FEE ATTENDANCE CONTRACT - PEORIA SUMMER CAMP

My child _____ will attend _____ Summer Camp Program

My child attended the 2010/2011_____ AM/PM Program. ☐ ***My child did not attend the AM/PM Program.***

Mom's Name:_____ **Dad's Name:_____**

Address: _____ **Address: _____**

Home:_____Work:_____ **Home:_____Work:_____**

Family email address:_____SUMMER CAMP YEAR: 2011

	MON	TUES	WED	THURS	FRI	Cost times # days	Weekly Fee
Please "X" ALL DAYS ATTENDING						$24 per day or $100 per week	
Weekly Lunch						$14.50 per week	
Daily Lunch					($4)	$2.75 M-Th, $4 F	
	* * Some special lunches may require an additional fee. See your program schedule.						
						TOTAL WEEKLY COST	

FEE PAYMENT

My Child ☐ will ☐ will NOT be attending camp on Friday, May 20 ($24) Start Date: _____

My Child ☐ will ☐ will NOT have the hot lunch on Friday, May 20 ($4)

Friday May 20 - 1st day of camp (plus lunch if needed) $_____ Withdrawal Date: _____

First Week $_____

Last Week Deposit (one week's regular schedule plus lunch) $_____

Additional week(s) $_____

Swim Lessons (see swim lesson form) $_____

Other(_____) $_____

Registration Fee (Non-Refundable) - $30 $_____

New Participants-$30 registration fee

$30 registration fee for all participants after Early Reg Deadline

*****FOR OFFICE USE ONLY*****

Blue Card Reviewed:

_____

Staff Signature

OR

Registration Fee (Non-Refundable) - $10 $_____

$10 registration fee for 2010-20011 Year AM/PM participants and 2010 returning Summer Camp participants only who provide full payment & is received on or before

Early Registration Deadline Date

(6pm Thursday May 12 at Community Services Offices, 6pm Friday May 13 at all AMPM sites)

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 participation, or my child's participation, in a City of Peoria recreation program at a Peoria Unified School District facility. 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 attorneys' 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 Peoria Unified School District and/or 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 in this registration packet and that I have received a copy of and will abide by the policies and guidelines outlined in the Summer Camp Parent Handbook.

Please Print Name_____

Signature:_____ **Date**:_____

OFFICE USE ONLY

Date:_____ Cash Check #_____ Money Order:_____

Credit Card:_____ _____ Visa M/C Discover AMEX

(not available for on-site registration)

Staff Signature:_____

- **REGISTRATION**
  A $30 non-refundable registration fee is required for all participants. All participants must make full payment of registration fees to attend the program**. Full payment of participation fees is the first Friday of attendance plus the following full week, the $30 registration fee and the last week's deposit.**

- The contracted fee (full time, part time or day by day and varying schedule) 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**. 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.

- **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 a 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 Monday for the previous 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 by Wednesday, the participant cannot attend until the account is paid in full.

- **PAYMENT OPTIONS**
  1. **Quick Pay/Electronic Funds Transfer (EFT)** – Automatic payment from a credit or debit card - AUTHORIZATION FORM REQUIRED
  2. **Electronic Funds Transfer (EFT)** – Automatic withdrawal from a checking account – AUTHORIZATION FORM REQUIRED
  3. **TeleReg** – Automated Telephone available 24/7 -**Call 623-773-7725**. You will need your Client ID number and Family Password. TeleReg is available for current payments only. You cannot pay over the amount due. Payments are posted every Monday.
  4. **RecConnect** – http://recreation.peoriaaz.gov. 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 Mon – Thurs 7am – 6pm except Holidays
  6. **Phone with Customer Service Staff** – 623-773-7139 or 623-773-7505, with a credit or debit card Mon-Thurs 7am – 6pm except Holidays
  7. **Bill Pay** – set up weekly payments through your on-line banking account. Please check with your bank for this option

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

- **SCHEDULE CHANGES/ABSENCES**
  It is the Peoria Summer Camp 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 Summer Camp 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 make changes to your current contract. ***NO REFUNDS OR CREDITS FOR MISSED DAYS, SUSPENSIONS, OR EARLY PICKUPS***

- **RETURNED CHECKS**
  A returned check or declined EFT payment will result in service/program interruption. An RCF 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**
  Weekly 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.

For billing information and/or questions, call (623) 773-7505 or 623-773-7139
e-mail: AMPMbillingStaff@peoriaaz.gov

CDC/SGH # or name:_____

Emergency Information and Immunization Record Card

Child's Name:	**Date Enrolled:**	Updated:
Home Address (#, Street, City):		**Date Disenrolled:**
Home Phone:	**Date of Birth**:	**Sex:** ☐ **male** ☐ **female**

Mother or Guardian Name:	**Home Address** (#, Street, City):	**Home Phone**:
Cell Phone (optional):	**Business Address** (#, Street, City):	**Business Phone**:

Father or Guardian Name:	**Home Address** (#, Street, City):	**Home Phone**:
Cell Phone (optional):	**Business Address** (#, Street, City):	**Business Phone**:

I authorize the following individuals to collect my child from the facility if I cannot be located:

Name:	**Address** (#, Street, City):	**Phone**:
Name:	**Address** (#, Street, City):	**Phone**:
Name:	Address (#, Street, City):	Phone:
Name:	Address (#, Street, City):	Phone:

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

If Medical care is necessary, CALL:

DOCTOR	**Name**:	**Address** (#, Street, City):	**Phone**:
HOSPITAL	**Name**:	**Address** (#, Street, City):	**Phone**:

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 injury or sudden illness, I request that this individual be called first:

Does your child have insurance coverage? ☐ No ☐ Yes Name of Insurance Company:

Telephone Authorization Code :_____(optional)

Immunization Information

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:

☐	Copy of current official documented immunization record attached
☐	Religious Beliefs exemption form signed by parent/guardian attached
☐	Medical Exemption form signed by physician and parent/guardian attached
☐	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 yes**, describe symptoms, name foods or substances to be avoided, and the procedure to follow if reaction occurs:	☐ **No** ☐ **Yes**
Is child usually susceptible to infections and if so, what precautions need to be taken? **If yes**, list precautions:	☐ **No** ☐ **Yes**
Is child subject to convulsions and what should be our procedure if one occurs? **If yes**, specify procedure:	☐ **No** ☐ **Yes**
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.)? **If yes**, list precautions:	☐ **No** ☐ **Yes**
Additional comments:	
Other special instructions:	

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:**

City of Peoria
9875 W. 85th Ave
Peoria, Arizona 85345

Print Child's Name: _____

Name of Summer Camp _____

Mom's Name _____ Cell Phone: _____

Home Phone:_____ Work Phone: _____

Dad's Name _____ Cell Phone: _____

Home Phone:_____ Work Phone: _____

Family Email address:_____

City of Peoria can send me information regarding up coming activities regarding the City of Peoria.

Where did you hear about our program? *Returning Patron* *Word of mouth*

City Brochure *School* *Website* *Advertisement in* _____

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. _____ (Initial)

Signing Children In/Out of Program:

I give permission for the City of Peoria Summer Camp staff to sign my child in and out of the program as needed, i.e. room changes during program hours. _____ (Initial)

Sunscreen:

I understand that sunscreen must be applied by a Parent or Guardian as needed prior to attending the Summer Camp Program._____ (Initial)

Please sign below to acknowledge that you have read each statement above regarding photos, signing children in/out of the program and sunscreen.

_____ _____
Signature Date

SWIM LESSON REGISTRATION– SUMMER CAMP

Please Read Below Information

City of Peoria Aquatics Department is offering exclusive swim lessons to participants who are registered at the City of Peoria Summer Camp Programs. The participants must attend the lessons on the dates and times provided for the specific camp site where they are registered and will be transported by bus to the Peoria pool. Children may not be dropped off at the pool. **Registration is limited. Sign up today!**

Fee: $18 per child

Level: In the first session children will have a swim test by the swim instructors and placed in the level which best fits their abilities. Please answer the following questions to better assist us:

1. Will this be your child's first swim lesson?	Yes	No
2. Is your child comfortable in deep water?	Yes	No
3. Can your child swim across the pool without assistance?	Yes	No

Session Info: 30 minutes of swim instruction, four days a week for 2 weeks;

Arrival Time: 7:00am *regardless of the assigned session*

Location: Peoria Pool -11200 N. 83rd Ave. Peoria, AZ 85345 - 623-878-4903

Child's Name: _____

Camp Attending: _____ **Parent Initials:** _____

Session	Dates	Times	Attending
Cheyenne - Session 2 1st Class: Code – 64340	**June 6– 16** Monday-Thursday	7:15-7:45	
Alta Loma - Session 2 2nd Class: Code – 64347	**June 6– 16** Monday-Thursday	7:45-8:15	
Zuni Hills - Session 3 1st Class: Code – 64348	**June 20– 30** Monday-Thursday	7:15-7:45	
Parkridge - Session 3 2nd Class: Code – 64349	**June 20– 30** Monday-Thursday	7:45-:815	
Sundance - Session 4 1st Class: Code – 64350	***July 5– 14** Week 1: Tues-Fri; Week 2: Mon-Thu	7:15-7:45	
Paseo Verde - Session 4 2nd Class: Code – 64351	***July 5– 14** Week 1: Tues-Fri; Week 2: Mon-Thu	7:45-8:15	
Frontier - Session 5 1st Class: Code – 64352	**July 18– 28** Monday-Thursday	7:15-7:45	
Frontier - Session 5 2nd Class: Code – 64353	**July 18– 28** Monday-Thursday	7:45-8:15	

*** Schedule Change due to Independence Day Holiday**

I (Parent/Guardian) give permission for my child, _____ to attend the above scheduled swim lessons. I am aware the lessons are Monday's through Thursday's (except the week of Independence Day), during the above dates with the corresponding school. I understand that my child will receive their required wristband for the swim lessons when I sign them up on the field trip roster that day.

_____ _____

Signature - ***Must be a Parent/Guardian ONLY*** ***Date***

RECREATION PROGRAMS

AM/PM Program
Located at City of Peoria Elementary Schools.
Before and after school care for ages 5-14, 6:00am-school starts and school dismissal-6:00pm. Starting first day of school and ends last day of school. See staff or website for weekly fee rates. www.peoriaaz.gov/ampm

Lil' Learners All Day Child Care
This is a state licensed program for children 3½ - 5 years old. Hours are Monday-Friday from 6:00am – 6:00pm. Call 623-773-8498 for Fees. Program located at Sunrise Mountain Family Center.

Summer Recreation
Dates: May 23-July 14

Drop in care for Grades 1-5	Tiny Tots (4 & 5 year olds)
Mon-Fri, 8:00am-2:30pm	Mon-Fri, 8:00am-2:00pm

Fee: $60 for residents /$100 for non-residents.

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

Aquatics
Swim lessons for all ages. Sessions are Monday-Thursday for 2 weeks, includes 30 minutes of instruction each day. Fees are $18 residents/ $25-$50 for non-residents. Visit www.peoriaaz.gov/aquatics/ for more information.

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 @ www.peoriaaz.gov/classes.

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

2011
PEORIA SUMMER CAMP PROGRAM

Co- Sponsored by:
City of Peoria and Peoria Unified School District

The **Summer Camp Program** provides an opportunity for children to explore new and old activities in a fun and safe environment. The goal of the program is the total well-being of every child, offering field trips, a core activity schedule; including centers schedule that strive to cultivate learning and creativity.

AM/PM CONTINUING PARTICIPANTS
Complete the Registration Form and pay first week & deposit before ***6:00pm; May 12*** **at Community Services** or ***May 13*** **at AM/PM Sites** & only pay a **$10.00 REGISTRATION FEE**

May 20 – August 5
Monday – Friday, 6:00 a.m. - 6:00 p.m.

WHO: Children who are 5-14yrs old
Must be **5 yrs** old at time of attendance.

Alta Loma: 9750 N. 87th Ave - 85th Ave/ S of Peoria
Alta Loma, *Cotton Boll, Country Meadows, Sun Valley*

Cheyenne: 11806 N. 87th Ave. - 87th Ave/Cactus
Cheyenne, *Sky View*

Frontier: 21268 N. 81st Ave - 81st Ave /E. of Beardsley
Frontier, *Desert Harbor*

Paseo Verde: 7880 W Greenway Rd-79th Ave/Greenway
Paseo Verde, *Oasis*

Parkridge: 9970 W Beardsley Rd- 99thAve/ Beardsley
Apache, Coyote Hills, ***Parkridge***

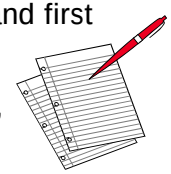
Sundance 7051 W. Cholla - N of Peoria/ 71st Ave
Ira Murphy, Oakwood, Peoria, Santa Fe, ***Sundance***

Zuni Hills 10851 W. Williams Rd 107th Ave/ Williams
Lake Pleasant, *Vistancia,* ***Zuni Hills***

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.** Field Trip Permission Slip



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 18 until the end of AM program
   Go to the AM/PM program; *Monday – Friday 6:00a.m.- School Opens* or *Dismissal - 6:00p.m.*

   B. WALK-IN REGISTRATION
   April 11 – August 5

Community Services Department
9875 N. 85th Ave, Peoria, AZ 85345
Monday – Thursday,
7:00 a.m. - 6:00 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. SUMMER CAMP LOCATIONS:
   May 20 – August 5
   Monday – Friday, 6:00 a.m. to 6:00 p.m.

Alta Loma	9750 N 87th Ave.
Cheyenne	11806 N. 87th Ave.
Frontier	21268 N. 81st Ave.
Paseo Verde	7880 W Greenway Rd.
Parkridge	9970 W. Beardsley Rd.
Sundance	7051 W. Cholla
Zuni Hills	10851 W. Williams

DAILY **SCHEDULE & ACTIVITIES**

Program Closed on May 30 and July 4

6:00 - 8:00 AM	Greeting, & Indoor Play
8:00 – 8:30 AM	Outside Play
8:30 – 9:00 AM	AM Snack
9:00 – 9:30 AM	Daily Announcements
9:00 – 11:30 AM	3 - 45 minute centers or Field Trip
11:30 – 11:50 AM	Lunch time
11:50 – 1:15 PM	Outside/ Inside play
1:15 – 3:30 PM	3 - 45 minute centers or Field Trip
3:30 – 3:50 PM	PM Snack
3:50 – 4:15 PM	Outside/Inside Play
4:15 – 6:00 PM	Indoor Free Play & group game

Times, activities and field trips may change along with other planned activities on site. Always check with your site prior to attending.
See site schedule for accurate dates, times, activities and trips.

Apply sunscreen to your child prior to attending field trips.

LUNCH PROGRAM

City of Peoria offers a lunch program in conjunction with the Peoria Unified School District Food Services. Lunch is offered Mon–Thurs $2.75/day or M-F $14.50, and Friday is $4 for "Take Out Day" i.e. Pizza, Sonic, Burger King, etc.

DAYCARE SUBSIDIES

The Department of Economic Security (**DES**) has funding available for low-income families who would like to utilize the program. Contact DES at **602-771-0014** to find out more information on how to apply. Processing can take up to 30 days.

Military Subsidies are available. Please contact 623-773-7139.

AZ DEPT of HEALTH SERVICES (DHS) LICENSING

Summer Camp 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 site.

CELL PHONES:

Children are not recommended to bring **CELL PHONES** to camp 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. Children with cell phones will be asked to put it away and not retrieve it until they are picked up.

SCHEDULE, FEE & PAYMENT POLICIES

SCHEDULE CHANGES

Any deviation from your submitted schedule on the enrollment form must be given to the site the Thursday prior to the week the changes are to take effect. If your child needs to attend on short notice, parents must call the summer camp site to make arrangements. There is 24 hour voicemail to leave a message. Payment is due the day of participation. **NO CREDIT OR REFUNDS GIVEN FOR MISSED DAYS.** Regular sign in/sign out audits will be performed. Any extra days not originally scheduled per your Fee Contract will be the responsibility of the parent and may incur late fees if not paid in full. **Schedule Change form** is available online and can be submitted by going to our website at **www.peoriaaz.gov/ampm**

DELINQUENT ACCOUNTS/LATE PAYMENT FEE

Payment is due by 5:00p.m. the **Monday** of the week of participation. Payment for participants attending on short notice must be made the day of participation or prior to attending.
A LATE FEE OF $20 PER CHILD will be assessed each Wednesday for payments not yet received. 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 (RCF) RCF is $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.

LATE PICK UP– PER THE SCHOOLS DESIGNATED CLOCK

A fee of $15per child, per every 15 minutes after 6:00pm will be assessed. i.e. **-** 6:01p.m.-6:15p.m.--$15; 6:16p.m.-6:30p.m.-$30, etc.

Late fees will be assessed as follows:

1ST - incident will result written 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 the program

FIELD TRIPS

Children are encouraged to attend trips, but are not required. Written permission from the parent is required prior to departure. Identification will be provided to all children for safety purposes. A written field trip plan is completed. Peoria school district buses (not air conditioned) are used and water is available on each bus.

POLICIES and PROCEDURES

PARENT/STAFF COMMUNICATIONS

The Summer Camp Program staff would like to work as a team with school and family to provide the best environment for the child's growth and development. Exchanges of information between parents and staff will be formal or informal formats. Information that is shared regarding issues in school or any changes occurring within the family will give all of us insight to a child's behaviors or attitudes.

HEALTH and EMERGENCY PROCEDURES

If your child becomes ill during the program, we will place your child 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 Summer Camp Site. 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 by staff may only be rendered if we have your written authorization on file or life threatening.

MEDICATION

The Peoria Summer Camp 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.

SPECIAL NEEDS

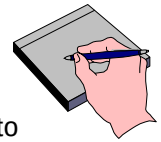
Parents of a child with a disability may request a reasonable accommodation by contacting Community Services at 623-773-7137 and completing the "REQUEST FOR ACCOMMODATION" form with supporting documentation turned in 2-3 weeks prior to the first day of attendance. Life Skills such as, but not limited too, feeding, dressing and toileting are not provided by staff.

PERSONAL ITEMS

Please do not permit your child to bring personal items to the program. The City of Peoria is not responsible for any lost, stolen or broken items. The site has several activities to keep your child busy and entertained.

POLICIES and PROCEDURES

SIGNING IN & OUT



Participants must be signed in and out daily by a parent or authorized person. This is done by signing your full name and time on the form. A child enrolled in the Peoria Summer Camp Program will only be released to persons specifically authorized with their signature on the registration form or advance authorization from the parents by telephone or in writing. NO exceptions will be made. For the safety of your children, 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, then legal custody papers must be on file.

Children may not sign themselves in or out.

DISCIPLINE

The staff will implement an assertive discipline program. Children involved in our program are expected to follow the rules and directions of the Summer Camp staff. The following are guidelines used when disciplinary action becomes necessary due to unacceptable behavior. Parents will be notified daily if their child needed guidance or discipline. The course of action below will be followed in normal circumstance.

However, extreme behaviors that put a child, or those around them in danger, several or repeated 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 ect..., abusive language, disrespect to staff (verbally or physically by parent or child), and leaving the program area without permission.

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. Discuss corrective action & consequences for future incidents with parent upon pick-up.
5. ***Suspension*** - 1 - 2 scheduled days from the program and/or the remainder of the day.

*Repeated aggressive/inappropriate behavior with 3-5 suspensions will result in removal from program with approval from Coordinator and Supervisor.

(No Refunds for early pick-ups on scheduled days)

FEE INFORMATION

PROGRAM FEES

A **$30 NON-REFUNDABLE** registration fee **PLUS: First week** of participation fees AND **Deposit**, same as first week fees.

PROGRAM	1 DAY	2 DAY	3 DAY	4 DAY	5 DAY
Daily & Weekly Fees	$24	$48	$72	$96	$100
**Elementary Summer School Rate available only for children registered and attending PUSD Summer School full session. *If summer school day is missed the $24 fee for Summer Camp will be required.*					
Summer School Rate	$15	$30	$45	$60	$75

Includes a morning and afternoon snacks and scheduled field trip.

PAYMENT OPTIONS

Payments are due the Monday of the week of participation

1. **Electronic Fund Transfer (EFT) -** Automatic payment from checking. Authorization form required. **Payments will be deducted on Mondays**.
2. **Quick Pay** – Automatic payment from credit card or debit card on Mondays. Authorization form required **Payments will be deducted on Mondays**.
3. **TeleReg –** Call **623-773-7725**. You will need your client ID number and password. IVR Payments can be made for current due only. Overpayment is not possible.
4. **RecConnect – http://recreation.peoriaaz.gov.** 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 for option 3 and 4)**
5. **Community Services Dept**– Cash, check, or credit card 9875 N 85th Ave, M – Th, 7AM - 6PM (Except Holidays)
6. **Phone Payment** - Call 623-773-7505 or 773-7139 with credit or debit card, M - Th, 7AM – 6PM; except holidays.
7. **Peoria Community Center** – Cash, check, or credit card, at 8335 W. Jefferson, M – TH, 8 AM – 8 PM and Friday, 8AM –5PM. Program sites will accept new registrations with check or money order only. No weekly payments accepted on site.

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.