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**TINY TOT PROGRAM**  
**REGISTRATION & FEE CONTRACT**

**Circle School Child is attending:**

**Parkridge**

**Peoria**

Child's Name \_\_\_\_\_ Address \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alternative Cell Phone: \_\_\_\_\_

Family Email address: \_\_\_\_\_

City of Peoria can send me information regarding upcoming activities and Tiny Tot newsletters.

**SUPPLY FEE:**

\$60 Residents/ \$100 Non-Residents \$ \_\_\_\_\_

**PAYMENT POLICY**

1. I understand that there are **NO REFUNDS** FOR FIELD TRIPS DUE TO MISSED DAYS/ TRIPS OR SUSPENSIONS. \_\_\_\_\_ (Initial)
2. I have received a Parent Handbook and I am responsible for all information and agree to abide by the policies and procedures of the program outlined in Parent Handbook. \_\_\_\_\_ (Initial)

**By signing below, my family and I will comply with the above statements.**

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\*\* I understand that **sunscreen must be applied** prior to attending the program. \_\_\_\_\_ (Initial)

**Photos:**

I give permission for my child to be video taped or photographed by the City of Peoria employees or established area media for the free use of my child's name and picture for site activities or should they appear in broadcasts, newspapers, or city brochure etc.

\_\_\_\_\_  
Signature of Parent or Guardian

**Waiver of Liability**

I/we hereby release and forever discharge Peoria Unified School District and the City of Peoria, an Arizona municipal corporation, its elected and appointed officials, directors, officers, boards, commissions, agents, representatives, servants, and employees, and any and all other persons, firms, or corporations who are or might be liable, from any and all claims of any kind or character which I/we have or may have against them due to my participation, or my child's participation, in a City of Peoria recreation program at a Peoria Unified School District facility. This waiver includes all damages, losses, costs, expenses, and injuries that allegedly occur during the course of this recreation program. In that regard, I/we covenant to indemnify, defend, and hold harmless to the fullest extent permitted by law the foregoing persons and entities from any loss or damages, including reasonable attorneys' fees and litigation expenses, which may be incurred by them in the event any such claims are asserted against them or any of them. I/we understand that medical claims are my/our responsibility. This waiver does not extend to any such claim or liability that is caused by the sole and exclusive intentional acts or gross negligence of Peoria Unified School District and/or the City of Peoria or its officers, employees, or agents.

**Please Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Call (623) 773-7137 for General Information and How to Register or go to  
[www.peoriaaz.gov/recreation](http://www.peoriaaz.gov/recreation)



CDC/SGH # or name: \_\_\_\_\_

## Emergency Information and Immunization Record Card

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

<b>Mother or Guardian Name:</b>	<b>Home Address (#, Street, City):</b>	<b>Home Phone:</b>
Cell Phone (optional):	<b>Business Address (#, Street, City):</b>	<b>Business Phone:</b>

<b>Father or Guardian Name:</b>	<b>Home Address (#, Street, City):</b>	<b>Home Phone:</b>
Cell Phone (optional):	<b>Business Address (#, Street, City):</b>	<b>Business Phone:</b>

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

<b>Name:</b>	<b>Address (#, Street, City):</b>	<b>Phone:</b>
<b>Name:</b>	<b>Address (#, Street, City):</b>	<b>Phone:</b>
Name:	Address (#, Street, City):	Phone:
Name:	Address (#, Street, City):	Phone:

The following individual(s) may NOT remove my child from the facility:

<b>Name(s):</b>
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Custody papers have been provided and are on file at the facility.  yes  no

If Medical care is necessary, CALL:

<b>DOCTOR</b>	<b>Name:</b>	<b>Address (#, Street, City):</b>	<b>Phone:</b>
<b>HOSPITAL</b>	<b>Name:</b>	<b>Address (#, Street, City):</b>	<b>Phone:</b>

**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.

<b>In case of injury or sudden illness, I request that this individual be called first:</b>
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Does your child have insurance coverage?  No  Yes Name of Insurance Company: \_\_\_\_\_

Telephone Authorization Code : \_\_\_\_\_ (optional)

**Immunization Information**

For information regarding current immunization requirements go to:  
[www.azdhs.gov/phs/immun/index.htm](http://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                  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                  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                  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                  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:

## RECREATION PROGRAMS

### AM/PM Program

Located at City of Peoria Elementary Schools. Before and after school care for ages 5-14, 6:00am-school starts and school dismissal-6:00pm. Starting first day of school and ends last day of school. See staff or website for weekly fee rates. [www.peoriaaz.gov/ampm](http://www.peoriaaz.gov/ampm)

### Lil' Learners All Day Child Care

This is a state licensed program for children 3½ - 5 years old. Hours are Mon-Fri, 6am – 6pm. Call 623-773-8498 for Fees. Program located at Sunrise Mountain Family Center.

### Summer Recreation

**Dates:** May 23-July 14  
**Drop in care for Grades 1-5**  
Mon-Fri, 8:00am-2:30pm  
**Fee:** \$60 for residents /  
\$100 for non-residents.

### Summer Camp

**Dates:** May 21-Aug. 5  
**All Day Care K-14 yrs. old**  
Mon-Fri, 6am-6pm  
**Fee:** \$30 Reg + daily fees  
See Summer Camp for Info

### Sports

Peoria's sports offers leagues for youths and adults. Sports include: coach pitch baseball, t-ball, kickball, softball, soccer, flag football, basketball, volleyball and tennis. More information at [www.peoriaaz.gov/sports](http://www.peoriaaz.gov/sports)

### Aquatics

Swim lessons for all ages. Sessions are Monday-Thursday for 2 weeks, includes 30 minutes of instruction each day. Fees are \$18 residents/ \$25-\$50 for non-residents. Visit [www.peoriaaz.gov/aquatics/](http://www.peoriaaz.gov/aquatics/) for more information.

### SIC Classes

Peoria's **Special Interest Class Program** offers over 100 classes each quarter for toddlers, youth, teens, and adults. From Fencing to Zumba, Painting to Guitar, something for everyone! For more information, call 623.773.8600 or view classes online @ [www.peoriaaz.gov/classes](http://www.peoriaaz.gov/classes).

For more information call **623-773-7137** or go online at **[www.peoriaaz.gov/recreation](http://www.peoriaaz.gov/recreation)**

2011

## TINY TOTS RECREATION PROGRAM

### PROGRAM INFORMATION

#### **WHAT:**

Peoria Tiny Tots Recreation Program provides an opportunity for children to participate in a variety of activities and to expand social and developmental horizons in a supervised and secure environment. The goal of the program is the total well being of each child.

#### **WHO:**

Children 4 and 5, must be 4 prior to attending. Children may be enrolled at anytime throughout the summer. All children must be able to feed & fully toilet themselves (No Pull-ups).

**DATE: May 23 - July 14, Monday - Friday**

**TIME: 8:00 a.m. - 2:00 p.m.**

**COST: \$60 resident / \$100 non-resident**  
(Includes required t-shirt)

#### LOCATIONS

**Parkridge Elementary**  
9970 W. Beardsley Rd.

**Peoria Elementary School**  
11501 N 79<sup>th</sup> Ave

#### **AZ DEPT of HEALTH SERVICES (DHS) LICENSING**

Tiny Tot Recreation Program is regulated by DHS, located at 150 N. 18<sup>th</sup> Ave. Phoenix, AZ, 85007, (602) 364-2539. Inspection reports are available upon request and are located in the Black Book.

**Log on to the website for more information at**  
**[www.peoriaaz.gov/recreation](http://www.peoriaaz.gov/recreation)**

## REGISTRATION PROCEDURES

1. Complete, in detail, the following forms:
  - A. **Emergency Information form** - Complete, in detail with NO BLANKS, and provide a copy of child's immunization record. *Child may not attend without immunization records or an incomplete Emer. Info form.*
  - B. Fee Attendance Contract with registration fee and first week's fee and deposit.
  - C. Withdrawal/Change Policy - Read and Sign "Policy" and "Waiver of Liability"
  - D. Copy of child's birth certificate for proof of age.



### 2. Where can you go to REGISTER YOUR CHILD:

Forms can be picked up at the following and can be downloaded online at: <http://recreation.peoriaaz.gov>

#### A. AM/ PM RECREATION PROGRAM SITES:

**April 18 - May 18** until the end of AM program  
Go to the AM/PM program; *Monday – Friday*  
*6:30a.m. - School Opens or Dismissal - 6:00p.m.*

#### B. WALK-IN REGISTRATION

**April 18 – July 14**

##### **Community Services Department**

9875 N. 85<sup>th</sup> Ave, Peoria, AZ 85345  
Monday – Thursday,  
7:00 a.m. - 6:00 p.m.

##### **Peoria Community Center**

8335 W. Jefferson, Peoria, AZ 85345  
Monday – Thursday,  
8:00 a.m. - 8:00 p.m.  
Friday - 8:00 a.m. - 5:00 p.m.



#### C. SUMMER CAMP LOCATIONS:

**May 20 – August 5**

<b>Monday – Friday,</b>	<b>6:00 a.m. to 6:00 p.m.</b>
<b>Alta Loma</b>	9750 N. 87 <sup>th</sup> Ave.
<b>Cheyenne</b>	11806 N. 87 <sup>th</sup> Ave.
<b>Frontier</b>	21268 N. 81 <sup>st</sup> Ave.
<b>Paseo Verde</b>	7880 W Greenway Rd.
<b>Parkridge</b>	9970 W. Beardsley Rd.
<b>Sundance</b>	7051 W. Cholla
<b>Zuni Hills</b>	10851 W. Williams

## HOLIDAY DAY/ SAMPLE DAY

**Program Closed on May 30 and July 4**

### A SAMPLE DAY

8:00 - 8:30 AM	Welcome, Attendance, Daily Activities
8:30 - 8:45 AM	Snack
8:45 – 11:30	Field Trip or Planned Choices
11:30 - 12:00 PM	Lunch
12:30 - 1:00 PM	Outside/Inside Play or Field trip
1:00 - 2:00PM	Planned Choices

#### **Planned Choices can be:**

Creative Play: House, School, Dress up etc.

Lincoln Logs	Board Games	Blocks
Dolls	Cars	Reading
Drawing	Coloring	Lego's

#### **Outside Play Choices:**

Active games	Jump rope	Catch
Sand Toys	Hop Scotch	Tag
Playground Equipment		Sidewalk Chalk Art

### FIELD TRIPS

Field Trips are optional to attend and are an additional fee. Weekly payment coupons may be used to reduce wait time When paying for trips. Parents will be notified in advance of the place and time of each trip and will be required to complete a permission slip allowing the child to attend. Transportation is provided by Peoria Unified School District buses (not air conditioned). Proper identification will be provided to all students for safety purposes. Apply sunscreen to your child prior to attending the program.

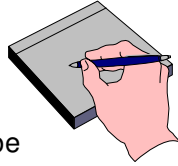
### CELL PHONES:

Children are not recommended to bring **CELL PHONES** to Tiny Tots and **MAY NOT** use them during program. If you or your child needs to be in contact for an emergency or for urgent matters, we will allow occasional use of site phone for short calls.

## POLICIES and PROCEDURES

### SIGN IN/ OUT

For the safety of your children, we require that a parent or an authorized person sign the children in and out each day. Children MAY NOT sign themselves in or out of the program. They will only be released to those persons specifically authorized on the registration form with their signature. NO exceptions will be made without the advance written permission or telephone authorization from the parent or guardian. Individuals will be required to show a valid picture I.D. at the time of pick-up. If only one person has the sole legal custody of a child, we must have a certified copy of the court ordered custody agreement on file.



### LATE PICK UP FEE

The Tiny Tots Recreation Program open at 8 a.m. and closes at 2:00 p.m. Children may not arrive before program time or be picked up after program time. If children arrive early or are not picked up on time, consequences will be as follows:

- 1<sup>st</sup> Incident** - The parent will receive a written reminder.
- 2<sup>nd</sup> Incident** - The child will be suspended for the following day.
- 3<sup>rd</sup> Incident** - The child will be suspended for the next five days.
- 4<sup>th</sup> Incident** - The child will be suspended for the remainder of the program.

### INSURANCE

The City of Peoria carries liability insurance for all its operations, including city-sponsored recreation programs. However, the City does not carry medical insurance for any participant's injuries or illnesses associated with any specific recreational activity. Medical claims are your responsibility.

### PERSONAL ITEMS


Please do not recommend your child bring personal items such as electronic games, favorite toys, etc. to the program. The City of Peoria 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. Children are not allowed to bring cell phones to the Tiny Tots Program. Staff are not responsible for money or personal items. Please review proper handling of money and other personal items (ie glasses) with your child.

## FEE INFORMATION

### PROGRAM FEES

**A \$60 resident / \$100 non-resident**, non-refundable registration fee is required for all participants at time of enrollment. Registration is accepted any time during the summer. **Field trip** fees are as follows and are paid prior to trip at site.

### Field Trips (Adjustments maybe made) & Fees

Mon	Tues	Wed	Thurs	Fri
\$7		\$7	\$0	\$7
Wazee World- Bouncers/ Peter Piper	Special Trips Fee varies	Bowling/ Oasis Gymnastics	Library	Movie
\$1-Swimming				

Special activities and trips are planned throughout each week such as a Magic Show, and the Circus for varying fees.

A schedule will be posted at site & at

[www.peoriaaz.gov/recreation](http://www.peoriaaz.gov/recreation)

**May 23 - No field trip the first day, meet and greet.**

### REGISTRATION PAYMENT OPTIONS ONLY:

- 1. Program sites** –Cash, check or money order ONLY.
- 2. Community Services Department** – Cash, check, or debit/credit card, Monday – Thursday, 7am – 6pm
- 3. Phone Payment** - Call 623-7737137, 623-773-7505, 623-773-7192 or 623-773-7139 with a credit/debit card Monday – Thursday, 7 am-6pm
- 4. Peoria Community Center** - Cash, check, or debit/ credit card, Monday-Thursday, 8am-8pm, Fri, 8am-5pm

**\*\*\* Field Trips can only be paid for at Sites\*\*\***

### RETURNED CHECK FEE - \$30 PER CHECK

A returned check fee of \$30 and the amount of the returned check must be paid in cash, cashier's check, debit/credit card or money order at Community Services or over the phone with a debit/credit card by calling the billing department, 623-773-7137. All future payments will be required in cash, cashier's check, or money order for 6 months from the date of the returned check.

## HEALTH, MEDICATION, & CLOTHING



### **HEALTH and EMERGENCY PROCEDURES**

If your child becomes ill during the program, we will place your child in an isolated area. According to the degree of illness, the Leader will decide to keep the child at the Tiny Tot Recreation Program or call the parents and make arrangements to have them taken home. Please keep your child home if they display any of the following symptoms; nausea, vomiting, diarrhea, temperature above 99° without medication, red/inflamed eyes, cold symptoms, headache, rashes or other pains within the previous 24 hours.

Minor scratches and cuts will be treated at the Site. If a serious accident should occur, the City of Peoria Fire Department 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 authorization on file, which is located on the emergency registration form.

### **MEDICATION**

The Tiny Tots Program 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 program.

### **CLOTHING**

Program T-shirts must be worn for all field trips. Extra T-shirts are for sale. Clothes should be comfortable, relaxed and washable for messy projects and outside fun. Nothing fancy for fun. To aid in preventing injuries, shoes should be comfortable and fit firmly on the foot to avoid coming off during play or other active times during the day.

### **SPECIAL ACCOMMODATIONS**

Parents may request an accommodation for children with a disability at Community Services at 623-773-7137 or by downloading forms online. Complete "REQUEST FOR ACCOMMODATION" form and provide supporting documentation. This must be turned 2 weeks prior to attending. Life Skills such as, but not limited to, feeding, dressing and toileting are not provided by staff.

## POLICIES & PROCEDURES

### **PARENT/ STAFF COMMUNICATIONS**

The Tiny Tots Program staff would like to work as a team with the family to provide the best environment for the child's growth and development. Exchanges of information between parents and staff will be a formal or informal format. Information regarding Tiny Tot issues will be provided to the parents as they arise. It is requested that any changes occurring within the family for example, a sibling moving, a sick grandparent or pet, or alterations in the parents' relationship will be provide to the staff to gain insight into the child's behaviors or attitudes that may be displayed at the program.

### **GUIDANCE and DISCIPLINE**

When a child does need guidance, the following options are utilized depending on the behavior steps may accelerate:

1. Encourage the child to verbalize his/her feelings and to think of alternative solutions.
2. Focus on the act, not the child. "Hitting hurts. We do not hit." Use words to tell her/him what is acceptable.
3. Redirect the child. "You may play with the blocks, or paint at the easel, but we can't play with the cars."
4. Minimize attention given for inappropriate behavior, while giving attention to desirable behavior.
5. Employ natural consequences. If a child dawdles during cleaning time, the natural consequences would be that they might be the last child in the room cleaning up their materials, while everyone else is outside playing.
6. If a child has lost control or has repeated behaviors a "time out" will be utilized. This technique will only be employed as long as the teacher feels it is needed for the child to calm down, rethink behaviors and will last five minutes or less.

**Extreme behaviors** that put a child or those around them in danger and/or several offenses in one day may accelerate this process and will be dealt with on a case by case basis. Extreme behaviors are, but not limited to: Physical attacks such as hitting, biting, spitting, kicking, etc., abusive language, disrespect to staff (verbally or physically by parent or child), or leaving the program area without permission.

**No refund for suspensions, early pick-ups or missed trips.**