



# Parent Handbook



**TABLE OF CONTENTS**

Description	2
Mission Statement for KidSpace Programs	2
KidSpace Program Philosophy	2
KidSpace Anti-bias Statement	3
The KidSpace Learning Environment	3
Standards for KidSpace Program	3
Goals for Children	4
Goals for Parents	5
Days and Hours of Operation	5
Pesticides	5
Enrollment / Disenrollment	5
Sign In and Out	7
Wait List	8
Billing Standards / Fees	8
DES	8
Field Trips	8
Transportation	8
Absences	8
Emergency Procedures	8
Disaster Preparedness Plan	9
Medication	10
Parent Communication	10
Insurance	10
Nutrition / Snacks	10
Discipline and Guidance Standards	11
Babysitting Policy	13
Clothing	13
Toys	13
Cell Phones	14
Sample Schedule	14
Early Childhood Enrichment (ECE) Program Information	15
Important Phone Numbers	17
KidSpace Locations / Hours / Phone List	18

## **DESCRIPTION**

KidSpace programs are developmentally appropriate programs for 4 year olds through 8<sup>th</sup> 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 18<sup>th</sup> Ave. Suite 400  
Phoenix, AZ 85007-3244  
602-364-2539

Annual inspection reports are available for public review at each school site upon request.

## **MISSION STATEMENT FOR KIDSPACE PROGRAM**

The mission of the Washington Elementary School District is student achievement, preparing all students to become responsible, successful contributors to our diverse society.

The KidSpace program supports the District's mission by helping each child:

- Develop positive self-esteem (a celebration of his or her own uniqueness)
- Intellectual, physical and social growth
- Respect for others and the natural environment
- To relate to other individuals peacefully
- To have a joyful appreciation of the rich diversity of people that each child encounters

## **KIDSPACE PROGRAM PHILOSOPHY**

Washington Elementary School District recognizes the need for high quality care. High quality programs have at least three features:

1. They provide experience for the development of the whole child, including emotional, social, physical and intellectual growth.
2. They strengthen the care and guidance provided by the parents.
3. They enhance and extend the learning opportunities from the school day in a creative hands-on learning environment.

For children of this age, the KidSpace program provides opportunities for discovering and practicing skills, accepting responsibility, and being with adults who are good role models. KidSpace staff help children discover talents and gain confidence.

## **KIDSPACE ANTI-BIAS STATEMENT**

We foster an understanding of diversity among people by expecting and modeling behavior based on mutual and unconditional respect for self and others. We welcome the diversity of cultures, ages, ethnic origins and abilities. All activities are gender inclusive.

We also recognize that a large part of a child's success in school depends upon the feelings of acceptance and positive nurturing he or she receives there. All children are accepted without regard for race, color, religion, disability, sex, sexual orientation, gender identification, creed, ancestry, or national origin. We reflect the diversity of all children in our program in as many ways as possible.

## **THE KIDSPACE LEARNING ENVIRONMENT**

Children in this setting are unique, competent individuals with a desire to learn. Each child has time to choose what, how and when he or she wants to learn with guidance of staff who are sensitive to the social and emotional needs of the child.

Children learn through the use of hands-on activities, experimenting with their environment, discovering, playing, problem solving and socializing in a creative curriculum.

The KidSpace program provides learning centers with activities that are open-ended, multi-level, and self-correcting to promote an atmosphere conducive to individual difference and varying learning styles of children.

There are specific areas in the classrooms that enhance social, emotional, cognitive and physical growth in a child-centered environment.

In the KidSpace program, there are choices among planned enrichment, free play and outdoor activities. These activities may include sports, cooking, music, dance, drama, arts and crafts, science, computers and table games. At all times, children are free to choose their own individual activities.

Activities are led by our highly qualified staff and specialized instructors. A ratio of one adult to 15-20 children is followed for elementary age children. A ratio of one adult to 10-15 children is followed in our 4-year-old enrichment areas. Licensing ratios permitted by Arizona Child Care Licensing are as follows:

- 4 years – 1 adult to 15 children
- 5 years – 1 adult to 20 children

## **STANDARDS FOR KIDSPACE PROGRAM**

The KidSpace program standards rest on six major principles.

1. The basic elements of quality enrichment programs are the same, regardless of their location, funding sources and/or purpose.

2. Because high quality enrichment programs are designed to meet the needs of children and families and to reflect the strengths of the staff, high quality KidSpace programs may look different at each site. This diversity should be acknowledged, accepted, respected and encouraged.
3. Developing and maintaining quality KidSpace programs is a collaborative effort that includes local school staff, central office personnel, nutrition services, childcare organizations, business groups, and government agencies (DES, DHS, ADE). Each has an integral and important role for which they must be held accountable.
4. KidSpace program evaluation and improvements are most effective and long lasting when school staff voluntarily engage in a systematic process of self-appraisal and identify changes that are needed in order to bring about and/or maintain quality.
5. Family involvement is an integral component of a quality KidSpace program.
6. In evaluating the quality of WESD's KidSpace programs, the most important aspect is the quality of the child's daily experience in the program.

The childcare standards and indicators address six areas, all of which have been shown to contribute to quality in childcare programs. These areas are:

1. Role of the School/District
2. Indoor and Outdoor Space
3. Safety, Health and Nutrition
4. Human Relationships
5. Activities and Time
6. Administration

The standards represent consensus from local and national leaders on what constitutes quality in childcare programs for children and are based on the guidelines from the National Association for the Education of Young Children, the National Association of Elementary School Principals, the American Academy of Pediatrics and the School Age Quality Project.

### **GOALS FOR CHILDREN**

It is our goal that children attending the KidSpace Program will:

- Develop positive self-esteem
- Enjoy school and have fun
- Develop a love of learning
- Respect themselves and others
- Develop large and small motor skills
- Learn to solve problems, take risks and make decisions
- Develop independence and initiative
- Develop social skills through interactions with peers, older and younger children and a variety of adults and cultures

- 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) hours prior to pesticide application.

### **ENROLLMENT / DISENROLLMENT**

Enrollment in KidSpace program does not provide a variance into the Washington Elementary School District. Enrollment is open to all children who attend a WESD School that offers a KidSpace program.

The KidSpace program is fee based and available to all 4-year-old and school age children on a nondiscriminatory basis depending on the space availability at selected schools determined by the District. **Some sites do not offer 4-year-old programs or before- and after-school programs for children younger than kindergarten, due to the program space available at each school.** KidSpace is accessible to all families who have completed the enrollment process. **All children must have mastered independent toileting skills before enrolling.**

If your child has special needs, please contact the KidSpace staff as part of the enrollment process. Parents of children with special needs or requiring special accommodations, including those on medication, are required to complete a Special Care Form or About Me Questionnaire and meet with KidSpace staff prior to enrollment. Reasonable modifications will be provided unless demonstrated that the modifications would be a fundamental alteration in the nature of the KidSpace program or a determination that even with reasonable modifications that the student cannot function independently (with or without modifications) and/or the student is so disruptive that other students cannot effectively participate in the KidSpace program or are in danger.

**The following enrollment information must be completed or updated each school year and submitted electronically prior to enrollment.**

- A. Emergency Information and Immunization Record Card
- B. KidSpace Contract
- C. KidSpace Special Care Form (completed with the parent/guardian for each child with an IEP or 504 plan)
- D. About Me Questionnaire (completed by the parent/guardian for each child who receives DES assistance)
- E. Birth Certificate (for ECE program)

All incomplete forms will be returned to the parent for completion. Confidentiality of information about the child and family will be maintained. When an outbreak of a vaccine-preventable disease occurs in the childcare facility, the parent may be asked to obtain special immunization. All inadequately immunized children will be excluded from programs until properly immunized.

Enrollment is complete when contract is accepted in our online registration system, Eleyo, and all corresponding fees are paid in full.

Students may be disenrolled from Washington Elementary School District KidSpace programs for the following reasons:

- a) Parent request/choice
- b) Unacceptable student behavior
- c) Failure to maintain a zero/positive balance of fiscal account or excessive late payment charges
- d) Failure to provide the center with necessary records (health record, immunization record, emergency numbers, financial contract, etc.)
- e) Parent unwilling to conference with program staff upon request
- f) Inability of the center to meet the child's needs
- g) Consistent absences without prior notification
- h) At request of program staff
- i) Failure to adhere to KidSpace terms and conditions outlined in contract and billing standards.

## **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 eating except 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 in the sign in and out book along with the iPad. Signatures must be in ink and be the full legal signature of the adult signing out. Signatures and times must be legible. There must be written documentation if anyone under 18 is signing out your child. A child may not sign himself or herself in or out. A child may not attend KidSpace if absent or suspended from school.

KidSpace personnel will not release a child to anyone who is not listed on the emergency card. Individuals are required to show proof of ID to the KidSpace staff on duty. When only one parent has legal custody of the child, the site must have legal documentation on file. The program staff should be advised of any potential problems.

## **WAIT LIST**

When enrollment at site reaches capacity parents may be put on a waiting list. Waiting lists do not carry over to the next year. Parents will be notified according to availability of space.

## **BILLING STANDARDS / FEES**

KidSpace registration fees are updated annually and located on Eleyo and provided to parents at the time of registration. All current billing standards and fees are posted at each KidSpace location and available upon request. It is the parent's responsibility to review these fees prior to registering.



## **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 child needs to be picked up immediately if:

1. He or she is showing symptoms of a contagious disease
2. There is a fever over 100° F
3. He or she is vomiting or has diarrhea
4. He or she needs immediate medical attention due to an accident

Please notify the site of all illnesses. Children may return to school after an illness if:

1. No fever for 24 hours
2. Mucus from nose runs clear
3. No constant or heavy cough
4. No vomiting or diarrhea for 24 hours

## **DISASTER PREPAREDNESS PLAN**

### **Crisis and Emergency Management**

Each of the 32 schools in the Washington Elementary School District and the Administrative Center have crisis management guidelines and comprehensive plans designed to inform staff and students of what to do in the event of a crisis or an emergency. The plans are based on the District's Crisis Manual and contain vital information necessary to assist in any emergency situation. In addition, each school and the District Office have Crisis Response Teams that are mobilized in the event of an emergency to assist in providing information to students, staff, families and community. Fire and lockdown drills are practiced regularly at each site to ensure that safety procedures are well established and familiar to all. Parents/guardians can expect effective and efficient information communicated in a timely manner regarding school-related situations that may occur. In the event of a school or District emergency, you may be notified by your school administrator or a member of the District Crisis Team to do the following:

- Pick up your child(ren) at an alternative site that will be communicated to you via the school newsletter throughout the school year.
- Receive phone, e-mail, or text notifications and updates using our School Messenger notification system – it is important that we have a working daytime phone number to call and that changes to the number are communicated to the school.

- Check our WESD Web site for current updates at [www.wedschools.org](http://www.wedschools.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 by the KidSpace manager if the school nurse/health tech is not available. The KidSpace site coordinator is the staff responsible if the manager is unavailable.

Medication must be in the original prescription bottle and clearly marked with the following:

1. Child's name
2. Physician's name for prescription medicines
3. Name and strength of medication
4. Directions, time and method of administration

## **PARENT COMMUNICATION**

Open communication between parents and staff is essential, offering valuable insight for both parties. It is crucial for parents to inform the program about any significant changes within the family, such as moving, hospitalization of sibling or parent, separation or divorce, death in the family, or any other alterations to family routine. These changes can affect the child's interactions or behaviors.

Parents have the opportunity to assess the program annually by giving written feedback using the School Age Quality Survey.

## **INSURANCE**

Families are encouraged to provide their own insurance coverage through work or private policies. Accident insurance may be purchased through the school. Washington Elementary School District has current facility liability coverage that meets the minimum coverage required by the Arizona Department of Health Services. Documentation of the facility liability coverage is available for review at each KidSpace location during hours of operation.

## **NUTRITION / SNACKS**

Wholesome, well-balanced snacks, which meet the USDA Federal Food Program guidelines, are provided by the WESD Nutrition Services Department. Menus are posted and can be sent home at your request. Please inform the program staff if your child is on a special diet or is allergic to any foods. A special diet form must be completed annually and approved by Nutrition Services for all children on special diets.

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

### **DISCIPLINE AND GUIDANCE STANDARDS**

Discipline is used to teach children acceptable behavior and inner controls, not as punishment or retribution. Staff guide children to develop self-control and build social skills in relationship to peers and adults. They consider the child's age, intellectual development, emotional make-up and past experience when disciplining the child. Staff model positive discipline at all times. Aggressive physical behavior toward staff or children is unacceptable and could result in termination of childcare services if acceptable progress is not made. Staff use discipline that is consistent, clear and understandable to the child.

Staff use positive techniques of guidance, including the natural and logical consequence approach, redirection, anticipation and elimination of potential problems, positive reinforcement and encouragement of appropriate behavior rather than competition, comparison or criticism. Consistent, clear rules are developed in conjunction with children and are discussed with them to make sure they understand expectations.

Guidance techniques are nonpunitive and accompanied by rational explanations of expectations.

Staff, whenever possible, explains to a child why the particular behavior is unacceptable, suggests an alternative, and then assists the child to become engaged in activities in an acceptable way. Staff describe the situation to encourage the child's evaluation of the problem rather than impose the solution. Staff do not force children to apologize or explain their behavior, but helps children recognize another child's feelings. Staff do not use corporal punishment or humiliating frightening discipline techniques. Food or beverage is never withheld as a consequence. Consequences are never associated with eating, napping or toileting. Disciplinary methods are not detrimental to the health or emotional needs of the child.

Staff use only positive guidance, redirection and the setting of clear-cut limits that foster the child's own ability to become self-disciplined, and encourage the child to be fair, respect property, and assume personal responsibility for others. Discipline involves teaching self-control and develops a sense of responsibility and community. Because people differ in how they approach discipline, parents and staff must discuss the goals of discipline and the methods that will best achieve the goals for the child. However, the staff does not use physical punishment or abusive language, as these approaches teach children inappropriate behavior.

When a child's behavior could result in self-harm or harm to others, staff may hold the child firmly until the child regains control or composure. Mechanical restraints and devices are not used to discipline children. The staff intervene immediately when a child becomes physically aggressive to protect all of the

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 harming themselves. The period of isolation is just long enough to enable the child to regain control of him or herself. Use of an isolation period is adapted to the developmental level and the usefulness of such a technique for the particular child. The isolation period is not more than three minutes after the child regains control or composure, but under no circumstances longer than five minutes without staff/child interaction using methods described in this section. During isolation, staff visually observe the child. Children do not discipline other children.

Staff define and maintain consistent, reasonable expectations for children and model and encourage age-appropriate behavior. The environment is arranged so that a minimal number of no’s are necessary, particularly for very young children. Staff consider the child’s age, intellectual development, emotional make-up and past experience when disciplining the child.

KidSpace will follow the following discipline and guidance steps at all programs:

- Verbally address behavior
- Redirect/re-engage
- Separate from group (check on within 5 minutes)
- Conference with parent
- Suspension from program

Serious conflicts will be handled in the following incremental manner:

- A child may not be allowed to participate in the particular activity where conflict exists for a designated period of time
- If the conflict continues, a conference with the child's parents will be scheduled to discuss options for solving the conflict
- If the conflict persists, the child will serve an off-site suspension on the child's next scheduled day at the program

- 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.

### **CLOTHING**

We believe in providing a safe and comfortable environment for your child to learn and play. It is essential that your child wear comfortable clothing suitable for active play and messy art activities. Please dress your child in clothing that allows them to move freely and participate comfortably in various activities throughout the day. For safety reasons, we require that children wear shoes with ties or straps that securely fasten to their feet. Closed-toe shoes provide protection and stability during indoor and outdoor activities. We kindly ask that children do not wear flip-flops or open-toe sandals while at KidSpace

### **TOYS**

Children are discouraged from bringing personal toys or electronic devices to KidSpace. We provide a variety of toys, games, and activities in each area to encourage social interaction, creativity, and learning. Bringing personal toys can sometimes lead to conflicts or distractions among children. KidSpace is not

responsible for any personal toys or electronic devices brought to school. While we do our best to create a safe and supervised environment, we cannot guarantee the security or condition of personal items.

**Cell Phones**

To ensure a focused an engaging environment for all children, cell phones are not permitted to be used during programming hours. Children must keep their cell phones stored away in their backpacks or another designated area throughout the duration of the program. If a child needs to contact their parent or guardian, they may request to use the program’s phone. Similarly, if parents need to reach their child during program hours, they can call the program’s main contact number.

**SAMPLE SCHEDULE**

**(FLEXIBLE KIDSPACE SCHEDULE)**

**Before-School Care**

6:30 – 7:00 ..... Table Activities and Centers

7:00 – 7:30 ..... Indoor Group Activity

**After-School Care**

2:30 – 2:45 ..... Check In and Snack

2:45 – 3:30 ..... Indoor/Outdoor Activities

3:30 – 5:00 ..... Small/Large Group Activities, Homework

5:00 – 5:15 ..... Clean Up

5:15 – 6:00 ..... Indoor Table Activities

## **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 the classroom. Classroom rules will be established at the beginning of the year through a collaboration of students and staff. Children entering the classroom will be informed of the class rules and expectations.

During the ECE program we seek to prepare children for Kindergarten by:

- Participating in monthly fire and lock down drills
- Visiting and participating in the school library and story time.
- Visiting the school cafeteria, walking through lunch line and eating in the cafeteria (at least once)
- Visiting an on-site Kindergarten class
- Participating in school assemblies
- Participating in school activities (food drive, birthday celebrations, etc.)
- Extended day ECE children are intermixed with other KidSpace before and after school students within the program.
- Staff discuss roles of school and staff members as the children see them.

#### **Exiting the KidSpace ECE program:**

Upon exiting or graduating from the KidSpace ECE program, conversation will occur between parent/guardian and KidSpace staff. If transitioning out of the KidSpace program prior to the last day of school and withdrawing from the program, an online withdrawal will be completed by the parent. During the timeframe between the online withdraw being processed and the child's last day, every effort will be made to conduct a brief exit interview with the family and gather the child's personal belongings, including school work/projects, to be sent home with the child on or previous to their last day.

Transitioning out of the KidSpace Early Childhood Enrichment program at the end of the school year will include transition activities during the last two weeks of school. During the last two weeks of school activities will culminate with visiting a Kindergarten classroom, reading books about Kindergarten and activity time to allow for free expression about the transition by the children. Goodbye rituals will be conducted the last day of school.



## **Curriculum**

We develop our lesson plans using the Creative Curriculum. Lessons are shared with our families through posting on the Family Board. Specific or individual child goals and adaptations are kept confidential. Lesson plans also incorporate the Arizona Early Learning Standards.

## **Parent Input**

Parent surveys are utilized to receive input about your child's individual personality, learning style, likes, dislikes, as well as about our program.

## **Parent / Teacher Conferences**

Parent/teacher conferences are held twice a year, once in the Fall and once in the Spring. Parents will be notified of days for conferences through newsletter and/or postings, and will require a sign up for specific time. Parents and/or teachers may request a conference outside of these pre-determined time frames.

## **Screening and Referral**

Referral information for special services can be found on the district website <http://www.wesdschools.org>. Packets for Search to Serve can also be picked up from KidSpace staff. Search to Serve offers screening to all children who are 2.6 through 5 non-kindergarten years old and provide special services when they turn 2.9 years old. The purpose of this screening is to help identify any problems that could interfere with the child's learning. Such identification could lead to developing or obtaining services for the child at this young age so that preparation for school success will be increased.

## **IMPORTANT CONTACT INFORMATION**

### **KidSpace Programs District Office**

Phone: 602-896-6971

Website: <https://www.wesdschools.org/Page/70>

### **Arizona Department of Economic Security (DES- offers subsidized childcare for those who qualify)**

Phone: 602-542-9449

Website: <https://des.az.gov/services/child-and-family/child-care>

### **Arizona Department of Health Services (DHS Licensing)**

Phone: 602-364-2539

Website: <https://www.azdhs.gov/licensing/childcare-facilities/index.php>

### **Central Arizona Shelter Services (CASS)**

Phone: 602-256-6945

Website: <https://www.cassaz.org/>

### **Child Care Resources and Referral Maricopa County (CCRR)**

Phone: 1-800-308-9000

Website: <https://www.azccrr.com/>

### **Department of Child Safety (Serves in abuse and neglect situations)**

Phone: 1-888-SOS-CHILD

Website: <https://dcs.az.gov/>

### **Maricopa County Public Health Administration**

Phone: 602-506-6900

Website: <https://www.maricopa.gov/5272/Locations-Hours>

### **Poison Control Hotline**

Phone: 1-800-222-1222

Website: <https://www.poison.org/>

## KIDSPACE LOCATIONS AND HOURS

\*\*\*Times may vary\*\*\*

<p><b><u>ABRAHAM LINCOLN</u></b>  <b><u>TRADITIONAL</u></b>  10444 N. 39<sup>th</sup> 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</p>	<p><b><u>ACACIA</u></b>  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</p>	<p><b><u>ARROYO</u></b>  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</p>	<p><b><u>CACTUS WREN</u></b>  9650 N 39<sup>th</sup> Ave.  Phoenix, AZ 85051  AM Hours 6:30-7:30am  PM Hours 2:30-6:00pm  Early Release 1:00pm  602-347-2129</p>
<p><b><u>CHAPARRAL</u></b>  3808 W. Joan D'Arc  Phoenix, AZ 85029  AM Hours 6:30-8:15am  PM Hours 3:15-6:00pm  Early Release 1:45pm  ECE Program 8:00am-3:00pm  602-896-5315 KidSpace  602-896-5361 ECE  *may be open during breaks</p>	<p><b><u>IRONWOOD</u></b>  14850 N. 39<sup>th</sup> Ave.  Phoenix, AZ 85053  AM Hours 6:30-7:30am  PM Hours 2:30-6:00pm  Early Release 1:00pm  ECE Program 8:00am-3:00pm  602-896-5673 KidSpace  602-896-5666 ECE</p>	<p><b><u>JOHN JACOBS</u></b>  14421 N. 23<sup>rd</sup> Ave.  Phoenix, AZ 85023  AM Hours 6:30-7:30am  PM Hours 2:30-6:00pm  Early Release 1:00pm  602-896-5715</p>	<p><b><u>LAKEVIEW</u></b>  3040 W Yucca  Phoenix, AZ 85029  AM Hours 6:30-7:30am  PM Hours 2:30-6:00pm  Early Release 1:00pm  ECE Program 8:00am-3:00pm  602-896-5858 KidSpace/ECE</p>
<p><b><u>LOOKOUT MOUNTAIN</u></b>  15 W Coral Gables Dr.  Phoenix, AZ 85023  AM Hours 6:30-8:15am  PM Hours 3:15-6:00pm  Early Release 1:45pm  ECE Program 8:00am-3:00pm  602-896-5991 KidSpace  602-896-5973 ECE  *may be open during breaks</p>	<p><b><u>MANZANITA</u></b>  8430 N 39<sup>th</sup> Ave  Phoenix, AZ 85051  AM Hours 6:30-8:15am  PM Hours 3:15-6:00pm  Early Release 1:45pm  602-347-2272</p>	<p><b><u>MOON MOUNTAIN</u></b>  13425 N. 19<sup>th</sup> Ave.  Phoenix, AZ 85029  AM Hours 6:30-7:30am  PM Hours 2:30-6:00pm  Early Release 1:00pm  602-896-6051</p>	<p><b><u>OCOTILLO</u></b>  3225 W. Ocotillo  Phoenix, AZ 85017  AM Hours 6:30-7:30am  PM Hours 2:30-6:00pm  Early Release 1:00pm  602-347-2453</p>
<p><b><u>ORANGEWOOD</u></b>  7337 N. 19<sup>th</sup> Ave.  Phoenix, AZ 85021  AM Hours 6:30-8:15am  PM Hours 3:15-6:00pm  Early Release 1:45pm  ECE Program 8:00am-3:00pm  602-347-2914 KidSpace  602-347-2979 ECE  *may be open during breaks</p>	<p><b><u>RICHARD E. MILLER</u></b>  2021 W. Alice Ave.  Phoenix, AZ 85021  AM Hours 6:30-7:30am  PM Hours 2:30-6:00pm  Early Release 1:00pm  602-347-3011</p>	<p><b><u>ROADRUNNER</u></b>  7702 N. 39<sup>th</sup> Ave.  Phoenix, AZ 85051  AM Hours 6:30-8:15am  PM Hours 3:15-6:00pm  Early Release 1:45pm  ECE Program 8:00am-3:00pm  602-347-3179 KidSpace  602-347-3115 ECE</p>	<p><b><u>SAHUARO</u></b>  12835 N. 33<sup>rd</sup> Ave.  Phoenix, AZ 85029  AM Hours 6:30-7:30am  PM Hours 2:30-6:00pm  Early Release 1:00pm  602-896-6265</p>
<p><b><u>SHAW BUTTE</u></b>  12202 N. 21<sup>st</sup> Ave.  Phoenix, AZ 85029  AM Hours 6:30-7:30am  PM Hours 2:30-6:00pm  Early Release 1:00pm  602-347-4215</p>	<p><b><u>SUNBURST</u></b>  14218 N. 47<sup>th</sup> Ave.  Glendale, AZ 85306  AM Hours 6:30-7:30am  PM Hours 2:30-6:00pm  Early Release 1:00pm  602-896-6415  *may be open during breaks</p>	<p><b><u>SUNSET</u></b>  4626 W. Mountain View  Glendale, AZ 85302  AM Hours 6:30-8:15am  PM Hours 3:15-6:00pm  Early Release 1:45pm  602-347-3315</p>	<p><b><u>SWEETWATER</u></b>  4602 W. Sweetwater  Glendale, AZ 85304  AM Hours 6:30-8:15am  PM Hours 3:15-6:00pm  Early Release 1:45pm  602-896-6515</p>
<p><b><u>TUMBLEWEED</u></b>  4001 W. Laurel Lane  Phoenix, AZ 85029  AM Hours 6:30-7:30am  PM Hours 2:30-6:00pm  Early Release 1:00pm  602-896-6615</p>	<p><b><u>WASHINGTON</u></b>  8033 N 27<sup>th</sup> Ave.  Phoenix, AZ 85051  AM Hours 6:30-8:15am  PM Hours 3:15-6:00pm  Early Release 1:45pm  602-347-3415  *may be open during breaks</p>		