
2019 - 2020



Available!
Modified Monday
Extended Care.
See page 9.



AM PM

BEFORE & AFTER SCHOOL CARE

PARENT HANDBOOK

Enroll your kids to
explore new experiences
and expand learning in
a supervised, safe
and secure
environment

New Fee Schedule and Policies

IN PARTNERSHIP WITH THE PEORIA UNIFIED SCHOOL DISTRICT

Revised 6-24-2019

AM/PM PROGRAM

The City of Peoria AM/PM Program gives parents the opportunity to have their children in a variety of activities before and after school as an alternate to daycare. The program provides a daily core schedule throughout the year, giving participants the opportunity to explore new experiences that will expand learning in a supervised, safe and secure environment.

All students Kindergarten to 14 years old are eligible to enroll.

(Ira Murphy, Cheyenne and Peoria Elementary will accept children 4 years old.)

No transportation or field trips provided during AM/PM

WHERE & WHEN		
	A.M. 6 a.m. until school opens P.M. School dismissal to 6 p.m.	Call or Text (623)
Peoria Unified Elementary Schools		
Alta Loma	9750 N. 87th Ave.	764-0282
Apache	8633 W. John Cabot Rd.	764-0293
Cheyenne	11806 N. 87th Ave.	764-0437
Cotton Boll	8540 W. Butler Dr.	764-0448
Country Meadows	8409 N.111th Ave	764-0584
Coyote Hills	21180 N. 87th Ave.	764-1065
Desert Harbor	15585 N. 91st Ave.	764-1072
Frontier	21268 N. 81st Ave.	764-1113
Ira Murphy	7231 W. North Ln.	764-1259
Lake Pleasant	31501 N Westland Rd	764-4928
Oakwood	12900 N. 71st Ave.	764-1120
Oasis	7841 W. Sweetwater	764-0791
Parkridge	9970 W. Beardsley Rd.	764-7172
Paseo Verde	7880 W. Greenway Rd	764-0815
Peoria	11501 N. 79th Ave.	764-1170
Santa Fe	9880 N. 77th Ave.	764-0875
Sky View	8624 W. Sweetwater	764-1261
Sundance	7051 W. Cholla	764-0881
Sunset Heights	9687 W. Adam Ave.	764-0160
Sun Valley	8361 N. 95th Ave.	764-1057
Vistancia	30009 Sunrise Point	764-7170
Zuni Hills	10851 W. Williams	764-1258

HOW TO REGISTER

STEP 1: Register your child online at peoriaaz.gov/ampm.

If you do not already have an on-line account, please call the Neighborhood and Human Services offices at 623-773-7137 to have an account created for you. Office hours are Mon-Thurs 7am – 6 pm.

STEP 2: Complete the Emergency Information form and provide a copy of your child's current immunization records. This information can be turned into the Neighborhood and Human Services office (formerly Community Services) or your child's Summer Camp, Summer Rec or AM/PM program. Children may not attend the program without this information completed and turned in. Registrations require 48 hours for processing and therefore must be received within 48 business hours of the child's start date. DES registrations CANNOT be completed until authorization is received. Please contact your account representative as soon as possible as this will affect your child's ability to start the program.

STEP 3: Upon receipt of your on-line submittal. Staff will process your weekly schedule and charge your account for your first week's fees. You will then receive a receipt for these charges.

PAYMENT: A \$20 non-refundable registration fee is required for all participants. Complete your on-line registration process by July 25 and receive \$15 off.

NOTE: School offices and AM/PM Sites can NOT accept registrations.

Your child(ren) will be registered according to the day(s) you indicate in your on-line submittal. We will call only if there are questions regarding your registration.

When you register online, you will be accepting the following

WAIVER OF LIABILITY

I/we hereby release and forever discharge Peoria Unified School District and the City of Peoria, an Arizona municipal corporation, its elected and appointed officials, directors, officers, boards, commissions, agents, representatives, servants, and employees, and any and all other persons, firms, or corporations who are or might be liable, from any and all claims of any kind or character which I/we have or may have against them due to my child's participation, in a City of Peoria Recreation Program. This waiver includes all damages, losses, costs, expenses, and injuries that allegedly occur during the course of this recreation program. In that regard, I/we covenant to indemnify, defend, and hold harmless to the fullest extent permitted by law the foregoing persons and entities from any loss or damages, including reasonable attorney's fees and litigation expenses, which may be incurred by them in the event any such claims are asserted against them or any of them. I/we understand that medical claims are my/our responsibility. This waiver does not extend to any such claim or liability that is caused by the sole and exclusive intentional acts or gross negligence of the City of Peoria or its officers, employees, or agents.

For more information call: (623) 773-7137 • TTY/TDD: (623)773-7221
or visit www.peoriaaz.gov/ampm

FEE INFORMATION

A **\$20 NON-REFUNDABLE** registration fee is required for all participants. Register prior to July 25 and receive \$15 off. After on-line registration has been received, staff will process your weekly schedule and charge the first week's fee to your account. Due to processing time, participants can start 48 hours after registration is received.

PROGRAM FEES

FULL TIME AM/PM (M-F) \$65 (includes breakfast & afternoon snack)					
	M	T	W	TH	F
PART-TIME AM*	\$7	\$7	\$7	\$7	\$7
PART-TIME PM**	\$10	\$10	\$10	\$10	\$10
EARLY RELEASE DAYS	\$15				

* Includes Breakfast ** Includes afternoon snack
(Notify your child's teacher when a change occurs in your child's schedule)

SCHEDULE CHANGES

Any schedule changes submitted in the month of August 2019 and/or January 2020 will be **FREE**. As of September 1, 2019 and/or February 1, 2020, the first two schedule changes will be free. All additional schedule changes will be charged \$10.00 per change.

Payment Options

We reserve the right to make any corrections or changes regarding information, dates, and fees.

Emergency information forms and immunization records can be dropped off at the AMPM sites. Registrations will not be accepted at the AM/PM sites.

- Credit/Debit Card** – Automatic payment from a credit or debit card – THIS INFORMATION MUST BE INDICATED ON YOUR ON-LINE REGISTRATION
- Electronic Funds Transfer (EFT)** – Automatic withdrawal from a checking account – THIS INFORMATION MUST BE INDICATED ON YOUR ON-LINE REGISTRATION
- Cash payment**
 - Neighborhood and Human Services Office:** must be received by 6pm Thursday to cancel automatic payment for following Monday
 - Rio Vista Rec Center and Peoria Community Center:** must be received by 5pm Friday to cancel automatic payment for following Monday

Fee Assistance (Department of Economic Security)

Funding is available for low-income families. Contact DES at **(602) 771-0014** to find out more information on how to apply. Processing can take up to 30 days.

For billing questions contact

LeAnne Morgan: Leann.morgan@peoriaaz.gov - 623-773-7505 (*A-L Schools*)

Rochelle Garcia: Rochelle.garcia@peoriaaz.gov - 623-773-7139 (*M-Z Schools*)

Office Hours: Monday – Thursday 7am – 6pm

Tax I.D. 86-6003634

SCHEDULE, FEE & PAYMENT POLICIES

Attendance Information

It is the Peoria AM/PM Recreation Program policy that prior written notice is required to terminate or change enrollment in the program. If for any reason you decide to change or drop your child's enrollment from the Peoria AM/PM Program, *notification must be made online or in the NHS office by Thursday at 12 p.m. for the following week.* NO REFUNDS OR CREDITS FOR MISSED/SICK DAYS, SUSPENSIONS, OR EARLY PICKUPS. **Drop In Program:** Children who have inconsistent schedules that are not known by the Thursday prior to attendance may qualify for the drop in program. Regular schedules are not eligible. A regular schedule is consistent attendance or a pattern of attendance each week over one month. If any child displays a regular schedule over the course of two months, they will no longer be considered a drop in and fees will automatically be charged every Monday based on the weekly pattern that has been established. Payments declined for the week of attendance will be charged a penalty fee of \$20 per child. Notify the child's teacher the change in pick-up schedule and when a change occurs in their AM/PM schedule.

Absences

If your child will not be attending the Peoria AM/PM Recreation Program as scheduled, call the AM/PM Recreation site prior to school dismissal. 24 hour voicemail available; leave a message. Phone numbers for the sites are listed on page 2. **Credit will not be issued for days missed.**

Delinquent Accounts / Late Payment Fee

The contracted fee (full time, part time or day by day and varying schedule) is based on days/week enrolled. Payment will be scheduled every week to run on **Monday** for the week of participation. **A penalty of \$20 per child will be assessed on Wednesday for payments not received after declined.** Penalty fees will accrue weekly for any outstanding balances. If weekly/daily payment and late fees are not paid by the following Wednesday, the participant cannot attend until the account balance is paid in full.

Returned Check Fee (RCF)

A returned check will result in service/program interruption. **RCF of \$30 per check** and the amount of the returned check must be paid in cash, cashier's check, credit card or money order at Neighborhood and Human Services Department or over the phone with a credit card by calling (623) 773-7137. All future payments will require new financial information.

POLICIES & PROCEDURES

Signing In & Out

A child enrolled in the Peoria AM/PM Recreation Program will only be released to persons specifically authorized on the Emergency Information form. NO exceptions will be made without the advance written permission or telephone authorization from the parent or guardian. Individuals will be required to show a valid picture I.D. at the time of pick-up. **If there are custodial issues regarding a child**, current legal custody papers must be on file at the AM/PM site.

Participants must be signed in/out daily by a parent or authorized person. This is done by signing your full name and time. Children may not sign themselves in or out of the program. The AM/PM site staff is authorized to sign the child out and release the child to the school. For the PM sessions, staff will sign them in.

Late Pick up Fee

A \$15 fee per child will be assessed at the following rates: 1-15 minutes after closing \$15, 16-30 minutes after closing \$30, etc. Pick-up time will be recorded by the designated site clock.

Fee assessment

- 1st** incident will result in verbal warning with review of policy
- 2nd** incident will result in FEE plus written warning
- 3rd** incident will result in FEE plus a one to three-day suspension
- 4th** incident will result in FEE plus suspension until a meeting with supervisor is held
- 5th** incident will result in FEE plus removal from the program

***extreme tardiness may accelerate the above processes.**

Accident, Health & Emergency Procedures

If a child becomes ill during the program, the child will be placed in an isolated area. According to the time of day and the degree of illness, the site director will decide to call the parents and make arrangements to have the child taken home by an authorized person (not a staff member) or keep them at the AM/PM Site. Don't send a child if he/she missed school or displays any of the following symptoms; nausea, rashes, red/inflamed eyes, temperature above 99° without medication, or cold symptoms within the past 24 hours. Minor scratches and cuts will be treated at the site. If a serious accident should occur, the City of Peoria Fire Department will be summoned for treatment and will decide whether a child should be taken to the nearest hospital or doctor's office by ambulance. Parents will be notified immediately. Treatment may only be rendered if written authorization is on file.

Medication

For staff to administer medication, parent/guardian must complete a "Medication Release Form" available at the site and bring the prescribed amount of medication in the original container. **If necessary, sunscreen must be applied by the child's parent not staff, including Break Camp days.**

POLICIES & PROCEDURES

Discipline

Children are expected to follow the rules and directions from AM/PM staff. The following guidelines are used when disciplinary action becomes necessary due to unacceptable behavior. Parents will be notified if a child needed guidance or discipline.

Extreme behaviors will accelerate the process and be dealt with on a case by case basis: Physical attacks such as hitting, biting, spitting, kicking, etc.; abusive language; disrespect to staff (verbally or physically by child or parent); attempts to leave or leaving the program area without permission; any inappropriate electronic device use; repeated offenses within the same day or those behaviors that put a child or others in danger.

1. **Warning** - For specific unacceptable behavior
2. **Time-out** - with a warning of future consequences for repeated behavior.
3. **Time-out** - with a warning and/or write up for repeated behavior in file and parent notified upon pick-up.
4. **Time-out** - with a call to parent or guardian and a write-up like above. Discuss corrective action and consequences for future incidents with parent upon pick-up.
5. **Suspension** - One to five scheduled days from the program and/or the remainder of the day.

Repeated aggressive/inappropriate behavior with three to five suspensions will result in removal from AM/PM with approval from director.

(No refund for suspensions)

The Neighborhood and Human Services Director reserves the right to remove a participant from the program at any time; if this occurs, the City will provide a full refund of the program fees that were paid the week the participant was removed.

Parent / Staff Communications

Staff works as a team with the school and family to provide the best environment for the child's growth and development. Exchanges of information between parents and staff will be a formal or informal format. Information will be shared regarding issues in school, AM/PM or any changes occurring within the family, e.g. a sibling moving, a sick relative or pet, alterations in the parents' relationship, give insight to a child's behavior or attitude.

Visits

Parents are welcome to stop by and visit the program without prior notice. However, they must stay within the AM/PM licensed areas.

How Parents Can Report Complaints, Concerns, Suggestions and Compliments

We welcome and encourage your feedback regarding our program, our staff and anything relating to the well-being of the children in our care. You may direct any complaints, concerns, suggestions and compliments to the Recreation Superintendent at 623-773-8494. For TTY, call 623-773-7221.

POLICIES & PROCEDURES (cont.)

AZ Dept Of Health Services (DHS) Licensing

The AM/PM program is regulated by DHS, located at 150 N. 18th Ave. Phoenix, AZ, 85007, (602) 364-2539. Inspection reports are available upon request and are located in the Black Book at each AM/PM location.

Arizona law ARS 13-3620.A requires certain persons who suspect abuse, neglect, exploitation or abandonment of a child to report their concerns to Department of Child Safety (DCS) and/or local law enforcement. The Peoria AM/PM program staff are mandated reporters under this law and are required to report to DCS and law enforcement. If you have questions regarding the Arizona law, contact DCS or your local law enforcement agency. For more information, go to <https://dcs.az.gov/report-child-abuse>.

Pesticide Notice

The pesticide application schedule for each school will be posted on the parent board at least 48 hours in advance.

DAILY SCHEDULE

Typical AM Schedule

6:00 a.m.	AM/PM Site opens; check in with site leaders.
6:00 a.m. - 7:45 / 8:15 a.m.	Organized games and/or homework time.
7:45 / 8:15 a.m. - School Opens	Breakfast and release to playground with school staff supervision.

Typical PM Schedule

3:00 / 3:40 p.m. - 3:20 / 4:00 p.m.	Check-In
3:20 / 4:00 p.m. - 3:50 / 4:30 p.m.	Snack time
3:50 / 4:30 p.m. - 5:30 p.m.	Core activity choices or homework time.
5:30 pm / 6:00 pm - All Schools	Free play or homework time

HOLIDAYS & BREAK CARE

All program sites will be **CLOSED** on the following holidays:

Labor Day - September 2

New Year's Day - January 1

Veteran's Day - November 11

Martin Luther King Day - January 20

Thanksgiving - November 28-29

President's Day - February 17

Christmas Day - December 25

Break Camp

Break Camp will be provided during Breaks. 6 a.m. - 6 p.m. — \$27 per day, per child. For details, visit www.peoriaaz.gov/breakcamps.

Columbus Day Break - October 14

Spring Break - March 16-20

November Break - November 25-27

April Break - April 24

Winter Break - December 20, 23, 24, 26, 27, 30, 31, Jan 2-3
(closing early on Christmas eve, closed Dec. 25 and Jan. 1)

Field trips (during Break Camp only)

Written permission from the parent is required prior to departure. Identification will be provided to all children for safety purposes. A written field trip plan is completed. Peoria school district buses are used (non-air conditioned) and water is available on each bus.

Modified Mondays - school dismissal (1:00/1:40 p.m.)

AM/PM program will provide after school care for Early Release Mondays (ERM) at all PUSD schools located within the City of Peoria. Part-time participants will pay \$15 per day for early release and modified Mondays.

Parent Teacher Conference Days

Children will be released at 11:00/11:40 a.m. from school on October 10 and 11 and February 13 and 14. AM/PM will be available at that time. Participants enrolled 5 days a week *consistently* in the full PM program (school dismissal until 6 p.m.) will not be charged an additional fee. All 0-4 day schedules will pay a \$15 fee for the PM program that day. *Children are required to bring a non-perishable lunch.*

PERSONAL ELECTRONIC DEVICES

Personal Electronic Device Policy

The City of Peoria understands that many parents have chosen to provide their children with personal electronic devices, including cell phones, camera phones, text messaging devices, tablets, iPads, etc. However, with this privilege comes responsibility. The Personal Electronic Device Policy is intended to preserve and respect safety measures as well as the recreational environment of all our participants. The policy outlined below will be enforced at all City of Peoria youth programming sites.

- Participant electronic devices may only be used during designated times/areas.
- Cell phone calls may only be made with staff permission.
- Sharing of personal electronic devices during program times is prohibited. This includes viewing of other participant devices.
- Participant misuse of personal electronic devices (cell phones, camera phones, text messaging devices, tablets, ipads, etc.) may result in loss of this privilege and/or disciplinary action.
- Participants discovered watching or searching inappropriate material on personal electronic devices will receive behavior write-ups that could lead to program suspension or expulsion.
- The City of Peoria is not responsible for any lost or stolen personal items including personal electronic devices.

Personal Items

The program provides a variety of toys and activities to keep children busy and entertained. The city of Peoria is not responsible for personal items brought to site. PLEASE SEE ABOVE FOR THE PERSONAL ELECTRONIC DEVICE POLICY.

SPECIAL ACCOMMODATIONS

Special Accommodations

Parents of children with special needs/disability may request a reasonable accommodation by completing and submitting a "REQUEST FOR ACCOMMODATION" form, along with supporting documentation. Forms will be reviewed by a Certified Therapeutic Recreation Specialist and can take at least 2-3 weeks to assign or hire staff. Life Skills such as, but not limited to, feeding, dressing and toileting are not provided by staff. For more information, you may contact Kathleen Kresl at 623-773-7108.

Liability Insurance

The city of Peoria carries liability insurance for all its operations, including city-sponsored recreation programs. However, the city does not provide health insurance for any participant's injuries or illnesses associated with any specific recreational activity or for the AM/PM recreation program. Documentation for the City's liability insurance is available in the black book at each site listed on page 1.

OTHER PROGRAMS

Lil' Learners Pre-School

Year round, 6 a.m. – 6 p.m., Monday-Friday at Sunrise Mountain Family Center, 21303 N. 86th Dr. Full Time: \$135 per week, Part Time: \$100 per week

For details, visit www.peoriaaz.gov/preschoolprograms

Teen Team Activities

This program provides activities, events and more to teens. Activities include Junior High Dances, Nerf Wars, trips, college experiences, classes, overnight lock ins and turnaround trips are held throughout the year.

For details, visit www.peoriaaz.gov/teenteam

SUMMER PROGRAMS

Summer Recreation (Grades 1-5)

8 a.m. - 3:00 p.m., Monday-Thursday, available at schools throughout Peoria
Drop-in care with daily activities, group games and planned field trips for an additional fee. *For details, visit www.peoriaaz.gov/summeryouthprograms*

Summer Camp

6 a.m. - 6 p.m., Monday-Friday

All day licensed childcare for ages 5-14. Field trips provided each week along with special instructors, activities and group games.

For details, visit www.peoriaaz.gov/summeryouthprograms

STEP OUT Summer Teen Program (Grades 6-9)

8 a.m. - 3 p.m., Monday-Thursday

Drop in program with daily activities, group games and planned field trips for an additional fee. *For details, visit www.peoriaaz.gov/teenteam*

For current information on these or other programs, see the current issue of GetActive, call 623-773-7137 or visit <http://peoriaaz.gov/recreation>.



WE'VE GOT YOU COVERED WITH BREAK CAMPS!

We offer all day care for your children
during breaks and professional development days.
6 a.m. - 6 p.m. • \$27 *per day, per child*

Columbus Day Break	October 14
November Break	November 25-27
Winter Break	December 20, 23, 24, 26, 27, 30, 31 Jan 2,3 (<i>No program Dec. 25 or Jan. 1</i>)
Spring Break	March 16-20
April Break	April 24



City of Peoria

For locations and details, visit
www.peoriaaz.gov/breakcamps
or call 623-773-7137