

# Midway School

# Parent Handbook

## Parent Handbook





## 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

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different at each site. This diversity should be acknowledged, accepted, respected and encouraged.

3. Developing and maintaining quality KidSpace programs is

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 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

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## 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 become eligible 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 Best of Care form 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, the child must attend their summer school class and is not eligible to attend the field trip.

## 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. Fees are applied according to the contract for each unreported day even if the child is not in attendance due to sickness, suspension, etc. All children will be charged when the child is absent for any reason. 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.

Staff members are trained in CPR/first aid, and a log is kept of all injuries. When necessary, parents are





## 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

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

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 chronically picked after 6:00 PM

Child tuition is not paid

A child may be disenrolled from the program



## 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 obtaini



IMPORTANT PHONE NUMBERS

KidSpace Programs

District Office ----- 602-896-6971

Arizona Department of Economic Security (DES)

(Offers subsidized child care for those who qualify)----- contact local office  
([www.azdes.gov/childcare/](http://www.azdes.gov/childcare/))

Arizona Department of Health Services

(DHS Licensing)----- 602-364-2539

Central Arizona Shelter Services ----- 602-256-6945

Child Care Resources and Referral

(Maricopa County) -----

