

Scottsdale Parks and Recreation presents...

Total

Recreation Enrichment Clubs

Recreation activity programs for youth

PROGRAM LOCATIONS:

Desert Canyon Elementary School
10203 E. McDowell Mt. Ranch Rd.
Scottsdale, AZ. 85259
(480) 312-2313

Cochise Elementary School
9451 N. 84th St.
Scottsdale, AZ 85258
(480) 312-2584

Supai Middle School
6720 E. Continental
Scottsdale, AZ 85257
(480) 312-2313

Horizon Community Center
15444 N. 100th St.
Scottsdale, AZ 85260
(480) 312-2650

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

PHONE: 480-312-7957 (Registration)

DAYS: Monday through Friday

TIMES: 7:30am-10:00am (Rise and Shine)
10:00am-4:00pm (Total Recreation Enrichment Club/TREC)
4:00pm-5:30pm (Afternoon Adventures)

DATES: Monday -Friday, June 8 – July 24 (four sessions)
Programs will be closed Friday, July 3rd and on all excursions dates (TREC)

PARTICIPANTS: K-Kids and 1st – 5th grade

LUNCH: Please send your child with a lunch/snack/beverage daily.

****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 Total Recreation Enrichment Club Program. 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.**

ATTENDANCE POLICIES

1. Program Format

The program is a Drop-In Program. Children may come and go as they wish. During most program days, participants may arrive at any time after club begins, or they may depart at anytime without signing in or out. The program begins promptly at 10am and ends promptly at 4pm, (with the exception of K-kids: 10am-1:30pm and extended day programs)

2. Absences/Vacations

It is not necessary to report planned or unplanned absences from program. However, 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. Pro-rated refunds are given for amount of session remaining when you withdraw (not when you stopped attending.) A \$7 withdrawal fee is charged.

3. Drop off time/Pick-Up

The program begins at the listed time. **Children will not be allowed into the program area until that time, as our staff will not be available to supervise them.** Please be prompt in picking up your child. There is an extensive waiting list for this program. If you drop your child off earlier than the program begins, or do not pick up your child on time, you may jeopardize your child's registration in the program.

4. TREC Excursions: 10am-4pm excursion days, if your child is not attending the scheduled excursion, your child will need to stay home. Please ensure your child arrives promptly. Transportation for these trips cannot wait for late arrivals. If you are running late and don't want to miss out, you could bring your child to the location of our excursion. You will need to notify staff if you intend to drop your child off at the excursion or event site. Please, call us ASAP at your program if you run into a problem on these excursion days.

MISCELLANEOUS INFORMATION:

Lunch: Each program will have a cooler available for children who bring their lunch.
*Be sure to label your child's lunch.

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 @ home (cell phones, IPODS, jewelry, skateboards, etc)

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

PARK AND PROGRAM BEHAVIOR POLICY



Parks and Recreation Division



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:

- | | |
|-------------------|--|
| ◆ Verbal abuse | ◆ Disorderly Conduct |
| ◆ Intimidation | ◆ Profanity/Threats |
| ◆ Harassment | ◆ Violation of law |
| ◆ Criminal damage | ◆ Use of alcohol/illegal substances |
| ◆ Solicitation | ◆ 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.

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: _____

ALL KIDS WILL ATTEND EXCURSIONS - CAMP IS CLOSED

The Total Recreation Enrichment Clubs 1st –5th grade program will be going on excursions on selected days throughout the summer. All locations will be **CLOSED** on these days. Please read the following information about each excursion, and fill out the attached permission slip for the excursions. Return the permission slip to the Recreation Enrichment Club and keep this information packet handy so you will be aware of the upcoming excursions. Any fees for an excursion must be paid prior to the event. **Children must have completed/signed permission slips, to be eligible to go on excursions. All excursions are between the regular hours of program, 10am-4pm, Pick-up and drop-off times are approximate for all excursions; travel time may vary with loading/unloading of buses.**

EXCURSION PERMISSION SLIP

CHILD'S NAME _____ AGE _____

PARENT'S NAME _____ PHONE _____

ADDRESS _____

☺ **Thursday, June 11th** – Diamondbacks Game. Lunch will be provided. Please provide extra money for concession snacks. (First 100 to sign up!!!)

☺ **Friday, June 26th** – Wet-N-Wild Water Day at Chaparral Pool. This fun-filled day will include water games, raft races, and contests. Pizza will be provided for lunch. Items required: sunscreen; towel; swimwear.

☺ **Friday, July 17th - MIGHTY MUD MANIA - Chaparral Park free--** CHILDREN WILL PARTICIPATE IN SCOTTSDALE'S FAMOUS MUD OBSTACLE COURSE. RIBBONS ARE AWARDED FOR THE QUICKEST TIMES IN EACH HEAT. ITEMS REQUIRED: CLEAN SWIMSUIT, TOWEL, SUNSCREEN, AND OLD TENNIS SHOES FOR USE IN THE MUD COURSE. GRUBBY CLOTHES, (SHORTS & SHIRTS YOU DON'T MIND GETTING MUDDY,) ARE ALSO RECOMMENDED. FOR DETAILED INFORMATION ON THIS EVENT PLEASE CALL THE MIGHTY MUD MANIA HOTLINE AT 312-2704. TRANSPORTATION IS PROVIDED AT NO CHARGE. AN SEPERATE PERMISSION SLIP WILL BE SENT HOME PRIOR TO THE EVENT.

☺ **Friday, July 24th** – Swimming at McDowell Mountain Ranch Pool. Pizza will be provided for lunch. Items Required: sunscreen; towel; swimwear

*** Departure times are subject to change – weekly notices will inform you of time changes.**

By signing below, I hereby release and agree to hold harmless the City of Scottsdale for any and all claims for personal or bodily injury occurring or resulting from my child's participation in excursions listed above, (*Diamondbacks Game, Wet n Wild, Might Mud Mania, and McDowell Mountain Ranch*)

I HEREBY GIVE PERMISSION FOR _____ TO PARTICIPATE IN THE ABOVE EXCURSIONS: (Print Child's Name)

PARENT/LEGAL GUARDIAN SIGNATURE

DATE