

PRE-SCHOOL - FULL AND PART-TIME

Lil' Learners All Day Child Care

Location: Sunrise Mountain Family Center, 21303 N. 86th Dr.

Dates: Year Round

Time: 6:00am - 6:00pm, Monday-Friday

Cost: Full Time-\$115/week, Monday-Friday

Lil' Learners strives to aid the preschoolers, ages 4 and 5, in developing basic social, developmental, and educational skills. This is a state licensed program and provides an ideal environment for children to learn and grow as they are exposed to a variety of activities that promote opportunities for choice, experimentation, and to enhance self-esteem. Schedules are set; no flexible scheduling available.

Lil' Learners Too Part Time Child Care

Location: Women's Center, 10510 N. 83rd Ave

Dates: August 13, 2007 – May 22, 2008

Time: 8:30am -11:30am, Monday-Friday

Cost: \$9 per day or \$45 per week

Peoria Lil' Learners Too is a sister program to Lil' Learners all day. This is also a state licensed program and reflects all the ideas and goals of the full-time program with part-time hours. Peoria Lil' Learners Too offers flexible scheduling.

YOUTH PROGRAMS FOR KIDS 5-12 YEAR OLD

AM/PM Program

Located at City of Peoria Elementary Schools.

Before and after school care for grades K-6, 6:30am-school starts and school dismissal-6:00pm. Starting August 13, 2007 – May 22, 2008. See staff for weekly fee rates.

Summer Camp

All day licensed childcare for Grades K-6th. Cost is \$20 a day or \$85 per week. Starting May 25-August 3, 2007, Monday-Friday from 6:30am-6:00pm.

Summer Recreation

Drop in care for Grades 1-5. The cost is \$50 for residents /\$90 for non-residents. Starting on May 29-July 19, 2007; Monday-Friday, 8:00am-2:30pm.

For more information call **623-773-7137** or go online at **<http://recreation.peoriaaz.gov>**

2007

TINY TOTS RECREATION PROGRAM

PROGRAM INFORMATION

WHAT:

Peoria Tiny Tots Recreation Program provides an opportunity for children to participate in a variety of activities and to expand social and developmental horizons in a supervised and secure environment. The goal of the program is the total well being of each child.

WHO:

Children must be 4 or 5 prior to attending. Children may be enrolled at anytime throughout the summer. All children must be able to feed & fully toilet themselves (No Pull-ups).

DATE: May 29 - July 19, Monday - Friday

TIME: 8:00 a.m. - 2:00 p.m.

COST: \$50 resident /\$90 non-resident
(Includes required t-shirt)

LOCATIONS: Paseo Verde Elementary
7880 W Greenway Road
Parkridge Elementary
9970 W. Beardsley Rd.
Peoria Elementary School
11501 N. 79th Ave

AZ DEPT of HEALTH SERVICES (DHS) LICENSING

Tiny Tot Recreation 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.

Log on to the website for more information at
<http://recreation.peoriaaz.gov>

REGISTRATION PROCEDURES

1. Complete, in detail, the following forms:

- A. Registration Form - "Waiver of Liability" and "Policy" must be signed.
- B. Emergency Blue Card with a copy of child's IMMUNIZATION RECORDS attached.

2. Where can you go to REGISTER YOUR CHILD:

Downloadable registration forms available online at:
<http://recreation.peoriaaz.gov>

A. AM/PM RECREATION PROGRAM SITES

April 16, 2007 - May 23, 2007

Go to the AM/PM site *Monday – Friday*

6:30a.m. - School Opens or *Dismissal – 6:00p.m.*

B. WALK-IN REGISTRATION

April 16, 2007 – July 19, 2007

Community Services Department

8401 W. Monroe #180, Peoria, AZ 85345

Monday – Friday,

8:00 a.m. - 5:00 p.m.

Peoria Community Center

8335 W. Jefferson, Peoria, AZ 85345

Monday – Thursday,

8:00 a.m. - 8:00 p.m.

Friday - 8:00 a.m. - 5:00 p.m.

C. 2007 SUMMER CAMP LOCATIONS

May 25–August 3, 2007 Monday-Friday,

6:30 a.m. to 6:00 p.m.

Apache	8633 W. John Cabot Rd.
Alta Loma	9750 N. 87 th Ave
Cheyenne	11806 N. 87 th Ave.
Desert Harbor	15585 N. 91 st Ave
Frontier	21268 N. 81 st Ave.
Santa Fe	9880 N. 77 th Ave
Sundance	7051 W. Cholla
Paseo Verde	7880 W Greenway Road
Parkridge	9970 W. Beardsley Rd.

HOLIDAY DAY/ SAMPLE DAY

Closed July 4, 2007 – Independence Day

A SAMPLE DAY

8:00 - 8:30 AM	Welcome, Attendance, Daily Activities
8:30 - 8:45 AM	Snack
8:45 – 11:30	Field Trip or Class Room Choice
11:30 - 12:00 PM	Lunch
12:30 - 1:00 PM	Outside Play
1:00 - 2:00PM	Class Room Choice

Class Room Choices:

Creative Play: House, School, Dress up etc.

Lincoln Logs	Board Games	Blocks
Dolls	Cars	Reading
Drawing	Coloring	Lego's

Outside Play Choices:

Active games	Jump rope	Catch
Sand Toys	Hop Scotch	Tag
Playground Equipment		Sidewalk Chalk Art

TAX ID # 86-6003634

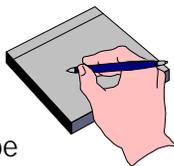
FIELD TRIPS

Parents may choose to pay for the daily field trips throughout the summer. Parents will be notified in advance of the place and time of each trip and will be required to complete a permission slip allowing the child to attend. Transportation is provided by Peoria Unified School District buses. Proper identification will be provided to all students for safety purposes. Apply sunscreen to your child prior to attending the program.

POLICIES and PROCEDURES

SIGN IN/OUT

For the safety of your children, we require that a parent or an authorized person sign the children in and out each day. Children MAY NOT sign themselves in or out of the program. They will only be released to those persons specifically authorized on the registration form with their signature. 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 only one person has the sole legal custody of a child, we must have a certified copy of the court ordered custody agreement on file.



LATE PICK UP FEE

The Tiny Tots Recreation Program open at 8 a.m. and closes at 2:00 p.m. Children may not arrive before program time or be picked up after program time. If children arrive early or are not picked up on time, consequences will be as follows:

- 1st Incident** - The parent will receive a written reminder.
- 2nd Incident** - The child will be suspended for the following day.
- 3rd Incident** - The child will be suspended for the next five days.
- 4th Incident** - The child will be suspended for the remainder of the program.

INSURANCE

The City of Peoria carries liability insurance for all its operations, including city-sponsored recreation programs. However, the City does not carry medical insurance for any participant's injuries or illnesses associated with any specific recreational activity. Medical claims are your responsibility.

PERSONAL ITEMS

Please do not permit your child to bring personal items such as electronic games, favorite toys, etc. to the program. The City of Peoria is not responsible for any lost, stolen or broken items. The site has several toys and lots of activities to keep your child busy and entertained. Children are not allowed to bring cell phones to the Tiny Tots Recreation Program. Staff are not responsible for money or personal items. Please review proper handling of money and other personal items (ie glasses) with your child.

FEE INFORMATION

PROGRAM FEES

A \$50 resident /\$90 non-resident, non-refundable registration fee is required for all participants at time of enrollment. Registration will be accepted any time during the summer. All field trips fees are as follows and must be paid prior to attending.

DAILY TRIP FEES:

Schedule at site & at <http://recreation.peoriaaz.gov>

Monday-Thursday Field Trips:

Weekly rotation of Roller Skating/Bowling/Peter Piper Pizza -\$6
Library - \$0 Pool - \$1 Movie - \$6 Pump It Up - \$6

Friday - Big Trips -Times and costs will vary, depending on the trip. Check site for detailed information

No refund for missed trips or lunch. Fees subject to change.

PAYMENT OPTIONS:

1. **Program sites** –Cash, check or money order ONLY.
2. **City Hall/Community Services Department** – Cash, check, or debit/credit card, Monday – Friday, 8 am – 5 pm
3. **Phone Payment** - Call 623-773-7137, 623-773-7192 or 623-773-7139 with a credit/debit card
Monday – Friday, 8 am-5 pm
4. **Peoria Community Center** – Cash, check, or debit/credit card, Monday – Thursday, 8 am – 8 pm, Friday, 8 am-5 pm

RETURNED CHECK FEE - \$30 PER CHECK

A returned check fee of \$30 and the amount of the returned check must be paid in cash, cashier's check, debit/credit card or money order at City Hall-Community Services or over the phone with a debit/credit card by calling 623-773-7192 or 623-773-7139. All future payments will be required in cash, cashier's check, or money order for a period of 6 months from the date of the returned check.

HEALTH, MEDICATION, & CLOTHING



HEALTH and EMERGENCY PROCEDURES

If your child becomes ill during the program, we will place your child in an isolated area. According to the degree of illness, the Leader will decide to keep the child at the Tiny Tot Recreation Program

or call the parents and make arrangements to have them taken home. Please keep your child home if they display any of the following symptoms; nausea, vomiting, diarrhea, temperature above 99° without medication, red/inflamed eyes, cold symptoms, headache, rashes or other pains within the previous 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 they will decide whether your child should be taken to the nearest hospital or doctor's office by ambulance. You will be notified immediately. Treatment may only be rendered if we have your written authorization on file, which is located on the emergency registration form.

MEDICATION

The Tiny Tots Program staff may administer medication. To authorize giving medication to a child, the parent/guardian must complete a Medication Release Form and bring the prescribed amount of medication in the original container. Forms are available at the program.

CLOTHING

Program T-shirts must be worn for all field trips. Extra T-shirts are for sale for \$10.00 or 2 for \$15.00. Clothes should be comfortable, relaxed and washable for messy projects and outside fun. To aid in preventing injuries, shoes should be comfortable and fit firmly on the foot to avoid coming off during play or other active times during the day.

SPECIAL ACCOMMODATIONS

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 with appropriate supporting documentation turned in at least 2 weeks prior to attending. Life Skills such as, but not limited to, feeding, dressing and toileting are not provided by staff.

POLICIES & PROCEDURES

PARENT/STAFF COMMUNICATIONS

The Tiny Tots Program staff would like to work as a team with the 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 regarding Tiny Tot issues will be provided to the parents as they arise. It is requested that any changes occurring within the family for example, a sibling moving, a sick grandparent or pet, or alterations in the parents' relationship will be provide to the staff to gain insight into the child's behaviors or attitudes that may be displayed at the program.

GUIDANCE and DISCIPLINE

When a child does need guidance, the following options are utilized:

1. Encourage the child to verbalize his/her feelings and to think of alternative solutions.
2. Focus on the act, not the child. "Hitting hurts. We do not hit." Use words to tell her/him what is acceptable.
3. Redirect the child. "You may play with the blocks, or paint at the easel."
4. Minimize attention given for inappropriate behavior, while giving attention to desirable behavior.
5. Employ natural consequences. If a child dawdles during cleaning time, the natural consequences would be that they might be the last child in the room cleaning up their materials, while everyone else is outside playing.
6. If a child has lost control a "time out" will be utilized. This technique will only be employed as long as the teacher feels it is needed for the child to calm down and will last five minutes or less.

Extreme behaviors that put a child or those around them in danger and/or several offenses in one day may accelerate this process and will be dealt with on a case by case basis. Extreme behaviors are, but not limited to: Physical attacks such as hitting, biting, spitting, kicking, etc., abusive language, disrespect to staff (verbally or physically by parent or child), or leaving the program area without permission. **No refund for suspensions or early pick-ups on scheduled days**

2007 PEORIA TINY TOT CONTRACT

Circle School Child is attending: **Parkridge** **Paseo Verde** **Peoria**

Child's Name _____ Address _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Alternative Cell Phone: _____

Family Email address: _____

WITHDRAWAL/CHANGE POLICY

1. I hereby agree to accept full responsibility for payment of registration fee required for my child to attend the Peoria Tiny Tot Recreation Program. I understand that there are **NO REFUNDS OR CREDITS FOR FIELD TRIPS DUE TO MISSED DAYS OR SUSPENSIONS.** _____ (Initial)
2. I have received a Parent Handbook and I am responsible for all information and agree to abide by the policies and procedures of the program outlined in Parent Handbook. _____ (Initial)

By signing below, my family and I will comply with the policies and procedures in the Parent Handbook.

Signature of Parent or Guardian

Date

*I understand that sunscreen must be applied by parent prior to attending the program. _____ (Initial)

Photos:

I give permission for my child to be video taped or photographed by the City of Peoria employees or established area media for the free use of my child's name and picture for site activities or should they appear in broadcasts, newspapers, or city brochure etc.

Signature of Parent or Guardian

Waiver of Liability

I/we hereby release and forever discharge 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.

Please Print Name: _____

Signature: _____ **Date:** _____

**Call (623) 773-7137 for general information.
For billing information and/or questions, call (623) 773-7192 or 623-773-7139**

Emergency Information and Immunization Record Card

Child's Name: _____ Date of Enrollment: _____ Updated: _____

Street Address: _____ Date of Disenrollment: _____

City, State & Zip Code: _____ Date of Birth: _____ Sex: male female

Mother or Guardian: Name: _____
Home Address: _____
Hm. Ph: _____ Cell Ph: _____
Business Name: _____
Business Address: _____
Wk. Ph: _____
Signature: _____

Father or Guardian: Name: _____
Home Address: _____
Hm. Ph: _____ Cell Ph: _____
Business Name: _____
Business Address: _____
Wk. Ph: _____
Signature: _____

If Medical Care is Necessary, Call:

DOCTOR: _____
Name Address Phone

HOSPITAL: _____
Name Address Phone

In case of injury or sudden illness, _____ will be called first. I hereby give authority to any hospital or doctor to render immediate aid as might be required at the time for his/her health and safety. It is understood by me that the expense of this service will be accepted by me.

In case of an emergency, or if I cannot be contacted to pick up my child, I hereby authorize the following person(s) to pick up my child.

Name: _____ Name: _____

Address: _____ Address: _____

Ph: _____ Cell Ph: _____ Ph: _____ Cell Ph: _____

Name: _____ Name: _____

Address: _____ Address: _____

Ph: _____ Cell Ph: _____ Ph: _____ Cell Ph: _____

The following person(s) may **not** remove my child from the facility:

Name: _____ Name: _____

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

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

Parent or Guardian printed name: _____

Signature: _____ **Date:** _____

Immunization Information

Age	Required Vaccine Doses By Age					
	DtaP	Polio	Hib	Hepatitis B	Hepatitis A	MMR
<2 months				#1		
2 – 3 months	#1	#1	#1			
4 – 5 months	#2	#2	#2	#2		
6 – 11 months	#3		#2 - #3 ¹			
12 – 14 months		#3	#1 - #4 ²	#3		#1
15 – 59 months	#4					
24 – 71 months					#1 - #2 ³	
School Age	#4 or #5 ⁴	#3 or #4 ⁵		3	2	

¹ Hib if Pedvax or Comvax vaccine given

² at least 1 Hib after 12 months of age

³ Maricopa County only

⁴ 4 doses satisfy requirement if 3rd dose after 4th birthday

⁵ 3 doses satisfy requirement if 3rd dose after 4th birthday

Check one

<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

Is child allergic to food or other substances? (If so, name foods or substances to be avoided and procedure to follow if reaction occurs.)

Is child usually susceptible to infections and if so, what precautions need to be taken?

Is child subject to convulsions and what should be our procedure if one occurs?

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.)?

Additional comments:

Other special instructions:
