

ADDITIONAL RECREATION PROGRAMS

▶ Extended Day Camp

Available at the Rio Vista Recreation Center. This camp gives kids access to the various amenities offered at the Rio Vista Recreation Center. Aug. 4-5; 7 a.m. – 5:30 p.m. for Kindergarten – 14yrs old.

www.peoriaaz.gov/summeryouthprograms

▶ AM/PM Program

Located at City of Peoria Elementary Schools. Before and after school care for ages 5-14, 6 a.m.-school starts and school dismissal-6 p.m. August 10 – May 24. See staff or website for weekly fee rates. www.peoriaaz.gov/ampm

▶ Lil' Learners All Day Child Care

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

▶ Summer Recreation

Drop in care for those entering grades 1-5. Features arts and crafts, group games and free play. May 31-July 21, Mon-Fri, 8 am - 2:30 p.m. \$65 for residents /\$110 for non-residents. www.peoriaaz.gov/summeryouthprograms

▶ Summer Camp

An extension of our AM/PM program that provides an opportunity for children to explore new and old activities. Mon-Fri, 6 a.m. -6 p.m., May 25-August 3, Ages 5-14 Fee: \$25 per day/\$105 per week. Registration: \$30, plus first and last weeks' deposit. www.peoriaaz.gov/summeryouthprograms

▶ Sports

Peoria's sports offers leagues for youths and adults. Sports include: coach pitch baseball, t-ball, kickball, softball, soccer, flag football, basketball, volleyball and tennis. More information at www.peoriaaz.gov/sports.

▶ Teen Recreation – STEP OUT

Drop in care for those entering grades 6-9. May 31-July 21, Mon-Fri, 8 a.m. - 2:30 p.m. \$65 for residents /\$110 for non-residents. www.peoriaaz.gov/teenteam

▶ SIC Classes

Peoria's *Special Interest Class Program* offers over 100 classes each quarter for toddlers, youth, teens, and adults. From Fencing to Zumba, Painting to Guitar, something for everyone! For more information, call 623-773-8600 or view classes online at www.peoriaaz.gov/classes.

For more information call 623-773-7137
or go online at www.peoriaaz.gov/recreation

2016 PEORIA TINY TOTS RECREATION PROGRAM



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.

The program is available to children 4 and 5, but must be 4 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).

May 31 - July 21

Monday - Friday

8 a.m. - 2 p.m.

\$65 resident /\$110 non-resident

(Includes required t-shirt)

LOCATIONS

Apache Elementary
8633 W John Cabot Rd.

Peoria Elementary School
11501 N. 79th Ave.

AZ DEPT of HEALTH SERVICES (DHS) LICENSING

Tiny Tots 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.

For more information, visit
www.peoriaaz.gov/recreation

TAX ID # 86-6003634

REGISTRATION PROCEDURES

1. COMPLETE, in detail, the following forms:

- A. **Emergency Information form:** complete, in detail with NO BLANKS, provide a copy of child's immunization record. *Child may not attend without immunization records or an incomplete Emer. Info form.*
- B. Fee Attendance Contract with registration fee and first week's fee and deposit.
- C. Withdrawal/Change Policy -
Read and Sign "Policy" and "Waiver of Liability"
- D. **Child's birth certificate** presented for proof of age.

2. Where can you go to REGISTER YOUR CHILD:

Forms can be picked up at the following and can be downloaded online at: www.peoriaaz.gov/ampm

A. AM/PM RECREATION PROGRAM SITES:

April 11 - May 24

Monday – Friday 6 a.m.- School Opens and Dismissal – 6 p.m.

B. WALK-IN REGISTRATION

April 13 – July 18

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.

C. TINY TOTS LOCATIONS

6 a.m. – 6 p.m., Monday – Friday, May 25 – August 3

Apache Elementary, 8633 W John Cabot Rd.

Peoria Elementary School, 11501 N. 79th Ave.

HOLIDAY DAY/SAMPLE DAY

Program Closed on May 30 and July 4

A SAMPLE DAY	
8:00 - 8:30 AM	Welcome, Attendance, Daily Activities
8:30 - 8:45 AM	Snack
8:45 – 11:30 AM	Field Trip or Planned Choices
11:30 - 12:00 PM	Lunch
12:30 - 1:00 PM	Outside/Inside Play or Field trip
1:00 - 2:00 PM	Planned Choices

Planned Choices can be:		
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	

Apply sunscreen to your child prior to attending field trips.

▶ **FIELD TRIPS**

Field Trips are optional to attend and are an additional fee. Weekly payment coupons may be used to reduce wait time when paying for trips. Parents will be notified in advance of the place and time of each trip. A permission slip is required to be completed by a parent /Guardian allowing the child to attend. Transportation is provided by Peoria Unified School District buses (non- air conditioned). Proper identification will be provided to all students for safety purposes. Apply sunscreen to your child prior to attending the program.

Trips may be paid individually or you may purchase a package. Packages available:

- WERX A: \$140, includes all trips held May 31-June 24
- WERX B: \$100, includes all trips held June 27-July 21
- Big Summer Package: \$230, includes ALL trips

▶ **CELL PHONES AND PERSONAL ITEMS**

Children are not recommended to bring CELL PHONES to Tiny Tots and MAY NOT use them during program. If you or your child needs to be in contact for an emergency or for urgent matters, we will allow occasional use of site phone for short calls.

The program provides a variety of toys and activities to keep children busy and entertained. Please do not permit your child to bring personal items to the program; the city of Peoria is not responsible for items brought to site. **PLEASE SEE THE PERSONAL ELECTRONIC DEVICE POLICY.**

HEALTH, MEDICATION AND CLOTHING

▶ HEALTH AND 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 Tiny Tots site. Don't send a child if he/she 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

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

▶ CLOTHING

Program T-shirts must be worn for all field trips. Extra t-shirts are for sale. Clothes should be comfortable, relaxed and washable for messy projects and outside fun. Nothing fancy for 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 supporting documentation. This must be turned in at least 2 weeks prior to the first day of attendance. Life Skills such as, but not limited to, feeding, dressing and toileting are not provided by staff.

POLICIES AND 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 depending on the behavior steps may accelerate:

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, but we can't play with the cars."
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 or has repeated behaviors 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, rethink behaviors 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 refunds for suspensions, early pick-ups or missed trips.

POLICIES AND PROCEDURES

▶ SIGNING 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. A current copy of the custody paperwork is required for those with a designated pick up schedule. The police may be consulted if questions concerning custody paperwork arise.

▶ LATE PICK UP

The Tiny Tots Recreation Program open at 8 a.m. and closes at 2 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.

▶ 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 Participant Electronic Device Policy is intended to preserve and respect safety measures, as well as, the recreational environment of all our participants. The policy outlined below will be enforced at all City of Peoria youth programming sites.

- Participant electronic devices may only be used during designated times/areas.
- Cell phone calls may only be made with staff permission.
- Sharing of personal electronic devices during program times is prohibited. This includes viewing of other participant devices.
- Participant misuse of personal electronic devices (cell phones, camera phones, text messaging devices, tablets, ipads, etc.) may result in loss of this privilege and/or disciplinary action.
- Participants discovered watching or searching inappropriate material on personal electronic devices will receive behavior write-ups that could lead to program suspension or expulsion.
- The City of Peoria is not responsible for any lost or stolen personal items including personal electronic devices.

▶ 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.

FEE INFORMATION AND POLICIES

▶ PROGRAM FEES

A \$65 resident /\$110 non-resident, non-refundable registration fee is required for all participants at time of enrollment. Registration is accepted any time during the summer. **Field trip** fees vary per trip and **MUST BE paid prior** to trip at site.

▶ PAYMENT OPTIONS

1. **Program Sites:** Check or money order only.
2. **Community Services Dept:** Cash, check, credit card or debit card. 9875 N 85th Ave, M – Th, 7AM - 6PM (Except Holidays)
3. **Peoria Community Center:** Cash, check, or credit card, at 8335 W. Jefferson, M – TH, 8 AM – 8 PM and Friday, 8AM –5PM.

▶ RETURNED CHECK FEE (RCF) - \$30 PER CHECK

A returned check will result in service/program interruption. The \$30 RCF and the amount of the returned check must be paid in cash, cashiers check, or money order at Community Services office 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 (6) months from the date of the returned check.

▶ TINY TOTS FINANCIAL AID: Peoria Youth Scholarship

The city of Peoria Community Services Department offers a youth scholarship for *city resident* participants to pay a discounted Tiny Tots registration fee. The youth scholarship is **NOT** available to pay for field trips.

Eligibility requirements: The parent(s) or legal guardian(s) of the participant must provide current proof of residency (Peoria water bill or electric bill within the last 30 days) and meet the following guidelines providing current documentation:

1. Participate in a state or federal assistance program: Aids to Families with Dependent Children (AFDC); Supplemental Security Income (SSI), Supplemental Security Disability Insurance (SSDI); Women, Infants and Children (WIC); Reduced Lunch Program/Free Lunch Program; Subsidized Housing (HUD); Department of Economic Security (DES) or State Foster Care Program.
2. Annual income: (most current tax return) with federal HUD low-income guidelines.

2016 PEORIA TINY TOT PROGRAM REGISTRATION & FEE ATTENDANCE CONTRACT

SITE CHILD WILL BE ATTENDING:		<input type="checkbox"/> APACHE	<input type="checkbox"/> PEORIA
CHILD'S NAME	CHILD'S AGE	FAMILY EMAIL ADDRESS	
PARENT/GUARDIAN #1 NAME	ADDRESS	MAIN PHONE	WORK PHONE
PARENT/GUARDIAN #2	ADDRESS	MAIN PHONE	WORK PHONE

City of Peoria can send information on events and activities and Tiny Tot letter prior to program beginning.

SUPPLY FEE:	<input type="checkbox"/> \$65 RESIDENT	<input type="checkbox"/> \$110 NON-RESIDENT	TOTAL: \$
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PAYMENT POLICY

- I understand that there are NO REFUNDS FOR FIELD TRIPS DUE TO MISSED DAYS/TRIPS OR SUSPENSIONS. _____ (Initial)
- 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)

PHOTOS

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. _____ (Initial)

SUNSCREEN

I understand staff is not able to apply sunscreen and it is my responsibility to apply it before my child attends. _____ (Initial)

PERSONAL ELECTRONIC DEVICE POLICY

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- Participants discovered watching or searching inappropriate material on personal electronic devices will receive behavior write-ups that could lead to program suspension or expulsion.
- The City of Peoria is not responsible for any lost or stolen personal items including personal electronic devices.

How did you hear about Peoria's Tiny Tot Program? _____

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 policies listed above, and that I have received a copy of and will abide by the policies and guidelines outlined in the Tiny Tot Program Parent Handbook.

PRINT NAME	SIGNATURE OF RESPONSIBLE PARTY	DATE
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**For general information and how to register,
call 623-773-7137 or visit www.peoriaaz.gov/recreation**



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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