



FALL 2013
**YOUTH
PROGRAM**
.....
Parent Guide



Chandler • Arizona

Mayor Jay Tibshraeny and the Chandler City Council

Youth Program Parent Guide

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Frequently Called Phone Numbers:

TRC Guest Service Counter 480-782-2900

Youth Program Coordinator

Abel Mendoza 480-782-2912

TRC Fax Number 480-782-2929

Address:

Youth Program
Tumbleweed Recreation Center
745 East Germann Road
Chandler, AZ 85286

Mailing Address

Mail Stop 503
P.O. Box 4008
Chandler, AZ 85244-4008



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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, Abel Mendoza at 480-782-2912, according to the dates below:

	100% REFUND	50% REFUND
WEEK 1	September 27	September 30
WEEK 2	October 4	October 7

- After the Wednesday 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.

DISMISSAL FROM YOUTH PROGRAM

There are times when the Youth Program must dismiss a child due to psychological or emotional problems that precludes the child from participating safely or effectively in a group. Dismissal will take effect only after consultation among the parent(s), participant and program coordinator.





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.
- 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, clergyman/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 Abel Mendoza at 480-782-2912.

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.

TRC MEMBERSHIP/PASSES

- Enrollment in the Youth Program does not entitle the parent(s) or child(ren) use of the Tumbleweed Recreation Center facility for any purposes other than the Youth Program.
- Participants and/or parent(s) may purchase daily passes as needed at the Guest Services Counter for youth ages 8 and older. Participants under the age of 8 may not remain in the building without adult supervision.
- To become a pass holder at the TRC, please call Guest Services Counter at 480-782-2900. A representative will assist you with recreational and fitness opportunities.

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 TRC 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 Guest Services 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 ARE PERMITTED IN CAMP!
Staff will confiscate items for parent pick-up ONLY!



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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 provide 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 8 for snack times.
- Participants have the option to purchase their lunch from Firehouse Subs. Please see page 14 for more details and an order form.
- Refrigeration and microwave use is NOT available for individual lunches.
- Parent/Guardians are welcome to have lunch with their child(ren).

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 is a drop-in program. Children may come and go under their own volition.
- Youth Program will meet in the Cotton Room South. 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.

EARLY DEPARTURES

Please notify the Youth Program Coordinator when you are picking your child up prior to the established pick-up hours. Although we try to have someone in the office at all times, occasionally we are out of the office doing assessments and evaluations of the programs. This allows for us to have program staff and your child in the Cotton Room South when you arrive.

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.



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Youth Program Daily Schedule

TIME	ACTIVITY
7–7:55 a.m.	Free Play
8–8:25 a.m.	Big Group Activity
8:30–9:20 a.m.	Breakout Session 1
9:25–10:15 a.m.	Breakout Session 2
10:20–10:35 a.m.	Snack Break
10:40–11:30 a.m.	Breakout Session 3
11:35–11:55 a.m.	Big Group Activity
Noon–12:55 p.m.	Lunch/Free Play
1–1:25 p.m.	Big Group Activity
1:30–2:20 p.m.	Breakout Session 1
2:25–3:15 p.m.	Breakout Session 2
3:20–3:35 p.m.	Snack Break
3:40–4:30 p.m.	Breakout Session 3
4:35–4:55 p.m.	Big Group Activity
5–6 p.m.	Free Play



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Communication with Parents

DATE: _____

This is what happened today:

- 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.



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Session Schedule

FALL 2013 YOUTH PROGRAM

WEEK 1 - FALL INTO FUN: SEPTEMBER 30-OCTOBER 4

This week we will celebrate the beginning of a new season with fall crafts, projects and games. Kids will fall into fun while exploring nature first hand.

WEEK 2 - WILD WILD WEST: OCTOBER 7-11

Grab your boots and cowboy hat, as camp gets wild for the western theme week. Join the showdown as we discover what it means to be a real cowboy or cowgirl in the Wild Wild West.



Field Trip Information

FALL 2013 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 Abel Mendoza 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
Week 1 October 2 Depart: 10:30 a.m. Return: 2 p.m.	Harkins Chandler Crossroads 12 2980 E. Germann Rd. Chandler, AZ 85286	This week campers will enjoy a private screening of "Cloudy With a Chance of Meatballs 2" at Harkins Chandler Crossroads.	Please make sure child is wearing appropriate clothing. Sending money with your child for concessions is optional.
Week 2 October 9 Depart: 10:30 a.m. Return: 2 p.m.	Stratum Laser Tag 1455 South Stapley Dr. Suite 11 Mesa, AZ 85204	Your child will enjoy two hours of unlimited laser tag play. Make sure to wear closed toe shoes and appropriate dress attire for the trip. two slices of pizza and a soft drink are included with the laser tag play.	The Stratum Laser Tag facility offers an arcade filled with a variety of games and prizes. If you would like to send your child with additional money for the arcade please place into a plastic bag with the child's name and the total amount written on the outside of the bag.

All half-day participants will attend the Friday field trip 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

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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:

LOCATION	DATE	ATTENDING?
Harkins - Chandler Crossroads 12	Wednesday, Oct. 2	Yes / No
Stratum Laser Tag	Wednesday, Oct. 9	Yes / No

Please list all participants that have permission to attend any field trips:

- _____
- _____
- _____
- _____

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: _____



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Emergency Contact

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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: _____

Parent/Guardian email address: _____

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

PARENT CONTACT

Name: _____

Cell Number: _____

Home Number: _____

Relationship: _____

SECOND CONTACT

Name: _____

Cell Number: _____

Home Number: _____

Relationship: _____

In case of emergency, please list child's address: _____

List any physical problems/conditions or allergies to food or medications known: _____

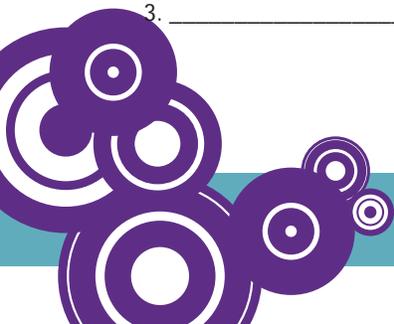
Doctor's Name: _____ ***Phone Number:*** _____

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.	_____	_____	_____



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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**, **Late Fee policy**, **Behavior policy** and the **Refund policy**.

Parent/Guardian Signature: _____ Date: _____



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CAMP LUNCH ORDER FORM



FOUNDED BY FIREMENSM

Small: \$4 (4" sub) • Large: \$4.50 (6" sub)

****Each lunch includes sandwich, a bag of chips and a fruit juice drink****

(Payment required in advance and there are no refunds)

Key:

H = Ham T = Turkey R = Roast Beef V = Veggie

Week of _____ Family Name _____

SMALL SUBS

Day	Monday				Tuesday				Wednesday				Thursday				Weekly Total			
Child Name	# Subs																			
	H	T	R	V	H	T	R	V	H	T	R	V	H	T	R	V				
Price	X \$4.00 / ea.																			
Total for Small Subs																				

LARGE SUBS

Day	Monday				Tuesday				Wednesday				Thursday				Weekly Total				
Child Name	# Subs																				
	H	T	R	V	H	T	R	V	H	T	R	V	H	T	R	V					
Price	X \$4.50 / ea.																				
Total for Large Subs																					

Total for Form (small & large subs): \$ _____

Lunches provided by Firehouse Subs at Mill Crossing, 2100 S. Gilbert Rd., Ste. 11, Chandler, AZ, 480-917-1729



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