

LES.D. #79



2020-2021 Extended Day Parent Handbook

LES.D COMMUNITY EDUCATION DEPARTMENT
272 E. SAGEBRUSH STREET, LITCHFIELD PARK, AZ 85340

“Our mission is to provide a safe, welcoming, and fun place for children before and after school. We partner with families to nurture each child’s social, physical, emotional, and intellectual development through active and engaging play opportunities. Our trained staff help build confidence and social skills by engaging each child in respectful communication and modeling teamwork, empathy, decision-making and by acknowledging the innate value of each individual.”

Ron Sterr - Director of Community Education
Kristina Blockwitz - Community Education Admin. Assistant
Angela Kidder and **Sandra Williamson** - Accounts Receivable

Community Education Office : 623-535-6042
Accounting / Billing Office : 623-535-6046 / 6052
Fax : 623-935-3715

Barbara B. Robey Elementary

5340 N. Wigwam Creek Blvd
Litchfield Park, AZ. 85340
Office : 623-547-1480

Corte Sierra Elementary

3300 N. Santa Fe Trail
Avondale, AZ 85392
Office: 623-547-1007

Litchfield Elementary

255 E. Wigwam Blvd
Litchfield Park, AS 85340
Office: 623-535-6165

Palm Valley Elementary

2801 N. 135th Ave
Goodyear, AZ 85395
Office: 623-535-6483

Scott L. Libby Elementary

18701 W. Thomas Rd
Litchfield Park, AZ 85340
Office: 623-535-6205

Verrado Heritage Elementary

20895 W. Hamilton St.
Buckeye, AZ 85396
Office: 623-547-3346

Belen Soto Elementary

18601 W. Campbell Ave
Goodyear, AZ 85395
Office : 623-547-3474

Dreaming Summit Elementary

13335 W. Missouri Ave
Litchfield Park, AZ 85340
Office: 623-547-1212

Mabel Padgett Elementary

13335 W. Missouri Ave
Goodyear, AZ 85395
Office: 623-547-3292

Rancho Santa Fe Elementary

2150 N. Rancho Santa Fe Blvd
Avondale, AZ 85392
Office: 623-535-6567

Verrado Elementary

20873 W. Sunrise Lane
Buckeye, AZ 85396
Office: 623-547-1607

LICENSING/INSPECTION REPORTS/INSURANCE

Each facility is regulated by:

Arizona Department of Health Services
150 N 18th Avenue, Suite 400
Phoenix, AZ 85007-3244
602-364-2539

Inspection reports by the Department of Health Services are available upon request for public viewing at the Extended Day Site, at the Community Education Office, or at the Department of Health, Child Care Licensure Office. Each facility carries liability insurance.

INTRODUCTION

Welcome to the Litchfield Elementary School District Extended Day Program! The Extended Day Program is administered by the Community Education Department, and is organized to provide supervision before and after school. Our primary goal is to provide quality child care in a safe, friendly environment that supports the growth and development of children in our community schools.

PHILOSOPHY AND ACTIVITIES

School age children are active problem solvers, explorers, discoverers, experimenters, listeners, and creators. The Extended Day Program will offer a variety of stimulating play activities, which include:

- *Constructive Play* - Building things
- *Interactive Play* - Group recreation fun
- *Intellective and Manipulative Play* - Problem solving fun and games
- *Creative Play* - Arts and Crafts,
- *Elective Play* - Free Activity Choice
- *Homework/Quiet Time* - Opportunity for children to do homework

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PESTICIDE NOTIFICATION

A minimum of 48 hours before the application of a pesticide on facility premises a notice will be placed on the Extended Day parent information board as well as on the main entrance door to the school.

HOURS OF OPERATION

The morning program is available from 6:00 am until 30 minutes prior to the start of school. Students then go to breakfast and/or playground where the school's staff are on duty. No child may be signed in before 6:00 am. The afternoon program is available from school dismissal to 6:00 pm. Parents/guardians of children not picked up before 6:00 pm will be charged an overtime fee of \$10.00 for the first 5 minutes and \$1.00 for every minute thereafter on a per-child basis. Children picked up late two or more times in a month may be withdrawn from

the program. The Extended Day Program clocks are set with the school time. Children not picked up in a timely manner whose parent/guardian cannot be contacted will be turned over to the local authorities.

REGISTRATION AND ENROLLMENT

A \$40.00 non-refundable registration fee is required per family, each school year. Registration is on a first come, first served basis. A child may be registered into the program at any time, if space is available. In the event that space is not available, the child's name will be placed on a waiting list and the parent will receive notification of any opening.

Children will be allowed to attend the program two school days after registration fee, 1st month's full tuition (if registering August 1st or later), and ALL required forms have been completed, signed, and submitted. The Community Education Office must have a fully completed ADHS Emergency Information and Immunization Record form and a copy of the immunization record must be submitted in order to admit your child/children to the program. The program expects all family information to be kept current by logging in to the DayCareWorks Parent Portal to make any updates. It is the parents' responsibility to notify the Extended Day Program with updated information.

* The Extended Day program is not a drop-in program; however daily rates are available on a pre-paid basis.

PAYMENTS AND TUITION

Tuition payments are due in advance. Please see the tuition schedule for monthly fees. Payments are due the first (1st) of each month regardless of weekends or holidays . A \$25.00 late fee will be charged for payments not received by the fifth (5th) day of the month. Failure to pay tuition by the tenth (10th) day of the month will result in the withdrawal of your child/children from the program . Reinstatement may occur upon space availability when all fees have been paid including a \$10.00 re-enrollment fee. Tuition payments for Extended Day are not accepted at school sites.

Please mail your payments to:

LESD Community Education

272 Sagebrush St, Litchfield Park, AZ 85340

OR pay in person at the Community Education Office located at 250 E. Sagebrush Street in Litchfield Park OR online at lesd.k12.az.us. Office hours are 7:30 am to 3:30 pm. Please make checks payable to Litchfield Elementary School District (LESD). We do offer an online payment option and a drop slot for your convenience. Any account balances and all applicable fees must be paid in full before the (1st) day of the following month. If you are making your payment in the Community Education Office, we only accept cash, checks, or money orders. Debit or credit card payments must be made online through the DayCareWorks Parent Portal. Please note: When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

MINIMUM USE

Minimum Usage Program is eight days or less a month of childcare. The fee is \$130.00 per month for AM/PM, and \$95.00 for PM only. No discounts will be given for days not used. Additional days may be purchased on a prepaid basis at our single-day rate of \$25/day. Minimum use days can only be used on scheduled school days including early-release days. Minimum use days cannot be applied to in-service days, or fall and spring break camps.

DISCOUNTS

Discounts apply to families having multiple children in the Extended Day Program. The second student in a family attending Extended Day receives a 10% discount, the third or fourth Extended Day student in a family receives a 20% discount. LESD employees receive a 20% discount per child. All-Day Preschool students may attend Extended Day at no additional charge and are not eligible for Extended Day multiple-student discounts.

SINGLE-DAY RATE

For those registered as Camp-Only or Minimum-Use, additional days of Extended Day may be purchased a week in advance (by Thursday of the preceding week) at the rate of \$25 per day, regardless of whether the child attends AM, PM, or both AM and PM Extended Day.

REFUND POLICY

There will be no automatic reduction of fees when your child is on vacation or absent from the program. The Community Education Office **must be notified during the month prior** to changing Extended Day Program services - including withdrawing from the program, changing from AM/PM to PM only, or any other change which alters the monthly tuition rate.

RETURNED CHECKS

Checks returned for non-sufficient funds must be replaced with cash or money order within 48 hours of notification in the amount to cover the check plus a \$25.00 returned check fee. After two returned checks, only cash or money orders will be accepted. We cannot accept postdated checks under any circumstances. Failure to comply with the returned-check policy will result in your child being withdrawn from the Extended Day Program.

WITHDRAWAL PROCEDURE

If you need to withdraw your child from the Extended Day Program, a withdrawal form must be completed and filed with the Community Education Office during the month prior to not needing services. Withdrawal forms are available on the District website www.lesd.k12.az.us under departments, Extended Day Information; or at the Community Education Office or at your Extended Day site location. Full tuition will be charged for students withdrawing after the first (1st) of the month.

PAYMENT QUESTIONS

Please call 623-535-6046 or 623-535-6052 or email commed@lesd.k12.az.us with any questions concerning your account.

DAYS OF OPERATION

The Extended Day Program will be in operation every day that children are required to attend school, including early-release days. Extended Day Camp will be available for registered Extended Day students on the following days for an extra fee: In-service days, fall and spring break camps (please see rate sheet for payment due dates). A registration flyer will be posted prior to the days listed above. Daily rates are not available for fall and spring break camps. Camp Tuition = \$188.00 per week and In-Service Days = \$35.00 per day

DAYS NOT IN OPERATION

The Extended Day Program will not be available on the following days during the 2020-'20 school year: All weekends, September 2, November 11, and 27 -29, December 23 - January 3, January 20 and February 17.

SIGN IN/OUT

Please provide us with the names and telephone numbers of persons designated to pick up your child. Only those designated as authorized to pick up and custodial parents / guardians will be allowed to pick up. Sign In: Students must be signed in daily by a parent/guardian or authorized persons. Children may not sign themselves or siblings into the Extended Day Program. To sign the child in, a parent/guardian or authorized person must accompany the child to the site and write their full name and time on the sign in sheet. The Extended Day Program Manager/Site Leader is authorized to sign the child in from school for the afternoon program.

Sign-Out: For the safety of the children we require that parents/guardians or authorized persons sign the child out each day. Children may not sign themselves or siblings out of the Extended Day Program. To sign the child out, a parent/guardian or authorized person must visit the Extended Day Program site and write their full name and the correct time on the sign out sheet. The Extended Day Program Manager/Site Leader is authorized to release the child to school staff from the morning program.

Please also see "Multi-Household Family Policies" below.

Per state regulation, please remember to use your full first and last name on the sign in/out sheet. It is very important to update your child's Emergency Information and Record Card if there are any changes in your family or residency or phone numbers. As stated in the district handbook: All visitors are expected to conduct themselves in an appropriate manner. "A person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his/her duties is guilty of a class 3 misdemeanor." (ARS 15-507)

RELEASE OF STUDENTS

Children will only be released to a parent or person designated on the child's Emergency Information and Immunization Record Card or upon verbal request with a telephone authorization code from a parent/guardian given to the Extended Day Program Manager or Site Leader. Individuals will be required to show proof of I.D. to the staff member when the child is picked up. Custody documentation regarding a child must be on file at the Extended Day Program site.

ABSENCES

The Extended Day Program is separate from the school so you must notify the Extended Day Program when your child will not attend the Extended Day Program by school dismissal time. If a child does not arrive at the Extended Day Program, Missing Child Procedures are initiated until the child is located. Staff members will determine if the child attended school and contact the child's teacher, school office or parents/guardians for information. Notifying the Extended Day Program is extremely important for the safety of your child. Each Extended Day Program site has voicemail for parents/guardians to leave a message.

VISITORS AND OBSERVATIONS

All visitors must sign in at the school front office before they can observe the Extended Day Program and must be accompanied by a staff member due to licensing regulations. For liability and supervision reasons, children who are not enrolled in the Extended Day Program cannot participate in the activities and must be accompanied by a parent at all times.

TRANSPORTATION

Transportation to and from the Extended Day Program is the responsibility of the parents. Extended Day Program staff members are not allowed to pick up or drop off your child/children under any circumstances. Middle school students will be transported to/from the elementary school.

MEDICAL CONDITIONS

If a child has any known medical condition, please be sure to let an Extended Day Program Manager/Site Leader know. The condition must be noted on the child's Emergency Information and Immunization Record Card.

DISTRIBUTION OF MEDICATION

The Extended Day Program Manager must receive a written authorization signed by the enrolled child's parent/guardian or legal guardian that includes the:

- First and last name of the child;
- Name of the medication;
- Prescription number, if any;
- Instructions for administration specifying the:
 - a) Dosage and route of administration;
 - b) If indicated, starting and ending dates of the dosage period;
 - c) Times and frequency of administration
- Reason for the medication;
- Date of authorization.

An Extended Day Program Manager or Designated Staff Member shall:

- Administer a prescription medication provided by a parent/guardian only from a container dispensed by a pharmacy.

- Administer a non-prescription medication provided by a parent/guardian only from a container pre-packaged and labeled for use with children by the manufacturer and labeled with the enrolled child's name.

ILLNESSES/ACCIDENTS

We request that you please keep sick children at home. If your child becomes ill while at the Extended Day Program, a staff member will contact a parent/guardian. If a parent/guardian cannot be reached, an authorized person listed on the child's Emergency Information and Immunization Record Card will be notified to pick-up your child.

Please keep your child home if they have the following symptoms or illnesses:

- Any contagious disease such as (strep throat, pink eye, chicken pox, etc.)
- Vomiting
- Diarrhea
- Fever over 100 F

A child must be fever-free for 24 hours before they may return to Extended Day.

In the case of a serious medical emergency parents/guardians or responsible persons listed on the child's Emergency Information & Immunization Record Card will be notified immediately. The Extended Day Program Manager/Site Leader will call 9-1-1 to handle the emergency.

COMMUNICABLE DISEASE / INFESTATION

This information will be posted for public viewing on the Parent Information Board if there is an outbreak.

TOILET TRAINING POLICY

Children must be completely toilet trained in order to attend Preschool and Extended Day Programs in the Litchfield Elementary School District. Our Preschool and Extended Day Programs are not licensed by the state to admit children who are not yet toilet trained or are in the process of being toilet trained. Occasionally accidents will happen; however, if frequent urine and/or bowel accidents occur (two or more accidents within a five-day period) then they do not meet this requirement. Please understand that if your child does exhibit signs of not being fully toilet trained, your child will be removed from the program. We will refund any unused portions of tuition in this event. If an accident happens, a parent or guardian will be asked to either pick up the child or bring a change of clothes/cleansing products within 1 hour from the time parent/guardian is notified.

CHILDREN WITH SPECIAL NEEDS

If your child has special needs please make sure to include this on the child's Emergency Information and Immunization Record Form. Please work with the Program Manager/Site Leader to devise a plan to meet your child's special needs. The Extended Day Program staff members will work in conjunction with the school staff when necessary to meet those needs. Please be aware that academic accommodations are NOT offered as part of Extended Day, and accommodations listed in a child's IEP may or may not apply to Extended Day.

CHILD'S PERSONAL PROPERTY

The Extended Day Program follows school rules by not allowing toys, electronic games, personal radios, etc. to be brought to school without express consent of the Extended Day Site Manager. Items brought to the Extended Day Program may be confiscated until picked up by a parent/guardian. Personal property that has been left on the premises after hours of operation will be taken to the school office "Lost and Found" area.

MULTI-HOUSEHOLD FAMILY GUIDELINES

In cases in which parents of an Extended Day student reside in separate households, it is our practice to afford both parents equal rights to the extent that there are no court documents IN OUR POSSESSION denying them those rights. It is the parents' responsibility to provide the most recent court orders/documents which may pertain to Extended Day. Questions and requests regarding court orders should be made directly to the Community Education office.

Restraining orders, orders of protection, and court-ordered injunctions will be strictly enforced. For the purposes of this policy, "parent" refers to a person with legal parental rights, whether they received those rights through birth, adoption, or court order.

BOTH parents MAY (unless expressly denied by court order):

- Add others to the pick-up and emergency contact list.
- Pick up their child from Extended Day (see item 2 below).
- Contribute to the payment of tuition via a single account.

NEITHER parent may:

- Remove a name from the pick-up or emergency contact list that has been added by the other parent without producing a court order to that effect.
- Visit one or more of their children during Extended Day time except to pick them up. Parents may not sign their child out and then sign them back in on the same day.
- Place any individual on the no-pick-up list without a court order to that effect. Your child will not be released to anyone who is not on the authorized pick-up list.

Community Education Department staff will NOT:

1. ...establish separate payment accounts for the same child/children. Each parent may pay a portion of the total, but it must be paid to the same account.
2. ...track whose turn it is to pick a child up; this must be coordinated between parents. The child/children will be released to the first parent to arrive and sign the child out.
3. ...ensure that every parent/step-parent receives a call about concerns and emergencies. Staff will call those on the Emergency Contact list until they reach a parent or caregiver who can respond at that time. It is expected that parents will communicate with each other the details and resolution of these situations.
4. ...interpret parenting plans for any individual. Please address questions to the Director of Community Education at 623-535-6042.

DISCIPLINE POLICY

The Extended Day Program is designed to create a safe and fun environment for children. We understand that some children initially struggle adjusting to the Extended Day environment. We make every reasonable effort to help each child adjust and participate using positive measures which

encourage appropriate behavior; however, **our first concern is safety** and when the behavior of a child is unsafe, disruptive, or poses a threat to others, it may be necessary to impose disciplinary measures. Inappropriate/unacceptable behaviors which are not corrected through positive reminders will be addressed through a combination of the following measures:

Informal Talk/Verbal Reminder: An Extended Day staff member or supervisor will talk to the child, clarify expectations, and reach a consensus regarding how the child will behave.

Parent Involvement: The Extended Day Program Manager may notify the parent or guardian by telephone, personal contact, or letter. An informal conference may be conducted between the child, parent/guardian, and Extended Day staff.

Parent Conference: A formal conference may be held between the child, parent/legal guardian and Extended Day staff. This conference will be held when a child's behavior is very disruptive or harmful to self and/or others or represents a pattern of behavior that has not been corrected despite previous reminders and/or consequences.

Reflection Time: Temporary separation from the activity may be given until the child is ready to return to the activity safely/constructively. Student may be asked to complete a written or verbal reflection.

Removal from the Activity: Student is not allowed to participate in the activity that day. Parent/guardian is notified via an incident report form, which should be signed and returned.

Short-Term Suspension: The parent/guardian is informed that their child is subject to a short suspension (ten days or less). Length of suspension is determined by the Extended Day Program Manager or Director. The minimum suspension for fighting, assault or sexual offenses is three days but may be more depending on the severity of the offense and the age of the offender. Fees for days missed due to suspension will not be refunded.

Withdrawal from Program: If a child commits a serious infraction such as: possession of drugs/tobacco/alcohol (or the paraphernalia for use of these substances), possession of gun or other serious, dangerous and/or illegal actions, a Program Manager or the Director will withdraw the child from the Extended Day Program and the child will not be permitted to return for the remainder of the school year.