



Enrichment Program

Parent Handbook

Tempe & Kyrene Elementary Districts



tempe.gov/kidzone

School Year 2017-2018

Table of Contents

Section 1: Program Description

10 Reasons to Join Kid Zone

Section 2: Policies and Procedures

Absences, Late Pick Ups, Behavior Guidelines

Section 3: Registration and Payment Information

How to Register, When to Make Payments, Withdrawing from the Program, Closures, Program Times

Section 4: Site Information

Maps, Addresses, Phone Numbers

10 Reasons Why Your Child Should Enroll @ Kid Zone

1. We are affordable - Our program is not only high quality, but also affordable. We offer financial assistance through the Department of Economic Security (DES). Kid Zone scholarships are also available if your child qualifies for the free/reduced lunch program at school.

2. The safety of your child - Our staff are required to undergo background checks through local, state and federal authorities. To further ensure your child's safety, our staff is certified in both CPR and First Aid. Our Kid Zone staff members meet or exceed established educational and experience requirements for the position held. Many hold degrees in early childhood or elementary education. We perform formal training each year and are supported by administration and resources.

3. Low child to staff ratios - To ensure the continued quality of Kid Zone, our staff to child ratio is approximately 1 staff member to every 13 children. The Arizona Department of Health Services (DHS) sets the standard of 1 staff member for every 20 children.

4. Find us on your school campus - Convenient locations eliminate transportation for most participants.

5. Free enrichment and specialty programs - STEM (Science Technology, Engineering & Math) is offered at all our sites. Our Kid Zone Nutrition Program encourages healthy food choices and physical activity. Specialty instructors teach classes at no additional fee and may include chess, cooking, nutrition, tennis, fine arts, languages, sports, dance, yoga, or science.

6. We have age appropriate activities - Children from Kindergarten through 8th grade participate in Kid Zone. The Older Kid's Club meets as a separate group and is available for children between 4th-5th grade, and if available at your school 6th-8th grades.

7. We offer a variety of activities - Participants are able to develop their cognitive, social, and physical skills through well balanced activities. We offer variety of structured enrichment activities on a daily basis.

8. We are aligned with the school district's curriculum - We are proud to enhance the mission and learning goals of the Kyrene and Tempe Elementary School Districts. We implement the emergency, safety, and operating procedures of the school, as well as the policies and procedures set forth by the school. We are also engaged in an annual program evaluation with the input from the school's administration. In addition, we follow the City of Tempe Harassment and Discrimination policy found at www.tempe.gov.

9. We are certified - We are safe, licensed and accredited. We are certified by the Department of Economic Security (DES), licensed by the Department of Health Services (DHS), and have nationally accredited sites through the National Accreditation Association: Ninos Kid Zone (2006), Broadmor Kid Zone (2007), Rover Kid Zone (2008), Manitas Kid Zone (2009), and Waggoner Kid Zone (2009). More of our sites are actively seeking accreditation.

10. We operate year round - We operate all days that school is in session, plus we offer Fall Break, Winter Break, and Spring Break Camps throughout the year and also provide a Summer Program.



Policies and Procedures

DHS LICENSING

Kid Zone is licensed and inspected by the Arizona Department of Health Services (DHS). Facility inspection reports are available for public viewing at the *Arizona Department of Health Services, 150 North 18th Avenue, Suite 400, Phoenix, Arizona 85007. Their phone number is (602) 364-2539.* DHS Facility Inspection reports are also available at the site.

STAFF QUALIFICATIONS

Kid Zone staff members:

- Meet or exceed established educational & experience requirements for the position held, many hold degrees in early childhood or elementary education & other related fields.
- Participate in formal trainings each year.
- Undergo background checks through local, state, and federal authorities.
- Certified in CPR and First Aid.
- Are supported with training, resources, and administration.

STAFF/CHILD RATIO

To ensure the continued quality of Kid Zone, our staff to child ratio is approximately 1 staff member to 13 children. This exceeds the standards of 1 to 20 set forth by the Arizona Department of Health Services.

SCHOOL AGE REQUIREMENTS

Children must be 5 years old by August 31st, 2017 and be accepted into Kindergarten by the School District to participate in the Kid Zone Enrichment Program for the 2017-2018 school year.

PESTICIDES

The Kid Zone Program will provide written pesticide information, upon parent's request, at least 48 hours before a pesticide application occurs on premises.

How Do I Contact Kid Zone?

Call us

Questions? Comments? Call our office. 480-350-5405

Check Out Our Website

www.tempe.gov/kidzone email: kidzone@tempe.gov

Visit Our Office

We welcome you to come visit the Kid Zone Office. We are located in the Edna Vihel Center. Hours are Monday-Friday, 8:00am – 5:00pm.

By Mail

Kid Zone Enrichment Program
3340 S. Rural Rd.
Tempe, AZ 85282

SNACKS

Snacks are provided as a part of each Kid Zone day. Each snack is composed of food from two food groups and meets the nutritional guidelines of DHS. Children are encouraged to eat a snack everyday and may have "seconds" upon request.

IMMUNIZATIONS

A child's immunization records are required at the time of registration or anytime during the operation of the program if necessary. The immunization record provided by the parent shall contain all of the information required by the Department of Health services. It is the responsibility of the parent/guardian to keep immunization records current. If you wish for your child to be exempt from the immunization requirements, a DHS request for exemption to immunization form must be completed and turned in with your registration form.

ACCIDENTS

In the case of serious accidents, Paramedics will be summoned for treatment. They will advise whether the child should be taken to the nearest hospital by ambulance. Site staff will notify a parent as quickly as possible. Treatment may be rendered only if we have written authorization on file (see registration form). Parent/guardian will be responsible for all costs incurred in such emergencies.

INSURANCE

The City of Tempe or the Kyrene or Tempe Elementary School Districts do not provide medical or accident insurance. Kid Zone meets current state standards for liability insurance. Documentation of the liability insurance coverage is available for review on the facility premises.

ILLNESS

Children who are ill (swollen glands, unexplained rashes, head or stomach aches, head lice), who have had a fever within the past 24 hours, or who did not attend school will not be accepted into Kid Zone on that day. Parents must inform the site staff when an absence is due to a potentially infectious illness so that DHS reporting regulations can be implemented.

If a child becomes ill during the program,

- Site staff will contact the parent/guardian or other authorized party.
- It is expected that the child will be picked up from the program immediately.
- An isolated area will be provided for the child to rest until a parent arrives.

Policies and Procedures

How to Report an Absence

Call the Site and/or the Business Office

Call the Kid Zone site where your child attends and/or the Kid Zone Business office and leave a message on the voicemail with the following information: your name, your child's name, the date, the site your child is attending (for business office calls) and reason for the absence.
Business Office: 480-350-5405

Email the Business Office

Email with you're the following information: your name, your child's name, the site your child is attending, and the reason for the absence.
kidzone@tempe.gov

Call the School Office

You can call the school office and leave a message to be placed in the Kid Zone mailbox before 2pm.

ABSENCES

- Parents who fail to communicate their child's absence repeatedly will be asked to leave the program. More than two occurrences in a semester may result in dismissal of the child from the program.
- A **Finder's Fee** (see page 8) will also be charged to each account for each occurrence.

EMERGENCIES

The Kid Zone Enrichment Program is familiar with and implements the emergency, safety, and operating procedures of the school and all of the policies/procedures set forth in the school's student handbook. Fire drills are conducted on a monthly basis so staff and children are familiar with evacuation procedures.

OUTSIDE ACTIVITIES

- If your child is participating in a non-Kid Zone activity, such as soccer or scouting, the adult leader must come to Kid Zone and sign your child in/out.
- Parents must add these authorized individuals to their file **ahead of time** in order for their child to be released.
- If your child is attending a club that meets at their elementary school during your scheduled Kid Zone day, a club release form may need to be signed before the beginning of the class.
- There are no credits for children participating in non-Kid Zone activities.

3 School Year 2017-2018

MEDICATION

Please make arrangements for the school nurse to give your child any medication he/she may need before coming to the program during the school year. **In order for Kid Zone staff to administer medications:**

- A consent form for the administration of medication must be completed by the parent/guardian with a Kid Zone staff member at the site and kept on file.
- All medications must be brought in by the parent/guardian and given directly to the designated Kid Zone site staff to be kept in a secured place at the site.
- Prescription medication must be 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 in the original container and include directions of dosages, compound contents and proportions clearly marked.
- Medications will be returned to the parent when the medication is no longer being administered to the child.
- Kid Zone will dispose of medications after two weeks of the expiration date or after two weeks of a child's withdrawal from the program.
- Old medication containers may not be refilled with new medication.
- It is the parent's responsibility to supply the program with a new consent form and medication for school recess camps. These forms will not transfer to another site.

PERSONAL PROPERTY

Kid Zone 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. Please label your child's belongings to ensure your child receives his/her items back.

Failure to Report Absences

- Kid Zone Staff will verify absence with school, parents, and emergency contacts.
- If these efforts fail, Tempe Police will be called to locate your child.
- A "Finder's Fee" may be charged if guardian fails to report an absence.

Policies and Procedures



LATE PICK UPS

Please call your site if there is an emergency that will result in a late pick-up. In the event that the parent/guardian has not contacted the site or a parent or emergency contact cannot be reached, the police will be called to pick up your child. More than five late pick-up charges per semester will result in dismissal of the child from the program. Due to the extended closure of 6:30pm, more than three late pick ups per semester for Broadmor & Curry will result in dismissal from the program.

FIELD TRIPS

Kid Zone does not provide field trips during the school year on a regular basis. If an opportunity does arise for a child to participate in a field trip, the parent/guardian will be notified in advance and written permission will be required prior to a child's participation in the field trip. Contracted school busses will be used to transport participants to off-site field trips that are not within walking distance. An additional fee may be required for these field trips.

SANITIZER

Sanitizer may be used during the Kid Zone hours. If a child is unable to use sanitizer, the parent/guardian must notify the staff.

SELF SIGNERS

Children in 4th — 8th grade may sign themselves in and/or out of the program once a day, with prior written authorization from the parent/guardian. The form can be obtained at your site and requires both parent and student signature. Children in grades K through 3rd may not be self signers.

The program is not responsible for monitoring times of arrival and departure for self-signing children. The child must leave the school grounds once they have signed themselves out of the program.

BEHAVIOR GUIDELINES

- Children will follow the Kid Zone rules at each site.
- Children in Kid Zone will be approached in a positive manner and treated with respect. Children will learn self-discipline, respect for others and how to make good choices.
- Staff will work with parents and the school to establish consistency for each child. Emphasis is placed upon each student taking responsibility for his/her own behavior.
- Appropriate behaviors are recognized and rewarded; misbehaviors are redirected.
- Children not responsive to redirection will be reminded to correct their behavior through loss of privileges and rewards. Children are expected to participate in activities without disrupting or preventing other children's participation.
- Parents will be kept informed of problems as they arise and may be asked to follow through at home in special situations.

If site staff determines that a child cannot benefit from Kid Zone or presents a danger to others, parents will be required to withdraw their child from the program. Other severe or continuous behavior problems will be handled through one or several of the following steps:

1. Immediate pick-up by parent
2. Immediate suspension for 1-2 days
3. In-Program Suspension
4. Behavior Contract
5. Immediate termination from Kid Zone

Parents are asked to work as partners with Kid Zone staff and respect our professional training. Any parent who is disrespectful or who threatens or harasses staff in any way will be asked to remove their child from the program.

Students with disabilities...

Kid Zone fully complies with the requirements of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. Students with disabilities who meet the essential eligibility requirements of Kid Zone will be permitted to participate in the Program. Reasonable modifications will be provided to afford a student with a disability meaningful access to the Program, unless demonstrated that the modification would be a fundamental alteration in the nature of the Program, or constitute an undue financial and administrative burden. Any student, including students with disabilities, may be removed from a Program if that student, even with reasonable modifications, is so disruptive to the Program that other students cannot participate in the Program or are in danger.

Policies and Procedures

SIGN IN & OUT POLICY

For the Safety of Your Child:

- Daily attendance is taken and recorded.
- DHS licensed programs require that a parent or authorized party 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. This policy applies to self-signers also.
- Individuals are required to show picture identification at any time to staff and/or until staff members can positively identify individuals authorized to pick up children.
- Always bring a picture I.D. to the site. Do not assume you will not need it.
- A child will not be released to an individual refusing to show picture identification.
- Only persons listed on the child's Emergency Information Card will be allowed to sign children out of the program. A sibling may sign out a program participant if he/she is listed on the registration form as an authorized signer.
- The child must leave the program once they have been signed out.
- Only the parent and/or authorized signers over the age of 18 may sign children in and out of the program if receiving DES. These children cannot be self-signers.
- Kid Zone site staff are not eligible to be authorized signers for participants.
- If an extreme emergency exists, the parent/guardian may call the Kid Zone administrative offices to authorize the emergency telephone release of their child to a designated person.

Both parents have the right to pick up a child and make changes to the child's account. If one parent has sole legal custody of a child, Kid Zone must have a legal document on file stating such. In sole custody cases, the parent who registered the child for the program must authorize all changes in enrollment information.

COMMUNICATON

Please check the Parent Table or Parent Board at your child's site for newsletters and other updated site information that pertains to the program.

FAMILY, PARENT, & COMMUNITY INVOLVEMENT

We strive to build positive relationships with all of our families and we welcome parent participation. Partnering with our families ensures quality services are being provided to you and your child. Many opportunities exist for involvement and may include:

- Helping us learn about your child's special talents and strengths.
- Informing us about important changes and when your child might need extra help or support.
- Letting us know about your family and cultural traditions.
- Providing input on the program.
- Asking about our program policies and procedures.
- Participating in ASQ teams at your site.
- Attending Parent Orientations at the beginning of each school year or as requested by parents and/or staff.
- Attending special events.
- Volunteering at your child's site.
- Visiting whenever you can.

SUPPORTING the SCHOOL DISTRICTS

We are proud that we enhance the mission and learning goals of the Kyrene and Tempe School Districts. Kid Zone Enrichment Program is:

- Licensed by and is in good standing with the Arizona Department of Health Services Childcare Licensure.
- Certified by the Department of Economic Security.
- Familiar with and implements the emergency, safety, and operating procedures of the school and all of the policies/procedures set forth in the school's student handbook.
- Engages in annual program evaluation with input from the school's administration.
- Enforces staff and student behavior expectations that are consistent with the school.
- Offers activities that aim to enhance the academic performance of its participants.
- Provides students with the opportunity to work on homework assignments or other academic activities each day, all afternoon.

2017-2018 Payment Schedule

Month	Due Date	Late Fee Added (Close of business)
August	8/1/2017	8/5/2017
September	9/1/2017	9/5/2017
October	10/1/2017	10/5/2017
November	11/1/2017	11/5/2017
December	12/1/2017	12/5/2017
January	1/1/2018	1/5/2018
February	2/1/2018	2/5/2018
March	3/1/2018	3/5/2018
April	4/1/2018	4/5/2018
May	5/1/2018	5/5/2018

Registration and Payment Information

KID ZONE REGISTRATION

- Kid Zone Office at the Edna Vihel Center
3340 S. Rural Rd, Tempe, AZ 85282.
- Office Hours: Monday–Friday, 8am–5pm
- Online for current participants

REQUIRED DOCUMENTS:

1. Completed Kid Zone Registration Form for each child.
2. Completed Department of Health Services Emergency Form (blue card) for each child.
3. Immunization records for each child.
4. State issued Drivers License or Identification Card
5. Pay the registration.
6. Pay the monthly fee if applicable.
7. Pay any outstanding balance due on the family account.

As a reminder, it is the responsibility of the parents to keep enrollment records current. This includes home phone number, address, place of employment, business phone, emergency phone numbers, immunizations, child's scheduled attendance in Kid Zone, as well as any changes in persons authorized to sign your child out of the program site. This is important for the safety and security of your child.

Please notify Kid Zone if your child requires any accommodations or special assistance to participate in Kid Zone. Kid Zone does not discriminate as to race, creed or national origin and complies with in Rec. 504 of the Americans with Disabilities Act of 1990.

WHEN CAN MY CHILD START?

At a minimum, please allow two full business days for registration processing. Example: registrations received on Monday would start on Wednesday. Registrations received after 4:30 pm will be considered part of the next business day's transactions. **DES authorization must be received prior to a child's start date.**

Exceptions:

- In order to begin Kid Zone on the first day of school, registration would need to be received on or before:

Tempe:

Registration received by Wed., August 2, 2017
First Day of School/Kid Zone - Mon., August 7, 2017
Last Day of School/Kid Zone - Thur., May 24, 2018

Kyrene:

Registration received by Mon., July 31, 2017
First Day of School/Kid Zone - Thur., August 3, 2017
Last Day of School/Kid Zone - Thur., May 24, 2018

SCHOOL YEAR FEE SCHEDULE *

After School Rates: School dismissal - 6 pm**

5 Days/Week \$223/month per child
\$205/month per addtl child in family

3 Days/Week \$181/month per child

1 Day/Week \$101/month per child

****After School until 6:30pm @ Broadmor, Curry & Manitas.**

For safety, scheduled days must remain the same from week to week. A limited number of part-time schedules (less than 5 days per week) are available at each site.

Morning Program Rates:

Tempe Elementary opens at 6:30 am*

Kyrene Elementary opens at 6:15 am*

\$88/month per child

\$79/month per additional child in family

Daily rates are not available for the morning program.
Morning program not available at Meyer Montessori.

***Fees are subject to change.**

A minimum enrollment of 15 is required to maintain a program at a school. Parents will be notified if enrollments are not adequate to have a morning or afternoon program at a site.

The limit for student enrollment is determined by two factors, availability of rooms at each school site, and DHS capacity limit guidelines. Any family that Kid Zone is unable to place will be placed on a wait list and notified when space is available.

Reminder: Enrollment is available on a first-come, first-served basis. Returning or continuing participants must fill out new registration materials each school year.

TAX ID#

The City of Tempe Community Services Department is not responsible for maintaining individual tax records and information. Tax statements are available through your online account. Kid Zone's address is 3340 S. Rural Rd., Tempe, AZ 85282. The Tax ID number is 86-6000262.

Registration and Payment Information

How Do I Make My Payment?

Cash (in the office only), Credit/Debit Card,
Check or Money Order payable to the City of Tempe

Online:

www.kidzonelogin.com

(Payments cannot be made between 11pm-2am nightly)

If you do not have an online account, please contact the office for access.

Mail In or Deliver In Person:

Kid Zone Enrichment Program, Edna Vihel Center
3340 S. Rural Rd.
Tempe, AZ 85282
Office Hours Mon-Fri, 8am-5pm

Payment Drop Box

Put your check or money order in the RED Kid Zone Drop Box located in the circle drive in front of the Tempe Public Library.

PAYMENT POLICIES

Exceptions to any of the payment schedules, payment policies, refunds or additional fees need to be authorized by the Kid Zone Business Office.

LATE PAYMENT POLICY

If payment is not received by the end of the day on the 5th of the month, a \$20 late payment fee will be assessed.

- If the 5th occurs on the weekend or a holiday, the payment will need to be made online, or a check/ money order put in the RED Kid Zone Drop Box outside the Tempe public library, prior to the 5th of the month.
- Your payment will be considered late if postmarked after the 5th of each month.
- Any online payments which incur more than two monthly recurring payment declines may be denied online access and payments will need to be made in person at the Kid Zone office.

ADMINISTRATIVE WITHDRAWAL FOR NON-PAYMENT

If payment is ten (10) days late, the child will be withdrawn from the program, unless payment arrangements have been made with the Kid Zone Business Office. Any accounts more than 10 days past due must be paid with cash, money order or credit card. Personal checks will not be accepted.

Any participant with an outstanding balance will not be allowed to participate in future Kid Zone Programs until the balance is paid in full. Monies paid are applied to the oldest outstanding balance. Financially responsible parties will be assessed any legal costs incurred in the collection of their account for any outstanding balances.

WITHDRAWAL FROM PROGRAM

Kid Zone policy requires that any withdrawals, temporary absences or cancellations from the program be made **one full calendar week in advance** through the business office. Failure to comply will result in payment being due for the day(s) or week your child is absent from the program. **A \$10 Reinstatement Fee** will be assessed to each child previously withdrawn and requesting to re-enter the program in the same school year.

CHANGE OF PARTICIPANT SCHEDULE

- Changes in a participant's enrollment (changing schedules, adding/dropping days, switching days, adding/dropping morning program) require **two business days** advance notice in order for the change to be completed.
- Schedule changes that add programming require that the additional fees be paid at the time of the change.

Each account will be limited to four changes during the school year. Changes exceeding the number allowed per account will result in a \$10 schedule change fee per change.

Schedule changes from full-time enrollment to part-time enrollment will be accommodated if part-time schedules are available at your site and proper notification is given.

If a Holiday falls on a day where your participant is scheduled to attend, you cannot switch for another day in that week.

Financial Assistance

DES - Kid Zone is certified by the Department of Economic Security. Assistance may be available through the DES Child Care Division. Please call DES for further information (602) 771-6425.

Kid Zone is not responsible for the approval and continuation of DES benefits. The client will be responsible for any payment not covered by DES, which includes any additional fees (see page 8).

Kid Zone Scholarships - scholarships may be available for those in need of financial assistance. Scholarships will not exceed 50% of the customary fee. Please contact the Kid Zone (480) 350-5405 for application requirements. Requirements may include:

- Proof of free or reduced lunch qualification or DES paperwork
- Proof of income
- Unemployment documentation
- Class Schedule

Registration and Payment Information

Tempe Holidays, Camps & School Closures

Labor Day	Sept 4, 2017
Tempe Staff Development Day	Sept 15, 2017
Kyrene Closure	Oct 6, 2017
Fall Recess	Oct 9 – 13, 2017
Kyrene Staff Development Day	Oct 16, 2017
Veterans Day	Nov 10, 2017
Tempe School Closure	Nov 22, 2017
Thanksgiving	Nov 23 – 24, 2017
Kyrene Closure	Dec 22, 2017
Winter Recess	Dec 25, 2017 – Jan 5, 2018
New Years Holiday Observed	Jan 1, 2018
Martin Luther King Day	Jan 15, 2018
President's Day	Feb 19, 2018
Spring Recess	Mar 12 – 16, 2018
Kyrene Closure	Mar 19, 2018
Spring Holiday	Mar 30, 2018

Kid Zone will offer camps at selected sites during Fall, Winter and Spring recesses for current participants.

These camps are offered for a separate fee and are not included in your monthly payment. Watch for information at your site - space is limited, so please register early.

SUMMARY OF FEES

In order to maintain an effective program, the following policies and fees will be implemented.

Parents must adhere to the program policies and pay any of the following fees when assessed. These fees are non-refundable and non-transferable.

- **A \$50 Registration Fee** is due for all participants at the time of school year registration.
- **A \$20 late payment fee** will be assessed for payments received after the due date.
- **A \$25 NSF Fee** will be assessed for each returned check. After the second occurrence on an account, personal checks will not be accepted for payment. Returned checks must be paid within 30 days or you risk being withdrawn from the program and the account being turned over for collection. Returned check payments must be made in full with cash, money order, cashiers check or credit card.
- **A \$10 Finder's Fee** will be charged to each account when a parent fails to notify staff of a child's absence and Missing Child Procedures need to be completed. Each additional occurrence within a semester will result in a **\$20 Finder's Fee** charge.
- **A \$10 Schedule Change Fee** will be assessed after four changes during the school year have been processed per child.

- **A \$10 Reinstatement Fee** will be assessed to each child previously withdrawn and requesting to re-enter the program within the same school year.
- **Late pick up fees** will be assessed for any pick-up which occurs after 6:00 pm, or 6:30 pm @ Broadmor, Curry & Manitas. The site clock determines the late pick-up time.

ALL PARTICIPANTS

1 - 15 minutes late = \$10

Each additional 15 minutes = \$10

- A 25¢ per page copy fee will be charged for documents that are requested through a **Public Records Request which must be completed to obtain copies of any Kid Zone Enrichment Program documents.** Please allow 5 - 10 business days for document retrieval and processing.

Parents are responsible to pay cancellation fees for checks or money orders that have been lost through the U.S. mail service.

DEPENDENT CHILD CARE STATEMENTS

A request for dependent child care reimbursement enrollment forms or monthly statements that must be signed by a business office rep must be given within two weeks of the services provided. Please allow 3–5 business days for processing and verification. Receipts for dependent child care services may be printed from your online account. Statements provided by the office will be charged a 25¢ copy fee per page.

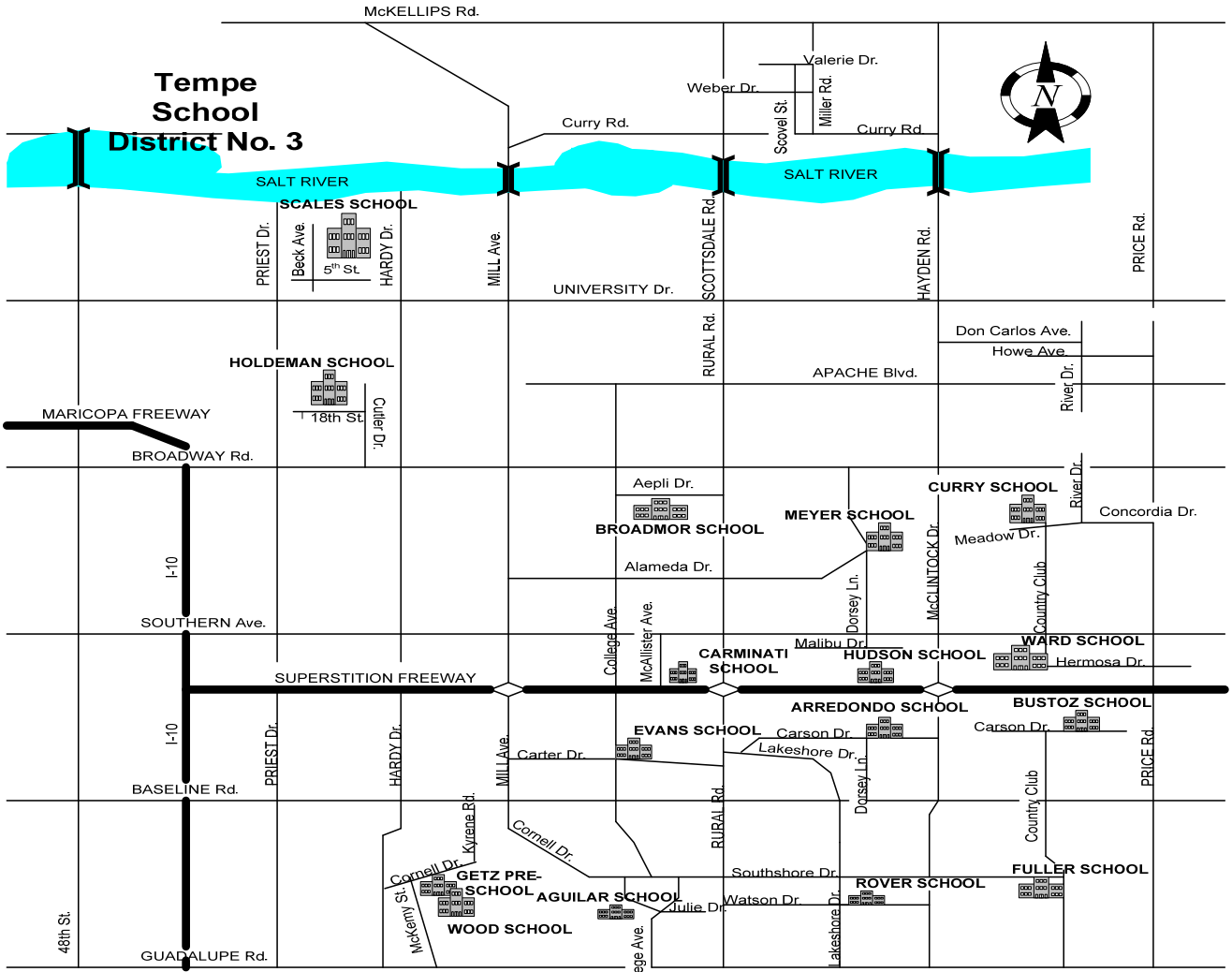
REFUNDS

Refunds or credits for illness will be issued only if the child is absent from school for five consecutive days, regardless of full-time or part-time attendance status. Parents must notify the office within the week the child was ill to receive credit. Parents will receive a refund or credit for days missed if notice of a planned absence (e.g., vacation, grandparent's in-town) is given **one full calendar week in advance.** Refunds for break camps require one full calendar week cancellation notice. Refund processing may take up to 30 days.

TD#3 SCHOOLS: EARLY RELEASE/PARENT CONFERENCE WEEK

If your child is already enrolled in the **Afternoon Program** and you need to add a day during Parent Conference week, please call the Kid Zone office. We may be able to accommodate your needs for the extra early release day for an additional fee, space permitting and with proper notice. If your child is enrolled in the before school program only, then these days may not be added.

Tempe Elementary School District # 3 Map



Aguilar 5800 S. Forest Ave., Tempe, AZ 85283
(480) 897-2544 (x4308)

Arredondo 1330 E. Carson Dr., Tempe, AZ 85282
(480) 897-2744 (x4445)

Broadmor 311 E. Aepli Dr., Tempe, AZ 85282
(480) 967-6599 (x4546)

Carminati 4001 S. McAllister Ave., Tempe, AZ 85282
(480) 784-4484 (x4733)

Curry 1974 E. Meadow Dr., Tempe, AZ 85282
(480) 967-8336 (x5021)

Fuller 1975 E. Cornell Dr., Tempe, AZ 85283
(480) 897-6228 (x5682)

Holdeman 1326 W. 18th St., Tempe, AZ 85281
(480) 966-9934 (x6012)

Hudson 1325 E. Malibu Dr., Tempe, AZ 85282
(480) 897-6608 (X6148)

Meyer Montessori 2615 S. Dorsey Ln., Tempe, AZ 85282
(480) 829-8002

Rover 1300 E. Watson Dr., Tempe, AZ 85283
(480) 897-7122 (x6829)(x6864)

Scales 1115 W. Fifth St., Tempe, AZ 85281
(480) 929-9909 (x6993)

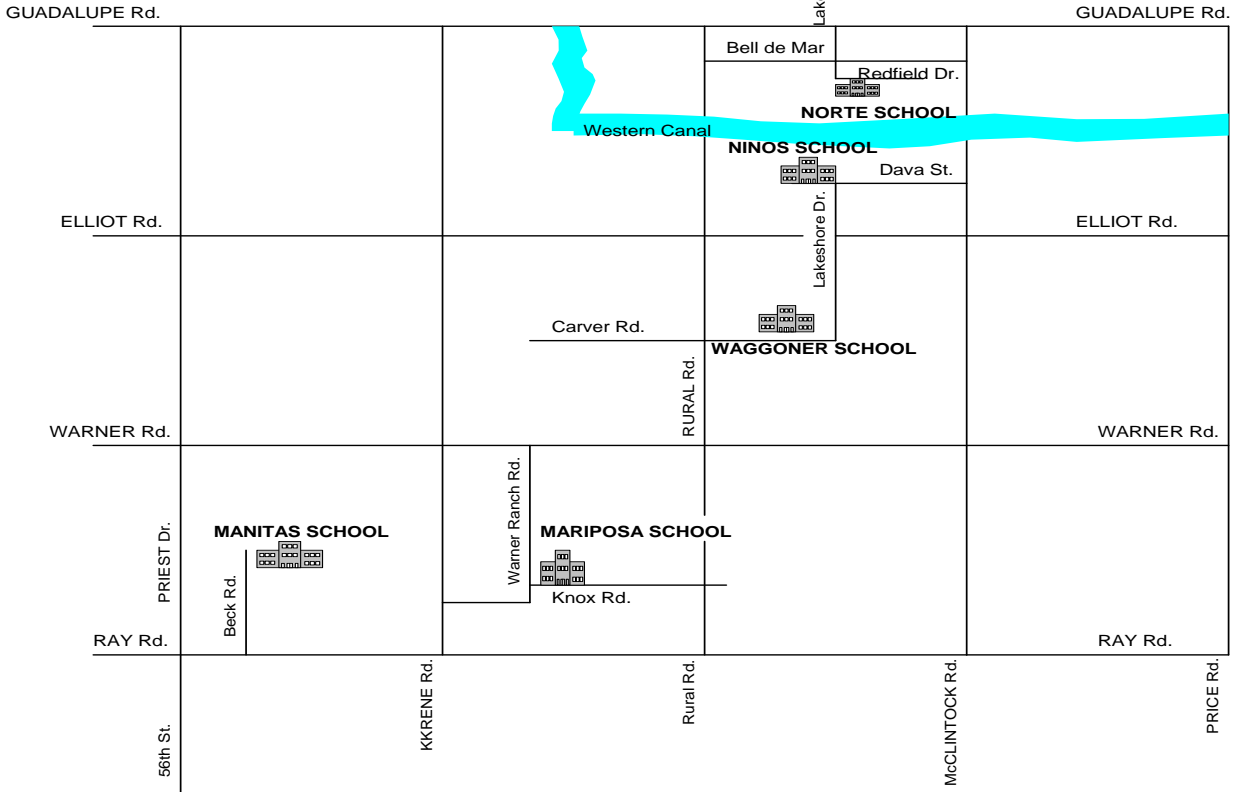
Ward 1965 E. Hermosa Dr., Tempe, AZ 85282
(480) 491-8871 (x5390)

Wood 727 W. Cornell Dr., Tempe, AZ 85283
(480) 838-0711 (x7592)

Getz Preschool 625 W. Cornell Dr., Tempe, AZ 85283
(480) 897-7906 (x5783)(x5785)

Kyrene Elementary School District Map

Kyrene School District No. 28



- Kyrene de las Manitas** 1201 W. Courtney Ln., Tempe, AZ 85283 (480) 541-3631
- Kyrene de la Mariposa** 50 E. Knox Rd., Tempe, AZ 85284 (480) 541-3830
- Kyrene de los Ninos** 1330 E. Dava Dr., Tempe, AZ 85283 (480) 541-4631
- Kyrene del Norte** 1331 E. Redfield Rd., Tempe, AZ 85283 (480) 541-4830
- Waggoner** 1050 E. Carver Rd., Tempe, AZ 85284 (480) 541-5631

Hours & Locations	Before School 6:30am – School Start—TD#3 6:15am-School Start—Kyrene	Aguilar Arredondo Broadmor NAA accredited, accepts K-8 **	Holdeman Hudson Manitas NAA accredited **	Rover NAA accredited, accepts K-8
	After School School Dismissal – 6:00pm ** = open til 6:30pm	Carminati Curry – accepts K-8 ** Fuller	Mariposa Meyer Montessori Ninos NAA accredited Norte—accepts 4th-5th	Scales Waggoner NAA accredited, accepts K-8 Ward – accepts K-8 Wood



Enrichment Program

MISSION STATEMENT:

WE CREATE MEMORABLE CHILDHOOD EXPERIENCES EVERYDAY...

BY PROVIDING OPPORTUNITIES TO PARTICIPATE IN ENRICHMENT LEARNING AND AGE-APPROPRIATE ACTIVITIES IN A SAFE, NURTURING ENVIRONMENT.

Kid Zone Enrichment Program
City of Tempe
Edna Vihel Center
3340 S. Rural Rd.
Tempe, AZ 85282

Kid Zone Office Hours:
Monday—Friday 8:00am—5:00pm
Phone Number: 480-350-5405
Fax Number: 480-858-7688
Tax ID #: 86-6000262

General Website: www.tempe.gov/kidzone
Parent Website: www.kidzonelogin.com
Email: kidzone@tempe.gov