



Pendergast  
**PRIDE** Club  
Parent Handbook

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**2017-2018 Policies & Procedures  
Before/After School Program**

# **Pendergast P.R.I.D.E. Club Locations & Hours**

## School Sites and Hours of Operation

Before Care: 6:00a.m.–Start of School

After Care: Dismissal-6:00p.m.

### **Amberlea**

8455 W. Virginia Ave.

Phoenix, AZ 85037

623-772-2900

### **Canyon Breeze**

11675 W. Encanto Blvd.

Avondale, AZ 85392

623-772-2610

### **Copper King**

10730 W. Campbell Ave.

Phoenix, AZ 85037

623-772-2580

### **Garden Lakes**

10825 W. Garden Lakes Pkwy

Avondale, AZ 85392

623-772-2520

### **Rio Vista**

10237 W. Encanto Blvd

Avondale, AZ 85392

623-772-2670

### **Sonoran Sky**

10150 W. Missouri Ave.

Glendale, AZ 85307

623-772-2640

### **Sunset Ridge**

8490 W. Missouri Ave.

Glendale, AZ 85305

623-772-2730

## **State Licensing & Insurance/Liability**

Pendergast P.R.I.D.E. Club is licensed and regulated by the Arizona Department of Health Services. All records related to licensing reviews will be public record. Records may be reviewed for any licensed program at Arizona Department of Health Services, Office of Child Care Licensure, 150 North 18<sup>th</sup> Avenue, Phoenix, AZ 85007, Phone (602) 364-2539, or are available to view at the site.

Pendergast School District #92 has liability insurance in place for all operations. Liability insurance documentation is available for review at any of our P.R.I.D.E. Club locations.

## **Pesticide Notification**

Pendergast P.R.I.D.E. Club posts pesticide notifications at least 48hrs before pesticides are applied on the facility's premises.

## **Staffing**

Pendergast P.R.I.D.E. Club adheres to Arizona State Department of Health Services (DHS) Child Care Licensing staff to student ratios are 1 staff member to 20 children. All P.R.I.D.E. staff have been background checked, obtain CPR and First Aid certification and are employees of the Pendergast Elementary School District, Community Education Department.

## **Responsibility to Protect Children**

The Pendergast P.R.I.D.E. Club staff is required by Arizona Revised Statute 13-3620 to report any neglect or abuse to the Arizona Department of Child Safety (DCS) at (888)767-2445 or 911.

## **Program Description**

The Pendergast School District recognizes the need for many families to have an affordable, quality based before and after school care for their children. The Community Education Department has developed the Pendergast P.R.I.D.E. Club to provide this valuable service to the community. The Pendergast P.R.I.D.E. Club provides a safe environment where staff is certified in CPR and First Aid. P.R.I.D.E staff guide students and promote their participation in multiple engaging activities such as supervised homework assistance, educational enriched activities and games, technology, structured play, and afternoon snack.

## **Our Mission for P.R.I.D.E. Club Children:**

**P** – Prepare for the Future

**R** – Respect Yourself and Others

**I** – Imagine Your Hopes and Dreams

**D** – Discover Your Potential

**E** – Engage in Your Own Success

## **Program Philosophy**

A positive learning environment in our schools begins with students, parents, and staff possessing a thorough understanding of basic standards of acceptable conduct. In order to assist everyone in the pursuit of quality education, the Pendergast Elementary School District has established guidelines designed to ensure a safe environment for all students and staff in our schools.

## **Parent Responsibility & Participation**

Thoroughly read the information in the handbook. As a parent, you are responsible for adhering to the guidelines (policies/procedures) in the handbook in addition to the school site rules and approved financial agreements. Parents are always encouraged to take part in activities with their children if possible. If you have any questions, contact **Claudia Oliveros Sosa** Before/After School Program Lead at 623-772-2323 or via email at [coliverossosa@pesd92.org](mailto:coliverossosa@pesd92.org)

## **Sign In and Out Policy**

DHS licensed programs require all parents, legal guardians, or authorized individuals to sign child in and out of the designated program location each day by signing accurate date, time, and legal signature. All individuals listed on the emergency contact form are required to show Photo ID at any given time to ensure each child's safety and to positively identify individuals allowed to pick up child. Individuals under the age of 18 are not permitted to sign child(ren) in or out. DES families, when a sign in/out record is not documented correctly, DES cannot pay the Provider for services rendered to your child(ren) and that cost may be passed on to you. **ONLY** individuals listed on emergency contact form will be permitted to pick-up child.

**\*\* Failure to comply with sign in and out policies can result in termination of services.**

## **Student Responsibilities**

Students are responsible for their own actions. Students whose actions are in violation of School/District guidelines will be expected to accept appropriate consequences. Students are expected to respect the rights and property of others, along with demonstrating high standards of personal integrity. This includes their time at school, going to and from school, and attendance at school-sponsored events.

### **Students are expected to:**

#### **A. Obey the School Rules, Pendergast P.R.I.D.E. Club Rules, and School Personnel**

No one has the right to interfere with the education of others. Rules are designed to allow a school to meet its obligation to educate students. Students are required to obey and be courteous to everyone who works in our schools.

#### **B. Cooperate with School Staff**

Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities.

#### **C. Respect the Person and Property of Others**

Respecting the rights and properties of others and demonstrating personal integrity should guide student behavior at school, on the way to and from school, and at school sponsored events. Students should always be a “good neighbor.”

#### **D. Respect Public Property**

Schools are a community investment and resource for young people. People who damage school property will be held responsible.

#### **E. Make sure all school correspondence to parents reaches home**

Pendergast P.R.I.D.E. Club will periodically send home information to communicate behavior, progress, and programming activities.

## **Personal Belongings**

All personal belongings should be clearly marked with your/the child’s full name. The children are encouraged to be responsible for any personal items brought to the program. Pendergast P.R.I.D.E. Club is not responsible for the loss, theft or damage of items. Personally-owned devices (including laptops, tablets, smart phones, and cell phones) are permitted *at your own risk* and at the discretion of the Site Leader.

## **Student Management & Discipline**

In accordance with the District, the Pendergast P.R.I.D.E. Club staff will implement the principles of the Bee Kind People Project.

The 10 core values are as follows:

- Be Encouraging
- Be Supportive
- Be Positive
- Be Helpful
- Be Honest
- Be Considerate
- Be Thankful
- Be Responsible
- Be Respectful
- Be a Friend

Children involved in our program are expected to follow the rules and directions of the Pendergast P.R.I.D.E. Club staff. The Community Education Department Programs adheres to all school suspensions and expulsions and follows all the school rules set forth by the Pendergast Elementary School District. An incident occurring in one of the Community Education Department Programs may result in suspension from current and future programs.

Children are entitled to a positive and safe learning environment. Therefore, Pendergast P.R.I.D.E. Club cannot serve children who display chronic disruptive behavior. This is defined as verbal or physical activity which may include, but is not limited to:

- Behavior that requires constant attention from the staff.
- Violence and/or aggressiveness that inflicts physical or emotional harm on other children.
- Running away from or abusing the staff, including disrespect.
- Destruction of property or vandalism.
- Ignoring or disobeying the rules that guide behavior during the school day and P.R.I.D.E. Club hours.

Parents will be notified if their child needs guidance or discipline. The course of action described below will be followed under normal circumstances; however, if the child displays extreme behavior that puts those around him/her in danger, the process may be accelerated. Examples of “extreme behavior” include but are not limited to; throwing objects, physical attacks, abusive language, threatening, bullying, biting, spitting on others, and leaving school grounds unsupervised.

## **Student Management Process/Plan:**

- Verbal Warning
- Time out with a warning of future consequences if behavior is repeated
- Time out with loss of privileges and a discipline form completed by staff
- Parent Meeting with Site Leader and Program Lead
- Suspension
- Removal from all Community Education Programs

**\*\*No refunds will be given for suspensions and or termination of services.**

## **Registration**

Your child must be registered for school at their home school site before enrolling in the Pendergast P.R.I.D.E. Club. Registration for Pendergast P.R.I.D.E. Club is available on a first come, first serve basis. All completed registration packets, immunization records, IEP or 504 Plans (if, applicable) and payments must be turned in **prior** to attending the program. Only complete packets will be accepted. An annual non-refundable registration fee of \$25 is due when turning in the registration packet; new registration is required yearly.

It is important to keep the emergency contact information form updated. Please advise the Before/After School Program Lead or School Site Leader of any changes that have been made to addresses, phone numbers, and authorized emergency contact information. Written notification is required (signed and dated by parent/guardian) to add or remove an emergency contact.

*\*\*\*Refunds will **not** be given for any unused portion of the month. Withdrawals/Change of Plans will be effective prior to next month's tuition fee (15<sup>th</sup> of the month) \*\*\**

## **Payments & Methods**

Monthly payments are due **one month in advance**. P.R.I.D.E. Club is a pre-paid program and payments are due by the 21<sup>st</sup> of the month to avoid additional fees. All forms of payments (money order, cashier's check, debit/credit card or cash) are accepted at the Pendergast Community Center, 10550 W. Mariposa St., Phoenix, AZ 85037, Monday-Friday 8:00am-4:00pm. **Once registration has been completed**, monthly payments (*money order or cashier's check ONLY*) can be accepted by P.R.I.D.E Club site leaders, **Monday-Thursday ONLY**. Online payment option is available, however if online payment system is down, you will need to use alternative payment options to complete your payment before the due date to avoid late payment fee. Payments will not be accepted on Friday.

### Tuition Rate Plans

Equal Monthly Pre-Payment Plan		
Plan A	5 days/week, AM and PM Care	\$250
Plan B	4 days/week, AM and PM Care	\$215
Plan C	3 days/week, AM and PM Care	\$175
Plan D	AM Care ONLY, 5 days/week	\$100
Plan E	AM Care ONLY, 4 days/week	\$85
Plan F	AM Care ONLY, 3 days/week	\$70
Plan G	PM Care ONLY, 5 days/week	\$180
Plan H	PM Care ONLY, 4 days/week	\$160
Plan I	PM Care ONLY, 3 days/week	\$135
Plan J	Wednesday Early Release Days	\$80
Plan K	Daily Drop In, AM and PM	\$25/day

**Discounts & Services:** 15% Multi Child Discount, 10% Employee Discount, DES rate accepted with Authorization Letter.

**Important Notice:** beside the co-pay provided by DES, if applicable, parents are responsible for provider rate not subsidized by DES

**\* ONLY one discount** can be applied per child.

**Additional Fees/Penalties:**

\$25 non-refundable annual registration fee

\$25 NSF/return check fee

\$25 late payment (after the 21st of the month)

\$15 plus \$1 per minute for late pick-up

\$10 fee for each change made to enrollment after registration

\*Non-payment by the 30<sup>th</sup> of the month will result in suspension of services until account is current

### PRIDE CLUB 2017-2018 Payment Schedule

Month for Services	Payment Due Date	Late Fees Assessed
August	At the time of registration	None
September	August 15 <sup>th</sup>	August 22 <sup>nd</sup>
October	September 15 <sup>th</sup>	September 22 <sup>nd</sup>
November	October 15 <sup>th</sup>	October 22 <sup>nd</sup>
December	November 15 <sup>th</sup>	November 22 <sup>nd</sup>
January	December 15 <sup>th</sup>	December 22 <sup>nd</sup>
February	January 15 <sup>th</sup>	January 22 <sup>nd</sup>
March	February 15 <sup>th</sup>	February 22 <sup>nd</sup>
April	March 15 <sup>th</sup>	March 22 <sup>nd</sup>
May	April 15 <sup>th</sup>	April 22 <sup>nd</sup>

## **Holiday and School Closures**

P.R.I.D.E Club will be CLOSED on the following days:

- Professional Development, Thursday-Friday, August 31<sup>st</sup>, 2017 & September 1, 2017
- Labor Day, Monday, September 4<sup>th</sup>, 2017
- Veterans' Day, Friday, November 10<sup>th</sup>, 2017
- Thanksgiving Holidays, November 22<sup>nd</sup>- November 24<sup>th</sup>, 2017
- Winter Break, December 22<sup>nd</sup>- January 5<sup>th</sup>, 2018
- District In-service, Monday, January 8<sup>th</sup>, 2018
- Martin Luther King Day, Monday, January 15<sup>th</sup>, 2018
- Presidents Day, Monday, February 19<sup>th</sup>, 2018
- April Break, Friday, April 20<sup>th</sup>, 2018

## **Daily Drop-In Payment**

Drop-in fees must be pre-paid prior to the time of attendance in the program. Payments must be made at the Pendergast Community Center.

## **Late Pick Up Fees**

The Pendergast P.R.I.D.E. Club closes promptly at 6:00 p.m., according to the site clock. We understand that there may be circumstances that prevent you from picking up your child on time. In these instances, **please make alternate arrangements for your emergency contact to pick them up 6:00p.m.** There is a fee of \$15 plus \$1 for each additional minute late and must be paid on-site or at the Pendergast Community Center within 2 business days of the occurrence. Failure to pay late pick up fees, may result in suspension of services until account is current.

## **Withdrawal**

Two weeks written noticed is required for withdrawing for any reason. If the required 2 weeks is not given, parents will be charged for the month.

## **Suspension**

A child suspended from P.R.I.D.E. Club or school will not be allowed to attend the program. A child removed from the program due to disciplinary reasons may re-enroll on a trial basis at the next semester, provided there are openings available.

## **Enrollment Changes**

All changes to enrollment can be made by completing an Enrollment Revision form (available on-site, or at the Pendergast Community Center). Changes in enrollment may be made between the 1<sup>st</sup> and the 15<sup>th</sup> of the month, and will be effective the first day of the following month. There is a \$10 fee for each change to enrollment after initial registration.

## **Arrivals/Dismissals**

**Morning:** In compliance with state licensing regulations, students must be signed in at the Pendergast P.R.I.D.E. Club by a parent/guardian or other authorized parties identified on the registration form. Child(ren) may not sign themselves in.

**Afternoon:** Upon arrival students will be signed in and meet the School Site Leader/Assistant at a designated area. Late arrivals must have a written note from a classroom teacher or School Administrator documenting the late arrival. In compliance with state licensing regulations, students must be signed out by a parent/guardian or other authorized parties identified on the registration form. Photo ID will be required at any given time to sign out a child.

### **Sample: Daily Activity Schedule**

2:30-2:50pm	Rm. 514	Cafeteria, Library, Playground, Gym	Check-in, wash up, Snack, Clean-up
2:50-3:15pm	Rm. 514	Cafeteria, Library, Playground, Gym	Homework, Reading, Thinking worksheets
3:15-4:15pm	Playground	Rm 514, Cafeteria, Library, Gym	Physical Activity, Free Play
4:15-4:30pm	500 Building Hallway	Rm 514, Cafeteria, Gym	Restroom, Water Break
4:30- 5:15pm	Library	Rm. 514, Cafeteria, Playground, Gym	Technology
5:15-6:00pm	Rm. 514	Playground	Organized activities, clean-up

## **Transportation**

The Pendergast Elementary School District does not provide transportation for the Pendergast P.R.I.D.E. Club Before/After School Care Program. Transportation must be provided by the parent/guardian.

## **Field Trip**

P.R.I.D.E. Club does not offer any field trips.

## **Emergency Contact Card/Immunization Records**

Must be filled out completely and turned in at the time of registration. It is important to keep this form updated. P.R.I.D.E. Club will ask that forms be update periodically.

## **Medication**

Medication administering forms must be filled out by the parent if medication is needed. All medications must be provided by the parent and be of a lifesaving nature. Medications must be properly labeled with child's name or provide a doctor's note.

## **Child Custody**

If you have court documents that limit the rights of one parent for custody or visitation, please provide a current copy at the time of registration. Equal rights MUST be provided to both parents unless otherwise stated in a court document (on file with the school site office). This information will also be indicated on the child's emergency contact card.

## **Absences**

There are no refunds, credits or discounts for sick days or days not attended by your child. If your child is scheduled to attend the Pendergast P.R.I.D.E. Club and does not attend the program; every effort will be made by the staff to verify the absence with the school staff, parents/guardians, and emergency contacts. Please notify the Pendergast P.R.I.D.E. Club Site Leader with notification of any absences.

## **Safety/Fire Drill/Lockdown Procedures**

All safety procedures will be practiced monthly and will be conducted in adherence with PESD policy.

## **Technology Electronic Information Services User Agreement**

### **Introduction**

The Pendergast Elementary School District recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup> century technology and communication skills.

To that end, we provide access to technologies for the students and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Pendergast Elementary School District's network is intended for educational purposes. □ All Activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- The Pendergast Elementary School District makes a reasonable effort to ensure student's safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert MIS staff immediately of any concerns for safety or security.

### **Examples of Acceptable Use**

Use school technologies for school-related activities.

- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, or posts) online.
- Use technologies at appropriate times, in approved places, for educational pursuits.

- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

*This not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.*

### Examples of Unacceptable Use

I will not:

- Use school technologies in a way that could be personally harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use. *This is not intended to be an exhaustive list. Users should use their good judgment when using school technologies.*

### Limitation of Liability

The Pendergast Elementary School District will not be responsible for damage or harm to persons, files, data, or hardware. While the Pendergast Elementary School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. The Pendergast Elementary School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

**Violations of this Electronic Information Services User Agreement** Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges.
- Notification to parents
- Detention or suspension from school and school-related activities.
- Legal action and/or prosecution.

# SIGNATURE PAGE

Please sign and return this page to a P.R.I.D.E. staff member at your school site.

By signing below, you have taken the responsibility to read and understand the information detailed in the P.R.I.D.E. Club Handbook and Electronic Information Services User Agreement and agree to abide by it:

_____	_____	_____
Student Printed Name	Student Signature	Date
_____	_____	_____
Student Printed Name	Student Signature	Date
_____	_____	_____
Student Printed Name	Student Signature	Date
_____	_____	_____
Student Printed Name	Student Signature	Date
_____	_____	_____
Parent Printed Name	Parent Signature	Date