	8:30	Assembly
9:00	Centers	10:00	Group game
11:30	Lunch	12:30	Arts and crafts or Science
1:00	Learning Packet	2:00	Centers
3:00	Group games	4:00	Finish Craft and Reading
5:00	Camps songs	6:00	Program Closes

## **Preschool Summer Program Description**

A summer preschool program is offered for children between 3 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 May 29 through July 27. The curriculum will be a review of the school years curriculum. Children will be provide the opportunity to participate in social, creative, intellectual, and physical activities and will also include in house guess. 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 field trips are not offered to the preschoolers.

### **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 and journal or discussion	9:45	Centers
10:20	Math	10:45	Music and movement
11:00	Lunch	11:30	Rest
12:15	Social Emotional	12:30	Science, Social Studies
1:00	Centers	2:00	Review and 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**

### **Parent Participation and Communication**

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 to ensure effective communication and information between parents and staff

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

*Parent/ Teacher Meeting* – Are offered on an annual basis and at your request.

*Parent Visits* – The Laveen district preschool and Kids Klub programs has an open door policy for all parents or guardians who may want to visit the program their child/children is enrolled in during hours of operation. We hope you take the opportunity to talk to the site manager, teacher and counselors about your child's daily activity.

*Parent Orientation* – a careful review of the Parent Handbook will provide a good overview of the Laveen Kids Klub childcare/preschool. 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 director. The Kids Klub/Preschool Supervisor can answer any questions if the site director is unable to.

- Parents are required to send a non-perishable sack lunch that meets nutritional standards with their child on Camp Days (see guidelines on page 9).
- 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.
- Parents with sole custody must provide a copy of the sole custody papers to the Kids Klub office.
- Parents have access to areas on facility premises where the enrolled child is receiving services.
- Parents are encouraged to apply sun block before arriving at Day Camp and send sun block with your child's first and last name on it.

#### For Preschoolers

- Parents are required to bring a change of clothes (uniform) in a zip lock bag. Students are required to be toilet trained
- Parents are required to send Small Blanket and Crib sheet
- Parents are required to send two pencils, erasers, pencil box, and notebook or folder
- Parents are required to send reusable spill-proof water bottle.
- Parents are required to send tissues/baby wipes.

### **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 on a daily basis 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, must be exact time, to the minute, a.m. or p.m. are not accept.

**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 Klub 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 Klub/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 on to the guardian at the fee of a drop in child.

## **Registration and Enrollment**

### **Kids Klub Enrollment Procedures**

Children will be admitted to the Kids Klub 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 school site office or Kids Klub/Preschool office. The registration packet **MUST** include the following:

- Registration form with the registration fee ( due annually)
- The Arizona Department of Health Services Emergency, Information, and Immunization Record Card (State regulations require every section of this form be completed.)
- A photo copy of child's immunization record
- Individual Education Plan (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 Klub Program. All children must be in attendance the same day of school as attending the aftercare program.

### **Preschool enrollment Procedures**

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 Klub/Preschool office. The registration packet **MUST** include the following:

- Registration form with the registration fee ( due annually)
- The Arizona Department of Health Services Emergency, Information, and Immunization Record Card (State regulations require every section of this form be completed.)
- A photo copy of child's immunization record
- Parents with custody must provide a copy of the court papers
- Official Birth Certificate
- Parent/Guardian Photo ID
- \$130 (Registration fee of \$65 and Supply fee of \$65)

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.

**Payments and Registration Fees**

**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 Fee:** A non-refundable registration fee of \$65.00 and a supply fee of \$65.00 will be charge 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 cost.

**Payment Structure:**

Payment structure is based on the number of hours the program is offered.

**Weekly means you pay each week; weather the child attend or not.**

This is not a “if they attend program”.

<b>Cheatham, Trailside Point and Paseo Pointe</b>	
After School (up to 5 days each week)	\$59.00 Weekly
Part-time (up to 3 days each week)	\$42.50 Weekly
<b>Paseo Pointe Preschool 7:30-2:30</b>	\$110.00 Weekly
Paseo Point Preschool plus morning care(6:30-2:30)	\$135.00 Weekly
Paseo Pointe Preschool plus after care (7:30-6:00)	\$165.00 Weekly
Paseo Pointe Preschool full day (6:30-6:00)	\$ 170.00 Weekly
<b>Desert Meadows</b>	
After School (up to 5 days each week)	\$55.50 Weekly
Part-time (up to 3 days each week)	\$42.50 Weekly
Desert Meadows Preschool 8:00-3:00	\$110.00 Weekly
Desert Meadows Preschool plus morning care	\$135.00 Weekly
Desert Meadows Preschool plus after care	\$165.00 Weekly
Desert Meadows Preschool full day	\$170.00 Weekly
<b>Laveen and Rogers Ranch</b>	
Before School	\$35.00 Weekly
After School (up to 5 days each week)	\$46.50 Weekly
Part-time (up to 3 days each week)	\$36.50 Weekly
Full-time (morning and after school care 5 days a week)	\$72.00 Weekly
<b>Laveen Preschool</b>	
Wrap Around Morning 6:30-9:00 M,T,TH, F	\$45.00 Weekly
Wrap Around Afternoon 3:00-6:00 M,T,TH, F	\$45.00 Weekly
Peer Role Models 9:00-11:30 or 12:30-3:00	\$50.00 Weekly
<b>M.C. Cash</b>	
After School (up to 5 days each week)	\$55.50 Weekly
Part-time (up to 3 days each week)	\$42.50 Weekly
One hour program (from 2:30-3:30 early release 12:30 to 3:30)	\$35.00 Weekly
<b>Vista del Sur</b>	

Before School (up to 5 days each week)	\$35.00 Weekly
After School (up to 5 days each week)	\$55.50 Weekly
Part Time (up to 3 days after school only)	\$42.50 Weekly
Full Time (before and after school, 5 days)	\$72.00 Weekly
<b>Services and Fees</b>	
<b>Drop Ins Minimum Use fee (due on the first of each month)</b>	\$20.00 a month
<b>Drop Ins Before School (must pre-pay)</b>	\$10.00 a day
<b>Drop Ins After School (space is limit) (must pre-pay)</b>	\$15.00 per day
<b>Drop Ins ( half days only) (must pre-pay)</b>	\$20.00 per day
<b>Drop in full day program school year</b>	\$30.00 per day
<b>Fall/Winter/Spring Breaks /and Summer Day Camps</b>	
<b>5 days Camp school age children</b>	\$130.00 Weekly
<b>3 days Camp school age children</b>	\$95.00 Weekly
<b>Preschool Camp 3-5 years</b>	\$140.00 Weekly
<b>Preschool Camps days 7:30-2:30 only</b>	\$110.00 Weekly
<b>Drop in full day program</b>	\$35.00 per day
<b>Changes to original registration during the school</b>	\$20.00 on the 3 <sup>rd</sup> change
<b>Changes to the original summer registration form</b>	\$45.00 each week changed

**If you wish to change your original registration you must complete a new registration form.** All Changes must be done in person two weeks prior to the effective date at the Kids Klub office, located at Desert Meadows School, 602-304-2020 ext. 3619or 602-237-7058

*Please allow up to 72 hours for registration processing.*

### **School Year Payments:**

Payments are due on Fridays prior to 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 [laveenesd.org](http://laveenesd.org), helpful links, click on online payments, and follow instructions. A receipt for payment will be issued. Biweekly payments can be arranged prior to enrollment, as long the account does not show a pass due balance

### **Summer Payments:**

Payments are due on Fridays prior to the week of services. Payments can be turned into the payment box, which is located at the site, or at the Kids Klub/Preschool office located at Desert Meadows in Room 10. **Only checks and money orders can be left in the payment box.** Online payments can be made at [laveenesd.org](http://laveenesd.org), helpful links, Kids Klub/Preschool web store.

[Online payment links.](#)

<http://laveenesd.revtrak.net/tek9.asp?>

### **Drop In Payment:**

A \$20.00 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 prior to service.

- Late Payment:** A \$10.00 late fee will be assessed to all payments not received by the payment due date. Kids Klub/Preschool reserves the right to stop service for non-payment.
- Returned Checks:** Returned checks will be charged a service fee of \$15.00. *Returned checks or delinquent tuition payment 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 at the Kids Klub/Preschool Office, located at Desert Meadows School prior to your child attending another day of the child care program. Three late pick-ups may result in the termination of your child care services.
- 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 Klub/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. Refunds will be made only within six months from date of program withdrawal.
- Courtesy Statements:** A weekly statement will be made available to you each week and will reflect your current account balance. Please keep in mind that account balances must be paid in full prior to service, regardless of whether or not this statement was received.
- Year End Statements** Payment summaries will be emailed by January 15.

For all billing questions please call the Kids Klub/Preschool office at 602-304-2020 ext. 3619, or direct line 602-237-7058.  
DES clients must register in the Kids Klub/Preschool office and fill out an additional forms.

## **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 Klub/Preschool Office located at Desert Meadows School.

The Kids Klub Program 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 Elementary School District policies and procedures
- Inappropriate behavior that would affect staff/child ratio
- Insufficient fund payments
- Delinquent tuition payments
- Presenting a danger to other children or staff in the program

## **Absences and Vacations**

Please contact the Kids Klub office no later than 10:00 a.m. when your child will be absent from the extended day 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 attendances 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. It is important for parents 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 other 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 Klub 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 programs manager at the school. If you are not sure what to do, call the Kids Klub/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 own medication. Please make arrangements to give your child any medications he/she may need before coming to the program. In order for 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 type 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 case of a 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. Parent will be notified of the injury/accident.
3. If it is a serious accident or there is doubt to severity, 911 will be called immediately.
4. An accident report will be filled out with explicit and detailed information pertaining to the accident and the procedures taken.
5. If a child must be taken to a hospital or medical facility, a Laveen Elementary School District staff member will accompany the child if the parent cannot make it to the site. (Parent will be notified where the child will be taken.)

Each Kids Klub site and Preschool class room 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 busses 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 own accident and health coverage for their child while participating in the Kids Klub Program or Preschool.** The Laveen Elementary School District does not provide medical or accident insurance for children in the Kids Klub Program or Preschool program.

### **Behavioral Guidance Policy:**

Because social growth is so crucial during the elementary years, Kids Klub Program and Preschool program will also 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 Klub and Preschool Programs are based upon developmentally appropriate practices. In the event that positive disciplinary measures are ineffective in modifying appropriate behavior(s), suspension may result. *The Kids Klub Program and Preschool program's 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 Klub program and the Preschool programs do not provide a one on one service. All children must be able to function in a group setting.

### **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 consequence 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 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 Klub 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 Klub and the Preschool is part of the Laveen School District and will comply with all rules and regulation as stated in the Governing Board Policy Manual.

### **Snacks and Meals**

A nutritious snack is served to all children. Children with allergy to foods may be asked to supply their own snack. Breakfast, lunch, and dinner will not be provided. However, time will be allocated at each site for children to have breakfast, lunch, and dinner if parents send a meal. Parents are required to send a non-perishable sack lunch with their child during Camp Days and

on a full day for preschool. 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:

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

Parents will be notified or advised of any meals that do not meet the DHS nutritional standards. A nutritious breakfast is recommended prior to attending a morning program.

### **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 Kids Klub. 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 the shoulders. 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 toes. Please be sure that all belongings are labeled with your child’s name.

### **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, collectables, etc. The Laveen Elementary School District is not responsible for lost, broken, or stolen items.

### **Transportation & Field Trips**

Transportation to and from the Kids Klub 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 in order for your child to participate in field trips organized by the Kids Klub Program. Written permission must be received by scheduled field trip time. Any child whom misbehave may be told they cannot attend

that days' field trip. On scheduled field trips, all staff and children may be off the school grounds. If you do not wish for your child to participate in the trip, please arrange alternate child care for that day. If you arrive at the site after the stated departure time, you will be expected to provide alternative care for your child. The staff will account for all children every hour according to the field trip roster. This will double checked by a lead manager at the start and end of each field trip. The busses 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.

The Preschool program will not be participating in any fields which require transportation by a school bus.

### **Pesticides**

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

### **Question, Comments, Concerns**

Since most concerns are most 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 Kim Teer, Kids Klub and Preschool Programs Supervisor, at (602) 304-2020 ext. 3619 or 602-237-7058.

For continued unresolved issues, please call: Tracy Watkins, Director of Curriculum & Instruction at 602-237-9100 ext 3050

### **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 own 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 child care provider, an important thing we can do for babies is 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 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. In addition, 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.