



# Kids Club

## Parent Handbook

Department of Health Services Licensed  
Department of Economic Services Certified

**Sponsored by:  
Florence Unified School District No. 1  
Community Education  
STEAM Prep Academy**

**Welcome to the Kids Club** program offered through the Community Education Department of Florence Unified School District #1.

Kids Club is our district-based before/after school childcare program located right on your child's school campus! Kids Club offers age appropriate activities focused on arts, crafts, group games, team projects, homework support and snack time. We are licensed through the Arizona Department of Health Services, available for children in kindergarten through sixth-grade (including those receiving DES assistance) and offer options for full- or part-time use. “Kids Club is a safe, friendly environment for your child to have fun and play with their friends.

*This handbook will provide you with information on a variety of aspects of our program.*

*Please keep it as your reference for the school year.*

**Contacts:**

Front Office  
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**Community Ed:**

Account Questions: (480) 987-5386  
Website: [www.fusdaz.com/community-ed](http://www.fusdaz.com/community-ed)

**Mailing Address:**

Florence Unified School District No. 1  
Community Education Department/ Kids Club Program  
P.O. Box 2850  
Florence, AZ 85132

**Physical Address:**

29895 N. Desert Willow Blvd.  
San Tan Valley, AZ 85143

**Handbook Contents:**

- I: Program Description
- II: Registration and Payment Information
- III: Policies and Procedures
- IV: Site List

## **I: PROGRAM DESCRIPTION**

### **Licensing**

Kids Club is licensed and inspected by the Arizona Department of Health Services (ADHS). Kids Club is licensed to serve school-aged (K-6th grade) children in part-time care (fewer than 6 hours/day).

Facility inspection reports are available for public viewing at ADHS, 150 N. 18th Ave. Phoenix, AZ 85007. The ADHS phone number is (602) 364-2539. ADHS inspection reports are also available at the Community Education office as well as a tour program sites.

### **Insurance**

Kids Club meets current state standards for liability insurance. A copy is available at the Community Education office. The Florence Unified School District #1, as in regular school day programs, does not have medical insurance or funds to cover costs as a result of any injury to a student who participates in this program. Therefore, any such costs incurred would be the responsibility of the parent or legal guardian.

### **Staff Qualifications**

Kids Club staff members:

- Meet or exceed established educational and experience requirements for the position held, many of our staff members hold certifications/degrees or are pursuing degrees in education or related fields
- Undergo background checks through our district as well as local, state and federal authorities
- Participate in formal trainings throughout the year
- Are certified in CPR and First Aid
- Are supported with training, resources and administrative guidance

### **Staff to Child Ratio**

To ensure the continued quality of Kids Club, our staff to child ratio meets the 1 to 20 ratio set by ADHS.

### **Hours of Operation**

We compliment the regular school day by offering program times before and/or after school hours at individual school sites. Kids Club is in operation every day school is in session. Morning care begins at 6:00 a.m. and ends at 7:50 a.m. The afternoon program begins at school dismissal and remains open until 6:00 p.m.

### **Early Release Days**

When schools are scheduled to release children early (see district calendar), Kids Club will open at the school dismissal time. Registered families are not charged for extra hours of care occurring

on any early release days. This includes Wednesdays, end of grading period days, and parent conference weeks.

### **Fall, Winter, Spring and Summer Intersession Kids Club Camp**

Kids Club Camp is held at select locations. Hours of operation for Kids Club Camp are 6:00 a.m. – 6:00 p.m., Monday thru Friday.

### **Holiday and School Closures**

Kids Club will be closed on the following days:

- Independent Day
- Labor Day
- Veterans Day
- Thanksgiving Break – Wednesday, Thursday and Friday
- Christmas/New Years – Winter Break – School Not in Session
- Civil Rights/MLK Day
- Presidents Day
- Memorial Day

### **Daily Schedule**

We offer a variety of activities including opportunities for creative expression, indoor and outdoor recreation, homework time, service projects, and other structured enrichment.

- Upon arrival sign in with site staff
- 6:00 am - 7:50 am
- 3:15 pm - 3:30 pm Snack time
- 3:30 pm - 6:00 pm Group Activity Rotations (activity rotations include outside sports, playground, art and group games.) Schedule may vary according to site and dismissal time.

### **Snacks**

Snacks are provided as part of each Kids Club day. Each snack meets the nutritional guidelines set by ADHS. Each child is encouraged to eat a snack. Students with special dietary needs or specific food choices will need to provide their individual snack from home.

### **Empower Pack**

Kids Club participates in the Empower Pack program. It is a nutrition and tobacco free program for childcare centers in Arizona to encourage and promote healthy habits including increased physical activity and nutritional food choices.

## **Family Participation**

School security protocols may require notice to obtain access to the site. Parents/guardians are encouraged to observe/participate with their child during Kids Club. We invite you to:

- Help us learn about your child's special talents and strengths.
- Inform us when your child may need extra help or support.
- Share your family and cultural traditions.
- Attend and/or volunteer items for special events.
- Visit when you can.

## **II: REGISTRATION AND ACCOUNT TERMS**

All paperwork must be filled out completely, before a child may begin. Registration forms are available at the Community Education Office, 29895 N. Desert Willow Blvd., San Tan Valley, AZ 85143 or online at [www.fusdaz.com/community-ed](http://www.fusdaz.com/community-ed).

### **Required Documents**

- Completed registration form
- Copy of immunization record for each child
- \$50 yearly registration fee per child (non-refundable)
- Payment of any outstanding balance due on the family account

Completed registration forms, emergency forms, and immunization records may be submitted in the following manner:

- Bring completed forms and required documents to: FUSD Community Education Department, 29895 N. Desert Willow Blvd., San Tan Valley, AZ 85143

Enrollment is on a first come; first served basis. All sites have a maximum capacity based on licensing guidelines. Any family we are unable to accommodate will be placed on a waiting list. Parents will be notified as soon as a space is available.

### **Program Fees**

Annual family registration fee: \$50 per child

- **Mornings:**  
Full-time morning session only: \$38 per week per child
- **Afternoons:**  
Full-time afternoon session only: \$67 per week per child
- **Morning and Afternoon:**  
Full time morning and afternoon sessions: \$95 per week per child  
Program options may be combined to suit family needs.

## **Payment Policy**

Program fees are paid one week in advance. Payment is due Friday of each week for the following week. First payment will be due at the time of registration. A \$25 late fee will be assessed per family if payment is not received by the close of business on the Wednesday following the due date.

If at any time the account is past due, services will not be available until the account is current without regard to multiple financially responsible parties.

- Pay by cashier's check/money order: Bring to Community Ed. office.
- Pay by credit/debit: Online (see below) or come to Community Ed

We accept Visa or MasterCard.

Automatic or online payments via Tuition Express – no additional processing fee. An authorization/registration form is required. Forms are available on FUSD website or at Community Ed.

Note: To protect your sensitive financial information, credit card payments are not accepted via fax, mail or drop box. Additionally, payments are not accepted at school sites.

## **Additional Fees**

- **Late Pick Up fees:**  
\$2.00 for each minute after 6:00 p.m.
- **Late Payment Fee:**  
A \$25 late fee will be assessed per family if payment is not received by the close of business on the Wednesday following the due date.

## **Contract Changes**

Kids Club staffing, supplies, and snacks are planned based on your enrollment choices. The options selected are considered your commitment and choice for the entire school year.

If you need to make a change to or cancel your student's participation in Kids Club, written notification must be received by Community Education in advance. Families who wish to remove their child from the program or make a change in participation must complete a Cancellation/Program Change Request Form and submit to Community Education department by the Wednesday of the week prior to the changes taking effect.

## **Refunds**

There are no refunds or credits for unused program days.

### **III: POLICIES AND PROCEDURES SIGN IN & OUT POLICY**

- Daily attendance is taken and recorded.
- ADHS licensed programs require parents or authorized individuals to sign a child in and out of the program each day by signing their full name along with the accurate date and time in blue or black ink.
- Individuals are required to show a picture ID in order to positively identify individuals allowed to pick up a child.
- Only persons listed on the emergency card as authorized signors will be allowed to pick up a child. A child will not be released to anyone refusing to show a picture ID for identification.
- Only the parent and/or authorized signors over the age of 18 may sign children in/out for families receiving DES assistance.
- If an extreme emergency exists, the parent/guardian may call the Director or Co-Director and authorize the phone release of their child to a designee.

If applicable, custody papers must be given to the Community Education office at the time of registration or when they become effective. Any specific legal parenting plan must also be provided by parents to the Kids Club staff.

#### **Absences**

If your child will not be attending Kids Club on a particular day, it is critical that staff is aware that the child will not attend. Please call the Kids Club school site (list at end of handbook) and leave a message with the following information: child's name, day of absence, reason for the absence. Or, call the school office and leave a message for the Kids Club staff. If your child is scheduled to attend the program and does not attend, site staff will make the effort to verify the absence with parents or emergency contacts. If these efforts fail, the law enforcement will be contacted to locate your child.

#### **Late Pick Up**

Please call your site if there is an emergency which will result in a late pickup. In the event that the parent/guardian has not contacted the site, or an emergency contact cannot be reached, the police will be called to pick up your child. Late fee charges may also apply to late pick-ups. (See Late Pick up Fees)

#### **Illness and Emergencies**

Children who are ill or who have had a fever of 100 degrees or higher in the past 24 hours, may not attend Kids Club. Children must be present in school in order to attend Kids Club. Please inform staff when a child's absence is due to a potentially infectious illness to allow staff to follow ADHS guidelines and inform other families of any potential risk.

When a child becomes ill during the program, site staff will contact parents or another authorized party to pick up the child so that the illness can be treated at home. An isolated area will be provided for the child to rest until a parent/ guardian arrives.

In case of serious accidents, paramedics will be called for treatment. They will advise whether the student should be taken to the nearest hospital by ambulance. Staff will notify parents/guardians as soon as possible. Parent/ guardian will be responsible for all costs incurred in such emergencies.

### **Medication**

Please make arrangements for the school nurse to give your child any medications he/she may need before coming to the program. In order for Kids Club staff to administer medications:

- A consent form for the medication to be given must be completed by the parent, reviewed with the Kids Club staff and kept on file with the program.
- All medications must be brought in the original container and pharmacy label, including the child's name, date, and name of medication, dosage, frequency and Rx number.
- Non-prescription medication must also be unopened, in the original container and include directions of dosages, compound contents and proportions clearly marked.
- Medications will be returned to the parent when it is no longer being administered.
- Kids Club staff will dispose of the medicine after 2 weeks of the expiration date or after the child no longer attends the program.

It is the parent/guardian responsibility to supply the program with a new consent form and medication when changes occur. If a student changes school sites, the parent/guardian is to pick up the medication and bring it to the new site. Any instructions for new staff must be conducted by the parent/ guardian.

### **Pesticide Use**

Notices are posted on school entrance doors 48 hours in advance of pesticide use.

### **Additional Activities**

If your child is participating in additional activities such as scouting, homework club, after school sports, enrichment classes, etc., please provide written authorization to the Kids Club staff before the activity begins. Include the name of the activity, days/dates, times, location. The activity leader will need to escort the child back to the Kids Club program.



## **Personal Property**

Kids Club is not responsible for any personal items or clothing that are lost or damaged at the site. Parents are asked to monitor what children bring or wear to the program. All schools have policies regarding toys, cell phones, electronic games etc. The Kids Club Program seeks to work together with the school by supporting their policy.

## **Field Trips**

Kids Club does not provide field trips during the school year. If the opportunity for a field trip arises, parents will be notified in advance and a permission slip will be sent home. Details of the field trip will be outlined by the site staff. Only students with a signed permission slip will be able to participate on a field trip.

## **Behavior Guidelines**

- Children participating are expected to follow the established rules. These rules incorporate behavioral expectations which coincide with school rules.
- Kids Club fosters an atmosphere of respect and rapport between children and staff. Positive, respectful interactions are practiced.
- Emphasis is placed upon personal responsibility for one's own behavior. Appropriate behaviors are acknowledged and rewarded; misbehaviors are redirected. A child's choice may result in positive or negative consequences such as rewards, redirection, or loss of privileges.
- Parents/guardians will be kept informed of problems as they arise. We value the power of our partnership with families as we work together to assist children learn to make responsible choices.

For more severe or continuous problems, one or more of the following may result: incident report, conference with parent, suspension and /or removal from the Kids Club Program.

If program administration determines that a child cannot benefit from the Kids Club program or presents a danger to his/her self or other children, the student may be withdrawn from the program.

## **Special Needs**

Kids Club complies with the requirements of Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act. If your child has special needs, please contact the Community Education Department prior to registration to determine eligibility and /or a plan for participation. Reasonable modifications could be provided to afford a student with a disability meaningful access

to the Kids Club program, unless demonstrated that the modification would be a fundamental alteration in the nature of the Kids Club program, or constitute an undue financial and administrative burden. Any student, including students with disabilities, may be removed from Kids Club if that student, even with reasonable modifications, is so disruptive that other students cannot participate in the program or are in danger.

#### **IV: Site List**

##### **Before and After School Programs**

Circle Cross Ranch K-8 School  
35900 E. Charbray  
San Tan Valley, AZ 85143

Magma Ranch K-8 School  
10980 E. Desert Mountain Blvd.  
Florence, AZ 85132

San Tan Heights K-8 School  
2500 W. San Tan Heights Blvd.  
San Tan Valley, AZ 85142

Skyline Ranch K-8 School  
1084 W. San Tan Hills Drive  
San Tan Valley, AZ 85143

Walker Butte K-8 School  
29697 N. Desert Willow Blvd.  
San Tan Valley, AZ 85143

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