

2009/2010 Elementary After School Programs

Recreation Activity Programs For Youth



PROGRAM DETAILS:

“Drop-In” Recreation Program: Scottsdale’s after school programs provide school-age children with a caring, enriching and safe after school environment. Recreation staff provides structured recreational and educational activities daily. Scottsdale Recreation professionals adhere to ethical conduct by upholding basic principles of trust, honesty, integrity, and respect. Participant’s “safety” is our after school program’s #1 priority! Recreation staff is regularly trained on a variety of key subjects, which provide a positive foundation for our after school programs. Recreation Leaders conduct activities including tournaments, arts & crafts, games, special guest speakers and events, drama, sports, and fitness related activities for Scottsdale’s youth. **All after school programs are drop-in, which means the youth are permitted to come and go as they wish and there will be no sign in or sign out procedures.** Once a participant has left program he/she must vacate the premises (campus) according to the School District’s policy.

PROGRAM LOCATIONS:

Yavapai Elementary
701 N. Miller Rd.
Scottsdale, AZ 85257
(480) 312-2313

Paiute Neighborhood Center
6535 E. Osborn
Scottsdale, AZ 85251
(480) 312-2529

Mountain View Park
8625 E Mountain View Rd.
Scottsdale, AZ 85258
(480) 312-2584

Hohokam Elementary
8451 E. Oak St.
Scottsdale, AZ 85257
(480) 312-2313

Pima Parkhouse
8600 E. Thomas Rd.
Scottsdale, AZ 85251
(480) 312-2313

Cheyenne Elementary
13636 N 100th St.
Scottsdale, AZ. 85259
(480) 312-2313

Tonalea Elementary
6801 E. Oak St.
Scottsdale, AZ 85257
(480) 312-2313

Navajo Elementary
4525 N. Granite Reef Rd.
Scottsdale, AZ 85251
(480) 312-2313

Horizon Park
1544 N. 100th St.
Scottsdale, AZ 85260
(480) 312-2650

PHONE: Administration – See corresponding numbers above.
Registration - (480) 312-7957

DATES: All programs begin on August 10, 2009 and conclude on May 26, 2010. The youth programs will be **closed** on school holidays, during Fall Recess, Winter Break, and Spring Break. Please refer to each program’s monthly activity calendar for specific dates closed. All after school programs will be open corresponding with “early release” days of the Scottsdale Unified School District.

TIMES: School release until 6pm, Monday – Friday.

PARTICIPANTS: 1st – 6th grade

**ALL forms, (including the registration, medical emergency forms, notice of non-liability, and permission slips) must be completed and returned to us prior to the start of the session, or on the first day for a child to be accepted as a participant in Scottsdale’s After School Programs. AN ORIGINAL Birth Certificate for your child must be verified by one of our Supervisors at the Parent orientation meeting or prior to the session start.

PARKS AND RECREATION

7340 Scottsdale Mall
Scottsdale, AZ 85251
480-312-PARK
www.ScottsdaleAZ.gov

ATTENDANCE POLICIES

1. Program Format

The City of Scottsdale after school programs are Drop-In Programs. Children may come and go as they wish. During program days, participants may arrive at any time after program begins, or they may depart at anytime without signing in or out. The program begins promptly after school and ends at 6pm.

2. Absences/Vacations

We have an extensive waiting list for after school programs. Please notify administrative staff when taking your child out of the program permanently, so we may fill his/her position with a child from our waiting list. If you are going to utilize the program only for certain days, please let us know, so that we may open the program to others with a regular need.

3. Pick-Up Time

The program ends at 6pm, please be prompt in picking up your child. Staff will not be available to supervise children after the program ends. If you do not pick up your child on time, you may jeopardize your child's position in the program.

4. Excursions

The program participants have the opportunity to go on excursions. Some of these excursions may require additional fees for transportation, admission and participation. These excursions are limited to a minimum of eligible participants (depending upon bus/van capacities.) You will be notified in advance of such opportunities. Please refer to the newsletters or program calendars for specific activities. Only youth with signed parent permission slips will be permitted to attend these special offerings.

MISCELLANEOUS INFORMATION

Snacks:

Each after school program will have a refrigerator available for children who wish to bring snacks. Prepackaged snack donations are always appreciated.

Bicycles:

Staff is not responsible for missing bicycles/scooters/skateboards. Bikes are not allowed inside the facility, and must be kept away from all doorways.

Please lock bicycles in bike rack.

Personal Items:

Limited space is available for children to leave their backpacks, etc.

Staff is not responsible for missing items. We encourage children to leave valuables at home (cell phones, I-pods, jewelry, Yu-gi-oh cards, skateboards, etc)


First Aid:

Each program will have adequate first aid supplies on site. (Band-Aids and ice packs)

Telephone:

The onsite telephone is reserved for emergencies and business purposes only.

Children and parents should make all arrangements (pickup times) prior to the program.

Behavioral Management Policy		Disciplinary Action Log			
Offense	1	2	3	4	5
A: Breaking Playground Rules	Verbal Warning Date: Initials:	Contact Parents Date: Initials:	Incident Report Parent Meeting/ Behavior Contract Date: Initials:	Incident Report Program Suspension (w/Coord Approval) Meet w/Youth Family Date: Initials: NO REFUND	Incident Report Extended Suspension (w/Coord Approval) Meet w/Youth Family Date: Initials: NO REFUND
B: Breaking Program Rules					
A: Inappropriate Behavior	Verbal Warning Date: Initials:	Incident Report Contact Parents Date: Initials:	Incident Report Parent Meeting/ Behavior Contract Date: Initials:	Incident Report Program Suspension (w/Coord Approval) Meet w/Youth Family Date: Initials: NO REFUND	Incident Report Extended Suspension (w/Coord Approval) Meet w/Youth Family Date: Initials: NO REFUND
B: Cursing					
C: Inappropriate Language					
A: Disrespect Staff	Verbal Warning Contact Parents Date: Initials:	Incident Report Parent Meeting Behavior Contract Date: Initials:	Incident Report Program Suspension (w/Coord Approval) Meet w/Youth Family Date: Initials: NO REFUND	Incident Report Extended Suspension (w/Coord Approval) Meet w/Youth Family Date: Initials: NO REFUND	
B: Endangering Other Participants					
A: Fighting	Incident Report Parent Meeting Behavior Contract Date: Initials:	Incident Report Program Suspension (w/Coord Approval) Meet w/Youth Family Date: Initials: NO REFUND	Incident Report Extended Suspension (w/Coord Approval) Meet w/Youth Family Date: Initials: NO REFUND		
B: Bullying (verbal or physical)					
C: Damage to Program Property					
A: Stealing	Incident Report Parent Meeting Possible Suspension (w/Coord Approval) Date: Initials: NO REFUND	Incident Report Extended Suspension (w/Coord Approval) Meet w/Youth Family Date: Initials: NO REFUND			
B: Intentional Destruction of Program Property					
C: Running away from Program					
A: Drugs, Alcohol, or Weapons	Incident Report Extended Suspension (w/Coord Approval) Date: Initials: NO REFUND				

Please Note: The Program Coordinator/ Manager reserves the right to implement any level of the above disciplinary action based on the nature of the offense.

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.

Discipline will be constructive in nature and include techniques such as:

1. Using limits that are fair, consistently applied, appropriate and understandable to your child's level.
2. Providing your child with reasons for limits.
3. Giving positively worded directions and redirecting your child to acceptable behavior.
4. Helping your child to constructively express his/her feelings and frustrations to resolve conflict.

The program staff will not use any type of physical or verbal abuse as a disciplinary measure.

I have read and understand the above Behavioral Management Policy and Disciplinary Log. I assume responsibility for ensuring that my child is aware of this policy and the consequences of his/her actions should there be an offense.

Parent Signature: _____ Date: _____

Participant Name: _____ Age: _____



Behavior Policy

- . Kindness, consideration and courteous behavior is appreciated and expected.
- . Treat every park patron and staff member with respect.
- . Respect facility property and the property of others.

The following is not tolerated by participants, park patrons, or staff:

- | | |
|---|--|
| <ul style="list-style-type: none"> ◆ Verbal abuse ◆ Intimidation ◆ Harassment ◆ Criminal damage ◆ Solicitation | <ul style="list-style-type: none"> ◆ Disorderly Conduct ◆ Profanity/Threats ◆ Violation of law ◆ Use of alcohol/illegal substances ◆ Threatening or jeopardizing the health, safety and/or well being of others |
|---|--|

The Parks and Recreation Division complete behavior policy is available upon request.

Unacceptable behavior may result in suspension

EXPECTED PARTICIPANT BEHAVIOR

RULES:

- ❖ Listen and follow directions.
- ❖ Be kind and respectful.
- ❖ Keep your body to yourself.
- ❖ Respect other people's property.

CONSEQUENCES:

- ◆ Warning and rule reminder.
- ◆ Time Out (no longer than 5 minutes).
- ◆ Contact parents regarding inappropriate behavior
- ◆ Contact parents to pick up child.

If any program participant engages in aggressive or threatening behavior, immediate action will be taken. Parents will be informed to pick up their child and participant may be suspended from attending the program until situation is resolved.