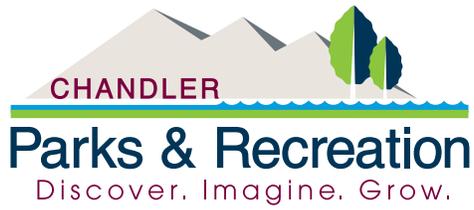


FALL 2016



# Building BLOCKS

SNEDIGAR RECREATION CENTER  
PARENT GUIDE





# BUILDING BLOCKS PARENT GUIDE

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## FREQUENTLY CALLED PHONE NUMBERS:

**SRC Guest Service Counter** .....480-782-2640

### **Building Blocks Program Coordinator**

Teo Ruiz.....480-782-2641

**SRC Fax Number** .....480-782-2644

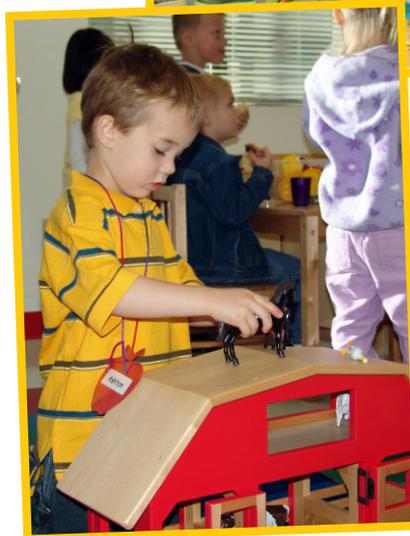
## ADDRESS:

Building Blocks Program  
Snedigar Recreation Center  
4500 S. Basha Rd.  
Chandler, AZ 85248



## MAILING ADDRESS:

Mail Stop 502  
P.O. Box 4008  
Chandler, AZ 85244-4008



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# 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 nine week session. Refunds will be processed upon notification to the Building Blocks Coordinator, Teo Ruiz at 480-782-2641, 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	September 10	September 12
Tu/Th	September 11	September 13

## 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.

## Inclusion and Participation

The Department welcomes the participation of children and adults, including those with disabilities. A reasonable accommodation should be requested two (2) weeks in advance. Contact Collette Prather at 480-782-2709 via voice or AZ Relay at 711. Staff is not able to provide services of a personal nature, such as assistance in eating, toileting or dressing. Participants are welcome to bring a caregiver or aide, if they need assistance with these activities.

## Code of Conduct and Safety

The City of Chandler Community & Neighborhood Services Department strives to maintain an atmosphere of camaraderie, courtesy, and respect. To ensure the safety and enjoyment of everyone in our recreational facilities, classes, programs, and activities, participants are expected to conduct themselves in an appropriate manner, at all times.

Appropriate behavior includes the ability and willingness to follow instructions and to interact positively with other individuals. Staff will discuss behaviors of concern with a participant and his/her family, when necessary.

Unsafe or unacceptable behavior will not be tolerated from anyone visiting a facility or participating in any City of Chandler class, program, or activity. Any person acting inappropriately may be subject to Progressive Discipline Action Steps, which may include revocation of the privilege of using department facilities or participating in departmental activities, classes, or programs for a period of time (including a permanent ban), as determined by staff, based on the circumstances of a specific incident.

***Please inquire at the front desk to view the Code of Conduct and Safety in its entirety.***



## 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 sent 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, unless a Behavior Contract is established.

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, clergy/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.) nor should the parent/guardian leave the participant more than 10 minutes past the end of the program (noon). 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.

## 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 SRC 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.

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## 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 or juice 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.**
- Snack times are scheduled once during the morning sessions.

## 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 are the days you sign up to bring a snack.

## 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 room 514 and 515.
- 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 one session. 9 a.m.-noon.

**Three-Hour: Morning Session Drop-Off: 9 a.m.**

**Three-Hour: Morning Session Pick-Up: noon**

## 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 noon.
- 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.**



My color today was:



## COMMUNICATION WITH PARENTS

Date: \_\_\_\_\_

This is what happened today:

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---

---

---

Parent Comments:

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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

## Fall 2016 Building Blocks



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

	<u>Child's Name</u>	<u>Birth Date</u>	<u>Program child will be participating in</u>
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: \_\_\_\_\_

The City of Chandler intends to comply with the Americans with Disabilities Act (ADA).  
To request a reasonable accommodation, please contact Collette Prather at (480) 782-2709 at least two weeks in advance.

**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 to Child</u>	<u>Phone Number</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

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# POLICY ACKNOWLEDGEMENT

## Fall 2016 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 Parent Guide, **Inclusion and Participation, Code of Conduct and Safety, Refund policy, Late Fee policy** and the **Behavior policy**.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_