CHANDLER
Parks & Recreation
Discover. Imagine. Grow.

Spring 2015

Building BLOCKS

PARENT GUIDE

Building Blocks Parent Guide

TABLE OF CONTENTS

Frequently Called Numbers **3**
Building Blocks Address **3**
Policies and Procedures **4-6**
Refunds 4
Absences 4
Extended Illnesses 4
Dismissal from Building Blocks 4
Behavior Policy 5
Safety Concerns 5
TRC Membership/Passes 5
Photographing 5
Medication Disbursement 5
Lost and Found 6
Classroom Restrooms 6
Snacks 6
Health 6
Show and Tell 6
Program Dress Code 6
Participant Drop-off and Pick-up 6
Early Departures 6
Late Pick-up 6
Enrichment Programs **7**
Communication with Parents **8**
Forms **9-10**
Emergency Contact 9
Policy Acknowledgment 10

Frequently Called Phone Numbers:

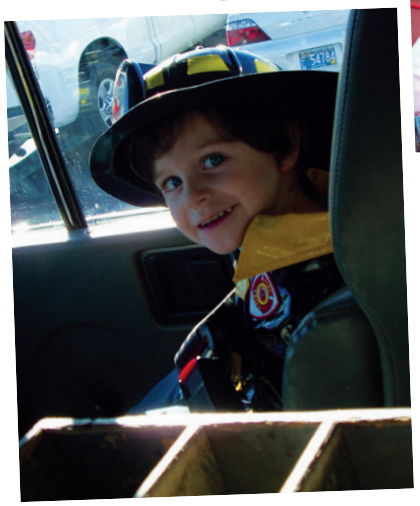
TRC Guest Service Counter 480-782-2900

Building Blocks Program Coordinator
Abel Mendoza 480-782-2912

TRC Fax Number.....480-782-2929

Address:

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



Mailing Address

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

Policies and Procedures

REFUNDS

- If Building Blocks 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 Building Blocks Coordinator.
- Refunds will be made only to the original payee or credit card holder.
- Participants are enrolled in Building Blocks for a 8 week session. Refunds will be processed upon notification to the Building Blocks Coordinator, Abel Mendoza at 480-782-2912, according to the dates below:
- This policy is enforced so that we can plan supplies and activities properly.

	100% REFUND	50% REFUND
M/W/F	March 20	March 23
Tu/Th	March 21	March 24

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 BUILDING BLOCKS

There are times when Building Blocks 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 3-5 years. Since we're here to have fun, we take problems seriously.
- We will spend the first week of Building Blocks reviewing rules and classroom procedures.

  Class rules are as followed:

  1) Walk at all times.
  2) Play and work cooperatively.
  3) Be kind to one another.
  4) Use indoor voices and speak only if it is your turn.
  5) Always clean up after yourself.
  6) Follow directions when they are given.

  Class Discipline Steps:

  Children will start on green light everyday…

  1) Verbal Warning.
  2) Verbal Warning (Second if needed).
  3) Yellow light = Three minute time out.
     - After second time out child will be set home on red light.
     - Discuss behavior with parent.
  4) Red light = phone call to parent.
     - Contact parent to pick up child.
     - Mandatory meeting with parent and instructor.
     - Three red lights in a session and child will be removed from program.

  Violence, threats, fighting, and profanity are **NOT** tolerated. Child will be sent directly to red light and the appropriate disciplinary action will be taken. Parents will be notified immediately.
- 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 mandate is set in place in order to ensure safety and to prevent behavior problems for all participants and staff members.

SAFETY CONCERNS

- Parents/Guardians are responsible for the welfare of their child(ren) prior to and after Building Blocks in which the child is enrolled.
- Participants should not be dropped off before the program start time (9 a.m., 11:30 a.m. or Noon) nor should the parent/guardian leave the participant more than 10 minutes past the end of the program (11 a.m. , 2 p.m. or 2:30 p.m.). A flat fee of $5 will be charged for the first 10 minutes after program end time, and an additional $1 for every minute thereafter.

TRC MEMBERSHIP/PASSES

- Enrollment in Building Blocks does not entitle the parent(s) or child(ren) use of the Tumbleweed Recreation Center facility for any purposes other than Building Blocks.
- Participants and/or parent(s) may purchase daily passes as needed at the Guest Services Counter. 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 Building Blocks 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 Building Blocks may be used in promotional materials. Please inform Building Blocks 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 Building Blocks ends, unclaimed lost and found items will be given to charity. Building Blocks is not responsible for any items lost during the program or while on field trips.

CLASSROOM RESTROOMS

Children should be fully potty trained, no diapers or Pull-Ups allowed. Restrooms are available within the classrooms. Staff is not permitted to assist a child in the bathroom. If a child needs help pulling up clothes or zipping clothing we will have the child come out of the bathroom area and have a co-worker watch as we assist the child.

SNACKS

- Please make sure your child(ren) eat a well-balanced meal before class. Building Blocks offers a parent volunteer snack program.
- Parents of each participant may volunteer to provide a non-perishable snack. We would appreciate it if you would also provide bottled water and cups with a healthy snack. A sign-up sheet list will be posted in your child's classroom. Please bring snacks that are store bought and unopened. **We ask that you do not bring any snacks that have peanuts, peanut butter or nuts. Also please don't bring foods that have been processed in a plant that processes nuts or contains traces of nuts, tree nuts, etc. Snacks containing these items WILL BE SENT HOME.** Homemade snack are allowed on Program Day only.
- Snack times are scheduled once during the morning and afternoon sessions. Please refer to page 7 for snack times.

HEALTH

If your child is experiencing a fever, cough, muscle aches, runny nose or sore throat be considerate of others and please keep him/her at home on that day. If a child comes to the program with these symptoms the parent will be contacted and required to pick up the child.

SHOW AND TELL

Toys are not allowed, unless it is a show and tell day. Show and tell days will be listed in the Building Blocks calendar that will be inside your child's folder given on the first day of class.

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. NO FLIP FLOPS OR SANDALS OF ANY TYPE. After first warning, child will be sent home.
- Participants should wear shorts/leggings under dresses.
- To reduce the amount of lost and found, please have your child(ren)'s clothing marked with their name on it.
- Backpacks are allowed but not mandatory.
- Labeled change of clothes optional.

PARTICIPANT DROP-OFF AND PICK-UP

- Building Blocks will meet in the Apple and Zebra Rooms.
- Building Blocks instructors cannot transport your child(ren) from program to program. Parents will be required to transfer their child(ren) between programs.
- Building Blocks offers three sessions. 9-11 a.m., 11:30 a.m.-2:30 p.m. and Noon-2 p.m.

  Two-Hour: Morning Session Drop-Off: 9 a.m.
  Two-Hour: Morning Session Pick-Up: 11 a.m.

  Three-Hour: Afternoon Session Drop-Off: 11:30 a.m.
  Three-Hour: Afternoon Session Pick-Up: 2:30 p.m.

  Two-Hour: Afternoon Session Drop-Off: Noon
  Two-Hour: Afternoon Session Pick-Up: 2 p.m.

EARLY DEPARTURES

Please notify the Building Blocks Coordinator/staff when you are picking your child up prior to the established pick-up times.

LATE PICK-UP

- Participants must be picked up by 11 a.m. for morning session, 2 p.m. for the two-hour afternoon session or 2:30 p.m. for the three-hour afternoon session.
- A flat fee of $5 will be charged for the first 10 minutes after program end time, and an additional $1 for every minute thereafter.
- **After two incidents of late pick-ups, we will drop your child from the program.**

Enrichment Programs for Spring 2015 Building Blocks

In addition to the Building Blocks Program the Tumbleweed Recreation Center offers a variety of enrichment classes. These programs will provide children the opportunity to experience arts, music, sports and after school activities in a fun setting.

BUILDING BLOCKS – ATHLETES

This program will activate the inner athlete that every child posses. Your child will have the opportunity to participate in small and large group games, improve motor skills and learn the importance of physical activity. Children must be 3 years of age by March 23, 2015 and must be potty-trained (no diapers or pull-ups allowed).

Instructor: Building Blocks Instructors
Location: Tumbleweed Recreation Center, Apple Room

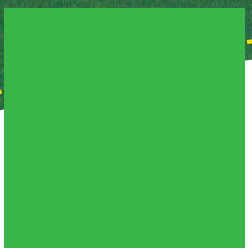
Resident fee: $56		**Non-resident fee: $76**		
	M/W	3/23-5/6	11:10 a.m.-noon	3-5 yrs

BUILDING BLOCKS – ARTISTS

This program will enrich your child's life with art. Your child will have the opportunity to experience forms of art in crafts, painting and drawing. Children must be 3 years of age by March 24, 2015 and must be potty-trained (no diapers or pull-ups allowed).

Instructor: Building Blocks Instructors
Location: Tumbleweed Recreation Center, Apple Room

Resident fee: $56		**Non-resident fee: $76**		
	Tu/Th	3/24-5/7	11:10 a.m.-noon	3-5 yrs



MY COLOR TODAY WAS:

Communication with Parents

DATE: _____

THIS IS WHAT HAPPENED TODAY:

_____

_____

_____

_____

PARENT COMMENTS:

_____

_____

_____

_____

Parent/Guardian Signature: _____ Date: _____

- The Building Blocks staff is committed to communicating with parents about their child's positive and/or negative behavior. This form will be sent home with child for parent to review, comment and sign.
- If at anytime you do not understand the comments on the form, please talk with the Building Blocks Coordinator or program staff about the information provided.
- Three red lights in a session and child will be removed from program.

Emergency Contact

SPRING 2015 BUILDING BLOCKS

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

	Child's Name	Birth Date	Program child will be participating in
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

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: _____

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

PARENT CONTACT

Name: _____

Cell Number:_____

Home Number:_____

Relation to Child: _____

SECOND CONTACT

Name:_____

Cell Number: _____

Home Number: _____

Relation to Child:_____

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 then 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.*

	Name	Relation to Child	Phone Number
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Policy Acknowledgement

SPRING 2015 BUILDING BLOCKS

PARENTS: Please read the attached information regarding our Building Blocks 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 **Refund policy, Late Fee policy** and the **Behavior policy**.

Parent/Guardian Signature:_____ Date:_____