



Scottsdale After-School Program Parent Information Guide

Welcome Parents

We are excited to welcome your child to another enriching and fun-filled year of Scottsdale After-School Program!



Our goal is to create a safe, respectful, and positive environment for all participants and staff. This guide outlines important policies, expectations, and logistics to help ensure a successful program experience. Please review this information with your child.

Program Requirements

To participate in Scottsdale's After-School Programs, children must:

- Be enrolled in **K through 5th grade** (specific grade range may vary by location)
- Be able to follow program rules
- Participate successfully in large group activities

Participants are expected to engage in **all scheduled activities**.

The City of Scottsdale After-School Program offers equal opportunity for children to join our daily drop-in activities. We assess individual needs and make reasonable accommodations to support safe and meaningful participation. To ensure the well-being of all participants, we evaluate whether our group-based setting is appropriate for each child. If a child's needs exceed the support we can provide, we may work with families to explore alternative options better suited for their success.

Drop in Program



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.).

Medication 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.



Personal Belongings

Please leave the following at home:

- Electronics (cell phones, iPads, video games)
- Toys, jewelry, skateboards

Items causing distraction or concern may be held by staff until pick-up. Staff are not responsible for lost, stolen, or damaged items.



Meals & Snacks

- **One daily snack is provided.**
- No access to microwaves or refrigerators.
- Notify staff of any **food allergies**.

Youth Code of Conduct

Participants are expected to:

- Be respectful to staff and peers
- Use appropriate language
- Follow directions from staff
- Participate in all activities
- Respect camp equipment, supplies, and facilities
- Keep hands and feet to themselves

Unacceptable Behaviors Include:

- Bullying, harassment, or threatening others
- Physical aggression (hitting, biting, kicking, etc.)
- Vandalism or theft
- Inappropriate language or gestures
- Leaving the group or designated area without permission

Discipline Actions May Include:

- Verbal warning
- Time out or reflective activity
- Parent contact or meeting
- Temporary or permanent suspension

Parent Code of Conduct

Parents/guardians are expected to:

- Communicate concerns calmly and professionally
- Refrain from approaching other participants or children
- Respect staff, rules, and the learning environment

Prohibited Parent Behaviors:

- Verbal or physical aggression
- Disrupting camp activities
- Lewd, discriminatory, or inappropriate language
- Attempting to discipline other children
- Unauthorized photography or commercial activity

Violation of this code may result in removal from the program for both the parent and child.

Suspension Policy

1st Suspension:

Parent conference required before the child returns.

2nd Suspension:

Extended suspension. Additional conference required.

3rd Suspension:

Extended Suspension and Parent meeting with participant and Youth Development Supervisor(s). Behavior Agreement may be implemented for the participant's success in the program(s).

Immediate Suspension may occur for:

- Physical violence or threats
- Use of items as weapons
- Dangerous behavior

Behavior

We're committed to fostering a positive and respectful environment for all. Here's a quick overview of our key expectations:

After-School Program Expectations

To ensure a safe, respectful, and positive environment for all students and staff, we ask participants to follow these core expectations:

• **Be Respectful**

Use kind words and actions, keep hands and objects to yourself, listen to others, and follow directions the first time.

• **Be Responsible**

Take care of personal belongings, participate actively in activities, and ask for help when needed.

• **Be Safe**

Stay in designated areas, walk indoors, use equipment appropriately, and report unsafe behavior to staff.

Behavior Levels



We use a tiered system to respond to behaviors consistently:

Level	Type	Examples
Level 1	Minor	Talking out of turn, not following instructions, running indoors, excluding others
Level 2	Moderate	Repeated disrespect, inappropriate language, rough play, leaving the group without permission
Level 3	Major	Physical aggression, bullying, threats, vandalism, possession of prohibited items

We address incidents with care, communication, and the goal of helping children grow. You'll be notified if concerns arise, and we welcome collaboration to support your child.

Management & Discipline

We strive to guide behavior constructively and consistently. Staff will:

- Explain rules clearly and fairly
- Use positive reinforcement and redirection
- Communicate with parents when needed
- Escalate discipline only when necessary

Serious behaviors may result in immediate suspension or expulsion.

Guidance & Consequences

To support a positive experience for all participants, we use age-appropriate strategies such as time-outs, verbal warnings, and program suspensions to address inappropriate behavior. While our goal is for every child to thrive and enjoy the afterschool program, repeated behavior concerns may result in removal from the program if necessary.

Tracking & Reporting

- Serious or repeated offenses are treated as "strikes"
- After 3 strikes, a child may be suspended from the program.
- **Arizona law** requires that suspected child abuse be reported to the appropriate authorities

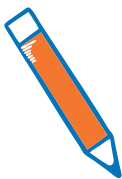


Key Rules for Participants



Please review these basic rules with your child:

- Use kind words
- Stay with the group
- Listen and follow directions
- Respect others and property
- Keep personal space



ADA Accommodations/Requests

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 Recreation program at 480-312-2234 or visit ScottsdaleAZ.gov and search "Adaptive Recreation."

Youth Pick Up and 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 each program's designated closing time 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 may be removed from program*

If a participant is not picked up by your program's designated closing time, 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. Scottsdale After-School Programs located at District facilities, if a student leaves the program, he/she must also leave the school campus.

Program Hours & Pickup Information

School Release until 6:00 PM each day.
Please ensure your child is picked up on time!

Site Phone Number

For questions or emergencies during program hours, please contact your site's direct line.

We are committed to maintaining a supportive and inclusive After-School Program environment. Your cooperation and engagement as a parent help us achieve this goal. Please don't hesitate to contact your After-School Program site supervisor with any questions or concerns.

Thank you for being part of our Scottsdale After-School Program!



**Youth
Development**

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