

# SNEDIGAR RECREATION CENTER **YOUTH PROGRAM**

**PARENT GUIDE • SUMMER 2016**



# YOUTH PROGRAM PARENT GUIDE

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## FREQUENTLY CALLED PHONE NUMBERS:

**SRC Guest Service Counter** .....480-782-2640

**Youth Program Coordinator**

Teo Ruiz.....480-782-2641

**SRC Fax Number** .....480-782-2644

## ADDRESS:

**Youth Program**

Snedigar Recreation Center

4500 S. Basha Rd.

Chandler, AZ 85248

## MAILING ADDRESS

Mail Stop 502

P.O. Box 4008

Chandler, AZ 85244-4008

## TAX ID NUMBER:

86-6000238



# POLICIES AND PROCEDURES

**\*\*The recreation program is a drop-in program and participants may come and go at their own volition during the session for which they are registered.\*\***

## Refunds

- If Youth Program cancels a session, a full refund or transfer will be issued.
- Program fees paid by credit card, check or cash will be refunded within two to four full business weeks after approval by the Youth Program Coordinator.
- Refunds will be made only to the original payee or credit card holder.
- Participants are enrolled in the Youth Program on a weekly basis. Refunds will be processed upon notification to the Youth Program Coordinator, Teo Ruiz at 480-782-2641, according to the dates below:

	100% Refund	50% Refund
<b>Week 1</b>	6/3	6/6
<b>Week 2</b>	6/10	6/13
<b>Week 3</b>	6/17	6/20
<b>Week 4</b>	6/24	6/27
<b>Week 5</b>	6/27	7/5
<b>Week 6</b>	7/8	7/11
<b>Week 7</b>	7/15	7/18

- After the Monday of each week, refunds will not be processed for that week. This policy is enforced so that we can plan supplies and activities properly.

## Absences

Refunds are not available for vacations, special events, short-term illnesses of four days or less, or other personal commitments that prevent attendance.

## Extended Illnesses

- A refund may be available for an extended illness of five or more consecutive program days.
- A doctor's note and written note from the parent or guardian explaining the situation must be received within eight working days from the first day of absence. Upon review, participants may receive a prorated refund for the unused days.



## Code of Conduct and Safety

The City of Chandler Community & Neighborhood Services Department strives to maintain an atmosphere of camaraderie, courtesy, and respect. To ensure the safety and enjoyment of everyone in our recreational facilities, classes, programs, and activities, participants are expected to conduct themselves in an appropriate manner, at all times.

Appropriate behavior includes the ability and willingness to follow instructions and to interact positively with other individuals. Staff will discuss behaviors of concern with a participant and his/her family, when necessary.

Unsafe or unacceptable behavior will not be tolerated from anyone visiting a facility or participating in any City of Chandler class, program, or activity. Any person acting inappropriately may be subject to Progressive Discipline Action Steps, which may include revocation of the privilege of using department facilities or participating in departmental activities, classes, or programs for a period of time (including a permanent ban), as determined by staff, based on the circumstances of a specific incident.

*Please inquire at the front desk to view the Code of Conduct and Safety in its entirety.*



## Behavior Policy

- Our purpose is to provide recreation for youth ages 5-12, grades 1–6. Since we're here to have fun, we take problems seriously.
- After each incident that warrants parent/guardian contact, we will consider it a "strike." After three strikes, participants will be asked to leave the program and will not be given a refund, unless a Behavior Contract is established.
- We log all behavior incidents, and if incidents are serious and/or frequent, we will talk to the parent/guardian, either on the phone or in person.
- Incident Report of Child Abuse-Arizona State Law/Code Section 13-3620, 8-201 states mandatory reporting required by a physician, resident, dentist, chiropractor, medical examiner, nurse, psychologist, social worker, school personnel, peace officer, parent, counselor, clergy/priest. The Recreation Division will notify the Chandler Police Department Victim Services Unit at 480-782-4535 of all issues relating to the Arizona State Law of Child Abuse.
- This policy is set in place in order to ensure safety and to prevent behavior problems for all participants and staff members. If you have any questions, please feel free to inform a Recreation Leader II or contact Teo Ruiz at 480-782-2641.

## Safety Concerns

- Parents/Guardians are responsible for the welfare of their child(ren) prior to and after the Youth Program in which the child is enrolled.
- Participants should not be dropped off before the program start time (7 a.m.) nor should the parent/guardian leave the participant more than 15 minutes past the end of the evening hours (6 p.m.). A flat fee of \$5 will be charged for the first 15 minutes after 12 p.m. or 6 p.m., and an additional \$1 for every minute thereafter.

## Photographing

- Photographs and videotaping of youth participating in the Youth Program is discouraged by parents/guardians, and/or visitors due to the confidentiality of the child(ren) present.
- Photographs and video footage taken of your child(ren) as a result of participation in activities of the Youth Program may be used in promotional materials. Please inform Youth Program Staff before your child attends, if you do not want your child's photo or video to be taken.

## Medication Disbursement

- The SRC does not retain a full-time registered nurse and/or licensed physician.
- All distribution of medication (prescription or non-prescription) will not be administered by any program or facility staff.
- Arrangements should be made to administer medication(s) to all participants by a parent/guardian or a person on the approved pick-up list.

## Lost and Found

Lost and found is located at the front desk counter. Two weeks after the Youth Program ends, unclaimed lost and found items will be given to charity. Youth Program is not responsible for any items lost during the program or while on field trips.

- **NO ELECTRONICS (PHONES, IPODS, MP3, ETC.) ARE PERMITTED IN CAMP!** Staff will confiscate items for parent pick-up ONLY!

## Lunch/Snack

- Please make sure your child(ren) eat a well-balanced meal. The Youth Program does not provide breakfast, lunch or snack.
- Participants must bring their own non-perishable lunch and snack. Lunchtime is scheduled from 12-1 p.m. Snack times are scheduled once during the morning and afternoon sessions. Please refer to page 7 for snack times.
- Refrigeration and microwave use is NOT available for individual lunches.
- Parent/Guardians are welcome to have lunch with their child(ren).



## Swimming

- Open-swim is scheduled every Tuesday from 1-4 p.m. at Hamilton Aquatic Center.
- Participants must bring a swimsuit, towel and sunscreen.
- All participants will be required to complete a swim test provided by the aquatic staff prior to swimming at the pool. Participants who do not pass will be restricted to swim in the zero depth area.
- Masks, snorkels, fins, water wings, vests and swim toys are not allowed. Goggles are not required but encouraged.
- Participants have the opportunity to change into their swimsuits prior to swimming. If your child wears their swimsuit to the program, please have them bring their undergarments to change into after swimming. Wet swimsuits are not advisable for participants to stay in all day due to health concerns.

## Sunscreen

- Please send your child to the program with waterproof sunscreen (25 SPF or higher), with their name clearly marked on it. The Youth Program does not dispense sunscreen due to different needs and allergies.
- **Helpful suggestion:** Try applying all day waterproof sunscreen on your child(ren) before they leave for the Youth Program.
- Our counselors will help participants that cannot apply sunscreen by themselves with a signed approval form.

## Program Dress Code

- Participants should wear comfortable clothing such as a t-shirt and jeans.
- Athletic or soft soled shoes (NON-MARKING with CLOSED TOED, LACED, BUCKLED OR VELCRO CLOSED) are required for all program activities.
- To reduce the amount of lost and found, please have your child(ren)'s clothing marked with their name on it.

## Participant Drop-Off and Pick-Up

- Youth Program will meet in room 506. Staff will have a table with session binders for parent sign in/out forms.
- Youth Program is from 7 a.m.-6 p.m.
- A child may be dropped off or picked up any time between 7 a.m.-6 p.m. Please sign each child in and out properly.
  - **Morning Drop-Off: 7 a.m.**
  - **Evening Pick-Up: 6 p.m.**
- Youth Program is a drop-in program. Children may come and go under their own volition.

## Early Departures

Although we try to have someone in the classrooms at all times, occasionally we are out of the classrooms doing assessments or conducting programs at another location. If you arrive and the campers are not inside please ask the front desk to find where they are located.

## Late Pick-Up

- Participants must be picked up by 12 p.m. (1/2 day) or 6 p.m. (all-day).
- A flat fee of \$5 will be charged for the first 15 minutes after 12 p.m. or 6 p.m., and an additional \$1 for every minute thereafter.

# YOUTH PROGRAM DAILY SCHEDULE

Time	Activity
7–8:30 a.m.	Free Play
8:35–9:10 a.m.	Rotation 1
9:15–9:55 a.m.	Rotation 2
10–10:30 a.m.	Snack Break
10:35–11:10 a.m.	Rotation 3
11:15 a.m.–noon	Rotation 4
Noon–1 p.m.	Lunch
1:05–1:50 p.m.	Rotation 1
1:55–2:40 p.m.	Rotation 2
2:45–3:15 p.m.	Snack Break
3:20–4:05 p.m.	Rotation 3
4:10–5 p.m.	Rotation 4
5–6 p.m.	Free Play

**Note:** Morning and afternoon rotations are different activities/games.



# COMMUNICATION WITH PARENTS

Date: \_\_\_\_\_

## THIS IS WHAT HAPPENED TODAY:

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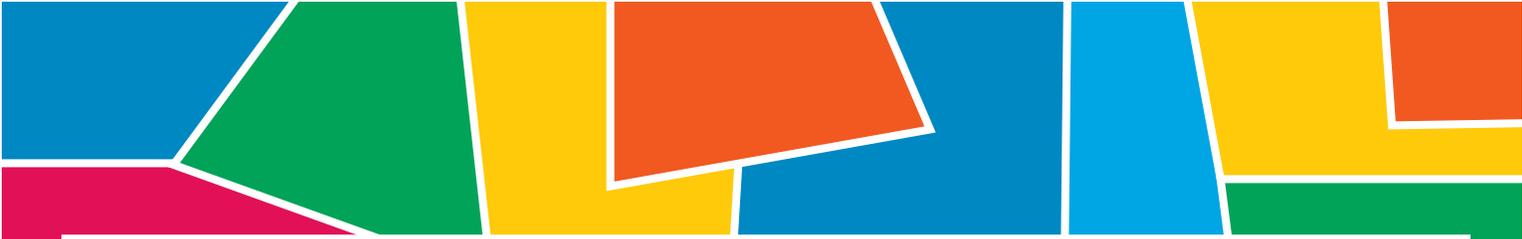
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- The Youth Program staff is committed to communicating with parents about their child's positive and/or negative incident. This form will be attached to your sign-out sheet at the end of the day.
- If at anytime you do not understand the comments on the form, please talk with the Youth Program Coordinator or program staff about the incident.



## **SESSION SCHEDULE**

### **Summer 2016 Youth Program**

**Week 1: June 6-10 • Moovin' and Groovin'**

**Week 2: June 13-17 • Survivor**

**Week 3: June 20-24 • Mad Scientist**

**Week 4: June 27-July 1 • Rock Stars**

**Week 5: July 5-8\* • Superhero**

**Week 6: July 11-15 • Fear Factor**

**Week 7: July 18-22 • Wet, Wild & Water**

*\*No program Monday, July 4*

# FIELD TRIP AND SPECIAL EVENT INFORMATION

## Summer 2016 Youth Program

The City of Chandler would like to have the parents as informed as possible. If ever a question or problem arises, please feel free to call Teo Ruiz or talk to any of the Youth Program Staff. We try to improve the program each year with your input.

Below is information parents may need regarding field trips and special events:

### FIELD TRIPS

Date & Time	Location	Description	Additional Info
<b>Week 1</b> <b>Friday, June 10</b> Depart: 10 a.m. Return: 1 p.m.	<b>Xtreme Air</b> 910 E. Pecos Rd. Chandler, AZ 85225	Campers will enjoy 2 hours of bouncing and games. Each child will receive two slices of pizza and a drink for lunch.	Please make sure child is wearing appropriate clothing. Sending money with your child for arcade games is optional.
<b>Week 2</b> <b>Friday, June 17</b> Depart: Noon Return: 4 p.m.	<b>Stratum Laser Tag</b> 1455 S. Stapley Dr. Mesa, AZ 85204	Campers will enjoy two hours of laser tag play. Each child will receive two slices of pizza and a drink for lunch.	Please make sure child is wearing appropriate clothing and closed toe shoes. Sending money with your child for arcade games is optional.
<b>Week 3:</b> <b>Thursday, June 23</b> Depart: 9:30 a.m. Return: 3 p.m.	<b>Circus Xtreme</b> US Airways Arena 201 E. Jefferson St. Phoenix, AZ 85004	Campers will be astonished by UN-XPECTED circus spectacles they've never seen before and that can't be seen anywhere else but at The Greatest Show On Earth®. Get ready for an X-HILARATING adventure with X-TRAORDINARY circus artists and magnificent X-OTIC animals! Each child will receive a hotdog, chips and a drink for lunch.	Please make sure child is wearing appropriate clothing and closed toe shoes. Sending money with your child for concession is optional.
<b>Week 4:</b> <b>Friday, July 1</b> Depart: 9:30 a.m. Return: 3:00 p.m.	<b>Harkins:</b> <b>Chandler Fashion 20</b> Chandler Fashion 3159 W. Chandler Blvd. Chandler	Campers will see "Finding Dori". Time and location are subject to change, once the show times are released. Each child will receive two slices of pizza and a drink for lunch.	Please make sure child is wearing appropriate clothing and closed toe shoes. Sending money with your child for concession is optional.
<b>Week 5:</b> <b>Friday, July 8</b> Depart: 9:30 a.m. Return: 12:30 p.m.	<b>Brunswick Bowling</b> 1160 S. Gilbert Rd. Gilbert, AZ 85296	Campers will enjoy two hours of bowling. Each child will receive two slices of pizza and drink for lunch.	Please make sure child is wearing appropriate clothing and don't forget your socks. Sending money with your child for arcade games is optional.
<b>Week 6:</b> <b>Wednesday, July 13</b> Depart: 10 a.m. Return: 4 p.m.	<b>Talking Stick Arena</b> 201 E. Jefferson St. Phoenix, AZ 85004	Campers will watch the Phoenix Mercury play the Washington Mystics for a 12:30 p.m. game.	Please make sure child is wearing appropriate clothing and closed toe shoes. Sending money with your child for concession or gift shop is optional.
<b>Week 7:</b> <b>Friday, July 22</b> Depart: 9:30 a.m. Return: 4:30 p.m.	<b>Big Surf</b> 1500 N. McClintock Dr. Tempe, AZ 85281	Campers will enjoy a day at the water park. Lunch includes: Hamburger or Hot Dog, chips and a soft drink.	Please make sure child is wearing appropriate clothing, brings a towel and sunscreen. Sending money with your child for concessions is optional.

All half-day participants will attend the field trip(s) and will need to adjust their schedule according to the departure and arrival times. Staff is not responsible for the each child's personal belongings.

# FIELD TRIPS PERMISSION SLIP

## Summer 2016 Youth Program

In order for the participant(s) listed below to attend all field trips scheduled for the Youth Program for the site circled below, this form must be signed by a parent or legal guardian of the child(ren).

Also, please indicate which field trips your child(ren) will be attending, by circling either "Yes" or "No" in the appropriate box.

### FIELD TRIPS SCHEDULED ARE:

Please list all participants and include shirt sizes, which have permission to attend any field trips:

Location	Date	Attending?
Xtreme Air	(F) June 10	Yes / No
Stratum Laser Tag	(F) June 17	Yes / No
Circus Xtreme	(F) June 23	Yes / No
Harkins: Chandler Fashion 20	(F) July 1	Yes / No
Brunswick Bowling	(F) July 8	Yes / No
Talking Stick Arena	(W) July 13	Yes / No
Big Surf	(F) July 22	Yes / No

- \_\_\_\_\_ Shirt Size: \_\_\_\_\_

I, \_\_\_\_\_, the parent/legal guardian of the above listed participant(s), give permission for my child(ren), listed above, to attend any of the field trips scheduled for the Youth Program. I understand that the City of Chandler does not carry accident insurance for these programs. I agree to indemnify and hold harmless the City of Chandler from all losses or injuries sustained during my child's/youth's participation. I also give permission for any photo/video taken of my child/participants to be used by the City of Chandler.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# SWIMMING/SUN SCREEN PERMISSION SLIP

## Summer 2016 Youth Program Swimming Permission

I, \_\_\_\_\_, the parent/legal guardian of the participant(s) listed below:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

give permission for my child/participant to go swimming at the Hamilton Aquatic Center. I understand that the City of Chandler does not carry accident insurance for these programs. I agree to indemnify and hold harmless the City of Chandler from all losses or injuries sustained during my child's/youth's participation.

I also give permission for any photo/video taken of my child/participants to be used by the City of Chandler.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Sunscreen Permission

I, \_\_\_\_\_, the parent/legal guardian of the participant(s) listed above give permission for a Youth Program Leader of the same sex as my child to apply sunscreen to my child in the presence of another Youth Program Leader.

The purpose of sunscreen is for the safety of the participants and encouragement of proper protection from the sun before open swimming and/or any outdoor activity.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# EMERGENCY CONTACT

## Summer 2016 Youth Program

I, \_\_\_\_\_, the parent/legal guardian of the participant(s) listed below:

	<u>Child's Name</u>	<u>Program child will be participating in</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

give permission for emergency medical service to be administered to my child/participant listed above. I understand that the City of Chandler does not carry accident insurance for these programs. I agree to indemnify and hold harmless the City of Chandler from all losses or injuries sustained during my child's/youth's participation. I also give permission for any photo/video taken of my child/participant to be used by the City of Chandler.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***In case of emergency, please contact:*** (Please print)

### **PARENT CONTACT**

Name: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Home Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

### **SECOND CONTACT**

Name: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Home Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

**List any physical problems/conditions or allergies to food or medications known:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Doctor's Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Staff cannot administer any medication. The City of Chandler will not store medication and is not responsible or liable for any medication your child requires.**

**Alternate Pick-ups:** (Please list the names and contact information for people permitted to pick-up your child.)

If someone other than myself will be picking my child up from class I will **notify staff in writing** and that person will be required to show photo ID before my child will be released.

	<u>Name</u>	<u>Relation</u>	<u>Phone Number</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

# POLICY ACKNOWLEDGEMENT

## Youth Program

**PARENTS:** Please read the attached information regarding our Youth Program policies. When you have read them, please sign this acknowledgement sheet.

I, \_\_\_\_\_, the parent/legal guardian of the participant(s)  
listed below:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

have read and understand the Parent Guide, **Code of Conduct and Safety**, **Late Fee policy**, **Behavior policy** and the **Refund policy**.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_