



Young Coyotes 2018-2019

Parent Handbook

Young Coyotes Preschool/Daycare program locations:

Ellsworth Elementary School
38454 N. Carolina Avenue
San Tan Valley, AZ 85140
(480) 882-3520

Ranch Elementary School
43521 N Kenworthy Avenue
San Tan Valley, AZ 85140
(480) 882-3530

Dear Parents,

Welcome to Young Coyotes! This program will be an exciting time for you and your child, and we will do everything we can to make your child's experience a positive one.

Young Coyotes staff happily welcomes three to five-year-olds. Our program is an affordable, safe, fun, and educational environment for all children. Trained, creative, and caring staff members will support your child as they participate in a variety of intentional activities that promote physical, emotional, social, and intellectual growth. Additionally, our staff readily engages in individual needs and interests. Activities include creative dramatic play, music, science, nature discovery, letter and number recognition, arts, crafting, games, and group projects.

We are looking forward to working with you as part of our team!



Revised July 5, 2018

Daily Schedule

Young Coyotes is exciting and unique in many ways. It is a positive, child-oriented program with a hands-on, active approach toward learning. This approach includes the extensive use of manipulatives, learning by doing, and encourages active involvement in problem-solving. The following is an example of a typical Young Coyotes day:

- 6:30 am - 8:00 am - Open Center/Music & Movement
- 8:00 am - 8:30 am - Breakfast snack
- 8:30 am - 9:00 am - Outside time
- 9:00 am - 10:30 am - Circle time, Writing workshop, & Enrichment Groups
- 10:30 am - 10:45 am - Snack time
- 10:45 am - 11:15 am - Outside time
- 11:15 am - 12:00 pm - Bathroom Break/Hand Washing, Jobs, & Storytime
- 12:00 pm 12:30 pm - Lunch
- 12:30 pm - 12:45 pm -Outside time
- 12:45 pm - 1:30 pm - Small groups, Bathroom break/Hand washing
- 1:30 pm - 3:00 pm - Rest time/Quiet Activities & Clean up from rest
- 3:00 pm - 3:30 pm - Bathroom Break/Hand Washing/Snack
- 3:30 pm - 4:00 pm - Outdoor Play/Gym
- 4:00 pm - 5:15 pm - Storytime, Craft, Science, Games, Math centers
- 5:15 pm - 6:00 pm - Centers/Wrap Up

Academics

Language and Literacy

Language and literacy are foundational to the curriculum and are strongly supported by the Young Coyotes staff. We emphasize the introduction and mastery of pre-reading skills (letters, phonics, blending). We present one letter per week and surround the child with literature and activities involving its identifications, phonetic sound, and proper formation.

Math Skills

The program uses a variety of manipulatives that complement and enhance a child's natural desire to experience learning through concrete methods. We cover patterning, sorting, counting, more/less, adding/subtracting, and ordinal numbers.

Social and Emotional Development

Along with academics, your child's social and emotional development is fostered through lessons and activities that will help build self-confidence and self-esteem. The opportunity to work quietly, independently, and as part of a group, is interwoven throughout the program. Your child will further develop listening skills, the ability to cooperate and share with others, and verbal and reasoning skills. We encourage the

students to ask questions and to ask for help when they do not understand the information. We strive to have each student feel good about trying their best and to know that it is okay to make mistakes. We provide a safe, nurturing, and positive environment while encouraging students to demonstrate respect for their peers and for the various teachers, aides, and administrators on our campus.

Additional Information

Young Coyotes is licensed through the
Arizona Department of Health Services
150 N. 18th Avenue, Suite 400
Phoenix, AZ 85007
602-364-2536

Inspection reports are available upon request at the office.
A certificate of liability is held through Arizona Risk Retention Trust, Inc.

Registration and Tuition Payment Information

- Complete and return all registration forms to the District Office, 301 E. Combs Road. All forms must be complete before your child may attend Young Coyotes. A copy of your child's up-to-date immunization record is required for enrollment.
- Records concerning your child(ren) are considered confidential information and will only be accessible to appropriate school staff and a person designated by the Arizona Department of Health Services.
- At the time of registration, parents will be required to pay a non-refundable registration fee of \$65.00.
- Young Coyotes will be open Monday - Friday from 6:30am - 6:00pm.

Rates:

- Full Day Rate \$ 42.00
- Weekly Rate \$170.00
- Half Day Rate \$21.00
- Weekly Rate \$ 95.00
- (Half day is 6:30am –11:30am or 1:00pm - 6:00pm)
- No tuition credit will be offered for absences due to illness or vacation.
- Young Coyotes contracts with and accepts tuition payments from the Arizona Department of Economic Security (DES) for qualifying families.
- Young Coyotes will be open all year round except for the following holidays: New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Spring Holiday, Memorial Day, 4th of July, Labor Day, Thanksgiving day and day after Thanksgiving Day, Christmas Eve, and Christmas Day.

Tuition Payment Options:

- Weekly tuition payments must be made online at www.jocombs.org. To access the secure online payment system, click on the *Community Ed* tab and then click on *Preschool options* and then click on *existing accounts* on the left side of the home page and select “Members at the top of the screen” and the log in using the username and password that you chose at registration.
- Enroll two or more children from the same family and receive a 20% tuition discount for the 2nd child.
- Discounted rates are available for employees of J.O. Combs Unified School District.

Student Admission and Release

- **All students in the Young Coyotes program must be signed in and signed out by a parent/guardian** or a previously authorized party, but not before 6:30 a.m. and no later than 6:00 p.m. Any student whose parent /guardian fails to sign in or out will be withdrawn from Young Coyotes Program.
- 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 Young Coyotes 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 Young Coyotes Program sites close 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 Young Coyotes 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.

Late Fees and Collections

- Tuition payments are due every Friday before the following week.
- Students will be withdrawn from the program if full tuition payment is not paid by the following Friday.
- 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.

Voluntary Withdrawal from Program/Refunds

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

Transportation

- Parents are responsible for transportation and must sign their child(ren) in and out of the program.
- Students will not be released to persons not listed on the enrollment form without specific written authorization signed and dated by the parent.
- Please be prepared to show ID.
- Field trips will not be taken as part of this program.

Health and Safety

- The Young Coyotes staff is trained in CPR/First Aid, with liability insurance coverage provided through Arizona Risk Retention Trust, Inc. Criminal background checks and Arizona Department of Public Safety fingerprint clearances are mandatory for all staff.
- Although the Young Coyotes 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.
- Children who show symptoms of inflammation, fever, rash, or lice, or who are suspected of having a contagious or infectious disease or infestation, will not be accepted into the program until such symptoms are no longer evident.
- If a child develops symptoms of illness or infestation or is seriously injured at school, parents will be notified immediately.
- No medications of any type can be administered by any member of the Young Coyotes staff.
- Children must be potty trained to attend Young Coyotes.
- In case of an emergency, as determined by the Young Coyotes staff or school nurse, paramedics will be called and the parent will be notified immediately. Parents will be responsible for all costs incurred in such emergencies.
- It is the parent's responsibility to inform Young Coyotes staff of any changes in home phone or address, place of employment, business or cell phone numbers.

- Fire drills are held monthly. The escape plan is posted at each door.

Behavior Guideline

- Parents and teachers are viewed as partners in guiding the child's development and this team approach will be utilized. Parents will be kept abreast of concerns if they should arise.
- If the teacher and coordinator determine that a child cannot benefit from the program or presents a danger to self or other children, the child may be administratively withdrawn from the program.
- The following 5-step plan will be utilized to maintain a positive learning environment for all children.
 - Verbal warning – positive redirection
 - Placed away from the current activity – positive redirection
 - Phone call to parent
 - Conference on site with staff, parent and child
 - Request to withdraw from the program.

Food and Nutrition

- Parents are encouraged to provide a nutritional lunch and drink for your child. Please refrain from sending candy and soft drinks to school.
- Young Coyotes will provide a nutritional AM Snack and PM Snack. Snacks will be prepared on-site by the District's nutrition services staff. Weekly snack menus will be posted in the classroom. Any student with food allergies must be noted on the Emergency and Immunizations form.

Outdoor Play and Clothing

- Outdoor play is an important part of your child's day and total health. Weather permitting; the children will play outdoors each day. Please make sure that your child is dressed for the existing weather conditions.
- All clothing, jackets, backpacks, and other personal belongings should be clearly labeled with your child's first and last name.
- Please dress your child for comfort. Your child should wear practical, washable clothes. Sturdy shoes or tennis shoes are recommended. Flip flops, some sandals, cowboy boots, and other slick-soled shoes may prevent children from playing freely and should not be worn.

Parent Involvement

- Young Coyotes staff welcomes comments and suggestions to improve the quality of care and education for your child. If areas of concern arise, the concern should be brought to the attention of the classroom staff before or after class. If additional communication is necessary, the coordinator will be available.
- Parents are encouraged to observe in the classroom and volunteer as often as possible.
- Parents are encouraged to keep abreast of information about the Young Coyotes Program and its operation by watching for special notices sent home with their

children.

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.

Continuous Notice of Non discrimination

- The J.O. Combs Unified School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts, and other designated youth groups. Inquiries may be directed to the Title IX Coordinator or the Section 504/ADA Title II Coordinator at 301 E. Combs Rd., San Tan Valley, AZ 85140 or (480) 987-5300.
- El Distrito Escolar Unificado de J.O. Combs no discrimina basada por la raza, el color, el origen nacional, el sexo, la discapacidad o la edad de una persona en sus programas o actividades y proporciona igual acceso a los Boy Scouts y otros grupos juveniles designados. Las consultas pueden dirigirse al coordinador del Titulo IX o al coordinador del Titulo II de la Seccion 504/ADA en 301 E. Combs Rd., San Tan Valley, AZ 85140 Or (480)987-5300.

* * Please sign, detach this portion of the page and return form to your Young Coyotes teacher * *

I have read, understand, and agree to the policies and procedures as set forth in the Young Coyotes 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 for promotional materials.