



City of Goodyear Drop-In Summer Recreation Program Parent Packet 2013

Dear Parents,

Thank you for enrolling your child in the City of Goodyear's Summer Recreation Program. We are excited to offer this program and believe it will be a rewarding and valuable program for our City's residents. This program will feature onsite activities, arts & crafts, games, movies, guest speakers, guest instructors, sports, and field trips.

We have very experienced group of staff that are ready to supervise your children this summer. Each of our staff members have multiple years of experience working in after school/summer programs, youth development and youth sports programs. The site staff and I are excited to have a great time with the children this summer.

The purpose of this packet is to give you some general information about how the program is run, answer some frequently asked questions, and update you on the changes that have taken place for this upcoming summer.

We hope our parent packet is useful and clears up any concerns or questions. If not, the recreation numbers is listed below and throughout this packet, feel free to call or email at your convenience. We look forward to meeting each of you; it is going to be a great summer!

Sincerely,

Nick Valdivia

Recreation Specialist

City of Goodyear - All America City

Parks & Recreation Department

3075 N. Litchfield Rd.

Goodyear, AZ 85395

623-882-7525 (Main)

623-882-7314 (Direct)

623-882-7533 (Fax)

Nick.Valdivia@goodyearaz.gov

General Information: This Drop-In Summer Recreation Program runs Monday through Thursday, starting June 10th 2013 until July 25th, 2013. The program site will be at The Odyssey Preparatory Academy 17532 W Harrison St Goodyear, AZ 85338. The program will run from 8:30am to 3:00pm.

Signing In/Out: The Summer Recreation Program is a drop-in program. Youth may choose to sign themselves in/out at any time during the programs hours. (As a courtesy, we will



notify parents but cannot restrict children from leaving the program) ***Due to the State of Arizona childcare statutes, children must be allowed to sign themselves in/out at any time during the program hours.*** Parents who have concerns on this procedure may contact Nick Valdivia directly to review ways to manage this process.

Late Pick Policy: Our Drop-In Summer Recreation Program ends sharply at 3:00pm. Sign out begins at 2:45pm; please ensure your child is picked up between 2:45pm and 3:00pm. If children are picked up past 3:00pm parents will receive a late pick up fee of \$10.00 for every 10 minute increment that parents are late, this fee will not be prorated. The late fee must be paid directly to the recreation office before the child can return to the program. On the third time of a child being picked up later than 3:00pm, participants will be subject to expulsion from program and no refunds will be issued. If you need to get a message to your child or in contact with the group leader the day of the trip contact the site phone (623) 693-0121, so he can contact the site staff and make sure they can make appropriate arrangements.

Late fee example: 3:00pm-3:10pm=\$10.00

3:11pm-3:21pm= \$20.00

*Time is determined by the designated site clock.

1st - incident will result in a verbal warning

2nd - incident will result in FEE plus written warning

3rd - incident will result in FEE plus removal from program



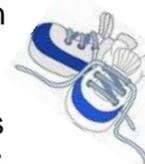
Lunch: There is no refrigeration available at our site. We ask that you keep this in mind when packing your child's lunch. Please do not pack items that will spoil in the heat (unless you send them in a small cooler with ice pack). A sturdy lunch bag or box is best so lunches will not get



crushed. Be sure to pack a good size lunch, the children's appetites seem to increase with the daily activities. Please also remind your children not to share their lunches with other kids due to the high number of food allergies. Finally, please include extra drinks (water or sports drinks) to prevent dehydration.

Snacks: Snacks are not provided at the Summer Rec Program due to the high number of allergies and parental concerns over what children are eating. Please send your child with a snack to eat, snack time will be held at 2:00pm. Sharing of food with non-siblings will not be allowed.

Footwear & Clothing: Regular closed-toe shoes are required at the Summer Recreation Program. We suggest sneakers or tennis shoes; participants will be doing a lot of running around and playing. Wearing flip flops, sandals and open toed shoes leads to an increase in injuries that are preventable; therefore these types of shoes will not be allowed. **Children who arrive at the program site without closed toed shoes will not be allowed to attend the program and will be sent home.**



Absences: If your child will not be attending the Recreation Program as scheduled, please call or email to report the absence or any other concerns at 623-882-7314 or

Nick.Valdivia@goodyearaz.gov. Please leave a child's name and dates to be missed. There is no credit for sick or missed days.

Personal Items: The program provides a variety of toys and many activities to keep your child busy and entertained and we do not allow personal items to be brought to the program. The City of Goodyear is not responsible for personal items brought to the site. Children are not allowed to use cell phones while at site, but they may be brought if they can be stored away and used for emergencies and or rides at the end of the day. **The City of Goodyear will not be responsible for lost or stolen items.**



Health/Illness and Emergency Procedures: If your child becomes ill during the program, we will place your child in an isolated area. The Site Leader will decide to call the parents/guardian and arrange to have the child taken home by an authorized person (not a staff member). 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 or illness should occur, the City of Goodyear 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. Treatment may only be rendered if we have your written authorization on file.

Medicine: Staff may not administer any medication at any time. Children with Asthma must be able to use inhalers independently.



Special Needs: Parents/Guardians of special needs youth should contact Nick Valdivia at 623-882-7314.

A Typical Day: A typical day at the Summer Recreation Program consists of a variety of fun activities and educational programs. Sign in begins at 8:30am until 9:00am. In general children move from activity to activity throughout the day to include indoor/outdoor activities, clubs, organized games, mini tournaments, movie days, arts and crafts, free time, and trips to go swimming at the Goodyear Pool, guest instructors and guest speakers. A schedule of activities will be provided to parents over email. Snack time will take place around 2:00pm with lunch time around 11:00am. The last 15 minutes of the program are dedicated to clean up and signing out between 2:45pm and 3:00 pm.

Movies: Once a week children will be given the opportunity to relax and watch a movie. Movies are a reward for overall group behavior. We understand parental concerns in the movies being shown to young children. All movies will have a G or PG rating.

Field Trips: We occasionally go on field trips and we understand the parental concerns regarding your child leaving the school site. However, we have planned extensively and taken all the precautions necessary to ensure the safety of all children. There is a low ratio of staff to children. Each participant must wear wristbands on field trips so the Recreation Leaders can easily identify them. Staff will have on their blue staff shirts. The costs of field trips are not included in the Registration of the Summer Recreation Program and must be paid prior to attending any field trip.

In order to participate in any field trip parents must:



- Fill out a permission slip for their child for each trip AND turn in **before deadline**.
- Pay the bus fee of \$5 dollars per trip at the time of registration to "save-a-seat".
- Pay \$5 for a summer recreation t-shirt. **(Mandatory for Matinee Game)**
- Pay the field trips fee of \$12/\$13 per trip in cash on/before the designated due date.
- **SEND YOUR CHILD WITH A WATER BOTTLE with their name written on it. No child may board the bus without a water bottle-SAFETY FIRST!**

Goodyear Pool: Tuesday, June 18th and Tuesday July 2th (No Field Trip Fee) departing school at 11:15am and will return to school at 2:30pm.
Form is due Thursday June 13th

Sky Zone: Wednesday, June 26th departing school at 9:00am and will return to school at 1:00pm. The admission for this trip is \$13. ***Fee is due week of June 17th.***



Phoenix Mercury Matinee Game: Wednesday, July 10th departing school at 11:00am and will return to School at 2:45pm. The admission for this trip is \$12. ***Fee is due week of June 24th. (Need t-shirt to attend \$5.)***

Discipline:

A system of age-appropriate discipline will be utilized. Any act(s) that are deemed overly disruptive, a safety or security violation, or abusive may result in expulsion from the program (without refund). The staff will implement an assertive discipline program. Children involved in our program are expected to follow the site rules and directions of the staff. The following are guidelines used when disciplinary action becomes necessary due to unacceptable behavior:

1. Warning - for specific unacceptable behavior
2. Time-out - with a warning of future consequences for repeated behavior.
3. Time-out - with write up for repeated behavior and parent notified upon pick-up.
4. Time-out/Parent Notification- 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/Parent Conference - 1 - 4 scheduled days from the program and/or the remainder of the day. Site Supervisor retains the right to deem that a child cannot return until a parent conference is held.

In cases of extreme behaviors that put a child, or those around them in danger, several or repeated offenses in one day, may result in this process accelerating and each instance will be dealt with on a case by case basis. Repeated aggressive/inappropriate behavior may result in expulsion from program (without refund). Extreme and inappropriate behaviors include, but not limited to: Physical attacks (hitting, biting, spitting, kicking) abusive behavior (verbal or physical by either parent/guardian or child).

Things you can do to help us

- Read and know this parent handbook.
- Call or email when your child will be absent 623-882-7314. Nick.Valdivia@goodyearaz.gov
- Label all belongings.
- Send your child to the program with snacks, lunch AND **SEND YOUR CHILD WITH A WATER BOTTLE with their name written on it**
- Post our cite number (623) 693-0121 at home or work.
- Keep us informed about any problems, changes in health or routine, or anything that might affect your child while in our care.
- Arrive on time, late arrivals may miss activities and buses to field trips are not held.
- Pick up on time, children worry when their parents are late.
- Check that children are wearing closed-toed shoes. **Children will not be allowed to sign-in and cannot attend the program if they are not wearing closed-toed shoes**