

2014-2015



COMMUNITY SERVICES
9875 NORTH 85TH AVENUE
PEORIA, AZ 85345



AM PM BEFORE & AFTER SCHOOL CARE

PARENT HANDBOOK

Enroll your kids to
explore new experiences
& expand learning in a
supervised, safe
& secure
environment

IN PARTNERSHIP WITH THE PEORIA UNIFIED SCHOOL DISTRICT

OTHER PROGRAMS

Lil' Learners Pre-School

Location: Sunrise Mountain Family Center
21303 N. 86th Dr.
Dates: Year round
Time: 6:00am – 6:00pm, Monday-Friday
Cost: Full Time-\$125 per week, Part Time- \$90 per week

Lil' Learners strives to aid preschoolers age 3½ - 5 in developing basic social, developmental, and educational skills. This is a state licensed program providing an ideal environment for children to learn and grow. They will be exposed to a variety of activities that promote opportunities for choice, experimentation, and enhance self-esteem.

Tiny Tots Summer Recreation Program

Location: TBA
Dates: May 26-July 16; Closed July 4
Time: 8:00am – 2:00pm, Monday-Friday

This program is for preschool-age children, ages 4 & 5, and offers on-site activities, special lunches and of course weekly field trips. All participants must complete the registration form, an emergency and information card, provide a copy of child's immunization records and birth certificate in order to attend the program.

Summer Camp

Location: TBA
Dates: May 22- (TBA); Closed May 26, July 4
Time: 6:00am – 6:00pm, Monday-Friday

All day licensed childcare for ages 5-14. Field trips provided each week along with special instructors, activities and group games.

Summer Recreation (Grades 1-5)

Location: TBA
Dates: May 26-July 16; Closed July 4
Time: Monday-Friday, 8:00am-2:30pm

Drop in care with daily activities, group games and planned field trips for an additional fee.

**Dates are subject to change*

HOW TO REGISTER

Registration Form: Complete, in detail, leaving no blanks, the Emergency and Information form, Fee Attendance Contract and provide a copy of child's immunization record. Children may not attend the program without this information.

Payment: A \$30 non-refundable registration fee is required for all new participants and those returning participants who do not register before 6 p.m. on July 31. See below for registration acceptance locations, dates and times. All registrants must make full payment to start the program.

Full payment includes: the first week of attendance, \$30 registration fee and \$56 deposit.

Where to register child:

- **AM/PM Recreation Program Sites:** August 6 - May 21, 2015. Contact the AM/PM staff Monday - Friday, 6 a.m. to school opening or school dismissal to 6 p.m.
- **Walk-In:** Through May 21, 2015

City of Peoria Community Services Department

9875 N. 85th Ave, Peoria, AZ 85345
Monday - Thursday, 7 a.m. - 6 p.m.

Peoria Community Center

8335 W. Jefferson, Peoria, AZ 85345
Monday - Thursday 8 a.m. - 8 p.m.
Friday 8 a.m. - 5 p.m.

- **Mail-In:** Through July 14, if starting August 6.
- **School Open House / Meet The Teacher:** Check with school for dates and times.
- **Summer Camp Locations:** Monday - Friday, 6 a.m. to 6 p.m.
May 23 - July 31 at Cheyenne, Frontier, Parkridge, Paseo Verde, Alta Loma, Sundance and Zuni Hills.

Your child(ren) are registered and will attend the program the day(s) you have indicated on the "Fee Contract". We will call only if there are questions regarding your registration.

For more information call: (623) 773-7137 • TTY/TDD: (623)773-7221

HOLIDAYS & BREAK CARE

All program sites will be CLOSED on the following holidays:

Veteran's Day - November 11 **Thanksgiving** - November 27, 28

Break Care Camp

Break Care is available the weeks children are off during the school year:

6 a.m. - 6 p.m. — \$24 per day / per child.

September Break - September 1-2

Columbus Day/Fall Break - October 13

November Break - November 24-26

Winter Break - December 19, 22-24, 26, 29-31; January 2
(Closed Dec. 25 and Jan. 1)

January Break - January 19-20 **February Break** - February 16,17

Spring Break - March 16-20 **Testing Break** - April 16,17

Field trips (during Break Care 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 Days

The AM/PM Program will provide childcare on the scheduled school professional development days at time of release at **11:00/11:40 am**. Days will vary for each school. Participants enrolled 5 days a week in the full PM program (school dismissal until 6 pm) **consistently** will not be charged and additional fee. All 0-4 day schedules will pay a \$14 fee for the PM program that day. Lunch will not be provided on these days. **Children are required to bring a non-perishable lunch.**

Parent Teacher Conference Days (Oct 16 & 17, Feb 12 & 13)

Children will be released at **10:00/10:40 am** from school. AM/PM will be available at that time. Participants enrolled 5 days a week **consistently** in the full PM program (school dismissal until 6 pm) will not be charged an additional fee. All 0-4 day schedules will pay a \$14 fee for the PM program that day. **Children are required to bring a non-perishable lunch.**

Visits

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

SCHEDULE, FEE & PAYMENT POLICIES

Attendance Information

It is the **Peoria AM/PM Recreation Program** policy that prior 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 and given to the Site leaders or the Peoria Recreation Division to make changes to your current contract. **NO REFUNDS OR CREDITS FOR MISSED/SICK DAYS, SUSPENSIONS, OR EARLY PICKUPS. 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 begin being 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.

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. **Credit will not be issued for days missed.**

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, cashiers 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 with their signature on the registration 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**, 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 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 for every 15 minutes past 6 p.m.. 6:01 p.m. - 6:15 p.m.: \$15; 6:16 p.m. - 6:30 p.m.: \$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 three-day suspension
- 4th** - incident will result in FEE plus a one-week suspension
- 5th** - incident will result in FEE plus removal from the program

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.

POLICIES & PROCEDURES

Discipline

Staff will implement an assertive discipline program. 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.

- 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 supervisor.

(No refund for suspensions)

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; repeated offenses within the same day or those behaviors that put a child or others in danger.

The Community 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.

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.**

FEE INFORMATION

A **\$30 NON-REFUNDABLE** registration fee is required for all new participants. The registration fee will be *waived for returning* 2013-14 AM/PM participants and 2014 Summer Camp participants who provide *full payment with registration before Wednesday July 30 at 6 p.m.* See page 2 for registration locations, dates and times. Full payment of 1st week attendance fees plus a **\$56 deposit and a \$30 registration fee** (if applicable) is due at the time of registration.

PROGRAM	1 DAY	2 DAY	3 DAY	4 DAY	5 DAY
AM*	\$6	\$12	\$18	\$24	\$30
PM**	\$9	\$18	\$27	\$36	\$45
AM/PM***	\$14	\$28	\$42	\$56	\$56

* includes breakfast ** includes afternoon snack *** includes breakfast & afternoon snack

Payment Options

New registrations will be accepted at the AM/PM sites with a check or money order only. Weekly payments will not be accepted at AM/PM school sites.

- **Quick Pay:** Automatic payment from a credit or debit card – **authorization form required.**
- **Electronic Funds Transfer (EFT):** Automatic withdrawal from a checking account – **authorization form required with a voided check attached.**
- **Electronic Bill Pay:** Check if your bank offers online bill pay.
- **RecConnect:** Online payments accepted at www.peoriaaz.gov/ampm. Have ready client ID and family password.
- **Community Services Offices:** Located at 9875 N. 85th Ave. Mon – Thurs 7 a.m. – 6 p.m. except holidays (623) 773-7137.
- **Phone with customer service staff:** Call (623) 773-7505 or (623) 773-7139 with a credit or debit card, Mon – Thurs, 7 a.m. – 6 p.m. except holidays.

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. Military assistance is also available. Call **623-773-7139** for information.

Tax I.D. 86-6003634

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 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 pm / 6:00 pm - **All Schools:** Free play or homework time

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. **Children are not allowed to use cell phones at site.** If you and your child need to be in contact for urgent matters, we will allow occasional use of the site telephone for short calls. Cell phones must be put away upon arriving at the site.

AZ Dept Of Health Services (DHS) Licensing

PAPRP 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.

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.

Pesticide Notice

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

AM/PM PROGRAM

August 6 to May 21, 2015

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 12 years old are eligible to enroll. For ages 13 and 14, please speak to a coordinator at 623-773-7137. (*Ira Murphy, Santa Fe, and Peoria Elementary will accept children 4 years old.*)

No transportation or field trips provided during AM/PM

WHERE & WHEN		
	A.M. 6 a.m. until school opens P.M. School dismissal to 6 p.m.	Telephone (623)
Peoria Unified Elementary Schools		
Alta Loma	9750 N. 87 th 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.	312-8973
Sun Valley	8361 N. 95th Ave.	764-1057
Vistancia	30009 Sunrise Point	764-7170
Zuni Hills	10851 W. Williams	764-1258

OTHER PROGRAMS

STEP OUT Teen Program (Grades 6-9)

Location: TBA
 Dates: May 26-July 16; Closed July 4
 Time: Monday-Friday, 8:00am-2:30pm

Drop in care with daily activities, group games and planned field trips for an additional fee.

Sports

Peoria sports dept. offers activities for youths and adults. Sports include: Kick-ball, T-Ball, baseball, softball, soccer, flag football, basketball, volleyball and tennis. Please visit www.peoriaaz.gov/sports for more information.

Special Interest Classes

Over 125 recreation classes are offered for youth, teens, and adults every quarter! From Fencing to Zumba, Soccer to Spanish, the city's Special Interest Class program has something for everyone! View and register for all classes online at www.peoriaaz.gov/classes or call 623-773-7137 for more information.

Extended Day Camp!

Programming provided during the week before school starts. This camp will include a variety of activities, arts/crafts, STEM workshops and other instructors. Visit our website for more information. www.peoriaaz.gov/ampm

Special Accommodations

Parents of a child with a 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 too, feeding, dressing and toileting are not provided by staff. For more info you may contact Kathleen Kresl at 623-773-7108.

For current information on these or other programs, see the Summer Be Active for more information, call 623-773-7137 or visit us online at <http://recreation.peoriaaz.gov>.

PEORIA 2014-2015 AM/PM FEE ATTENDANCE CONTRACT

My child _____ is attending the _____ AM/PM Site (school name)
 Parent/Guardian _____ Address: _____
 Home Phone: _____ Work Phone: _____
 Parent/Guardian _____ Address: _____
 Home Phone: _____ Work Phone: _____
 Family Email Address: _____ Grade: _____

Please "X" ALL DAYS ATTENDING	MON	TUES	WED	THURS	FRI	Cost times # of days	WEEKLY COST
AM 6:00 AM Until - School opens						\$6	
AM/PM Both morning & afternoon						\$14 per day or \$56 for 5 days	
PM School dismissal - until 6 PM						\$9	

DROP IN: For irregular, inconsistent attendance ONLY. *Restrictions apply.*
Daily fees are required on day of attendance or credit must be available on your
 account. One day attendance, plus deposit is required. **Please read policies**
~~regarding Drop In Program in parent handbook~~ \$30 registration fee required

TOTAL COST	
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FEE PAYMENT

First Week's Participation Fee \$ _____ Start Date: _____
 Deposit \$ 56.00 Withdrawal Date: _____
 Additional week(s) \$ _____
 Registration Fee \$30 (Non-Refundable) \$ _____

*Reg fee waived for returning 2013/14 AM/PM OR
 2014 Summer Camp participants ONLY if registered by
 6:00pm on Tuesday, July 29th.*

TOTAL ENCLOSED \$ _____ (Make checks payable to "City of Peoria")

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.

By signing below, I attest that I have read and agree to abide by the payment policies listed on the policies page of this registration packet and that I have received a copy of and will abide by the policies and guidelines outlined in the AM/PM Parent Handbook. I also understand that AM/PM Staff may sign my child in and out of the program as needed, i.e. room changes during program hours.

YES NO 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 broadcast, newspapers or any brochure, etc.

Sunscreen: I understand sunscreen must be applied by a Parent/Guardian as needed prior to attending AM/PM Prg. or Break Camps. _____
(Initial)

Please Print Name _____

Signature of Responsible Party: _____ Date: _____

STAFF USE ONLY

(Staff please complete upon accepting registration at site)

Date: _____ Cash or Check # _____ Money Order #: _____

Print Staff Name: _____ Amt. Pd: \$ _____

- **REGISTRATION**

A completed Fee attendance contract, Immunization record information and a \$30 non-refundable registration fee are required for all new participants. All participants must make full payment of registration fees to attend the program. **Full payment of participation fees is the first week of attendance, the \$30 registration fee and a \$56 deposit.**

- The contracted fee (full time, part time regular and varying schedules or drop in schedules) is based on days/week enrolled, and that 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.** If weekly/daily payment and late fees are not paid by the following Wednesday, the participant cannot attend until the account is cleared of all charges.

- **EARLY RELEASE DAYS**

AM/PM will provide childcare on the scheduled professional development days at time of release at 11:00/11:40am. Days will vary for each school. Participants enrolled 5 days a week in the full PM program **consistently** will not be charged and additional fee. All AM and part-time PM participants will be charged \$14 for the early release day.

- **DROP IN PARTICIPANTS**

For those parents/guardians who have inconsistent schedules or schedules not known by the Thursday prior to attendance, you may choose the drop in program. Regular schedules are not eligible for drop in status. ***A regular schedule is defined as consistent attendance or pattern of attendance over the course of one month.*** **ALL PAYMENTS MUST BE RECEIVED ON OR PRIOR TO THE DAY OF ATTENDANCE.** You may also choose to keep a credit balance for future use at all times. **Any payments not received by day of attendance, you will be charged a penalty fee of \$20 per child.** Penalty fees will accrue weekly for any outstanding balances. If payment and late fees become two weeks past due, the participant cannot attend until the account is paid in full.

- **PAYMENT OPTIONS**

1. **Auto Payment/Quick Pay** – Automatic payment from a credit or debit card – AUTHORIZATION FORM REQUIRED
2. **Auto Payment / Electronic Funds Transfer (EFT)** – Automatic withdrawal from a checking account AUTHORIZATION FORM REQUIRED.
3. **Electronic Bill Pay** – Many banks offer on-line bill pay. Check with your bank for this option.
4. **Online/RecConnect** – www.peoriaaz.gov/ampm Available 24/7. You will need your Client ID and Family Password
5. **Community Services Offices** – Located at 9875 N. 85th Ave. Customer Service Staff are available
Monday – Thursday from 7am – 6pm except Holidays
6. **Phone with Customer Service Staff** – Call 623-773-7505 or 623-773-7139 with a credit or debit card
Monday-Thursday from 7am – 6pm except Holidays

Weekly payments will not be accepted at AM/PM school sites. New registrations will be accepted with a check or money order only.

- **SCHEDULE CHANGES**

It is the Peoria AM/ PM Recreation Program policy that prior 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 Recreation Program, notification must be made **in writing by Thursday for the following week** and given to the Site leaders or the Peoria Recreation Division to release you from your current contract. Schedule changes may also be submitted on-line at www.peoriaaz.gov/ampm **NO REFUNDS OR CREDITS FOR SICK/MISSED DAYS, SUSPENSIONS, OR EARLY PICKUPS**

- **ABSENCES**

If your child will not be attending the Peoria AM/PM program as scheduled, you must call the AM/PM Recreation Site prior to school dismissal. 24 hour voicemail is available. **There is no credit for sick or missed days**

- **RETURNED CHECKS**

A returned check or declined EFT payment will result in service/program interruption. A returned check fee 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 payments will be required in cash, credit card, cashiers check or money order for a period of six (6) months from the date of the returned check.

- **AUDITS**

Monthly audits of daily sign-in/sign-out sheets will be performed for each site. Any extra days of attendance not originally scheduled per this attendance contract will be the responsibility of the parent/guardian and subject to late/penalty fees as described above.

**Call (623) 773-7137 for general information.
For billing information and/or questions, call (623) 773-7505 or
623-773-7139 e-mail: AMPMBillingStaff@peoriaaz.gov**

DROP IN PARTICIPANTS

For those parents/guardians who have inconsistent schedules and/or schedules not known by the Thursday prior to attendance, you may choose the drop in program. Regular schedules are not eligible for drop in status. A regular schedule is defined as consistent attendance or a pattern of attendance over the course of one month.

An example of a consistent schedule could be PM two days a week every week, even if they are not the same day.

ALL PAYMENTS MUST BE RECEIVED ON OR PRIOR TO THE DAY OF ATTENDANCE. You may also choose to keep a credit balance for future use at all times. **Any payments not posted for the week will be charged a penalty fee of \$20 per child.** Penalty fees will accrue weekly for any outstanding balances. If payment and late fees are not paid, the participant cannot attend until the account is paid in full.

I understand that my child's attendance will be audited on a regular basis and that if my schedule becomes consistent over the course of two months, the schedule will no longer be considered drop in and fees will automatically be charged every Monday based on the pattern that has been established.

Child(ren) Name(s): _____

AMPM Site: _____

Parent/Guardian

Date



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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Auto Payment Form- Quick Pay/EFT

Pay your weekly childcare fees automatically every Monday with your debit/credit card OR voided check. **This payment method is for Set Schedules Only (Not for Drop In schedules).** This is a *FREE* service. Please complete the information below & return to your Am/Pm location or main office at 9875 N. 85th Ave. Peoria AZ 85345 Monday-Thursday 7am to 6pm.

Child's Name: _____

Parent's Name: _____

School Name: _____

Parent(s) Home / Cell #: _____

Amount to be charged weekly based on Fee Contract: \$_____

Yes ___ No ___ (Please check one) I authorize to charge my Card / EFT for any additional fees, ex: extra days attended, special lunches, early release fees, late pick up charges, etc. _____ (initials)

****Date of First Charge / Bank Draft:** _____

DEBIT / CREDIT CARD INFORMATION

Name as it appears on Card: _____

Cardholder's Home/Cell #: _____

Card Number: _____

Expiration Date on Card: _____

EFT / BANK DRAFT INFORMATION

If you would like to sign up for EFT, please write the account & routing number below OR attach a voided check.

_____ (Name as it appears on check)

_____ (Account Number)

_____ (Routing Number)

You are hereby authorized and requested, until otherwise instructed to charge the above referenced account, the weekly attendance fees. I understand that if a card transaction is DECLINED, a courtesy phone call will be attempted at the numbers listed above. I further understand that I am responsible for the payment and I am aware that if the card transaction is declined and payment is not made by the due date, a \$20.00 late payment fee will be applied and will not be waived. I am aware if the EFT transfer is unsuccessful, a "\$30.00 Return Check Fee" will apply. If the payment is not made by the due date, a \$20.00 late payment fee will also apply. I further understand that the staff reserves the right to cancel my Auto Payment.

I understand that a request to discontinue or change this service must be made in writing Thursday PRIOR to the week of the change or stop date. It can be turned in to the AmPm site leader or the Community Services office at 9875 N. 85th Ave. Peoria AZ. Office Hours: Mon-Thurs from 7:00am to 6:00pm. **Fax: 623-773-7180**

Account Holder Signature

Date