

2011-2012

Den'S Club

Checklist



DYSART UNIFIED SCHOOL DISTRICT
**COMMUNITY
EDUCATION**
EXPLORE YOUR POTENTIAL

Date:	Parent Initials	Staff Initials
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Fee Agreement

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Registration

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Registration Pg. 2

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Emergency Card

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Immunizations Records

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Behavior Agreement

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\$50 per child reg. fee

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First Month Tuition

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Received Parent Handbook

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Proof of Employment

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___ Badge ___ Other:

Start Date: _____ (3 Day Waiting Period)

Den Club Site: _____

REGISTRATION WILL NOT BE COMPLETED OR ACCEPTED UNTIL ALL ITEMS ARE COLLECTED.

2011 – 2012 Camp Information

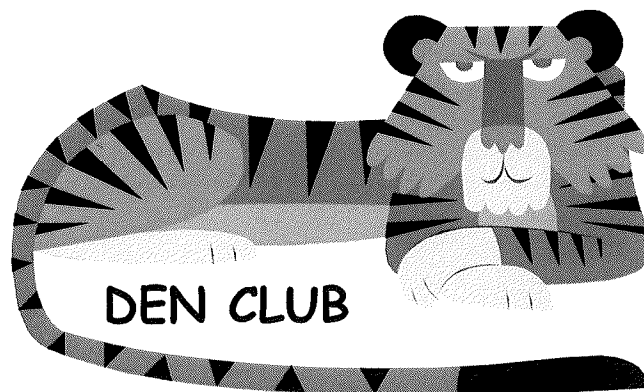
<u>Camp Days Offered 2011-2012</u>	<u>No Camp Offered 2011-2012</u>
Summer Camp: May 23 - July 29, 2011*	Staff Training Day: May 20, 2011
Fall Camp: October 10 - 11, 2011	Memorial Day: May 30, 2011
Winter Camp: Dec.26 - Dec. 30, 2011**	Independence Day: July 4, 2011
Jan 2 - Jan 6, 2012	Labor Day : September 5, 2011
Spring Camp: March 12 – 16, 2012	Veterans Day: November 11, 2011
<u>*No camp on May 30, 2011 (Memorial Day)</u>	Thanksgiving Recess: November 23, 24 and 25 th , 2011
<u>**No camp on December 23, 2011</u>	Winter Break: December 23, 2011
	MLK Day: January 17, 2012
	Presidents Day: February 21, 2012
	Staff Development Camp: April 20, 2012
	Staff Training Day: May 25, 2012
	Memorial Day: May 28, 2012

The completion and reception of this packet does not guarantee admittance into the program.



DYSART UNIFIED SCHOOL DISTRICT
**COMMUNITY
EDUCATION**
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2011-2012 Den Club Registration Forms & Parent Information



Community Education Department Information

Address: 15550 N. Parkview Place Surprise, AZ 85374
(In Performing Arts (8000) building located on the campus of Valley Vista High School)
Phone: 623-876-7056
Office Hours : Monday—Friday 8:00 am to 4:30 pm (Open late until 6:00 pm on the first and third Wednesday of the month)



DYSART UNIFIED SCHOOL DISTRICT
**COMMUNITY
EDUCATION**
EXPLORE YOUR POTENTIAL

Dysart Unified School District Community Education

2011-2012 Dysart Den Club Parent Information



Dysart U.S.D. Community Education Department is proud of its before and after school care programs, Den Club. Through this program, children are encouraged to learn and play in a safe, caring environment. Trained and caring adults supervise the children as they participate in a variety of activities specifically designed to meet their needs for social interaction and cognitive and emotional growth. Our parents are always welcome, and encouraged, to visit our programs and participate in activities with their children.

The Arizona Department of Health Services regulates the Den Club. Information on licensing and inspection reports are available at the department's office at 150 N. 18th Ave., Suite 400, Phoenix, AZ 85007. The phone number is (602) 364-2539. Inspection reports are also available upon request at each site and at Community Education, 15550 N. Parkview Place, Surprise, AZ 85374. Our phone number is (623)-876-7056.

PARENTAL RESPONSIBILITIES

Read this parent information book carefully. You are responsible for abiding by the information in it and the fee agreement that you sign. If you have any questions, please contact the Community Ed. Office at 623-876-7056 .

ADMISSION AND ENROLLMENT

Complete registration documents including a copy of the child's immunization record and emergency contacts are required to enroll. **Incomplete documents will not be accepted.** There is a minimum of a three day wait between registration and the child's attendance at the program. Children must be registered with the school first before registering for Den Club. All registration packets must be returned to the Community Education Office to process enrollment. **CHILDREN MUST BE REGISTERED EVERY YEAR IN ORDER TO ATTEND DEN CLUB.**

The non-refundable registration fee and first month's payment will be taken at the time of registration, which ensures your space. If there is no space in the program, the non-refundable registration fee will be taken at the time of registration to ensure the spot, but the first month's payment is not due until space is available. Change of option is regarded as re-enrollment and may change the availability of care. See the fee agreement for terms and charges that apply.

It is the responsibility of the parents to keep enrollment records current. Please advise both Community Education and your local school as to any changes in home address and phone, business phone and authorized emergency contacts.

Adding or deleting persons on the Emergency Information Card requires written notification, signed and dated by the parent/guardian. Emergency cards need to be updated every 6 months.

WITHDRAWAL POLICY

It is the parent's responsibility to notify the registration staff at the Community Education Office of withdrawals from the program and all withdrawals must be done at the Community Education Office on withdrawal forms. **Notifying the staff at the School Site does not qualify as an official withdrawal from the program.** Any withdrawals made after the first day of school will follow the policy as stated above and the parent will be obligated to pay accordingly.

SIGN OUT PROCEDURES

Per Department of Health Services regulations, only parents, legal guardians or previously authorized parties can sign a child in and out of the program each day on the designated sign out sheet. Authorization will consist of a written/ notarized letter from the parents or legal guardian. PHOTO IDENTIFICATION will be required at all times in order to sign a child out of the program.

CALENDAR

Den Club does not follow the school calendar. Den Club Camps will be held during most school recesses. Camp dates are available on the following page.

HOURS AND LOCATIONS

Den Club is available at most elementary schools. Doors are open in the morning from 6:00 am until 30 minutes prior to school opening; hours after school are from school dismissal until 6:00 pm. See page 10 for a complete list of available locations. Registration for this program is through Community Education, 15550 N. Parkview Place, Surprise, AZ (623) 876-7056.

DISMISSAL TIMES & LATE PICKUPS

Den's Club programs close promptly at 6:00 pm. For purposes of enforcing this procedure, **the clock at the site will rule.** A fee of **\$5.00 per minute** is charged for late pickups. Should this occur, you will be billed for the late fee with your next invoice.

2011-2012 Dysart Den Club Parent Information

BEHAVIOR GUIDELINES

Social growth is crucial during the early years of every child's life. Den Club will focus on helping children learn appropriate behavior in a developmentally appropriate way. Appropriate behavioral guidelines are established with the goal of not only maintaining the physical and emotional well being of each child but also with teaching self-discipline, judgment and manners as well. Positive disciplinary methods are used to enforce these guidelines. Parents and staff are viewed as partners in guiding the child's development. Effective partners support each other for the benefit of the child. Parents are kept informed of problems as they may arise and may be asked to follow through at home in special circumstances. In the event of possible suspension or consideration of removal, due process procedures will be followed. If program staff determines that a child cannot benefit from the program or presents a danger to other children, parents will be asked to withdraw the child immediately.

Parents are expected to support staff decisions regarding their child in incidents of behavior consequences. It is important that the children understand that parents and staff agree on standards of behavior. In cases where there is a disagreement, negotiations will take place away from the child. A mutually agreeable solution will be reached and then presented to the child. When parents have a concern about the program, they have an obligation to address it with the site facilitator, childcare supervisor, or program manager.

INTERGRATED PROGRAMMING

In the Community Education Den Club, the focus is on the child. Children with disabilities, able to function in a group setting, are integrated into the program at their home school. Parents and staff collaborate to allow the child the special benefits of the program – fun and friendship.

In cases of absence, please notify your program site, and NOT the school office. The number can be obtained from your site facilitator.

TRANSPORTATION & FIELD TRIPS

Transportation to and from the program is the responsibility of the parents. District owned or approved transportation is used whenever the children go on field trips. Written permission from the parent/guardian is required in order for your child to participate in field trips organized by the school-age programs. Written permission must be received prior to departure. On scheduled field trips, all staff and children will be off the school grounds. If you do not wish your child/ren to partake in the trip, please arrange alternate child care for that day. If you arrive at the site after the stated departure time, you will be expected to provide alternate care for your child. **Children may not be dropped off or picked up at the field trip site.**

SAMPLE SCHEDULES

Sample for 8:15a.m.-3:00p.m. School Hours

Sample for 9:00a.m.-3:45p.m. School Hours

6:00 am – 8:00 am	Den Club hours	6:00 am – 8:30 am	Den Club hours
8:00 am – 8:15 am	Breakfast/Playground	8:45 am – 9:00 am	Breakfast/Playground
8:15 am – 3:00 pm	School Hours	9:00 am – 3:45 pm	School Hours
3:00 pm – 3:45 pm	Attendance / Snack	3:45 pm – 4:15 pm	Attendance / Snack
3:45 pm – 4:30 pm	Homework	4:15 pm – 5:00 pm	Homework
4:30 pm – 5:30 pm	Large Motor Skill / Choices	5:00 pm – 5:45 pm	Large Motor Skill / Choices
5:30 pm – 6:00 pm	Board Games	5:45 pm – 6:00 pm	Board Games

FOOD AND SNACKS

Breakfast is available from the school cafeteria. We recommend that children participating in the AM program take advantage of this service. An afternoon snack is served each day. On camp days during the school year and summer, Den Club will provide a morning and afternoon snack with drink; however, it will be the responsibility of the parents to supply a lunch with a drink for their child each day.

HOMEWORK POLICY

Den Club will remind children to do their homework and will provide a place to work with supervision every day. It is the child's responsibility to take advantage of homework time and ask for help if he/she needs it.

ATTIRE

Participants are expected to arrive in appropriate attire as set forth by Governing Board policy. Tennis shoes are highly recommended.

LIABILITY

Dysart Unified School District #89 has liability insurance for all its operations. However, the District does not carry medical insurance for any participant's injuries or illnesses. Associated Medical claims are your responsibility. Liability insurance documentation is available for review at any of our Den Club locations.

2011-2012 Dysart Den Clubs Parent Information

ILLNESS AND EMERGENCIES

1. If your child becomes ill during the program, the staff has an isolated area for him/her. The Site Facilitator will decide (according to the time of day, degree of illness, etc.) to call parents to make arrangements to have the child taken home by an authorized person (not a staff member) or keep him/her at the Site. Minor scratches and cuts will be treated at the Site.
2. If a serious accident should occur, proper emergency personnel will be summoned for treatment and they will decide whether your child should be taken to the nearest hospital or doctor's office by ambulance. You will be notified immediately. Treatment may only be rendered if we have your written permission.
3. Only physician-prescribed medication, in the original prescription container, will be administered at the program. The container must be labeled by the pharmacist to include the name of the student, start and end date, dosage, name of medication, method of administration (specifying dosage & route), reason for medication and # of doses contained. Non prescription medication must meet the same guidelines.
4. A consent form for the administration of medication must be completed by the parent/guardian and be on file at the site.
5. It is the parent's responsibility to transport medication to and from the program. If there is any change in the doctor or telephone numbers (parents or others) for emergency contacts during the program year, please inform the Site Facilitator immediately.
6. In case of injections for medication, parent must provide a written doctors authorization before medication will be administered.

MEDICATION

It is the parent's responsibility to bring labeled medication bottles to each camp. Medicine bottles can not be transported from school to school. A consent form for administration of medication must be completed by the parent or guardian and be on file at each site.

OUTSIDE ITEMS & KEEPING YOU INFORMED

Since Den Club provides a variety of toys and games for children, we **do not allow** your children to bring these items from home. If such items are brought to the program site, staff cannot be responsible for their safe return. Please clearly label all items brought from home including clothing, backpacks, and food containers. This will assist the staff in returning items to their proper owners. Parents are encouraged to keep informed about the program and its operations by regularly checking the "Parent Board" area near the entrance to each site. Watch for special notices and newsletters sent home with your child.

DEN CLUB CAMPS

Den Club Camps are available for the Summer Camp, Fall Break, Winter Break, and Spring Break. Notification of registration for these days will be sent out to each Den Club location prior to the actual camp. All deadlines for camp registration will be followed and there will be no exceptions. Camp Day hours are 6:00 AM to 6:00 PM. Campers must be pre-registered and pre-paid to attend these camps. For more information check with your Den Club site or call Community Education at (623) 876-7056 for fees, dates and locations.

<u>Camp Days Offered</u>		<u>No Camp Offered</u>	
Summer Camp:	May 23rd—July 29, 2011*	Staff Training Day:	May 20, 2011
Fall Break Camp:	October 10th—14th, 2011	Independence Day:	July 4, 2011
Winter Break Camp:	Dec 26th—30th, 2011*	Labor Day :	September 5th, 2011
	Jan 2nd—6th, 2012	Veterans Day:	November 11th, 2011
Spring Break Camp:	March 12th—16th, 2012	Thanksgiving Recess:	November 23th-25th, 2011
		Winter Break Start:	December 23, 2011
		MLK Day:	January 16th, 2012
		Presidents Day:	February 20th, 2012
		Staff Development Day:	April 20, 2012
		Staff Training Day:	May 25th, 2012
		Memorial Day:	May 28th, 2012
*No camp on May 30, 2011 (Memorial Day)			
*No camp on December 23rd, 2011			

PAYMENT OPTIONS

Payments are due on the 1st of every month. Options to make payments are:

- Mail Check to Community Education Department @ 15550 N. Parkview Place Surprise, AZ 85374
- Call with a MasterCard, Visa, American Express, Discover to 623-876-7056 or 623-876-7979
- Come into the Community Education Office with your check, exact cash or credit card.
- Deposit your check into the Community Education drop box located at the Dysart District Office right outside the Business Services Office located at the North end of the District Office Building.
- Pay your bill online by visiting us at www.dysart.org/departments/communityed and click the online registration button (third party fees may apply).

PAYMENT WILL NOT BE ACCEPTED AT THE DEN CLUB SITES



DUSD #89 Community Education 2011-2012 Den Club Fee Agreement

Office use only
 Initials registrar _____
 Start Date: _____
 Photographs: _____
 Movies: _____

Parent/Guardian Name _____ School _____

Home Address _____ Home Phone (____) _____

Email Address _____ **(required for invoicing)**

Den's Club is licensed by the Arizona Department of Health Services which mandates a staff to student ratio not greater than 1:20. In order to meet that requirement and provide the best possible supervision for your child, enrollment in the Den's Club program is on a space available basis. Priority will be given to those families needing full time care for their children.

Annual Nonrefundable Fee: \$50 per child

Attendance Options:

- Full time: 5 days per week
- 4 days per week
- Afternoons only
- Mornings only
- Early Release Days only
- All Week Camp (5 days)
(4 days)

Change of Option Fee: \$30 per family

Option*

- A
- B
- D
- E
- F
- G
- H

1st Child

- \$235 per month
- \$220 per month
- \$200 per month
- \$105 per month
- \$ 85 per month
- \$125 per week
- \$110 per week

2nd Child

- \$220 per month
- \$205 per month
- \$185 per month
- \$ 90 per month
- \$ 70 per month
- \$110 per week
- \$ 95 per week

The \$50 registration fee and first month's payment will be due at the time of registration and will hold your child or children's spot in the Den Club. Both of these fees will be **nonrefundable**. There is a 3 day waiting period after registration so all paperwork can be processed and sent to the site. **Registration is based on available space.**

Please indicate the option* (i.e.: A,B,C, etc.) that you need for your child(ren).

Child's Name (first/last)	Option* (see above)	Days of attendance (Please circle)
		M T W TH F
		M T W TH F
		M T W TH F



If there is space available in the club for which you are registering you will be required to pay your nonrefundable registration fee and nonrefundable first month's payment. Your child's place in the Den's Club program at your school is assured once these payments have been received and posted to your account.

You will be mailed your invoices monthly for the cost of the option indicated on this agreement. Payments are due at Community Education on the first (1st) of every month and are considered late after the tenth (10th) and will be charged a \$25 late fee. If payments are not received by the last day of the month, the child/ren will be dropped from the program and the balance will be sent to our collection agency. You may request a one time per year payment plan on overdue balances but all other balances must remain current.

Registration, withdrawals and changes will be accepted only at the Community Education Office located at 15550 N Parkview Place, Surprise, AZ 85374. **Our office hours are:** 8:00 am to 4:30 pm Monday – Friday. (Open late until 6:00 pm on the first and third Wednesday of the month)

We have five easy ways to make your monthly payments:

- Online payments are accepted at the following website: <http://www.dysart.org/departments/communityed> and click on online registration.
- Mail original invoice and payment by check or money order to Community Education at the above stated address.
- Bring the original invoice and payment by cash, check, money order, or VISA/MASTERCARD/DISCOVER/AMERICAN EXPRESS in person to Community Education or drop in the conveniently located drop box at the north end of the District Office.
- You may sign a credit card authorization form allowing the Community Education Department to deduct your payment automatically monthly. A receipt will be sent to you after every payment.
- Pay invoice over the telephone at 623-876-7056 during office hours listed above.

I have read and signed the Fee Agreement and the Parent Information Book, and agree to the terms stated therein.

(parent signature)

(date)



2011-2012 Den's Club Registration

MOVIES: G PG

Schools Name: _____

Home Address _____ City _____ Zip _____

Student name (s): 1. _____ Grade (Fall 2011) _____ Date of Birth _____
 2. _____ Grade (Fall 2011) _____ Date of Birth _____
 3. _____ Grade (Fall 2011) _____ Date of Birth _____

Mother: _____ Phone (H) () _____ (W) () _____

Father: _____ Phone (H) () _____ (W) () _____

Child (ren) reside with: Mother Father Other: _____

Are there any custody agreements in force? No Yes (if yes, you **MUST** attach a copy)

GUIDANCE & DISCIPLINE UNDERSTANDING

I understand that while my child (ren) participate in the Den's Club, the program staff is in charge. Any rules and /or instructions that are made by a staff member are to be followed. The staff will do everything possible to be understanding and forgiving, however, in the unlikely event that there is a disciplinary problem that cannot be resolved, I will be notified and expected to pick up my child (ren) within a specified time limit. It is likely that the child (ren) would be asked not to return for that day. Participants will receive a 1 day suspension at the time of their 3rd write-up. Suspension must be served within 5 days of issue. After the 3rd write up parents will be contacted and a meeting will take place to develop a plan to help the child succeed and not receive a 4th write up. Participants will be expelled after reception of 4th write-up. I have discussed this policy with my child (ren).

Parent's Signature: _____ Date: _____

PERMISSION FOR USE OF PHOTOGRAPHS (optional)

I hereby grant permission for my child (ren)'s photograph to be taken at the Den's Club. These photos may be used by the DUSD for publicity purposes including brochures, district reports or news releases at the discretion of DUSD Administration.

Parent's Signature: _____ Date: _____

PERMISSION FOR FIELD TRIPS

I understand that my written permission is required in order for my child to accompany Den's Club on all field trips. I know that I will be notified of these trips in advance and that it is my responsibility to see that my child reaches Den's Club by the stated time of departure. If I fail to complete the required permission slip, or my child misses the transportation, or I choose to have her/him skip a particular trip, it will be my responsibility to arrange for alternate child care for those hours.

Parent's Signature: _____ Date: _____

PARENT/GUARDIAN RELEASE OF LIABILITY, AGREEMENT TO INDEMNIFY AND HOLD HARMLESS AND MEDICAL AUTHORIZATION TO TREAT A MINOR

_____ has permission to participate in D.U.S.D. Community Education Programs. I understand that participation in these activities may also involve traveling to and from certain sites/locations.

I am aware that participating in these activities can be hazardous, and I am aware of the dangers involved which may place the participant at risk for possible injury, death or damage to personal property, and I hereby agree to accept, on behalf and my child/ward, any and all such risks. I also understand that my child's/ward's participation in this activity is entirely voluntary.

In exchange for benefits derived by my child's/ward's participation in this activity, I hereby agree, to the fullest extent possible permitted by law, to release, indemnify, and hold harmless D.U.S.D., its officials, officers, employees, representatives, agents, servants, or volunteers, from and against any claims, damages, or liability of any kind or nature for injury, death, or damage to personal property arising out of or in connection with my child's/ward's participation in this activity, form whatever cause, including but not limited to the active or passive negligence of D.U.S.D., its officials, officers, employees, representatives, agents, servants, volunteers or other activity participants.

Medical Authorization: I hereby consent to allow my child to receive medical treatment which is deemed advisable in the event of any injury, accident or illness during my child's/ward's participation in this activity.

I have carefully read this agreement, I fully understand its contents, and I sign it of my own free will.

Signature (mother/guardian) _____ Date _____ Signature (father/guardian) _____ Date _____



Office use only
Initials registrar _____
Start Date: _____

Financial Agreement

Fees are based on the cost of staffing and supplying care for a child for the calendar year. Level pay simplifies payment for your convenience. Drop in care is not allowed. Registration must be made at least 3 school days before the child attends. Registering your child is a contract for childcare for a specific program and you will be liable for the contracted cost whether or not your child attends one (1) day or twenty (20) days. The \$50 per child registration fee and first month's tuition is non-refundable. Fees quoted are subject to change without notice.

Withdrawal Policy

All withdrawals will be effective the first day of the following month. If notice of the withdrawal is not given by the 10th of the month, you will be responsible for one additional month's fee. It is the parent's responsibility to notify the Community Education staff at the Valley Vista High School Performing Arts Center of withdrawals from the program and all withdrawals must be done at said office on a withdrawal form. Notifying the staff at the School Site does not qualify as an official withdrawal from the program. There may be a two week proration of fees, if you use a partial month and the proper notification is given.

PESTICIDE NOTIFICATION

Dysart Unified School District will provide parents or guardians of children who are enrolled in our programs written notification of expected pesticides products used at the school. A warning sign will be posted on the parent board and each entrance door 48 hours prior to application and shall remain posted for 72 hours after the application.

Early Release Day Option

This option is for families who only need care on the days that school is released early such as Monday for professional development and parent teacher conferences. These families must complete the registration packet and register for a particular site or school. Once the registration packet is complete, **they will pay the monthly fee for this option whether their child attends the early release days or not. No credits or refunds for days not in attendance.** Payment will be due for the chosen option the same as the other monthly payments on the first of each month and late after the 10th. There will be no exceptions.

Assistance

The AZ Department of Economic Security offers assistance to families who qualify. For information on qualification and procedures, call DES at (623) 925-0095.

Payments, Credits, and Refunds

Registering your child is a contract for childcare for a specific program and you will be liable for the contracted cost whether or not your child attends one (1) day or twenty (20) days. There is no credit, refunds, or make up time offered for absences and there will be no exceptions to this rule. Payment is due on the first of every month and a late fee of \$25 will be charged on the eleventh day. If the account is not paid before the end of the month the child will be dropped from the program. Provided space is available at the site and all outstanding balances plus a re enrollment fee of \$30 is paid, a child may be readmitted to the program.

Option Changes

Whichever option you decide on must be adhered to for a minimum of one month. Change of option after the first month may be made between the first (1) and the tenth (10) of the month and will be effective the first day of the following month. There will be a \$30 option change fee per option change.

Collection

Checks returned by the bank go directly to CCM collection agency which will charged a fee, plus Community Education will charge a fee for each NSF check. After two incidents of NSF checks, only certified funds will be accepted. Parents are responsible for all contracted charges as well as any late charges or legal cost incurred in the collection of their delinquent account. Outstanding accounts at the end of the month will be sent to a collection agency and reported to the credit bureau.

I have read this agreement, and agree to the terms stated therein.

Parent/Guardian Signature

Date

3/31/2011

Changes in Department of Health policies

Telephone Authorization Procedures

In the event a parent or the listed emergency contacts cannot pick up a child, Community Education telephone authorization will be used. Completing the telephone authorization code located at the bottom of your child's emergency card will aid us in identifying you over the phone and is a requirement of the Arizona Department of Health Services. However, for the safety of the child, the Community Education telephone authorization procedures will be followed for every telephone authorization. If you choose to leave the telephone authorization section blank on your child's emergency card you will be authorizing Community Education staff members to fill in the code word section with the Community Education code word "policy".

Procedures are as follows:

Parents will be asked to fax or e-mail a letter that includes the date of release and the full name, address and telephone number of the individual signing out the child. Once we receive the written information, we will contact the parent by the phone numbers listed on the child's emergency card to verify the information. The individual signing the child out will be asked to provide a photo ID. Information listed on the photo ID will be verified against the information on the faxed or e-mailed document. Please know that for the safety of your child, we will not release until verification is made.

Behavior Agreement

Enrollment in the Den Club Program constitutes an understanding that you will abide by the policies listed as follows:

~~PARENTS' EXPECTATIONS OF THE PROGRAM~~

Parents may expect that:

1. Their children are cared for in a safe, supportive environment.
2. They may visit with the Asst. Child Care Facilitator about concerns related to their child or the program.
3. They will be told about any misbehavior on the part of their child, and to meet with the Asst. Child Care Facilitator in order to bring about improvement in the situation.
4. They will be regularly informed by the Asst. Child Care Facilitator about program activities.

~~PROGRAM'S EXPECTATIONS OF THE PARENTS~~

The Program expects that parents will:

1. Pay fees on time as described in this registration packet listed under "Registration and Fee Agreement".
2. Keep the child's records up-to-date as described in this registration packet under "Registration Information".
3. Pick up the children on time as described in our parent handbook under "Registration".
4. Pay attention to any communications from the Asst. Child Care Facilitator regarding their child's behavior and cooperate in efforts to bring about improvement in the situation.

~~CHILDREN'S EXPECTATIONS OF THE PROGRAM~~

Children may expect:

1. To have a safe, supportive and consistent environment.
2. To use all the program equipment, materials and facilities on an equal basis.
3. To receive respectful treatment.
4. To have discipline that is fair and non-punitive.
5. To receive nurturing care from staff members who are actively involved with them.

~~PROGRAM'S EXPECTATIONS OF THE CHILDREN~~

The Program expects that the children will:

1. Be responsible for their actions.
2. Respect the school rules that guide them during the day and while in Den Club.
3. Remain with the group and child care staff at all times.
4. Take care of materials and equipment properly and return them to their place when done, or before taking out new ones.
5. Arrive at Den Club promptly, according to enrollment information.

Children are entitled to a pleasant, harmonious environment. Therefore, Extended Day cannot serve children who display chronic disruptive behavior. This is defined as verbal or physical activity, which may include but is not limited to, such behavior that: requires constant attention from the staff, violence and/or aggressiveness that inflicts physical or emotional harm on other children, runs away from or abuses the staff (including disrespect), destruction of property or vandalism, ignores or disobeys the rules that guide behavior during the school day and Den Club hours.

The above behavior may be documented and parents will not only be advised, but will receive a copy of the behavior report. If a child cannot adjust to the extended day setting and behave appropriately, then the child may be suspended, although reasonable efforts are made to assist child adjustment to our program setting. If the behavior is determined as severe, there will be an immediate suspension. Chronic/Disruptive behavior of a child is evaluated on an individual basis by a team of extended day employees and, on occasion, other DUSD staff. The following is the manner in which this behavior is dealt with:

1. The misbehaving child will be given a three minute separation period, in order for him/her to cool off and think about his/her actions. A staff member will thoroughly discuss the behavior with the child to ensure complete understanding of the situation. The parent/guardian may or may not be notified depending on the seriousness of this first behavior.
2. If a second separation period is required in a single day, a Behavior Report will be written by a staff member. This report is given to the parent/guardian to read and sign. They will be entitled to a copy of this report within 24 hours. These reports are our communication tool with parents/guardians and, when determined necessary, will be written for any type of disruptive behavior whether it is a first or second offense.
3. Participants will receive a 1 day suspension at the time of their 3rd write-up. Suspension must be served within 5 days of issue. After the 4th write up parents will be contacted and a phone meeting will take place to develop a plan to help the child succeed or discuss the dismissal of the child from the program.
4. If the child is reinstated in the program and receives a fifth behavior-related report, the Child Care Program Manager may suspend the childcare services immediately, including notifying the parent to come pick their child up. This will then be considered a permanent suspension.
5. UNDER NO CIRCUMSTANCES WILL FEES BE REFUNDED DUE TO BEHAVIOR RELATED SUSPENSION.
Non-compliance with sign-in/out procedures.

Many factors are considered before suspension and this measure is used only as a last resort. Additional reasons for suspension are, but not limited to:

- A child is habitually picked up late
- Regular or late charges are not paid according to our payment terms
- A parent/guardian's behavior is deemed inappropriate in our program
- If a child is suspended from school
- Non-compliance with sign in/out procedures

I have read this behavior agreement, and agree to the terms stated therein.

Parent/Guardian Signature

Date

EMERGENCY CARD INSTRUCTION SHEET

- A copy of your child's immunization record is required. We will attach it to the Emergency Card, so you do not need to fill in the area.
- All addresses, including Doctor and Hospital must be a complete physical address. The state does not accept "same" or cross streets. We have a listing of hospitals in our office and at the bottom of this sheet.
- The state requires two (2) local emergency contacts that do not live with you or each other. We need a complete address for each. You can fill in as many contacts as you like, but at least 2 must not live with you or each other.
- If you do not have two local contacts you can put down the El Mirage or City of Surprise Police Department and CPS. We have the addresses and phone numbers listed below.
- In the "In case of sudden illness" blank at the bottom of the card, fill in your name or another person that should be called first in case of illness or injury.

This program is inspected by the Arizona Department of Health Services Office of Child Care Licensure and the state Requires the Emergency Card be filled out in this manner.

Local Area Hospitals

Banner Del E. Webb Memorial Hospital
14502 W. Meeker Blvd.
Sun City West, AZ 85375
(623) 214-4000

Banner Boswell Medical Center
10401 W. Thunderbird Blvd.
Sun City, AZ 85351
(623) 977-7211

Arrowhead Community Hospital
18701 N. 67th Ave
Glendale, AZ 85308
(623) 561-1000

Arrowhead Pediatrics
14300 W. Granite Valley Drive
Sun City West, AZ 85375
(623) 556-5437

OR
18700 N. 64th Drive STE 301
Glendale, AZ 85308
(623) 561-5437

Banner Good Samaritan Medical Center
1111 E. McDowell Road
Phoenix, AZ 85006
(602) 239-2000

Banner Thunderbird Medical Center
5555 W. Thunderbird Road
Glendale, AZ 85306
(602) 588-5555

Maryvale Hospital
5102 W. Campbell Ave.
Phoenix, AZ 85031
(623) 848-5000

Pediatrix
15650 N. Black Canyon, Ste. 100
Phoenix, AZ 85053
(602) 866-0550

Tidwell Family Care/Clinica Adelante
16560 N. Dysart Road
Surprise, AZ 85374
(623) 546-2294

Luke Pediatrics
7219 N. Litchfield Road, Bldg. 1140
Luke Air Force Base, AZ 85309
(623) 856-7526

USAF Hospital -56th Med Group -LUKE
7219 N. Litchfield Road
Glendale Luke AFB, AZ 85309
623-856-7500

Cigna Westridge
2302 N. 75th Ave.
Phoenix, AZ 85035
(623) 849-7500

John C. Lincoln
19829 N. 27th Ave.
Phoenix, AZ 85027
(623) 879-6100

Phoenix Children's Hospital
1919 E. Thomas Road
Phoenix, AZ 85016
(602) 546-1000

St. Joseph's Hospital
350 W. Thomas Road
Phoenix, AZ 85013
(602) 406-3000

Surprise Pediatrics
14239 W. Bell Road #112
Surprise, AZ 85374
(623) 876-9983

Desert Valley Pediatrics
15264 W Brookside Ln # 155
Surprise, AZ 85374
(623) 877-7337

If you do not have emergency contacts available, you can list the following on your emergency card:

Child Protective Services
4635 S. Central Ave.
Phoenix, AZ 85040
602-276-5772

El Mirage Police Department
14405 N. Palm Street
El Mirage, AZ 85335
623-933-1341

Surprise Police Department
14250 W. Statler Plaza
Surprise, AZ 85374
623-222-4000

Dysart Unified School District Community Education

Ashton Ranch Elementary
14898 W Acoma Drive
Surprise, AZ 85379
Den Club Line 623-764-6378

Canyon Ridge School
17359 W. Surprise Farms Loop N
Surprise, AZ 85388
Den Club Line 623-764-1784

Cimarron Springs Elementary
17032 W. Surprise Farms Loop S
Surprise, AZ 85388
Den Club Line 623-764-6879

Countryside Elementary
15034 N. Parkview Place
Surprise, AZ 85379
Den Club Line 623-764-3198

Dysart Elementary School
12950 W. Varney Road
El Mirage, AZ 85335
Den Club Line 623-764-4173

Kingswood Elementary
15150 W Mondell Road
Surprise, AZ 85374
Den Club Line 623-764-6354

Luke Elementary School
7300 N. Dysart Road
Glendale, AZ 85307
Den Club Line 623-764-7047

Marley Park Elementary
15042 W. Sweetwater Ave.
Surprise, AZ 85379
Den Club Line 623-764-6223

Mountain View School
18302 W. Burton Ave
Waddell, AZ 85355
Den Club Line 623-764-5012

Parkview Elementary
16066 N. Parkview Place
Surprise, AZ 85374
Den Club Line 623-764-4395

Rancho Gabriela Elementary
15272 W. Gabriela Drive
Surprise, AZ 85374
Den Club Line 623-764-7049

Sonoran Heights
11405 N Greer Ranch Parkway
Surprise, AZ 85379
Den Club Line 623-764-4312

Sunset Hills Elementary
17825 W. Sierra Montana Loop
Surprise, AZ 85388
Den Club Line 623-764-6885

Surprise Elementary
12907 W. Greenway Road
El Mirage, AZ 85335
Den Club Line 623-764-4748

West Point Elementary
13700 W. Greenway Road
Surprise, AZ 85374
Den Club Line 623-764-8075

Western Peaks Elementary
18063 W Surprise Farms Loop S
Surprise, AZ 85388
Den Club Line 623-764-4411



**Dysart Unified School District No. 89
2011-2012 CALENDAR**

18 of 180
AUGUST '11

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

First Day for Students

August 8

16/105 of 180
JANUARY '12

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

21/39 of 180
SEPTEMBER '11

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Labor Day

September 5

Fall Break
Columbus Day
K-8 Parent/Teacher Conf.
K-8 Report Cards Issued

October 10-14
Oct. 10 [part of Fall Break]
Oct. 20-21 [1/2 days K-8]
October 21

Veterans Day
Thanksgiving Recess

November 11
November 23-25

20/125 of 180
FEBRUARY '12

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

16/55 of 180
OCTOBER '11

S	M	T	W	Th	F	S
	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

High School Final Exams
Early Release
Semester Break
Winter Break

Dec. 21-22 [1/2 days HS]
Dec. 22 [1/2 days K-8]
Dec. 23 No school
Dec. 26 - Jan. 6

School Resumes
K-8 Report Cards Issued
Martin Luther King Jr. Day
100th Day

January 9
January 13
January 16
January 24

President's Day

February 20

17/142 of 180
MARCH '12

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

18/73 of 180
NOVEMBER '11

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Spring Break
Spring Holiday
K-8 Parent/Teacher Conf.
K-8 Report Cards Issued

March 12-16
March 16
March 22-23 [1/2 days K-8]
March 23

No School/Staff Development

April 20

High School Final Exams
Last Day for Students
Graduation Day

May 23-24 [1/2 days HS]
May 24 (1/2 day K-8)
Week of May 21

20/162 of 180
APRIL '12

S	M	T	W	Th	F	S
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

16/89 of 180
DECEMBER '11

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

K-8 Quarters End/Days
October 7 44 days
December 22 45 days
March 9 43 days
May 24 48 days

HS Semesters End/Days
December 22 89 days
May 24 91 days

18/180 of 180
MAY '12

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Students are dismissed early every Monday beginning Aug. 15 to provide time for teacher professional development.

Dysart Unified School District
Community Education
Credit Card Authorization

Childs Name _____			
Parent's Name _____		Home Phone _____	Cell Phone _____
Street Address _____		City _____	State _____ Zip _____

Credit Card Information

<input type="checkbox"/>	VISA	_____ - _____ - _____	Exp.date	____/____
<input type="checkbox"/>	MASTERCARD	_____ - _____ - _____	Exp.date	____/____

Signature: _____

I authorize my account to be charged as indicated below

Use this section to set up a new credit card authorization. You may authorize payments for Summer Programs, School Year Programs or both. You may select recurring monthly charges, one time payments, or both.

Use this section to make a one-time payment or authorize recurring payments for Summer.

S	Program(s) _____		
U	Run a one-time payment on _____ (date)	\$ _____	Office use
M			initial _____
M	Set up recurring payments (Den Club only) as follows:		
E	Recurring weekly payments to begin on _____ (date)	\$ _____	initial _____
R	Recurring monthly payments to begin on _____ (date)	\$ _____	initial _____

Use this section to make a one-time payment or authorize recurring for July-April.

S	Program(s) _____			
C	Run a one-time payment on _____ (date)	\$ _____	Office use	
Y			initial _____	
H			Jul _____	Jan _____
E			Aug _____	Feb _____
O	AND		Sept _____	Mar _____
A			Oct _____	Apr _____
O			Nov _____	May _____
R	Recurring monthly payments to begin on _____ (date)	\$ _____	Dec _____	Jun _____
L				

Use this section to change your credit card number, expiration date or charge amount.

Updated Credit Card Information

<input type="checkbox"/>	VISA	_____ - _____ - _____	Exp. Date	____/____
<input type="checkbox"/>	MASTERCARD	_____ - _____ - _____	Exp. date	____/____

Updated monthly payments

Recurring monthly payments to begin on _____ (date)	\$ _____	
Program(s) _____		Office use
Cardholder Signature _____		initial _____
		Jul _____ Jan _____
		Aug _____ Feb _____
		Sept _____ Mar _____
		Oct _____ Apr _____
		Nov _____ May _____
		Dec _____ Jun _____

Use this section to cancel your credit card authorization

Today's date _____	Cancellation date _____	
Program(s) _____		Office use
Cardholder Signature _____		CLASS adjustment
		initial _____



CDC/SGH # or name: _____

Emergency Information and Immunization Record Card

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

Mother or Guardian Name:	Home Address (#, Street, City, Zip State)	Home Phone:
Cell Phone (optional):	Business Address (#, Street, City): Zip + State)	Business Phone:

Father or Guardian Name:	Home Address (#, Street, City): Zip + State	Home Phone:
Cell Phone (optional):	Business Address (#, Street, City): Zip + State	Business Phone:

I authorize the following individuals to collect my child from the facility if I cannot be located:

Name:	Address (#, Street, City): Zip + State	Phone:
Name:	Address (#, Street, City): Zip + State	Phone:
Name:	Address (#, Street, City): Zip + State	Phone:
Name:	Address (#, Street, City): Zip + State	Phone:

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

If Medical care is necessary, CALL:

DOCTOR	Name:	Address (#, Street, City): Zip + State	Phone:
HOSPITAL	Name:	Address (#, Street, City): Zip + State	Phone:

I hereby give authority to any hospital or doctor to render immediate aid as might be required at the time for his/her health and safety. It is understood by me that the expense of this service will be accepted by me.

In case of injury or sudden illness, I request that this individual be called first: _____

Does your child have insurance coverage? No Yes Name of Insurance Company: _____

Telephone Authorization Code : _____

Immunization Information

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

Is child allergic to food or other substances? No Yes
 If yes, describe symptoms, name foods or substances to be avoided, and the procedure to follow if reaction occurs:

Is child usually susceptible to infections and if so, what precautions need to be taken? No Yes
 If yes, list precautions:

Is child subject to convulsions and what should be our procedure if one occurs? No Yes
 If yes, specify procedure:

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.)? No Yes
 If yes, list precautions:

Additional comments:

Other special instructions:

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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