



## 2020 PARENT HANDBOOK

The Summer Camp Program is an opportunity for children to explore activities in a fun and safe environment. The goal of the program is the total well-being of every child, may be offering field trips, a core activity schedule that strives to cultivate learning and creativity.

**Summer Camp begins Monday, June 15**

**Note: Dates are subject to change call for details**

**For more information, call 623-773-7137, TTY/TDD 623-773-7221  
or visit [www.peoriaaz.gov/summeryouthprograms](http://www.peoriaaz.gov/summeryouthprograms)**

In partnership with the Peoria Unified School District

# SUMMER CAMP PROGRAM

The program is available to children who turn 5 by September 1 and are enrolled in Kindergarten for 20/21 school year up to 14 yrs of age. Children may be enrolled at anytime throughout the summer.

## **June 15 – July 29, Monday – Friday, 6 a.m. - 6 p.m.** **LOCATIONS**

- Cotton Boll** . . . . . 8540 W. Butler Dr. . . . . 623-764-0448
- Sunset Heights** . . . . . 9687 W Adams Ave. . . . . 623-764-0160
- Oasis** . . . . . 7841 W. Sweetwater Ave. . . . 623-764-0791

### **Summer Camp Coordinator Contact Information**

Howard Stanton, 623-773-7421  
Katherine Kaylor-Shreeve, 623-773-7688

## **AZ Dept of Health Services (DHS) Licensing**

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Summer Camp 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.

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>.

**TAX ID # 86-6003634**

# DAILY SCHEDULE & ACTIVITIES

## Program Closed on July 3

6:00 - 8:00 AM	Greeting and Indoor Play/Breakfast (7:15-8 a.m.)
8:00 – 8:30 AM	Outside Play
8:30 – 9:00 AM	Morning (AM) Snack
9:00 – 9:30 AM	Daily Announcements
9:00 – 11:30 AM	3 - 45 minute centers
11:30 – 12:10 AM	Lunch time
12:15 – 1:15 PM	Outside/ Inside play
1:15 – 3:30 PM	3 - 45 minute centers
3:30 – 3:50 PM	Afternoon (PM) Snack
3:50 – 4:15 PM	Outside/Inside Play
4:15 – 6:00 PM	Indoor Free Play and Group Game

Times, activities and field trips may change along with other planned activities on site. Always check with your site prior to attending. **See site schedule for accurate dates, times, activities and trips.**

**Apply sunscreen to your child prior to attending program.  
Send only spray sunscreen.**

## Lunch Program

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City of Peoria offers a lunch program in conjunction with the Peoria Unified School District Food Services. Lunch is included in fees Mon–Fri, June 15–July 24. Children must bring a non-perishable lunch each day July 27–29.

## Fee Assistance (Department of Economic Security)

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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.

## Field Trips

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Field trips may be affected due to the to the ongoing concerns around the Covid-19 virus. Children are encouraged to attend trips, but are not required. 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 (not air conditioned) are used and water is available on each bus.

# FEE INFORMATION

## Program Fees

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**No registration fee required.** Program fees include lunch, morning and afternoon snacks and possible field trips.

All fees will be automatically charged to a credit/debit card or checking account every Thursday prior to the week of attendance at \$105. Financial information is **REQUIRED** to complete registration. Fees are **PER WEEK** and daily rates are not available.

Payments not received by 12 p.m. the Thursday prior to the week of attendance will result in the participant being unenrolled for that week only.

**\$105 per week; June 29 - July 2 will be \$84; July 27-29 will be \$63**

## Payment Options

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

- 1. Credit/Debit Card** – Automatic payment from a credit or debit card  
- FINANCIAL INFORMATION REQUIRED DURING ONLINE REGISTRATION.
- 2. Electronic Funds Transfer (EFT)** – Automatic withdrawal from a checking account – FINANCIAL INFORMATION REQUIRED DURING ONLINE REGISTRATION.
- 3. Cash payment** (*Cash payments must be made by 12:00 pm Wednesday to cancel automatic payment for the Thursday prior to the week of attendance.*)
  - a. Community Services Office: 9875 N. 85th Ave.**
  - b. Rio Vista Rec Center: 8866 W. Thunderbird**
  - c. Peoria Community Center: 8335 W Jefferson**

# REGISTRATION PROCEDURES

## HOW TO REGISTER YOUR CHILD:

Request your dates online at [www.peoriaaz.gov/summerprograms](http://www.peoriaaz.gov/summerprograms)

Please take the time to select only the weeks of care that your child will be attending. This will provide an opportunity for other children to attend during those weeks, allowing us to serve as many children as possible. We appreciate your thoughtfulness when completing the request.

The request link will be active beginning May 28 at 7:00 a.m. MST. Space is very limited.

Cost: \$105 per week, daily rates and drop ins are not an option this summer.

Available weeks:

June 15-June 19

June 22-June 26

June 29-July 2 (Closed July 3, Weekly Rate is \$84)

July 6-July 10

July 13-July 17

July 20-July 24

July 27- July 29 (Weekly rate \$63; No lunch provided this week.

Bring non-perishable sack lunch)

Hours: Monday- Friday; 6 a.m.- 6 p.m.

Breakfast, Lunch and 2 snacks will be provided each day. No Field trips at this time are planned this summer.

## SUMMER CAMP LOCATIONS

6 a.m. – 6 p.m., Monday – Friday

Cotton Boll . . . . 8540 W. Butler Dr. . . . . . 623-764-0448

Sunset Heights ...9687 W Adams Ave. . . . . . 623-764-0160

Oasis . . . . . 7841 W Sweetwater Ave. . . . . 623-764-0791

# SCHEDULE, FEE & PAYMENT POLICIES

## Schedule Changes

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Any deviation from your submitted schedule on the enrollment form must be **submitted online, by noon Wednesday prior to the week the changes are to take effect to your weekly payment.** Drop ins are NOT available. If your child is not pre-registered for EACH WEEK, a schedule change will be required to request attendance for additional weeks. Full week payment is due each week, regardless of the number of days attended, canceled or missed. Space is limited for each week. Change form is available online and can be submitted by going to our website at [www.peoriaaz.gov/summeryouthprograms](http://www.peoriaaz.gov/summeryouthprograms).

## Declined Payments/Late Payment Fee

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**A LATE FEE OF \$20 PER CHILD** will be assessed each Wednesday for payments not yet received. If payment, including late fee, is not paid in full by Wednesday of the following week, the participant will be temporarily disenrolled until the account is cleared.

## Returned Check Fee (RCF) \$30 per returned item

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A returned registration checks or declined weekly EFT payments will result in service/program interruption. An RCF of \$30 per check/EFT and the amount of the returned check/EFT must be paid in cash, cashier's check, credit card or money order at the Community Services Offices or over the phone with a credit card by calling 623-773-7139. All future automatic payments will be required by credit card, for a period of six (6) months from the date of the returned check/EFT.

# POLICIES and PROCEDURES

## Special Needs

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Parents of a child with a disability may request a reasonable accommodation by contacting Community Services at 623-773-7137 and completing the “REQUEST FOR ACCOMMODATION” form **2-3 weeks prior** to the first day of attendance. Must provide supporting documentation to be considered. The Request for Modification and documentation can take up to 2-3 weeks to review and initiate. Returning prior to attending is encouraged. Life Skills such as, but not limited to, feeding, dressing and toileting are not provided by staff. Participant must be fully potty trained without the use of pull-ups

## Parent/Staff Communications

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City of Peoria Staff strive to promote effective communication by providing a Welcome Letter to each new registrant into the program. It is important for the staff of the Youth Services team, the families and school to work as a team to provide the best environment for the child’s growth and development. Exchanges of information between parents and staff can be formal or informal format. Circumstances within the family that may directly affect the child’s behavior or demeanor, should be shared for staff to gain insight. This will allow staff to provide patience and care to a child in regards to their behavior or attitude; e.g. a sibling moving, a sick relative or pet, alterations in the parents’ relationship, etc.

We welcome and encourage your feedback regarding our program, our staff or anything relating to the well-being of the children in our care. You may direct any complaints, concerns, suggestions and compliments to Brian Carrico, Family and Youth Services Superintendent at [Brian.Carrico@peoriaaz.gov](mailto:Brian.Carrico@peoriaaz.gov), 623-773-8494 or Kathleen Kresl, Family and Youth Services Supervisor at 623-773-710, Howard Stanton at 623-773-7421, Katherine Shreeve-Kaylor at 623-773-7688 and Nicole McNally at 623-773-8620. For TTY, call 623-773-7221.

## Signing In & Out

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Participants must be signed in and out daily by a parent or authorized person. You must sign your full name and time on the form using blue or black ink pen. A child enrolled in the Peoria Summer Camp Program will only be released to persons specifically authorized with their signature on the registration form or advance authorization from the parents by telephone or in writing. NO exceptions will be made. For the safety of your children, individuals will be required to show a valid picture I.D. at the time of pick-up. **A copy of the most current custody paperwork is required for those with a designated pick up schedule. The police may be consulted if questions concerning custody paperwork arise.** Children may not sign themselves in or out.

# **POLICIES and PROCEDURES**

## **Late Pick Up - Per the school's designated clock**

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A fee of \$15 per child, per every 15 minutes after 6 p.m. will be assessed. Late fees and suspensions will be assessed as follows:

The first incident will result in a verbal warning. Verbal warnings will continue with fees assessed as outlined above. Late pick-ups that are persistent or considered extreme (25 minutes or more) without extenuating circumstances such as an accident, may incur a suspension added to the fees assessed. Suspensions for late pick-ups must be approved by Superintendent.

## **Visits**

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

## **Personal Items**

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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. SEE BELOW FOR THE PERSONAL ELECTRONIC DEVICE POLICY.

## **Personal Electronic Device Policy**

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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 Participant 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.

# **POLICIES and PROCEDURES**

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## **Medication**

The Peoria Summer Camp staff may administer 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.

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## **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 must be below 100.00. If at or above 100.0 child will not be able to attend camp and can only return if fever free for 72 hours without intervention or medicines. 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.

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## **Pesticide Notice**

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

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## **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.

# POLICIES and PROCEDURES

## Discipline

Participants, Parents, Guardians, Emergency Contacts and Staff are expected to display positive behavior while on the school premises. For the safety and well-being of the children in the program, it is important that children follow the directions from staff and maintain the rules of the school and program site. When guidance or redirection is needed, the following is utilized:

- 1. Encourage the child** to verbalize his/her feelings and to think of alternative solutions/choices through a conversation with staff. Staff will redirect the child and minimize inappropriate behavior and praise positive behaviors. This will be repeated to encourage positive behaviors if child responds.
- 2. Stop and Think** - This is a conversation with staff, along with a time to sit out and reflect behavior choices for no longer than 5 minutes. Repeated behaviors or new behaviors will result in a stop and think, followed by a call and/or a conversation with parent or guardian at pick up. Behavior Incident form will be completed and shared, along with corrective action and future consequences for repeated behaviors from another Behavior Incident form up to written documentation of suspension.
- 3. Written documentation of suspension** will be shared with parent or guardian at pick up. A meeting may be requested prior to the child returning to collaborate on ways to help the child to be successful in the program. Depending on the severity and frequency of incidents, additional consequences may include, but are not limited to a 1-5 day suspension up to removal from program.

**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.**

To obtain a copy of any form or sign in/sign out sheet that is utilized in the Neighborhood and Human Services programs, a public records request form must be completed and submitted. A public records request form can be provided by any staff member, or the form can be found on the city of Peoria's website at [www.peoriaaz.gov/government/departments/city-clerk-office/records-request](http://www.peoriaaz.gov/government/departments/city-clerk-office/records-request).

# ADDITIONAL YOUTH PROGRAMS

## AM/PM Program

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Located at City of Peoria Elementary Schools. Before and after school care for ages 5-14, 6 a.m.-school starts and school dismissal-6 p.m. Begins the first day and ends the last day of the school year. See staff or visit [www.peoriaaz.gov/ampm](http://www.peoriaaz.gov/ampm). for weekly fee rates. Children must turn 5 by December 31 of the most current school year and be enrolled in Kindergarten.

## Lil' Learners All Day Child Care

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A state licensed program for children 3½ - 5 years old. Monday-Friday from 6 a.m. – 6 p.m. Call 623-773-8498 for Fees. Program located at Sunrise Mountain Family Center. [www.peoriaaz.gov/preschoolprograms](http://www.peoriaaz.gov/preschoolprograms)

***For current information on these or other programs,  
see the current issue of GetActive, call 623-773-7137  
or visit [www.peoriaaz.gov/recreation](http://www.peoriaaz.gov/recreation)***



**Registration opens in May!**

**AM  PM**  
**BEFORE & AFTER**  
**SCHOOL CARE**

**Supervised Care and Fun  
for your Children located at the  
Peoria Unified School District  
elementary schools in Peoria!**

Arts and crafts, games, events, field trips during  
school breaks, outdoor activities and more.

**Kindergarten-Age 14**

**2020/2021 school year**



**City of Peoria**  
COMMUNITY SERVICES

For more information,  
call 623.773.7137 or visit  
[www.peoriaaz.gov/ampm](http://www.peoriaaz.gov/ampm)