



# AFTER-SCHOOL PROGRAM GUIDELINES

**Program Mission:** To provide a safe and engaging environment that fosters youth development through recreational programming.

## PROGRAM description

*Scottsdale's After-School Programs are supervised by qualified recreation staff providing a variety of group activities that are fun, enriching and promote positive peer interaction. Staff work hard to provide a caring, engaging and safe environment for all program participants.*

## PROGRAM components

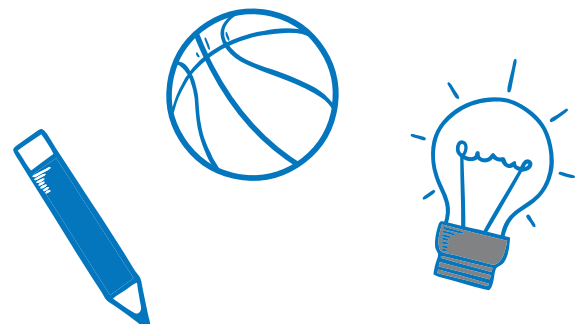
Youth in Scottsdale After-School Programs will have the opportunity to participate in various age-appropriate activities, as well as supervised free-play time. Our daily activities will include:

- Sports, games & fitness activities
- Educational activities and enrichment
- Arts & crafts
- Excursions off site

Each site will provide a daily after-school snack, and may also include cooking or other food related activities. There is no after-school program when school is out. On Scottsdale Unified School District half-days, program will begin at school release times.

## PROGRAM fees

Scottsdale After-school and Youth Camp program fees are established to help recover the direct cost of running our programs, including program staff and supplies.



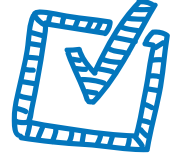
## **PROGRAM** requirements

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To participate in Scottsdale's After-School Programs, participants must meet the below listed age requirements:

- Enrolled in K – fifth grade (Title One schools only & must be a registered student at the school)
- Enrolled in first – sixth grade (Horizon & Mountain View locations)

Participants must also be able to follow program rules and participate successfully in large group activities.



## **DROP IN** program

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Scottsdale programs are not licensed child care facilities under Arizona Revised Statutes Section 36-882. Programs are offered in a drop-in format. This means that youth are permitted to come and go as they wish, without signing in or out.

If the program is conducted at a Scottsdale Unified School District facility, the District requires that youth leaving the program must also leave school property. We encourage caregivers to inform the Site Supervisor if their youth is permitted to leave program without a parent picking them up (i.e. walk, bike, skateboard etc.).

## **ADA/ REASONABLE ACCOMMODATION** requests

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Scottsdale supports the inclusion of persons with disabilities in all city programs, activities, events, and facilities, in accordance with the Americans with Disabilities Act (ADA). Reasonable accommodations shall be made for eligible persons with a disability that will support inclusion. The ADA does not require the provision of dressing, toileting, or feeding (CFR subpart C 36.306.). The following are items that may be considered personal care and require that a personal care attendant be provided if needed for program participation. For questions about accommodations please contact Scottsdale's Adaptive Services program at 480-312-2234 or visit [ScottsdaleAZ.gov](http://ScottsdaleAZ.gov) and search 'Adaptive Services'.



## ATTENDANCE & absences

Attendance will be tracked. Daily absences do not have to be reported. However, please notify Scottsdale After-School Program staff if your child will be absent for an extended period of time or when taking your child out of the program permanently.



## PERSONAL items

We encourage children to leave personal items (iPod, video games, cell phones, jewelry, skateboards, etc) at home. Staff are not responsible for lost, stolen, damaged or missing items. If personal items become a challenge, safety concern or nuisance to staff or other participants, staff may hold the items until the end of the program that day.

## MEDICINE usage

Parks and Recreation Staff will administer medication only under specific circumstances. Please contact your program staff for more information on the Scottsdale Parks and Recreation Medication Policy.



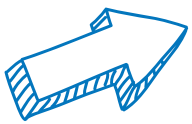
## SUN SAFETY & first aid

Safety is the number one priority in after-school program. Staff will have sunscreen available for all outside activities. Staff will remind participants to re-apply their sunscreen throughout the activity and will only assist in application with spray sunscreen bottles. Limited first aid is available on-site. Staff will use and administer first aid if the situation necessitates it.



## YOUTH PICK-UP & late pick-up policy

Please be prompt in picking up your child. Program end-time is pick-up time. Youth participants who are not picked up by 6 p.m. will be in violation of our late pick-up policy and will be awarded three violations:



First violation – warning- parent notification form

Second violation – participant will receive a one day suspension from program

Third violation – the participant will be removed from program.

If a participant is not picked up by 6 p.m., staff will begin calling contact numbers. If no family member can be reached 15 minutes after the end of program, non-emergency police will be contacted. If you frequently do not pick up your child on time, you may jeopardize your child's registration in the program.

At After-School Programs located at District facilities, if a student leaves the program, he/she must also leave the school campus.

# Behavior Management & discipline

Youth are expected to follow all rules and directions from Scottsdale and School District staff. Discipline will be constructive in nature and include techniques that are fair, consistent, and appropriate to the behavior. Steps taken may include but are not limited to a rule reminder, warning, time out, call home, reflective writing, meeting with Scottsdale and/or school district staff, and suspension from program. The site supervisor and program coordinator reserve the right to implement any level of the aforementioned types of disciplinary action based on the nature of the offense. The following extreme behaviors can accelerate the suspension process: physical attacks such as fighting, hitting, biting, kicking etc.; threatening verbal/written messages or gestures; bullying (repeated acts over time); property damage or destruction; disrespect to the staff (verbally or physically by child or parent); and any other behaviors that put the child or others in danger or cause excessive distraction from program activities.



## Bullying

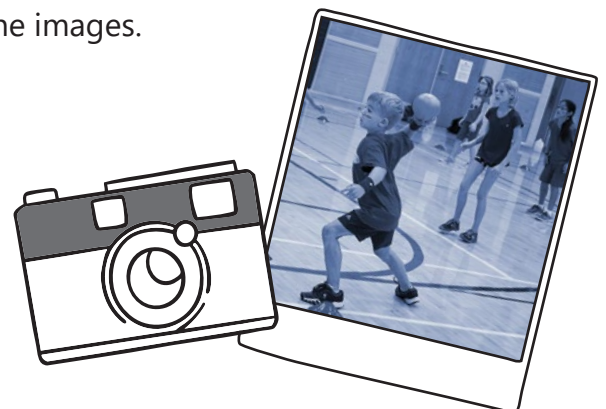
Bullying includes a wide variety of behaviors, but all involve a person or a group repeatedly trying to harm someone who is weaker or more vulnerable. It can involve direct attacks (such as hitting, threatening or intimidating, maliciously teasing and taunting, name-calling, making sexual remarks, and stealing or damaging belongings) or more subtle, indirect attacks, such as spreading rumors or encouraging others to reject or exclude someone. Bullying is taken very seriously and could incur an immediate disciplinary action and suspension from the program.

## Registration & refund policy

Youth participants must be registered for the program before he/she can attend. All program refunds shall be prorated, less a \$10 processing fee, up to and including the second day of the session. No refunds after the second day of the session. The program does have a site cell phone that can be used to contact staff and/or your child in case of an emergency.

## Photo release

Pictures are taken by program staff to promote our programs. The images can be used for promotional purposes in printed, video and electronic form. By registering for the program you will be requested to grant us permission to use the images.



*For more information on Youth Development programs visit [ScottsdaleAZ.gov](http://ScottsdaleAZ.gov) and search "youth programs"*