



Parent Handbook



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DESCRIPTION

KidSpace programs are developmentally appropriate programs for 4 year olds through 8th graders. They are supported by the community through tuition paid by parents, subsidies from government agencies such as DES and grants. KidSpace offers part-day and full-day options.

The KidSpace school sites are regulated by the Arizona Department of Health Services (DHS).

Arizona Department of Health Services
150 North 18th

Appreciate differences in people, cultures and the natural world
Feel safe and secure in the school environment
Develop language skills by encouraging, reading, writing, speaking and listening
Learn through the use of all five senses: seeing, hearing, touching, tasting and smelling
Learn the skills of group participation
Observe their environment, ask questions and think critically
Feel part of the school community
Develop self-help skills and good health habits
Develop intellectual skills through hands-on experiences

GOALS FOR PARENTS

It is our goal that parents and families of children in the KidSpace program will:

Feel secure that their children are in a safe, enriched, loving environment
Become familiar with the public school system and feel part of the community
Communicate with teachers and caregivers
Become actively involved in their child's school life
Feel comfortable visiting the center at any time
Share classroom experiences with their child (if possible)
Share their talents with the school and children
Participate in parent education programs

Parents/guardians of enrolled children have access to the areas on the facility premises where their enrolled child is receiving childcare services. All parents participating in facility activities must be supervised by KidSpace staff.

DAYS AND HOURS OF OPERATION

The KidSpace programs are open on all school days from 6:30 a.m. until start of school and from school dismissal time until 6:00 p.m. A calendar of the days KidSpace is closed is provided to parents and posted at each school location. The schools with a 4-year-old enrichment program are open all regular school days from 6:30 a.m. to 6:00 p.m. KidSpace is also open for fall, winter, spring, and summer break at select locations. See current contracts for specific days offered. KidSpace will always be closed on the following holidays: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Christmas Eve, and Christmas Day.

PESTICIDES

All KidSpace programs have a written notice posted at the front entrance of the school forty-eight (48)

The KidSpace program is fee based and available to all 4-year-old and school age children on a

Child Participation Standards

A child being considered for KidSpace admission is expected to demonstrate the following skills:

Comply with site specific program rules and routines

Participate appropriately in planned activities within ADHS childcare licensing ratio

Use appropriate language with staff members and other children

Cooperate with transitions in activities and locations

Stay within the activity area and not wander away from the group

Follow staff directions

Treat others with respect

Behave in a manner that does not pose an unsafe situation for themselves, other children, or staff

Be independent for personal care needs such as washing hands, toileting, and putting on shoes in special circumstances

SIGN IN AND OUT

For the safety of your child, we require that parents sign their children in and out each day.

DES

WESD KidSpace Programs are approved by DES (Department of Economic Security) for those families in need of financial assistance and who are income eligible for this service. Contact DES at 602-542-4248 for further information on how you can apply for assistance.

In order to better understand and provide the best possible care for each individual child all DES authorized families will be required to submit a About Me Questionnaire and meet with the program staff to review form prior to your child's first day of attendance. If a parent declines to complete the form then the parent must select the portion " Parent/Guardian declined to complete" .

FIELD TRIPS

The site obtains written permission from the parent or guardian in advance of their child's participation in a field trip. The field trip permission notice provides details of the trip including the purpose of the field trip, time of departure and arrival back at site and the address of the trip destination. ALL CHILDREN who are in attendance at the KidSpace program during field trip days ARE EXPECTED TO ATTEND THE FIELD TRIP. If a child is registered to attend a summer school class during a KidSpace field trip, but will be attending the field trip instead of class, parents must notify KidSpace and their summer school class that they will be attending the field trip prior to the day of the field trip. Children are responsible for all money that is taken on field trips.

TRANSPORTATION

KidSpace programs use WESD school buses for transportation of children on field trips.

ABSENCES

It is the parent's responsibility to notify the site of any absences. Voicemail is available to record your message 24 hours a day. KidSpace is a flat weekly or monthly rate (ECE only). No credits or refunds are given for absences for any reasons including but not limited to: holidays, school closure days, sick days, suspension, etc. An Emergency Child Finder Fee of \$5 is charged for absences that are not reported to KidSpace prior to expected attendance. Absences only need to be reported for children attending the PM program.

EMERGENCY PROCEDURES

The WESD Emergency Procedures Policy is included in the site crisis manual located at each site by the telephone. In the event that parents or emergency contacts cannot be reached after the center closes, WESD has been advised to contact the Phoenix Police Department or Department of Child Safety.

Staff members are trained in CPR/first aid, and a log is kept of all injuries. When necessary, parents are called for further evaluation or recommendation. In the event of an emergency, our practice is to dial 911. Injury treatment is as follows:

Minor injury: Child receives basic first aid treatment and parents are informed about the injury at time of pickup. Parent receives a written injury report.

Other injury: First aid is administered and parent or guardian is notified by telephone to pick up the child for further care. If parent or guardian cannot be reached, a person listed on the emergency card is called to take the child for further treatment.

Life-threatening injury: One adult with first aid training stays with the child while another adult present immediately telephones 911. As soon as the emergency call is completed, the parent or guardian is called.

Parents are notified when a child is ill. The

Check our WESD Web site for current updates at www.wesdschools.org. In the event of an emergency, information regarding the emergency may be added to the homepage.

MEDICATION

WESD policies are adhered to with regard to medication. Do not send any medication unless you have met with the KidSpace manager and a medication consent form has been completed. Children showing signs of illness are sent home. Medicine or drugs that affect behavior are not used except as prescribed by the child's health care provider and with specific written instructions from the child's health care provider for the use of the medicine. All medications must be stored in their original containers and are kept out of the reach of children.

Medications are administered only

Snacks must be consumed in the KidSpace program and cannot be taken home.

Age-appropriate nutrition and portion requirements are as follows:

- Two of the food groups served at each snack

- Low amounts of sugar, fat and salt

- Milk, water or 100% pure fruit juice

- A variety and balance of foods from the different food groups

children and encourage more acceptable behavior. To this end, the staff show children positive alternatives rather than just telling children "no".

During acts of aggression and fighting (such as biting, hitting, etc.) staff may use the following methods:

Separation of the children involved.

Immediate comfort for the individual who was injured.

Care of any injury suffered by the victim involved in the incident.

Notification to parents of children involved in the incident.

Review of the adequacy of the staff supervision and appropriateness of facility activities, and administrative corrective action if there is a recurrence.

Medicine or drugs that affect behavior are not used except as prescribed by a child's health provider and with specific written instructions from the child's health care provider for the use of the medicine.

Medications are not used to discipline children.

Isolating a child from other children is used selectively for children who are disturbing others or at risk of

If the conflict still exists and the staff considers it irresolvable and detrimental to the program or to other children, the parents will be directed to remove the child from the program
Serious conflicts, as determined by the director, may be handled by immediately directing the parents to remove the child from the program

Serious conflicts which may lead to suspension from the program may include, but are not limited to, the following:

- A child presenting danger to others or self

- Child is unable to conform to KidSpace rules or whose behavior is disruptive and demands an inappropriate amount of the staff's attention, even with reasonable modifications

- Child leaves the program area without permission

- A child showing disrespect to other children or teachers.

- A child showing disrespect to other people's property

- Child is verbally or physically aggressive with other children, himself/herself or staff

- Parent/Guardian threatens or commits physical or intimidating actions towards children or staff

A child's participation in the program may be terminated if:

- Child's behavior is chronically disruptive or poses a danger to himself/herself, to others, or to the program

- Child is not able to follow direction within our small group environment and requires more one on one assistance

- Child is picked up after 6:00 PM more than 3 times

- Child's tuition is not paid

A child may be disenrolled from the program for the current year after three suspensions.

BABYSITTING POLICY

To avoid conflicts of interest and maintain professional boundaries, Kidspace staff are not permitted to provide babysitting services for families enrolled in our programs. This policy ensures the integrity of our program and the professional relationship between staff and families.

responsible for any personal toys or ele

KIDSPACE EARLY CHILDHOOD ENRICHMENT (ECE)

Notice to Parents

Below is some additional important information specific to families enrolled in the KidSpace Early Childhood Enrichment (ECE) 4-year old Program.

Transitional Plans

Entering the KidSpace ECE program:

Upon entering the KidSpace ECE program, children will be allowed to choose an available cubby for their personal belongings. This cubby will be labeled with the child's name. Children entering the program will be introduced to staff and th

KIDSPACE LOCATIONS AND HOURS

Times may vary

ABRAHAM LINCOLN
TRADITIONAL

10444 N. 39th Ave.
Phoenix, AZ 85051
AM Hours 6:30-8:15am
PM Hours 2:50-6:00pm
Early Release 1:05pm
ECE Program 8:00am-3:00pm
602-896-6315 KidSpace/ECE

CHAPARRAL
3808 W. Joan

ACACIA

3021 W. Evans
Phoenix, AZ 85053
AM Hours 6:30-8:15am
PM Hours 3:15-6:00pm
Early Release 1:45 pm
602-896-5015

ARROYO

4535 W. Cholla
Glendale, AZ 85304
AM Hours 6:30-7:30am
PM Hours 2:30-6:00pm
Early Release 1:00pm
602-896-5145

CACTUS WREN

9650 N 39th Ave.
Phoenix, AZ 85051
AM Hours 6:30-7:30am
PM Hours 2:30-6:00pm
Early Release 1:00pm
602-347-2129