



Pendergast
PRIDE Club
Parent Handbook

**2018-2019 Policies & Procedures
Before & After School Program**

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

<u>School Sites and Hours of Operation</u>
Before Care: 6:00a.m.–Start of School After Care: Dismissal-6:00p.m.
Canyon Breeze Elementary 11675 W. Encanto Blvd. Avondale, AZ 85392 623-772-2610
Copper King Elementary 10730 W. Campbell Ave. Phoenix, AZ 85037 623-772-2580
Desert Mirage Elementary 8605 W. Maryland Ave. Glendale, AZ 85305 623-772-2550
Garden Lakes Elementary 10825 W. Garden Lakes Pkwy Avondale, AZ 85392 623-772-2520
Rio Vista Elementary 10237 W. Encanto Blvd Avondale, AZ 85392 623-772-2670
Sonoran Sky Elementary 10150 W. Missouri Ave. Glendale, AZ 85307 623-772-2640
Sunset Ridge Elementary 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 18th Avenue, Phoenix, AZ 85007, Phone (602) 364-2539, or are available to view at the Pendergast Community Center.

Pendergast School District #92 has liability insurance in place for all operations. Liability insurance documentation is available upon request 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. Club staff go through an application process including various background checks, CPR and First Aid certification, trainings 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.

Community Services Contacts

Pendergast Community Center Main Line.....(623)772-2319
Claudia Oliveros Sosa-Before and After School Program Coordinator..... (623)772-2323
Amy Christopher-Director of School Improvement Programs.....(623)772-2294

Important Phone Numbers

Crime Stop-Non-Emergency No:..... (602) 262-6151
Emergency Contact No:..... 911
Poison Control Center:1-(800)-222-1222

Program Description

The Pendergast School District recognizes the need for many families to have an affordable, quality based program that focuses on the needs of a particular age group and endeavors to provide each child with quality programs and experiences. The Community Education Department has developed the Pendergast P.R.I.D.E. Club to provide this valuable service to the community. Our program provides a safe environment and offers a level of supervision that allows your child to be able to experience the P.R.I.D.E. Club program under the watchful eye of staff. P.R.I.D.E. Club staff guide children and promote their participation in multiple engaging activities such as supervised homework assistance, educational enriched activities and games, technology, structured play, and afternoon snack. Snack is provided daily to all enrolled children through the St. Mary's Food Bank Program.

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, fun and learning environment in our schools begins with children, 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. It is our responsibility to provide a safe and structured setting to enable children to grow socially, physically, intellectually, creatively, and emotionally.

Parent Responsibility & Participation

This handbook is designed to provide you with the policies and procedures relevant to the program. As a parent or guardian, you are responsible for adhering to the guidelines in the handbook in addition to the Pendergast Elementary School District rules and approved financial agreements.

We believe that parental involvement is of utmost to a great experience in our program, not only for the child but for you the parent as well. 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 Coordinator at 623-772-2323 or via email at coliverossosa@pesd92.org

Sign In and Out Policy

All parents, legal guardians, or authorized individuals must sign their child in and out of the P.R.I.D.E. Club Program 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. **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.

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.

Attendance

There are no refunds, credits or discounts for sick days or days not attended by your child, this includes extreme behavior or repeated misbehavior by a child. Please notify the Pendergast P.R.I.D.E. Club Site Leader with notification of any absences to ensure the safety and well-being of your child. Pendergast P.R.I.D.E. Club Program reserves the right to terminate care services based on extreme or repeated behavior by a child.

Arrivals/Dismissals

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

Afternoon: Upon arrival enrolled children 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, enrolled children 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.

Registration

Your child must be registered for school at their home school site before enrolling in the Pendergast P.R.I.D.E. Club Program. Registration for Pendergast P.R.I.D.E. Club is available on a first come, first serve basis. Registration packet must be completed in detail leaving no blanks, a copy of your child's current immunization records, IEP or 504 Plans (if, applicable) and payments must be submitted **prior** to attending the program. Child(ren) may not attend until all completed paperwork has been received and processed. Please allow at least *2 business days prior to your child's attendance* in our program to process your information.

Fees for Enrollment

The annual non-refundable registration fee and the first month's payments are due with the registration paperwork. *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. P.R.I.D.E. Club will ask that forms be updated periodically.

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 21st of the month to avoid additional fees. No individual invoices are given to families; a *Payment Due Date Flyer* will be posted monthly as a friendly reminder.

Once registration has been completed, monthly payments (money order/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.

* **ONLY** Money Order, Cashier's Check and Debit/Credit Card are accepted payment.

NO CASH/AMERICAN EXPRESS CARDS ACCEPTED.

***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 (15th of the month) ***

Tuition Rate Plans

Equal Monthly Pre-Payment Plan		
Plan A	AM and PM Care	\$265
Plan B	AM Care	\$115
Plan C	PM Care	\$195
Plan D	Wednesday Early Release Days	\$100
Plan E	Daily Drop In, AM and PM	\$30/day
<p>Discounts & Services: 15% Multi Child Discount, 10% Employee Discount, DES rate accepted with Authorization Letter.</p> <p>Important Notice: beside the co-pay provided by DES, if applicable, parents are responsible for provider rate not subsidized by DES</p> <p>* ONLY one discount can be applied per child.</p>		
<p>Additional Fees/Penalties:</p> <p>\$35 non-refundable annual registration fee</p> <p>\$25 NSF/return check fee</p> <p>\$25 late payment (after the 21st of the month)</p> <p>\$15 plus \$1 per minute for late pick-up</p> <p>\$10 fee for each change made to enrollment after registration</p> <p>*Non-payment by the 30th of the month will result in suspension of services until account is current</p>		

PRIDE CLUB 2018-2019 Payment Schedule

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

*Above rates is based on the full school year price and then divided into 10 equal installments. Each month you pay the set rate, regardless of the number of school days actually occurring in the month. This includes months that contain intersessions and school breaks.

Holiday and School Closures

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

- Professional Development-No Students: Thursday-Friday, August 30, 2018 & August 31, 2018
- Labor Day: Monday, September 3, 2018
- Fall Break: Monday-Friday, October 8, 2018-October 12, 2018
- Veterans' Day: Monday, November 12, 2018
- Thanksgiving Holidays: Monday-Friday, November 19, 2018- November 23, 2018
- Winter Break: December 24, 2018- January 4, 2019
- District In-service-No Students: Monday, January 7, 2019
- Martin Luther King Day, Monday, January 21, 2019
- Presidents Day: Monday, February 18, 2019
- Spring Break: Monday-Friday, March 11, 2019-March 15, 2019

Enrollment Changes

All changes to enrollment can be made by completing a Change of Plan form, available at your designated sites or at the Pendergast Community Center. Changes in enrollment may be made between the 1st and the 15th 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 plan.

Daily Drop-In Payment

Drop in days include both before and after care occurring in the same day. 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 Policy

Pendergast P.R.I.D.E Club Program closes at 6:00pm, 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 alternative arrangements for your emergency contact to pick your child up by 6:00PM. In the event that parents or emergency contacts cannot be reached after the center closes, the Pendergast Program Staff has been advised to contact the Phoenix Police Department or the Department of Child Safety. After three occurrences, child may be dropped from the program.

Penalties: Late pick-up fee of \$15 for the first minute after 6:00PM and \$1 for each additional minute. The payment for this fee is due at the time of pick-up or the next day your child attends the program. If the fee is not paid, the child will not be allowed to stay at the program until fee has been paid.

Withdrawal

Two weeks written notice is required for withdrawing for any reason. If the **required 2 weeks** is not given, **parents will be charged for the monthly services**. Withdrawn children who wish to become part of P.R.I.D.E. Club again in the same school year, must submit a new registration including fees.

Enrolled Child Responsibilities

Enrolled children are responsible for their own actions. Enrolled children whose actions are in violation of School/District guidelines will be expected to accept appropriate consequences. Enrolled children 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.

Enrolled Children 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 children. Enrolled children 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. Enrolled children 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 children behavior at school, on the way to and from school, and at school sponsored events. Enrolled Children 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.

Enrolled Child 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.

Enrolled Child 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 Program Lead
 - Suspension/Termination of Services
- *No refunds will be given for suspensions and or termination of services.**

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 the following school year, provided there are openings available.

IEP and 504 Plans

Accommodations depend on your child's specific challenges and needs. Reasonable accommodations will be based on the circumstances, including an analysis of the size of the program site, the potential disruption to a program's central services that might be caused by the requested accommodation such as jeopardizing the safety and well-being of the child and other enrolled children, and other factors. To ensure your child's participation effectively in our program, the parent or guardian will need to provide in writing strategies implemented to support their child's needs. such as consistent, positive behavioral strategies in school, home and afterschool activities. In addition, provide support for transition from school to afterschool and creating lines of communication between school day and afterschool staff.

Personal Belongings

All personal belongings should be clearly marked with your 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. Personal devices such as laptops, tablets, gaming systems and cell phones are not permitted during P.R.I.D.E. Club. If child(ren) bring such devices, they will be confiscated and given to parent upon pick-up

Photography

Photos of your child(ren) are taken under the discretion of the parent/guardian and are used solely for crafts/activity purposes. *Please note on the enrollment form, if you want your child to opt out of his/her photo to be taken.

Injury and Accident Procedure

The safety and well-being of your child is of utmost importance. Our Program will follow all safety policies to ensure the safety of your child at all times. In the event that your child is injured in our program, the following will take place,

- Completed Injury/Accident log. Depending on the severity of the injury parents will either be notified at the time of pick up or will be immediately contacted via phone.

Allergies/Medical Conditions

It is extremely important you list all/any allergies your child may experience so that we as a program can take the right precautions during your child's attendance.

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. ONLY medications with pharmacy label will be administered Pharmacy label must include child's name, dosage, date, and name of medication or provide a doctor's note. Any unused or expired medication will be returned to the parent or guardian. Medications will be disposed of two weeks after a child's withdrawal from the program.

Illness

To ensure the well-being of all children, sick children will not be permitted in the program. If a child shows signs of illness, parents will be contacted and will be asked to come pick up their child.

If a child arrives at the program or develops an infectious disease while at the program, they will be isolated and parents will be contacted. The child will be sent home and will not be permitted to return to the program until a doctor's note is received.

In the case of a communicable disease, the Program Lead will issue a notice that will be sent home to all parents informing them of the outbreak and precautions to take.

Sun Protection Policy

We are all aware of the damaging effects of the sun's rays. It is very important that you practice sun wise with your children. *Please review the Sun Wise Brochure for tips.

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 Trips

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

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 21st 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
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_____ Student Printed Name	_____ Student Signature	_____ Date
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_____ Student Printed Name	_____ Student Signature	_____ Date
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_____ Parent Printed Name	_____ Parent Signature	_____ Date
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