



SUMMER FUN DAY CAMP

Parent Handbook

CHILDREN'S PROGRAM Policies & Procedures

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POLICIES & PROCEDURES

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Welcome

Welcome to the Pendergast P.R.I.D.E. Club Summer Fun Day Camp. As a member of the Children's Program Staff we recognize the need for many families to have a quality based program that focuses on the needs of a particular age group and endeavors to provide our "kids" with quality programs and experiences.

Parent Responsibility & Participation

This handbook is designed to provide you with the policies and procedures relevant to the program. As a parent/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 camp experience, not only for the camper but for you the parent as well. Our program is designed to simultaneously incorporate parents and make them feel comfortable leaving their children with us all while giving campers a little bit of that "parent free time" so they are able to focus on learning new skills and meeting new friends.

Participant Responsibilities

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

Participants are expected to:

A. Obey the District 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 participants. Participants are required to obey and be courteous to everyone who works in our programs.

B. Cooperate with School Staff

Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Participants 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.

The Program

Participants indulge in weekly field trips, indoor & outdoor games and activities that include science, art, sports, nature, cooking, music and educational experiences. Free breakfast and Lunch will be provided daily to all participants. Snack will need to be brought from home daily. The summer camp will be closed on July 4th.

Before Camp

Remember, parent involvement starts before your child ever reaches camp. If your child is young or has the potential to be homesick be sure to talk them through about the many fun activities and games they will have at camp. If your child is older, be sure to discuss specific goals they might have and different behaviors that are appropriate for a mixed age summer camp. Camp is a place for your child to learn independence and confidence. Parents, it is important to remember that upon arrival all children will be divided and placed into their appropriate age groups as activities/games are specific to their ages.

What to Bring

Please be sure your child(ren) brings the following items daily and/or when specified,

- Water bottle
- Packed Snack
- Sunscreen, Towel, Swimsuit underneath clothing, A Change of Clothes and a Bag (Pool Days)

Level of Supervision

Safety is our top priority! All camp staff go through an application process, including a background check, CPR and First Aid certification, trainings and are employees of the Pendergast Elementary School District, Community Education Department. We have set rules and procedures and follow a set daily schedule. We offer a level of supervision that allows your child to be able to experience summer camp under the watchful eye of staff. Campers will be accompanied by staff at all times during restroom break, meals, instruction, and free time. All individuals listed on the Enrollment Form including parents/guardians will be required to show a Photo ID at any given time to ensure each child's safety.

Program Philosophy

A positive, fun and learning environment in our program begins with our participants, parents, and staff possessing a thorough understanding of basis standards of acceptable conduct. In order to assist everyone in the pursuit of a quality program, the Pendergast Elementary School District has established guidelines designed to ensure a safe environment for all participants and staff. It is our responsibility to provide a safe and structured setting to enable children to grow, socially, physically, intellectually, creatively, and emotionally. Through the guidance of trained and caring staff, your child will develop

Program Goals

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

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.

Technology/Cellphones

Technology, including cell phones will not be permitted in the summer camp. We want to give all campers the opportunity to “unplug” during their time in our camp, and have the “summer camp experience” ie: gain independence, navigate new friendships, and learn how to problem solve, enjoy the outdoors and participate in activities. We want your child to feel engaged and interact with the world around them. We have an office phone for emergencies. We will call you if we need you! We do not encourage or discourage campers to call home as we find sometimes this can create unnecessary homesickness that may interfere with the rest of their experience at camp. You may call the camp office between the camp hours regarding your camper.

Important Phone Numbers

Crime Stop-Non-Emergency No: (602) 262-6151

Emergency Contact No: 911

Poison Control Center: 1-(800)-222-1222

Community Services Contacts

Pendergast Community Center Main Line.....(623)772-2319, (623)772-2322

Claudia Oliveros Sosa-Summer Camp Program Coordinator..... (623)772-2323

Amy Christopher-Director of School Improvement Programs.....(623)772-2294

Missing Child Policy

Over the past few months our staff have partaken in a series of planning and preparation to have a fun, successful, and most importantly safe program for our families. We understand the key to a safe program is planning ahead and prevention. The following preventative steps will be taken to ensure the safety of the participants at all times.

1. Staff will check in participant at the time of drop off and again once the participant joins the group. Attendance will be checked each morning and afternoon and periodically throughout the day.
2. Participants will be divided into leader groups each week or day, so that the ratio of student to staff is furatively smaller. Each leader group will consist of two leaders per group.
3. Rules will be established with the participants daily. Participants will be notified and reminded that once attendance is taken, they must stay with the group. They must inform the leaders responsible for the group if they need to take a restroom break or grab a drink of water. One leader will always accompany a child/group of children at all times.
4. During a fieldtrip each staff will be responsible for a group of no more than 10 participants and staff are responsible for taking attendance and checking off each participant upon boarding the bus, at the time of the location arrival, upon seating/entering location, departure of location, again when boarding the bus, and upon program facility arrival.
5. When on outings away from the program's facility, participants will buddy up with a partner in their group. Head counts will be taken every 10 minutes.

Registration

Registration for the Pendergast Summer Fun Day Camp is available on a first come, first basis. All completed registration packets, IEP or 504 plans (if applicable) and payments must be submitted prior to your child attending the program. All registration fees are *nonrefundable*.

Fees for Enrollment

Non-refundable registration fee and the session selected are due at the time of registration. All sessions are a set rate and will not be pro-rated.

Payments & Methods

- All accounts are billed one week in advance according to session selected.
- All account balances are to be paid in full by **Friday at 4:00PM** of the week prior to services.
- A **\$10 late payment fee** will be charged each week on all accounts that have a balance after **4:00PM Friday**.
- All weekly session changes must be received by **Thursday at 6 PM** of the week prior to the change to become effective.
- No Credits or Refunds will be given for non-used days. *DAYS CANNOT BE TRANSFERRED.*
- **ONLY** Money Order, Cashier's Check and Debit/Credit Card are accepted payment.

NO CASH/AMERICAN EXPRESS CARDS ACCEPTED.

Late Pick-Up Policy

The Pendergast P.R.I.D.E Club Summer 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.

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. Pendergast P.R.I.D.E Summer Camp reserves the right to terminate care services based on extreme or repeated behavior by a child.

Sign In and Out Policy

All parents, legal guardians, or authorized individuals must sign child in and out of the Summer Camp 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.

Building Access Policy

For safety and security purposes the designated entrance to our facility is electronically controlled from the reception area. A PRIDE Staff member is present between 6:00am-6:00pm and will "buzz" you in upon arrival.

The safety and security of The Pendergast Community Center's physical space is a shared responsibility of all members of the Center's Community.

Participant 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.

Participant 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
- Removal from all Community Education Programs

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

Dress Code

All participants are required to wear closed toed shoes or sandals that have straps on them. Flip Flops will only be permitted during pool days.

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 not permitted.

Lost and Found

All found items will be stored in the lost and found table in the office until the end of the program. Parents are encouraged to go through the lost and found table daily for any lost items. Items will be kept up until the last week of the program at which time they will be disposed of.

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 completed by the parent if medication is needed at the time of registration. All medications must be provided by the parent and be of lifesaving nature. Medications must be properly labeled with child's name or provide a doctor's note.

*Children may NOT carry medication with them including but not limited to inhalers.

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.

Swimming Policy

Swimming is one of the programs most popular activity request. It is also one of the most dangerous. Ensure the safety of your child(ren), the following safety precautions will be involved.

1. Staff will establish a buddy system before arriving at any pool or waterfront.
2. Follow all posted pool use and waterfront rules and regulations.
3. A buddy call will be done on multiple occasions during a swim outing.
4. Each leader is responsible for the supervision of their group of children. 1:10 ratio.
5. Children must inform the leader at all times when leaving that pool or waterfront area (Ex: Bathroom). Children must be accompanied by their buddy.
6. Staff will be required to supervise all areas of the waterfront and swim facility. A Rotation system will be in place.

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.

Fieldtrip and Transportation Policy

All children and staff will participate in all fieldtrips. You will need to make arrangements elsewhere if you do not want your child to participate in one of our scheduled trips.

It is extremely important each participant is following all policies and procedures given at each trip, to ensure their safety and well-being at all times. If your child displays a continuous/extreme disruptive behavior during a fieldtrip that puts his/hers and/or those around them in danger, parents/guardians will be called for immediate pick-up from the location.

Parent/Guardian must complete the informed consent for all fieldtrips during the summer camp in order for your child's participation in each activity.

***Please refer to the Fieldtrip Calendar for dates and times.**