

**2005-2006
LIL' LEARNERS PRESCHOOL**

PROGRAM INFORMATION

WHAT

Peoria Lil' Learners provides an opportunity for children to participate in a variety of activities and to expand their educational, 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 ages 4 & 5 who have not started kindergarten. Children may be enrolled at anytime throughout the year. All children must be able to feed & fully toilet themselves (No Pull-ups).

WHEN

Operates year-round
Monday – Friday
6:00a.m. – 6:00p.m.

WHERE

Sunrise Family Center 21303 N. 86th Dr.
Located on Lone Cactus and 86th Drive, just west of
Sunrise Mountain High School.

AZ DEPT of HEALTH SERVICES (DHS) LICENSING

Lil' Learners Preschool 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.

DAYCARE SUBSIDIES:

The Department of Economic Security (DES) has funding available for families in need. Contact DES at (623) 846-1046 to find out more information on how to apply. Processing can take up to 30 days.



SPORTS FOR PRESCHOOL

Check out our new **Kickball program** for children ages 3-8 and our t-ball program for youth 4-6. Register by September 2; the season is set to start Saturday, October 1.

Benefits of Participation

- Builds confidence and self-esteem in children
- Fun and positive early experience in sports
- Helps prepare kids for future sports participation
- Quality time together for parents and child

BETTER SPORTS FOR KIDS = BETTER KIDS FOR LIFE!

For more information contact Doug Strong at 623-773-7117

PRESCHOOL SPECIAL INTEREST CLASSES

Check out these preschool classes, as well as classes for youth, teen and adults in the Community Services Brochure or on-line at

<http://recreation.peoriaaz.com>

Tot Tumble	Wee Little Chefs
Ballet and Tap Combo	Preschool Dance Combo
Little Tennis	Disney Dance
Pre-Karate Skill Time	Budding Artists

For more information contact Kevin Naughton at 623-773-7513

OPTIONS FOR KIDS 6 YEARS OLD AND OVER

AM/PM Program

Located at City of Peoria Elem. Schools.
Before and after school care for grades K-6, 6:30am-school starts and school dismissal -6:00pm.
Dates: August 15, 2005 – May 25, 2006

Summer Camp

All day licensed childcare
May 30 – August 4, 2006; 6:30am-6:00pm.

Summer Recreation

Drop-in recreation program
June 5 – July 27, 2006; 8:00am-2:30pm.

For more information call 623-773-7137 or online at

<http://recreation.peoriaaz.com>

LIL' LEARNERS TOO PART-TIME CARE

Location: Women's Center
10510 N. 83rd Ave
Dates: August 15, 2005 – May 25, 2006
Time: 8:30am – 11:30am, Monday-Friday
Cost: \$9 per day or \$45 per week

Peoria Lil' Learners Too is a sister program to the Lil' Learners full time care. 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. Learning centers focus on language, creativity, art, music, imagination, life skills, and motor skills. It reflects all the ideas and goals of the full-time program with part-time hours. Peoria Lil' Learners Too offers flexible scheduling. If you are interested in this program, please call 623-773-7137.

TINY TOTS RECREATION PROGRAM

Locations: Centennial High School, Sunrise Mountain High School, and Peoria Elementary
Dates: June 5 – July 27, 2006
Monday – Friday, 8:00am – 2:00pm
Cost: \$45 for 8 weeks
Daily trips fees vary.

Talk about fun in the sun!! This program is for preschool-age children, ages 4 & 5, and offers childcare with on site activities, daily field trips, special lunches and of course a weekly "BIG" field trip. All this adds to increase the already awesome plans of the Tiny Tots program. The drop-in format allows your child to attend days and times that are convenient for you between 8:00am – 2:00pm. All participants will be assigned a lead teacher and receive ongoing supervision while at the program.

REGISTRATION PROCEDURES

1. Complete, in detail, the following forms:
 - A. Registration Form with a copy of child's *Immunization Records* attached.
 - B. Fee Attendance Contract with registration fee and first and last weeks payment.
 - C. Withdrawal/Change Policy -
Read and Sign "Policy" and "Waiver of Liability"



2. Where can you go to register your child:
 - A. Walk-In Registration
City Hall -Community Services Department
8401 W. Monroe #180
Monday - Friday 8:00 a.m. - 5:00 p.m.

Peoria Community Center
8335 W. Jefferson
Monday - Thursday 8:00 a.m.-8:00 p.m.
Friday - 8:00 a.m. - 5:00 p.m.

- B. LIL' LEARNERS
Year-round M-F 6:00a.m.-6:00p.m.
Sunrise Family Center
21303 N. 86th Dr

FEE INFORMATION

PROGRAM FEES

A \$30 non-refundable registration fee is required for all participants at time of enrollment. Registration will be accepted any time during the year based on availability. Participants may enroll for full time or part-time in the AM or PM, 5 days/week. Drop-in format is not available.

Program	Days	Cost
Full Time	Monday - Friday	\$115
Part Time -6 Hours of care	Monday - Friday	\$80
Part Time -6 Hours of care	Daily	\$18
Breakfast: 7:30-8:00am		AM Snack: 10:00- 10:15am
Lunch: 11:30am-12:00pm		PM Snack: 3:30-3:45pm

PAYMENT OPTIONS

*Payments are due the **Thursday** prior to the week of participation*

1. **Quick Pay** – Automatic payment from credit card or debit card. See "FEE ATTENDANCE CONTRACT" for info.
2. **TeleReg** – Call 623-773-7725. You will need your client ID number and password. For more information call the Community Service Department at 623-773-7137.
(Balance may not include assessed late fees)
3. **RecConnect** – <http://recreation.peoriaaz.com> You will need your client ID number and password. For more information call the Community Service Department at 623-773-7137.
(Balance may not include assessed late fees)
4. **Lil' Learners** – No cash. Checks or money Orders ONLY
5. **City Hall/Community Services Department** – Cash, check, or credit card (Visa/MC/Discover) 8401 W. Monroe, Room 180, M – F, 8AM - 5PM
6. **Phone Payment** - Call 623-773-7139 or 623-773-7192 with a credit card (Visa/MC/Discover) or debit card, M – F, 8AM – 5PM.
7. **Peoria Community Center** – Cash, check, or credit card, at 8335 W. Jefferson, M – TH, 8AM – 8PM and Friday 8AM – 5PM.

VACATION DAYS/ DAILY SCHEDULE

Program will be closed on the following days

September 5, 2005 - Labor Day
 November 11, 2005 - Veteran's Day
 November 24 & 25, 2005 - Thanksgiving
 January 16, 2006 - MLK Day
 February 20, 2006 - Presidents' Day
 May 29, 2006 - Memorial Day
 July 4, 2006 – Independence Day

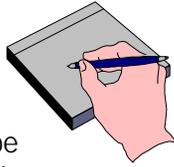
A TYPICAL DAY

6:00-7:30 AM	Arrival time & Centers open
7:30 – 8:00 AM	Breakfast
8:00 – 8:30 AM	Welcome, Attendance, Daily calendar
8:30 – 9:45 AM	Pre-school curriculum
9:45 – 10:00 AM	Snack time
10:00 – 10:30 AM	Structured /Self-Directed activities
10:30 – 11:00 AM	Outside play
11:30AM – 12:00PM	Lunch
12:00 – 1:30 PM	Story time/ Rest time/ Quiet Time
1:30 - 1:45 PM	Snack
1:45 – 2:15 PM	Music, Creative movement, Story time
2:15 – 3:15 PM	Learning zone activities
3:15 – 3:45 PM	Circle time
3:45 – 4:15 PM	Large group activities/ Gross motor development
4:15 – 4:45 PM	Manipulatives, Fine motor development
4:45 – 5:15 PM	Free-Play, Self directed play
5:15 – 5:30 PM	Closing circle time
5:30 – 6:00pm	Centers open, Pick-up time

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 copy of the court ordered custody agreement on file.



LATE PICK UP FEE

A \$15 fee will be charged per child for every 15 minutes past 6:00pm. For example: **6:01p.m.-6:15p.m.-\$15;**
6:16p.m.-6:30p.m.-\$30, etc.

Time is determined by the designated site clock.

Late fees will be assessed as follows:

- 1ST** - incident will result in FEE plus verbal warning
- 2ND** - incident will result in FEE plus written warning
- 3RD** - incident will result in FEE plus a three-day suspension
- 4TH** - incident will result in FEE plus a one-week suspension
- 5TH** - incident will result in FEE plus removal from program

FIELD TRIPS

The children may attend several trips throughout the year. 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 or by City of Peoria vehicles. Proper identification will be provided to all students for safety purposes.

INSURANCE

The City of Peoria carries liability insurance for all it's 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.

SCHEDULE & PAYMENT POLICIES

SCHEDULE CHANGES & VACATIONS

We understand that there are days that children may not attend for multiple reasons like vacations, special events, etc. In order to make these transitions easier we are providing "Very Important Personal" (V.I.P.) days to utilize during these times. After 60 days of attendance, children enrolled full-time, 5 days per week will be credited the weekly fee of \$115 for all day care and \$80 for partial day care. These days have no cash value. Once you have used all your V.I.P. days, your regular fees will be due each week. Days must be used during the calendar year, which runs July 1 through June 30. V.I.P. days do not carry over into the next year. All fees must be current at the beginning of the new calendar year. For more information, please call Kelli Kincaid at 623-773-7178.

DELINQUENT ACCOUNTS/LATE PAYMENT FEE

Payment is due by 6:00p.m. the **Thursday** before the week of participation. A LATE FEE OF \$5 PER DAY/ PER CHILD will be assessed for each day payment is late. If payment, including late fee, is not paid in full by Wednesday of the following week, the participant will not be allowed to attend until the account is cleared.

RETURNED CHECK FEE - \$30 PER CHECK

A returned check fee of \$30.00 and the amount of the returned check must be paid in cash, cashiers check, or money order at City Hall-Community Services or over the phone with a credit card by calling 623-773-7192 or 623-773-7139. All future payments will be required in cash, cashiers check, or money order for a period of six (6) months from the date of the returned check.

RECEIPTS & TAX ID#

After making payment for childcare services, you will receive a receipt. Please save these receipts for your tax records. Individual printouts of payments made will not be available.

TAX ID # 86-6003634

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 Lil' Learners 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 Lil' Learner 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

Dress for fun. Clothes should be comfortable, relaxing and washable for those messy projects and outside fun. To aid in preventing injuries, shoes should be comfortable and fit firmly on the foot to avoid them coming off during play or other active times during the day. It is required that you send a change of clothes for your child for little messes, which will be stored in their cubby. Please send the following in a separate bag: pants, shirt, socks, and underwear. Label all clothing items with child's name.

REST TIME

Children will need a blanket and a large pillowcase to relax comfortably on the mats provided. Pillows are optional, but please remember that all items must fit in your child's cubby. All items will be sent home at the end of the week for laundering.

POLICIES & PROCEDURES

PARENT/STAFF COMMUNICATIONS

The Lil' Learner 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 that is shared regarding issues at Lil' Learners or any changes occurring within the family for example, a sibling moving, a sick grandparent or pet, or alterations in the parents' relationship will give all of us insight to a child's behaviors or attitudes.

It is essential that we are informed of changes in any of your phone numbers in case of an emergency or sudden illness.

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 and unable to reason, a "time out" will be utilized. The time out 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.

The above process will be followed under normal circumstance. However, extreme behaviors that put a child or those around them in danger or continual redirections for repeated behaviors may accelerate this process and may result in a suspension. Parents will be notified if their child needed guidance or discipline during the day.

FEE ATTENDANCE CONTRACT – Sunrise Family Center

My child _____ will attend Sunrise Lil' Learners Preschool program.

Mom's Name _____ Dad's Name _____

Address: _____ Address: _____

Phone: _____ Work: _____ Phone: _____ Work: _____

Program	Days	Cost
Full Time	Monday - Friday	\$115
Part Time *6 Hours of care	Monday - Friday	\$80
Part Time *6 Hours of care	Daily	\$18
Breakfast: 7:30-8:00am AM Snack: 10:00- 10:15am Lunch: 11:30am-12:00pm PM Snack: 3:30-3:45pm		

FEE PAYMENT

Full Time Fees or Part Time \$ _____

Additional week(s) \$ _____ Start Date: _____

Registration Fee (Non-Refundable) \$ 30.00 Withdrawal Date: _____

TOTAL ENCLOSED \$ _____

Make Checks payable to "City of Peoria"

QUICK PAY: Pay your weekly childcare fees automatically every Thursday with your Debit or credit card without calling each week. This is a service offered to you for FREE. Complete the following information and become enrolled in **QUICK PAY** today.

   	Child(ren's)Name: _____ _____ Site: _____ Home Phone Number: (_____) - _____ Alternate Phone Number: (_____) - _____	Parent's Name: _____ Amount to be charged weekly: \$ _____ Effective Date: _____ Credit Card # _____ Expiration Date: _____
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You are hereby authorized and requested, until otherwise instructed, to charge to the above referenced account, the weekly attendance fee and any occurring extra fees, such as, late pick-up and late payment fees. I understand that if a transaction is DECLINED, a courtesy phone call will be attempted at the numbers listed above. I further understand that I am responsible for payment and I am aware that if the transaction is declined and payment is not made by the due date, penalties will be applied and will not be waived. I further understand that staff reserves the right to cancel my "Quick Pay" account due to account delinquency.

I understand that a request to discontinue or change this service must be done in writing 1 week prior to the stop date, and given to the Site leader or the Recreation office at 8401 W. Monroe Rm 180, Peoria, AZ 85345.

(Name as printed on card)

(Signature as on card)

(Date)

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

WITHDRAWAL POLICY

It is the Lil' Learners policy that prior notice is required to terminate enrollment in the program. If for any reason you decide to drop your child's enrollment from the Lil' Learners program, notification must be made on **Thursday** in writing for the following week to the site leaders or the Peoria Recreation Division to release you from your current contract. _____ (Initial)

PAYMENT POLICIES AND PROCEDURES

I understand that my child's fee (full time or part time) payment is due the **Thursday** before the week of participation or **a penalty of \$5 will be assessed for each day payment is late**. Failure to pay the weekly and late fee, by the following Wednesday, will result in my child being dropped from the program. _____ (Initial)

I understand that CREDIT will only be given to my account for V.I.P. days earned. For any other absences or suspensions, I will be responsible for my scheduled weekly fee while my child attends at the Lil' Learners Preschool program. _____ (Initial)

I also understand that a late pick-up fee along with the graduated step consequence (see late pick-up fee policy and procedures in Parent Handbook) will be assessed per child at the rate of \$15 for every 15 minutes past 6:00 p.m. For example 6:01 - 6:15=\$15, 6:16 - 6:30=\$30, etc. _____ (Initial)

I have received the Parent Handbook. I understand I am responsible for all the information in the Parent handbook and will comply with all the policies and procedures of the program.

Signature of Parent or Guardian

Date

Photos

I give permission for my child to be video taped or photographed by the City of Peoria employees to be used at the site for activities and for any program advertisements for the City of Peoria.

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: _____

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:
