
2020 - 2021



NEW!
Modified Wednesday
Care Available

The logo for AM & PM Before & After School Care. It features the letters "AM" in green and "PM" in green, with a yellow and orange graphic of a person jumping between them. 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

IN PARTNERSHIP WITH THE PEORIA UNIFIED SCHOOL DISTRICT

Revised 9-2-2020

AM/PM PROGRAM

The City of Peoria AM/PM Program gives parents the opportunity to have their children engage 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		
Peoria Unified Elementary Schools	A.M. 6 a.m. until school opens P.M. school dismissal to 6 p.m.	Call or Text (623)
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 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 Family and Youth Services Superintendent Brian Carrico at 623-773-8494 or brian.carrico@peoriaaz.gov. For TTY, call 623-773-7221.

COVID-19

Due to the COVID-19 pandemic, program times, days, hours and options may be subject to change immediately to align with state and local health and safety guidelines and with the Peoria Unified School District plans for in classroom learning to resume. Additional precautions including but limit to; additional daily cleaning, face coverings and social distancing approved activities.

FEE INFORMATION

A **\$20 NON-REFUNDABLE** registration fee is required for all participants. After on-line registration has been received, staff will process your weekly schedule and set up your weekly payments. 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	*\$15	\$10	\$10

* Early Release Day ** Includes Breakfast *** Includes afternoonsnack
(Notify your child's teacher when a change occurs in your child's schedule)

SCHEDULE CHANGES

Any 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.

All weekly fees will be charged automatically. You must choose one option below. Registrations and payments will not be accepted at AM/PM school sites.

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

HOW TO REGISTER

All weekly fees will be charged automatically. Financial information is **REQUIRED** (checking account or credit card) at the time of registration. Children may not attend the program without the below information completed and submitted.

STEP 1: Submit your registration online at peoriaaz.gov/ampm. At the time of registration, you will also need to submit a copy of your child's immunization record.

STEP 2: Log into your recreation account and add your financial information. Please be sure to check the **DEFAULT** box stating the finance information you entered is your preferred payment method. This step is **REQUIRED** and must be completed within one business day after submitting the registration. Failure to update financial information will result in the removal from the program.

STEP 3: You will receive a confirmation from staff when your registration has been processed. Your first charge will be on the Monday of your first week of attendance and every Monday thereafter. Office hours are Mon-Thurs 7 a.m. – 6 p.m, closed on Fridays.

Registrations require 48 hours for processing; during this time billing will process your registration and create your weekly schedule. DES registration **CANNOT** be completed until authorization is received. Please contact your DES account representative to avoid a delayed start date. Please confirm with the billing department your DES approval has been received prior to registering at 623-773-7505 or 623-773-7139.

PAYMENT: A \$20 non-refundable registration fee is required for all participants.

NOTE: School offices and AMPM Sites can **NOT** accept registrations. Registration is on-line only.

Your child(ren) will be registered according to the day(s) you indicate in your online 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**

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:

1. Schedule change form must be submitted on-line by 12 p.m. Thursday prior to the following week of change.
2. NO REFUNDS OR CREDITS FOR MISSED/SICK DAYS, SUSPENSIONS, OR EARLY PICKUPS.
3. If your child will be absent, you must 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.**

Drop In Program

Children who have inconsistent schedules and 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 my 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 not posted 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.

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 is due every week on **Monday** for the week of participation. A **penalty of \$20 per child will be assessed on Wednesday for payments not received.** 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 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 Community Services Department or over the phone with a credit card by calling (623) 773-7137. All future payments will be required in cash, cashier's check, or money order for a period of six months from the date of the returned check.

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 and Immunization 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 schedules or concerns 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 (*Per the school's designated clock*)

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.

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.**

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 incident** 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.

Parent / Staff Communications

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, 623-773-8494 or Kathleen Kresl, Family and Youth Services Supervisor at 623-773-7108, Howard Stanton at 623-773-7421, and Katherine Shreeve-Kaylor at 623-773-7688. For TTY, call 623-773-7221.

Visits

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

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

(Bold denotes schools with early dismissal time)

- | | |
|--|--|
| 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

(Bold denotes schools with a 3:00 p.m. dismissal time)

- | | |
|---|---|
| 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 p.m. / 6:00 p.m. - All Schools | Free play or homework time |

HOLIDAYS & BREAK CARE

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

Labor Day - September 7

New Year's Day - January 1

Veteran's Day - November 11

Martin Luther King Day - January 18

Thanksgiving - November 26-27

President's Day - February 15

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 12

Spring Break - March 15-19

November Break - November 23-25

April Break - April 23

Winter Break - December 18, 21-24, 28-31

(closing early at noon December 24, closed Dec. 25 and Jan. 1)

Field trips (during Break Camp only)

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.

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

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

Parent Teacher Conference Days

Upon school dismissal on these days typically 11:00/11:40am the AM/PM program will be available on October 8 and 9 and February 18 and 19. 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 a behavior incident form 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

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 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

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

Columbus Day Break	October 12
November Break	November 23-25
Winter Break	December 18, 21-24, 28-31 <i>(No program Dec. 25 or Jan. 1, Dec 24 Closing at 12 p.m.)</i>
Spring Break	March 15-19
April Break	April 23



City of Peoria

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