

REGISTRATION INSTRUCTIONS

STEP 1: Register your child on-line. A \$20 registration fee will be required for all participants. You will also choose a punch pass option at the time of registration. 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 Monday through Thursday 7 am to 6 pm (except holidays) Register by 6 p.m. July 24 and receive \$10 off your registration. Discount will be taken at checkout.

STEP 2: Purchase a punch pass option that is best suited to your child's schedule. You will have several options available to you at the time of registration. It will be the parent/guardian's responsibility to monitor punch pass usage and to purchase new passes as needed.

STEP 3: 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 (NHS) (formerly Community Services) or your child's Summer Camp or AM/PM program. Children may not attend the program without 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 your DES authorization is received. Please contact your account representative as soon as possible as this will affect your child's ability to start the program.

PUNCH PASS OPTIONS:

Part Time AM:

5 Punch AM - \$35

10 Punch AM - \$70

20 Punch AM - \$140

Part Time PM

5 Punch PM (Monday-Thursday) - \$50

5 Punch PM (Friday & Early Release) - \$75

10 Punch PM (Monday – Thursday) - \$100

10 Punch (Friday and Early Release)) - \$150

20 Punch PM (Monday – Thursday) - \$200

20 Punch (Friday & Early Release) – 300

FULL TIME

\$65/week. The passes will be available on-line and will only be valid for that week.

EXAMPLE: Full time AMPM for week of July 29 – August 2 - \$65

Full time AMPM for week of August 5-9 - \$65

NOTE: A new form is required each school year.

CDC/SGH# or name: _____



**Arizona Department of Health Services
Bureau of Child Care Licensing
Emergency, Information and Immunization Record Card**

Child's Name:	Date Enrolled:	Updated:
Home Address (#, Street, City, State, Zip Code):		Date Disenrolled:
Home Phone:	Date of Birth:	Sex: <input type="checkbox"/> male <input type="checkbox"/> female

Mother or Guardian Name:	Home Address (#, Street, City, State, Zip Code):
Cell Phone (optional):	Contact Telephone Number:

Father or Guardian Name:	Home Address (#, Street, City, State, Zip Code):
Cell Phone (optional):	Contact Telephone Number:

**I authorize the following individuals to collect my child from the facility in case of emergency or if I cannot be contacted:
(Pursuant to R9-5-304.B, at least two contact persons are required.)**

Name:	Contact Telephone Number:

If Medical care is necessary, call:

Health Care Provider*	Name:	Contact Telephone Number:
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*A Health Care Provider is a physician, physician assistant or registered nurse practitioner.

In case of injury or sudden illness, I request that this individual be called first:	
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The following individual(s) may NOT remove my child from the facility:

Name(s):

Custody papers have been provided and are on file at the facility. yes no

Telephone Authorization Code (optional): _____

Immunization Information

(A licensee shall attach an enrolled child's written immunization record or exemption affidavit to the enrolled child's Emergency, Information and Immunization Record card.)

For information regarding current immunization requirements go to:

www.azdhs.gov/phs/immun/index.htm or contact the Arizona Immunization Program Office at (602)364-3630.

One of these items must accompany the EIIR card at all times:

<input type="checkbox"/>	Copy of current official documented immunization record attached
<input type="checkbox"/>	Religious Beliefs exemption form signed by parent/guardian attached
<input type="checkbox"/>	Medical Exemption form signed by physician and parent/guardian attached
<input type="checkbox"/>	Signed Laboratory Proof of Immunity form attached

Notification of immunizations needed sent to Parent(s) or Guardian(s):	mo /day/ yr	mo /day/ yr	mo /day /yr
Updated immunizations received and attached:	mo /day/ yr	mo /day/ yr	mo /day /yr

Medical Information

<p>Is child allergic to food or other substances? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, describe symptoms, name foods or substances to be avoided, and the procedure to follow if reaction occurs:</p>
<p>Is child usually susceptible to infections and if so, what precautions need to be taken? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, list precautions:</p>
<p>Is child subject to convulsions and what should be our procedure if one occurs? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, specify procedure:</p>
<p>Is there any physical condition that we should be aware of and what precautions should be taken (heart trouble, foot problem, hearing impairment, hernia, etc.)? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, list precautions:</p>
<p>Additional comments:</p>
<p>Other special instructions:</p>

This **Emergency Information and Immunization Record Card** is accurate and complete, front and back, and was provided by:

Parent/Guardian PRINTED Name:	SIGNED Name:	DATE:
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2019 - 2020



Available!
Friday Early
Release Care

The logo for "AM & PM" features the letters "AM" and "PM" in large, bold, green font with yellow outlines. A white silhouette of a person is jumping over a yellow and orange curved shape that separates the "M" and "P". Below this, the words "BEFORE & AFTER" are in yellow and "SCHOOL CARE" is in green.

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

The Math & Science Academy - Peoria Advanced
7785 W. Peoria Ave

IN PARTNERSHIP WITH THE MATH AND SCIENCE
ACADEMY - PEORIA ADVANCED

Revised 7-10-2019

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.

WHERE & WHEN

Math and Science Academy, 7785 W. Peoria Ave., 623-764-5247

A.M. 6 a.m. until school opens

P.M. School dismissal to 6:30 p.m.

No transportation or field trips provided during AM/PM

HOW TO REGISTER

STEP 1: Register your child online at peoriaaz.gov/amas. If you do not already have an on-line account, please call the Neighborhood and Human Services (NHS) offices at 623-773-7137 to have an account created for you. Office hours are Mon-Thurs 7am – 6 pm.

STEP 2: Purchase a punch pass option that is best suited to your child’s schedule. You will have several options available to you at the time of registration. It will be the parent/guardian’s responsibility to monitor punch pass usage and to purchase new passes as needed.

STEP 3: 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 (NHS) (formerly Community Services) or your child’s Summer Camp or AM/PM program. Children may not attend the program without information completed and turned in. Registrations require 2 business days for processing and therefore must be received within 48 business hours of the child’s start date. DES registrations CANNOT be completed until our DES authorization is received. Please contact your account representative as soon as possible as this will affect your child’s ability to start the program.

PAYMENT: A \$20 non-refundable registration fee is required for all participants. Complete your on-line registration process by July 23 and receive \$10 off.

NOTE: The school office can NOT accept Immunization and Emergency information forms. 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/amas

FEE INFORMATION

A **\$20 NON-REFUNDABLE** registration fee is required for all participants. A punch pass must be purchased in order to attend the program. Part time passes are available in 5, 10 and 20 punch options. Full time punch passes are available each week for \$65. Due to processing time, participants can start 48 business 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)

Payment Options

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

Punch passes are available for purchase on-line. Please choose at least one option at the time of registration.

5 Punch AM - \$35

10 Punch AM - \$70

20 Punch AM - \$140

5 Punch PM (Monday-Thursday) - \$50

5 Punch PM (Friday & Early Release) - \$75

10 Punch PM (Monday – Thursday) - \$100

10 Punch (Friday and Early Release) - \$150

20 Punch PM (Monday – Thursday) - \$200

20 Punch (Friday & Early Release) – 300

FULL TIME

\$65/week. The passes will be available on-line and will only be valid for that week.

EXAMPLE: Full time AM/PM for week of July 29 – August 2 - \$65

Full time AM/PM for week of August 5-9 - \$65

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

Rochelle Garcia: Rochelle.garcia@peoriaaz.gov - 623-773-7139

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 in writing or on-line by Thursday for the following week.*

NO REFUNDS OR CREDITS FOR SUSPENSIONS, OR EARLY PICKUPS. NO CREDITS FOR UNUSED PUNCHES/PASSES

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. The phone number for the AMPM program is 623-764-5247. **Credit will not be issued for unused punches/passes.**

Delinquent Accounts / Late Payment Fee

AMPM attendance will be audited weekly. Any account with attendance that does not have a valid punch pass will be charged a late fee of \$20 for each child plus the cost of the attendance day(s). Any outstanding fee must be paid in full in order for the child to be able to return to the program. Therefore, it is extremely important for parent/guardians to monitor punch pass usage and purchase additional punches as needed.

Returned Check Fee (RCF)

A returned EFT used to purchase a punch pass will result in service/program interruption. An RCF fee of \$30 plus the amount of the return will be charged. All fees must then be paid with cash, cashier's check credit card or money order at the Neighborhood and Community Services Department or over the phone with a credit card by calling 623-773-7139 or 623-773-7505.

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 Care 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; Upon arrival, sign in at the parent table
6:00 - 7:30 a.m.	Organized games and/or homework time.
7:30 a.m. - School Opens	Breakfast and release to playground with school staff supervision.

Typical PM Schedule

3:00 - 4:00 p.m.	K-2 release Check-In and Snack Time
4:00 - 4:45 p.m.	3-6 Check In and Snack Time/Outside play (K-2)
4:45 - 5:30 p.m.	Core Activities or Homework Time
5:30 - 6:30 p.m.	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

Memorial Day - May 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.

November Break - November 25-27

Winter Break - December 23, 24, 26, 27, 30, 31, Jan 2-3

(closing early on Christmas eve, closed Dec. 25 and Jan. 1)

Spring Break - March 16-20

April Break - April 10

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.

Early Release Friday - school dismissal (1:00 p.m.)

AM/PM program will provide after school care for Early Release Fridays at the Academy of Math and Science. Part-time participants will pay \$15 per day for early release Fridays.

Parent Teacher Conference Days

Children will be released at 1 p.m. from school on October 9 and 10 and February 12 and 13. AM/PM will be available at that time. *Children are required to bring a non-perishable lunch.*

All early release PM's are \$15. All part time participants must purchase an early release pass to attend during parent teacher conferences. Full time attendees will be no extra charge.

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 a 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. - 3:00 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://recreation.peoriaaz.gov>.



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

Punch passes are not valid for Break Camps

November Break

November 25-27

Winter Break

December 23, 24, 26, 27, 30, 31
Jan 2,3 (No program Dec. 25 or Jan. 1)

Spring Break

March 16-20

April Break

April 10



City of Peoria

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