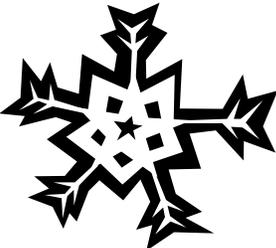
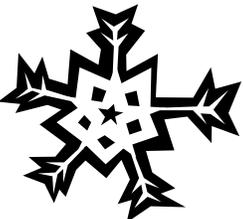


City of Surprise
Community & Recreation Services

Winter Break Camp 2016-2017 Parent Handbook





Drug Free Recreation

CITY OF SURPRISE WINTER BREAK CAMP PROGRAM

Community & Recreation Services: 623-222-2000

Sierra Montana Recreation Center: 623-222-2600

Michelle Yingling: 623-222-2233

The City of Surprise Winter Break Camp Program provides opportunities for youths enrolled in K - 6th grade to have fun in a safe and supervised program over the winter holiday period. This exciting program features on-site activities such as: arts & crafts, games, sports, plus special field trips to help the youth have a safe, fun-filled winter.

Participants

Youth who are enrolled in K - 6th grade.

Dates

Week 1: Dec 26-30, 2016

Week 2: Jan 2-6, 2017

Hours

6:30 a.m. - 6:00 p.m.

Location

Sierra Montana Recreation Center

14861 N. Spring Lane

Surprise, Az. 85388



Fees

Weekly Fee:	\$110 Resident	\$130 Non-resident
3 days per week:	\$85 Resident	\$105 Non-resident
Daily Rate:	\$35 Resident	\$45 Non-resident

Payments

Payments are due at the time of registration.

Registrations are accepted at the City of Surprise Community & Recreation Services Building located at 15960 N. Bullard Avenue, Surprise, Arizona, 85374.

Withdrawal / Change Policy

It is the City of Surprise Winter Break Camp Policy that prior notice is required to terminate or change enrollment in the program. If for any reason you decide to change or drop your child's enrollment from the Winter Break Camp Program, notification must be made by the Wednesday prior to the week of the start of the program. **A credit will be placed on your recreation account.** You can email Michelle Yingling at michelle.yingling@surpriseaz.gov or call 623-222-2233.

Refunds

The City of Surprise Winter Break Camp Program will not issue any refunds unless the camp is cancelled by the city.

Absences

If your child is going to be absent from Winter Break Camp on his/her scheduled day due to illness or any other reason, please call the Winter Break Camp site at 623-222-2626.

Sign In/Out

For the safety of the participants, only parents/guardians or an authorized person designated on the registration form will be able to sign a child in and out each day. **A child may not sign themselves in or out!** There are no exceptions! This is strictly enforced. This also provides parents an opportunity to see the activity schedule planned for the day. Those picking up a child will be required to show I.D. so please remember to bring it in with you. This is for your child's safety and not to inconvenience you.

Authorization for Release

A child enrolled in the City of Surprise Winter Break Camp Program will only be released to those persons authorized with their actual signature on the registration form. NO exceptions will be made without the advance written permission of the parents or telephone authorization. Individuals may be required to show proof of I.D. to the staff the first time the child is picked-up. **If only one person has the sole custody of a child, then a legal document must be on file with the site stating the name of the legal guardian.** This is for your child's safety and not to inconvenience you.

Transportation

Transportation will be provided to and from all field trips. Transportation will **NOT** be provided before and after the program.

Late Pick-Up

\$5 per every 5 minutes/per child. The charge is \$5 per every 5 minutes after closing time, **per the school clock**, and is due at the time of pick-up. Please call 623-222-2626 to notify staff if you are running late.

- 1st Time:** Verbal warning
- 2nd Time:** Fee plus written warning
- 3rd Time:** Fee plus 3 days suspension
- 4th Time:** Removal from the program

Medication

The Surprise Winter Break Camp staff may administer medication. To authorize giving medication to a child, the parent/guardian must complete a "Medication Release Form" and bring the prescribed amount of medication in the original container. Forms are available at the site.

Illness

All children become ill from time to time. It is important for parents who have children in the Winter Break Camp Program to understand that their child's health affects the health of other children and staff members in the program.

Do not take a child who has signs and symptoms of being ill to the Winter Break Camp Program. These symptoms are as follows:

1. Fever. They must be fever free for 24 hours in order to return.
2. Any contagious disease such as strep throat, pink eye, chicken pox, etc.
3. Vomiting.
4. Serious/hard coughing or difficulty breathing.
5. Rash/sores.
6. Diarrhea.
7. Mucus or pus from red eyes.
8. Thick drainage from the nose.
9. Sore throat.



If your child becomes ill during the program, staff will try and contact a parent or authorized designee to pick-up the participant. Please notify staff if phone numbers change at any time during the program.

Emergencies

If your child has an accident, injury, or emergency while at Winter Break Camp, that requires medical treatment by a health care provider, a staff member will immediately notify the child's parents. For this reason, it is essential that all forms have current names and phone numbers. A written emergency report will be filled out.

Toilet Training

Children must be toilet trained. If frequent urine and/or bowel accidents occur (3 or more within a 5 day period) or if they wear pull-ups, then they do not meet this requirement. Please understand that if your child does exhibit signs of not being fully trained, you will be asked to remove your child from the program. If an accident happens, a parent or guardian is expected to either pick-up the child or bring a change of clothes/cleansing products within 1 hour from the time the parent/guardian is notified.

Personal Items

***Please do not permit your child to bring personal items such as video games, cell phones or iPod's.** The City of Surprise is not responsible for any lost, stolen, or broken items. The site has several toys and lots of activities to keep your child busy and entertained. Items not claimed will be donated.

BULLYING POLICY

The City of Surprise Community and Recreation Services Department is committed to providing a safe and positive environment for all patrons, employees and volunteers. Bullying often creates an atmosphere of fear and distrust and negatively impacts the health and well-being of those involved. A full Bullying Policy and Procedure has been implemented to establish a system of recognizing, responding to and reducing bullying behavior in Parks and Recreation programs and facilities. This policy can be accessed online or at the Recreation Office.

Bullying: Bullying may occur when a participant is exposed repeatedly and over time to negative actions on the part of one or more other participants.

- Bullying behavior is meant to hurt another person and is carried out by someone who is seeking power or control over another person.
- Bullying may constitute a violation of law.
- There are three forms of bullying: Physical, Emotional, Social
- Bullying can be described as Threatening, Harassment, Intimidation, Cyber Bullying

Reports of Bullying will be fully investigated by department staff and a report will be submitted of the findings. Disciplinary action may result from bullying. All suspected violations of law will be reported to local law enforcement.

Lunches

Each participant is responsible for bringing his or her own non-perishable lunch. Refrigeration and microwaves will not be available for use.

Snacks

Participants will receive an afternoon snack provided by City of Surprise. Parents are encouraged to send along a morning snack and water bottle every day.

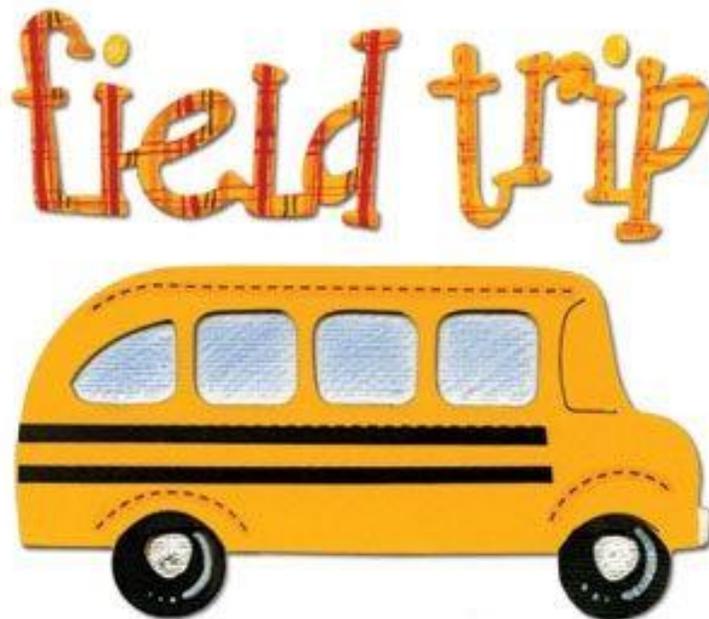
Field Trips

Field trip costs are included in the weekly fee. Transportation for field trips is provided by the City of Surprise. It is required that each participant attending the field trip has a permission slip completely filled out by a parent. Participants will be required to wear I.D. stickers and/or wristbands for safety purposes.

Note to Parents: All participants that attend the Winter Break Camp Program on a field trip day will be required to go on the field trip. No participants will be left behind at the site. If you choose not to have your child attend a specific field trip, your child will not be able to attend the program until the participants have returned from the field trip.

Parents are not permitted to drop off or pick-up their child at the field trip destination. Participants MUST ride the bus to and from the field trip site.

****You may send some extra money for snacks or tokens with your child, but please note that staff is in NO WAY responsible for holding it or keeping track of it.**



Enrollment/Disenrollment Procedures

To enroll your child in the City of Surprise Winter Break Camp Program, parents must complete and return the following to the City of Surprise Community & Recreation Services located at: 15960 N. Bullard Avenue, Surprise, Arizona, 85374.

- 1) Registration Form. Complete, leave no line blank.
- 2) **Emergency, Information and Immunization Record Card Complete, leave no line blank. If the question/line does not apply, write "none" or "N/A". Two (2) emergency contacts, beside the parents, must be listed to have authorization to pick-up your child in case of an emergency. If you do not have 2 emergency contacts, write in "CPS" and "Surprise Police Department".**
- 3) Copy of immunization record.
- 4) Discipline Policy – signed.
- 5) Fee Attendance Contract – signed.
- 6) \$30 Registration Fee / Resident. \$50 Registration Fee / Non-resident.
- 7) Payment for the week

Individuals with disabilities

The Surprise Community and Recreation Services Department offers programs for people of all ability levels. Under the ADA, individuals needing modifications of policies, practices or procedures should contact 623.222.3543 (Voice) or 623.222.3503 (TTY) at least 5 business days in advance to request appropriate accommodations.

Daycare Subsidies

Please call Child Care administration office for information on child care assistance at 623-925-0095.

Parent Initial _____ (I understand the information listed on this page)

Insurance

The City of Surprise carries liability insurance for all of its operations, including city-sponsored recreation programs.

Daily Schedule



6:30 - 8:00 am
8:00 - 8:30 am
8:30 - 9:00 am
9:00 - 9:30 am
9:30 - 11:30 am
11:30 am - Noon
Noon - 1 pm
1 - 3:30 pm
3:30 - 4:00 pm
4 - 4:30 pm
4:30 - 6 pm

Greeting & Indoor Play
AM Snack-please bring
Outside Play
Daily Announcements
Centers & Crafts & visitors
Lunch
Organized Group Games
Guest Presenter
PM Snack-provided
Outside / Inside Play
Free Play & Group Games

Times and activities may change due to daily field trips and other planned activities.
Weekly Calendar of activities can be found on the Parent Board near the sign in area.



CITY OF SURPRISE WINTER BREAK CAMP REGISTRATION FORM

PLEASE PRINT

Child's Name _____ Shirt Size _____
Last First M.I.

School _____ Grade _____ Age _____ Date of Birth _____

Address _____ City _____ Arizona Zip _____

Home Phone Number () _____

Father's Name _____ Home # () _____ Work # () _____

Mother's Name _____ Home # () _____ Work # () _____

In the event of an emergency, please contact:

Name _____ Relation _____ Phone Number () _____

Name _____ Relation _____ Phone Number () _____

List any allergies (food, medication, etc.): _____

List two people, other than yourself, authorized to pick up your child (name, relationship, and phone #).

1. _____
Name Relationship Phone #/Alt. Phone #

2. _____
Name Relationship Phone #/Alt. Phone #

I hereby permit the City of Surprise Winter Break Camp Staff to release my child to the above people.
Initial _____ Date _____

Due to staffing/scheduling, please check if your child is in a special needs program: ____ yes ____ no

Photos: I give permission for my child to be video taped or photographed by the City of Surprise employees to be used at the site for activities and for any program advertisements for the City of Surprise.

Parent/Guardian Signature: _____

I grant permission for my child _____, to attend the City of Surprise Winter Break Program. I hereby release the City of Surprise from all liability, losses, damages to or destruction of property arising out of or in any way connected with my child's participation in the City of Surprise Winter Break Program, except when such injury or damages shall have been occasioned by negligent or wrongful acts of omissions by the employees or officers of the City of Surprise.

I understand that there are NO REFUNDS OR CREDITS FOR ABSENCE, ILLNESS, HOLIDAYS, OR SUSPENSIONS during the Winter Break Program.

Participant's Name: _____

Parent/Guardian Signature: _____ Date: _____



CITY OF SURPRISE
WINTER BREAK CAMP DISCIPLINE POLICY
Winter Break Camp

In order to ensure the safety of all participants and staff in the City of Surprise’s Winter Break Program, the following discipline policy will be strictly implemented and enforced. Please read the policy, sign, and return with your child’s registration. All rules will be discussed with participants on the first day of the program and sent home to parents/guardians.

When a participant needs guidance, the following options are utilized:

1. Participant is encouraged to verbalize his/her feelings and to think of alternative solutions and their possible effects.
2. Participant is redirected to a different area.
3. If a participant has lost control and is unable to reason, “time out” will be used. The “time out” technique is used when the staff member feels it is the only way to calm the participant down. “Time out” is 1 minute multiplied by their age.
4. Incident report issued by staff and must be signed by parent.
5. Initiate a parent conference to discuss available options.
6. Suspension or dismissal from the program.

Some actions will result in an automatic suspension or dismissal from the Winter Break Program. Parents will be contacted immediately to pick-up their child from the program. The participant will be suspended for the following day(s) and/or dismissed from the program. The following are actions that will result in automatic suspension or dismissal:

1. Showing extreme disrespect or disruption (abusive language).
2. Damaging the Winter Break Recreation Site (school or bus) or supplies or stealing property.
3. Endangering another child or staff verbally (threats) or physically (hitting, spitting, biting, throwing objects, etc.).

The City of Surprise Community & Recreation Services Department reserves the rights to withdraw a participant from the program if all discipline options have been exhausted and/or demonstration of extreme behavior that put participants and staff in danger (i.e. verbal or physical actions including fighting, threats).

.....
I have read the “Winter Break Camp Discipline Policy” and fully understand the process to be used for discipline issues.

By signing below, my family and I will comply with the Policies and Procedures in the Parent Handbook

Parent Signature: _____ Date: _____



CDC/SGH# or name: _____

**Arizona Department of Health Services
Bureau of Child Care Licensing
Emergency, Information and Immunization Record Card**

Child's Name:	Date Enrolled:	Updated:
Home Address (#, Street, City, State, Zip Code):		Date Disenrolled:
Home Phone:	Date of Birth:	Sex: <input type="checkbox"/> male <input type="checkbox"/> female

Mother or Guardian Name:	Home Address (#, Street, City, State, Zip Code):
Cell Phone (optional):	Contact Telephone Number:

Father or Guardian Name:	Home Address (#, Street, City, State, Zip Code):
Cell Phone (optional):	Contact Telephone Number:

**I authorize the following individuals to collect my child from the facility in case of emergency or if I cannot be contacted:
(Pursuant to R9-5-304.B, at least two contact persons are required.)**

Name:	Contact Telephone Number:

If Medical care is necessary, call:

Health Care Provider*	Name:	Contact Telephone Number:
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*A Health Care Provider is a physician, physician assistant or registered nurse practitioner.

In case of injury or sudden illness, I request that this individual be called first:	
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The following individual(s) may NOT remove my child from the facility:

Name(s):

Custody papers have been provided and are on file at the facility. yes no

Telephone Authorization Code (optional): _____

Immunization Information

(A licensee shall attach an enrolled child's written immunization record or exemption affidavit to the enrolled child's Emergency, Information and Immunization Record card.)

For information regarding current immunization requirements go to:

www.azdhs.gov/phs/immun/index.htm or contact the Arizona Immunization Program Office at (602)364-3630.

One of these items must accompany the EIIR card at all times:

<input type="checkbox"/>	Copy of current official documented immunization record attached
<input type="checkbox"/>	Religious Beliefs exemption form signed by parent/guardian attached
<input type="checkbox"/>	Medical Exemption form signed by physician and parent/guardian attached
<input type="checkbox"/>	Signed Laboratory Proof of Immunity form attached

Notification of immunizations needed sent to Parent(s) or Guardian(s):	mo /day/ yr	mo /day/ yr	mo /day /yr
Updated immunizations received and attached:	mo /day/ yr	mo /day/ yr	mo /day /yr

Medical Information

<p>Is child allergic to food or other substances? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, describe symptoms, name foods or substances to be avoided, and the procedure to follow if reaction occurs:</p>
<p>Is child usually susceptible to infections and if so, what precautions need to be taken? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, list precautions:</p>
<p>Is child subject to convulsions and what should be our procedure if one occurs? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, specify procedure:</p>
<p>Is there any physical condition that we should be aware of and what precautions should be taken (heart trouble, foot problem, hearing impairment, hernia, etc.)? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, list precautions:</p>
<p>Additional comments:</p>
<p>Other special instructions:</p>

This **Emergency Information and Immunization Record Card** is accurate and complete, front and back, and was provided by:

Parent/Guardian PRINTED Name:	SIGNED Name:	DATE:
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