



## **Parent Handbook**

### **Before/After School child care programs at:**

**Combs Traditional Academy  
Ellsworth Elementary School  
Harmon Elementary School  
Ranch Elementary School  
Simonton Elementary School**

Dear Parents,

Welcome to the before-and-after school program "Combs Kidz". We are pleased to offer this opportunity for students who attend elementary schools in the J.O. Combs Unified School District. We believe our program offers a comprehensive approach to before-and-after school care for our students at an affordable price to meet the child care needs of working families.

This handbook contains important information about the K-6 Combs Kidz program. Please read it thoroughly and, if you have questions, contact the Lead Program Facilitator or the District's Coordinator of Community Education. (Lead Program Facilitator and Coordinator of Community Education names and phone numbers are provided on last page.) Please sign the acknowledgement form on the last page of this handbook and return it to the District Office located at 301 E.Combs Road, along with the other required registration forms.

# **Combs**

**J.O. Combs Unified School District**

Learning Today, Leading Tomorrow

## **Program Description**

Combs Kidz is an affordable, safe, exciting, and fun before/after school program. Trained, creative, and caring staff members supervise the children as they participate in a variety of planned, stimulating activities that promote each child's physical, emotional, social, and intellectual growth and development. Some of the program opportunities include a homework center, reading/math center, organized games, outdoor play activities, board games, and arts & crafts.

## **Health and Safety**

Combs Kidz is licensed and regulated by the Arizona Department of Health Services (DHS), 150 N. 18<sup>th</sup> Avenue, Suite 400, Phoenix, AZ 85007; (602) 364-2539. Inspection reports from DHS are available upon request in the school office.

The Combs Kidz staff is trained in CPR/First Aid, with liability insurance coverage provided through Arizona Risk Retention Trust, Inc. Fire drills are conducted monthly and the escape plan is posted at each exit. Criminal background checks and Arizona Department of Public Safety fingerprint clearances are mandatory for all staff.

Although the Combs Kidz program is no more hazardous than other activities conducted at school, J.O. Combs School District #44 does not carry medical insurance or have funds to pay for costs that result from any injury to a student participating in the program. Any such costs are the responsibility of the parent/guardian. If a child becomes ill while at Combs Kidz, the parent/guardian will be promptly notified and will be expected to come to the site immediately. The child will be provided with a plastic-covered foam mat, sheets, pillow, and blanket and will be separated from the other children until the parent arrives.

Should a school administrator or the school health assistant request that a parent/guardian pick up an ill child and the parent/guardian fails to pick up the child during regular school hours, the child will not be admitted to Combs Kidz. Such a situation presents a health risk to other Combs Kidz children and staff members. The emergency contacts listed on the child's Combs Kidz Emergency Information Record Card will be called next to pick up the child. Should no emergency contact be available to come to the school immediately, the Pinal County Sheriff's office will be notified and requested to remove the ill child from the school premises. The Combs Kidz staff is not equipped or licensed to care for children who come to the program ill.

In case of an emergency or serious accident, paramedics will be called for treatment and the parent notified immediately. Parents will be responsible for all costs incurred in such emergency situations. It is imperative that parents/guardians maintain current contact information on each child's Emergency Information Record Card on file with the program.

No medications of any type can be administered by any member of the Combs Kidz staff. The dispensing of prescription and nonprescription medicines must be coordinated with the school nurse during the regular school day.

Licensing regulations of the Arizona Department of Health Services prohibit diaper changing or changing of clothes for children who are incontinent, either by choice, medical condition, or lack of training, unless the facility is specifically licensed for such purposes. Child care facilities for school-age children located in public school cafeterias or multipurpose rooms cannot accept children who are incontinent and may administratively withdraw such children from their programs.

### **Hours/Days of Operation**

The program operates from 6:30 to 8:10 a.m. and from 3:05 until 6:00 p.m. on regular school days only (1:35 until 6:00 p.m. on Wednesdays). Combs Kidz will follow the District Calendar for holiday breaks and teacher professional development (PD) days.

On District Half-Days, the afternoon program will begin at 11:15 a.m., immediately after school dismissal. Parents need to send a lunch to school with their child on all Half-Days.

### **Registration and Tuition**

Registration for Combs Kidz can be completed at any time. The full tuition amount is due monthly, regardless of the number of school days in the month or the hours the student attends. A non-refundable registration fee of \$65.00 per child is due at registration. All registration information must be complete and program fees paid before a student may participate in any part of the program.

Monthly tuition is assessed according to the type of program selected:

- A.M. only                      \$ 80.00
- P.M. only                        \$185.00
- Both A.M. & P.M.            \$235.00
- Wednesday P.M. only        \$ 55.00

Daily Option: You may also choose to register for our Daily Rate Option. We ask parents to select date(s) needed for the upcoming week on the Friday prior by using the attendance tab on your DayCare Works account. Dates are not refundable or exchangeable. The daily rate is \$13/day for PM only and \$5/day for AM only. For emergency dates selected after the deadline, a rate of \$15/day for PM only will be charged. To schedule emergency days, please call the Community Education office at 480-987-5310. All daily option care must be pre-paid.

A tuition discount of 20% is available for a second or third child from the same family and residing in the same household. No tuition discount will be offered for absences due to illness or vacation. Employees of J.O. Combs U.S.D. will receive a 20% discount on tuition.

There is no extra charge for the 4 hours of additional child care on the District's seven early release days when school is dismissed at 11:15 a.m.

Fall, Winter, Spring, and Summer break are not included in the monthly tuition. We provide camp for each break at one location. During Fall, Winter, Spring, and Summer break we will be open at one site from 6:30 am to 6:00 pm, Monday - Friday. For winter break we will be closed for Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.

Combs Kidz Camps (Fall, Winter, Spring, and Summer) tuition:

- Registration Fee \$ 25.00 per camp
- Daily Tuition \$ 30.00 Full Day  
\$ 15.00 Half Day AM or PM
- Weekly Tuition \$130.00 Full Day  
\$ 70.00 Half Day

Combs Kidz contracts with and accepts tuition payments from the Arizona Department of Economic Security (DES) for qualifying families.

### Tuition Payments

Register & make tuition payments online. Monthly tuition payments must be made online at [www.jocombs.org](http://www.jocombs.org). To access the secure online payment system, click on the *Parent Resources Button* under *Quick links* on the left side of the home page and select Combs Kidz Payment. Please note that program staff members or school office personnel cannot accept tuition payments.

### Late Fees and Collections

- Tuition payments are due the 1st day of each month. A late fee of \$20.00 will be assessed if tuition is not received by the 5<sup>th</sup> of each month.
- Students will be withdrawn from the program if full tuition payment and any accrued late fees are not received on or before the 10<sup>th</sup> day of any month.
- Payment plans may be arranged at the discretion of the Community Education Coordinator.
- Any check returned by the bank will result in a \$35.00 Returned Item Fee. The original amount plus the \$35.00 Returned Item Fee must be paid. A child will be withdrawn from the program if the account is not brought up-to-date within 10 days of receiving notice from the District of the returned item. Future tuition payments from parties whose checks have been returned must be paid in the form of cash, cashier's check, or money order. None of the foregoing precludes the District from submitting a returned item to a collection agency.

### Student Admission and Release

**All students in the morning program must be signed in by a parent /guardian** or a previously authorized party, but not before 6:30 a.m. Any student whose parent /guardian fails to sign in will be withdrawn from Combs Kidz. Students in the afternoon program are responsible for reporting to the Combs Kidz site directly after school. **All participants in the afternoon program must be signed out by a parent/guardian no later than 6:00 p.m.** The parent/guardian must verbally provide the telephone authorization code if someone other than an individual named as an Emergency Contact is authorized to sign a child out from the program. Those individuals must provide photo identification before students are released into their care. A Combs Kidz student may be released to an older sibling IF the older sibling is at least in the ninth grade and is listed on the Emergency Contact sheet.

### Late Sign-out Fees

The administration realizes that situations occur which cannot be anticipated, but the Combs Kidz site closes at 6:00 p.m. Beginning at 6:01 p.m., a late sign-out fee of \$15.00 will be charged for any

portion of the first 15 minutes and for each 15-minute interval thereafter, e.g. 6:16, 6:31, etc. The Combs Kidz clock will be used to determine the time. Late fees will be assessed on a per-family basis and must be paid no later than the last day of the month in which the late sign-out occurred. If a child is still present one hour after the program's end time, the Pinal County Sheriff's Office will be contacted for assistance.

PLEASE NOTE: These policies are not intended to be harsh or punitive. We ask for your cooperation in these matters to ensure student safety, meet program expenses, and maintain proper staff/child ratios.

### Voluntary Withdrawal from Program/Refunds

Parents may withdraw their child from the program at any time. To avoid subsequent tuition charges, a phone call to Community Education Office (480-987-5310) providing notification of the withdrawal is required. There are however, no refunds of pre-paid tuition or credit for absences or vacations.

### **Behavior Guidelines**

Behavior guidelines are established to maintain the physical and emotional well-being of each child and to teach self-discipline, good judgment and character traits. Parents and staff are viewed as partners in guiding each child's development and are expected to work collaboratively to establish consistency. The Combs Kidz program follows the behavior expectations of J.O. Combs Unified School District #44. If inappropriate behavior is displayed, guidelines are in place to assist staff in correcting that behavior.

Examples of inappropriate behavior include, but are not limited to the following:

- Inappropriate language/actions: Use of foul, abusive, or unkind words, inappropriate gestures/actions toward others;
- Harm to others: Physically striking or injuring another person (staff or participant);
- Harm to self: Physically harming or causing injury to self;
- Misuse of or damage to property: Improper care or use of equipment, supplies, facility, or items that do not belong to the participant;
- Removing or using property belonging to others without their express permission;
- Children who leave the program site without permission;
- Non-compliance with directives from staff.

Staff will take the following progressive steps to correct a problem and/or inappropriate behavior:

- Separate the child from the group and explain why the behavior is inappropriate;
- Require the child to explain what he/she must do to correct the problem and/or behavior;
- Require the child to take responsibility for correcting the offending behavior;
- Explain impending consequences if the problem persists (e.g. time-out at the rate of one minute per child's age, not to exceed 10 minutes);
- Document continued inappropriate behaviors/actions;
- Conference with parent/guardian and site director.

If staff determines that, after repeated and/or particularly serious infractions, a child cannot benefit from the program or presents a danger to self or others, the child may be administratively withdrawn from Combs Kidz.

### **Snacks and Breakfast**

A nutritional snack will be provided to each student participating in the Combs Kidz after school

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program. Snacks will be prepared on-site by the District's nutritional services staff. Weekly or monthly menus will be posted in the Multipurpose Room. Any student food allergies must be noted on the Emergency and Immunizations form. Breakfast will be provided in the morning program for students who do not eat breakfast at home.

On District Early Release days (11:15 a.m.), students should bring their own lunch to school, as the program provides only an afternoon snack.

### **Parent/Family Responsibilities and Participation**

Combs Kidz believes the key to the success of the program involves both staff and parents. As a parent of an enrolled child in Combs Kidz, you have access to all areas on the facility premises where the enrolled child is receiving child care services. We encourage hearing your ideas and concerns regarding Combs Kidz program. Please contact site Program Facilitator, Lead Program Facilitator, or the Community Education Coordinator.

### **Transportation and Field Trips**

No transportation will be provided to or from the Combs Kidz site. The program closes promptly at 6:00 p.m. No field trips will be taken as part of the Combs Kidz program; students will remain at school at all times.

### **Pesticides**

We limit the use of pesticides and herbicides in our program. If it is necessary to use pesticides or herbicides, they are applied by a licensed professional when children are not present. Material Safety Data Sheets (MSDS) for all chemicals used in pest control are kept on file at the J.O. Combs District Office. Notice of Pesticide Application with dates of application is posted at the site. Changes to these dates will be posted within 48 hours advance notice before application.

### **Contacts**

District                    301 E. Combs Rd.  
San Tan Valley, AZ 85140  
Kelly Guerra, Coordinator of Community Education  
(480) 987-5322  
[kguerra@jocombs.org](mailto:kguerra@jocombs.org)

District                    301 E. Combs Rd.  
San Tan Valley, AZ 85140  
Tammy Carley, Lead Program Facilitator  
(480) 987-5300 ext. 1031  
[tcarley@jocombs.org](mailto:tcarley@jocombs.org)

### **Sample Daily Schedule**

### A.M. Program

- 6:30-7:30 Sign in with site staff  
Student activity choice
- 7:45-8:15 Breakfast (if not provided at home)
- 8:00-8:15 Playground activities with all students

### P.M. Program

- 3:05-3:15 Sign in with site staff
- 3:15-4:00 Homework Center
- 4:00-4:15 Snack
- 4:15-5:00 Outdoor activity (weather permitting); choice of jump rope, playground activities, group games
- 5:00-5:45 Indoor activity; possibilities include:
- Reading/Math Centers
  - Organized group games or sports
  - Board games & puzzles
  - Educational videos/DVDs
  - Arts and crafts projects
- 5:45-6:00 Clean-up and prepare to go home

\* \* \* Please sign, detach and return this page to Combs Kidz staff. \* \* \*

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6/24/2016

**I have read, understand, and agree to the policies and procedures as set forth in the Combs Kidz Parent Handbook.**

\_\_\_\_\_  
Parent/Guardian printed name

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Child's Name

Permission \_\_\_\_ is \_\_\_\_ is not granted to J.O. Combs Unified School District #44 to take photographs of my child(ren) for the purpose of group or individual projects or for Combs Kidz promotional materials.