



VALLEY
A C A D E M Y



The Coyote Club 2026-2027

A before and after school study hall
for Kindergarten-8th grade
Valley Academy students



The Coyote Club at Valley Academy
1520 West Rose Garden Lane
Phoenix, Arizona 85027
(623) 516-7747

The Coyote Club

The Coyote Club is a before and after school program at Reid Traditional Schools' Valley Academy for students in Kindergarten through 8th grade. Coyote Club provides a time and place for doing homework with the help of someone to answer questions, and it provides activities for those who finish their work early

The Coyote Club will follow Valley Academy's yearly calendar and will maintain the same breaks. The program is located in the Multi-Purpose Room. Student drop off and pick up should take place through the east side doors of the MPR at the campus' main drop off/pick up area.

Hours of Operation

Morning Session, K-8

6:30 a.m. - 7:30 a.m.

Afternoon Session

3:30 p.m. - 6:15 p.m.

Early Release Days

12:30 p.m. - 6:15 p.m.

Valley Academy Kindergarten-8th grade students may attend the Coyote Club anytime throughout the year by completing the required registration forms prior to or on the day of attending.

Registered Student Rates and Policies

Required Registration Forms:

Arizona Department of Health Services Emergency Form

Coyote Club Policy Agreement

You may obtain registration forms at the "Meet Your Teacher" event, in the front office, or in Coyote Club during Coyote Club's regular business hours. You must complete and sign a new Policy Agreement each year.

Coyote Club Rates and Fee Information

Morning Session

6:30 a.m. - 7:30 a.m. Daily Flat Rate of \$3.50 per student

Afternoon Session

3:30 p.m. - 6:15 p.m. Hourly Rate of \$6.00 per student

Fees are rounded in 15-minute periods.

Early Release Days

12:30 p.m. - 6:15 p.m. Hourly Rate of \$6.00 per student

Late Payment Fee

A **Late Payment Fee of \$20.00** will be applied if the invoiced amount is not paid in full by the 10th of the month.

Late Pick Up Charge

A charge of \$1 per minute is charged if the student is not picked up by the program's closing time of 6:15 p.m.

Discount for Multiple Students

A 20% discount will be applied to the fees of the **oldest student** when more than one student in the same immediate family is registered in the program.

PAYMENT OPTIONS

A statement of charges will be emailed to you on the first of the month from "**Billing at Reid Traditional Schools**," but you may make a payment at any time. Payment on our website using your credit/debit card is our preferred payment method. You may mail a check to the school office or pay by check or cash in person with the receptionist, who will issue you a receipt. Please do not send a cash payment with your student. Checks returned due to "non-sufficient funds" will be charged a \$25.00 service charge. After the second returned check, credit card, cash, or money order will be the required form of payment.

Refunds

When a student's enrollment in the school ends, any unused balance that remains on account will be considered a donation to the school if a refund is not requested within 90 days. You may request a refund by emailing Billing@ValleyAcademy.com.

Questions?

Please email Billing@ValleyAcademy.com for account inquiries.

Services Not Provided

Valley Academy does not provide transportation, programs for special needs, field trips, or activities that require parental responsibility or participation

Daily Sign In and Sign Out Policy

Only individuals listed on the enrollment forms will be allowed to pick up students from the Coyote Club. In the event your child needs to be picked up by someone not listed on your emergency card, you must phone the school and proper identification must be presented before the release of the child.

Your child or a staff member will sign in your child daily.

1. When picking up your child(ren) at the end of the day, enter your computer code and select the student(s) you are picking up. If you forget your code, you can easily have it sent immediately to your cell phone using "Retrieve Code." Your code is unique and should not be shared with or used by anyone other than yourself.
2. Complete the checkout by signing your name. Signatures must be clear and legible with at least a first initial and last name. Please have a copy of your driver's license with you for verification, if needed.
3. Please instruct anyone picking up for you that this process is extremely important for your child's safety. Those who pick up for you regularly should have their own computer code or show ID; **no one but you should use your code.**
4. Students who are not properly signed out will be charged for a full evening of service.

Homework is our main priority!

Children in 1st - 8th grades will be asked to do homework and work on classroom assignments quietly from 3:30 until 4:00. If your child finishes work before then, he or she may quietly read. Please make sure your child always has a reading book.

There can be a separate area made available for working students. Students should come prepared with all supplies needed in order to complete their homework and/or school projects, including pencils, in their backpacks. Coyote Club staff may be available to help students with their homework, without doing it for them. Students also learn how to help each other, without giving away the answers.

Coyote Club Game Area

Coyote Club students are only allowed in the game area when their schoolwork has been completed and checked. Coyote Club offers a variety of educational games. Students may play different types of games including board games, card games, and brain teasers. Students must check the games out and back in using a system much like in the library. Donations of new and gently-used games are gratefully accepted through the front office, at any time.

Food and Beverages

Students are encouraged to bring a healthy snack to the Coyote Club; however, they are not allowed to share their food with anyone else. Students are asked to clean up after themselves and must place food trash in the garbage bin with the lid. Coyote Club does not provide food.

Discipline Policy

The Coyote Club staff members use a systematic, assertive discipline plan that is posted and reviewed with students. Consistency is important. The overall plan establishes firm and consistent limits for students with loving guidance. The program also establishes a positive educational environment for both students and staff. Every effort is made to develop positive reinforcements that can be applied to individual students as well as to the group. If a student's behavior continues to disrupt or interfere with the objectives of the Coyote Club, the student's enrollment may be terminated.

Emergency and Medication Policy

*Parents must immediately inform the school office **and the Coyote Club** when there are changes in address, home phone, business phone, or emergency phone numbers.*

Medications will not be administered in the Coyote Club. In case of illness or serious injury, a parent will be contacted to come pick up the child within a reasonable time frame. When a parent cannot be reached, the secondary contact person from the enrollment information will be contacted. In case of fire, accident, evacuation, or other school emergency, Valley Academy will follow procedures appropriate for the circumstances and authorities will be called upon for assistance.

Fire Drill and Evacuation

Every month a fire drill will be conducted during the school day, before care, and after care. The children will practice proper procedure for lining up, where to evacuate away from the building, and the importance of following instructions, remaining quiet and calm, and remaining with the group.

Use of Pesticide

Pursuant to A.R.S. 15-152, the use of pesticides on school property will be governed by the following procedure: Students will receive at least forty-eight (48) hours' notice in advance of the general application of pesticides to the Valley Academy campus, which is in the form of posted signs. Signs will be at least 8.5 inches by 11 inches in size and posted at the main entrance doors of the administration building.

Insurance Coverage

Reid Traditional Schools' Valley Academy carries general liability insurance coverage of at least \$300,000. Documentation of this coverage is available for review on the facility premises, in the Administration Office.

Parental Access to Premises

With proper identification, parents have access to areas on the facility premises where their enrolled child is receiving services.

Program Regulated By ADHS

The Valley Academy Coyote Club is a state-licensed facility and is regulated by the Arizona Department of Health Services. Certificates, insurance documents, and inspection reports are available upon request in the front office.

ADHS

150 N. 18th Avenue #400

Phoenix, AZ 85007-2539

602-364-2539

BEFORE AND AFTER SCHOOL PROGRAMS
AGREEMENT FORM for Grades K - 8

- By using the program, you agree to pay the fees for the program.
- Current fees for the 2026-2027 school year are:
 - Before School Programs: \$3.50/day
 - Academic Arcade (grades K-2): \$2.00/day
 - After School Programs: \$6.00/hour
 - After Hours charge of \$1.00/minute for late pick-ups after 6:15 p.m.
- Payment Options: A statement of charges will be emailed to you at the beginning of each month from Billing@ReidTraditional.com. Credit card payments via the school website are the preferred method of payment. Payments are also accepted via check, cash or money order at the school office. Please do not send cash to school with your child.
- Late Payment of \$20 will be applied to your account if not paid by the 10th of the month.
- Late payment or non-payment may subject the student(s) to dismissal from the program until the account is made current.
- Returned Checks: checks returned due to 'non-sufficient funds' will be charged a \$25 service charge. After the second returned check, payment in the form of credit card, cash or money order will be required.
- Age-appropriate entertainment and educational videos are shown during these programs. Please see the school office with concerns or to opt out.
- You and your child agree to adhere to the policies outlined in the Before and After School handbook, including behavioral expectations and emergency protocols.
- Students are checked into before-school programs by staff members prior to the school day when they arrive on campus early.
- Students are checked into after-school programs by staff members when directions are given for the child to attend the after-school program or if a child is not picked up in a timely manner. Students who are not picked up from the Academic Arcade program will be sent to the After School program.
- Adults picking students up after 3:30 will be asked to enter an individual access code before being allowed to leave with custody of the children. This access code should not be shared and is tied to the billing program.
- If additional pick-up codes are needed or if a new adult needs to be added to your child's account, please contact the school office.

By signing below, you agree to the terms of the Before and After School Programs.

Parent/Guardian's printed name

Parent/Guardian's signature

Child(ren)'s name(s)