

Coolidge Parks and Recreation C.A.S.P.E.R

Coolidge After School Program for Education and
Recreation

Made possible through the cooperation of

- Coolidge Unified School District •Arizona Department of Economic Security
- Arizona Department of Health Services Office of Child Care Licensing
- The City of Coolidge Parks and Recreation Department.



Program Informational Guide



Parent Reference Handbook

Dear Parents/Guardians,

Welcome to the **Coolidge After School Program for Education and Recreation!** We are thrilled that you have selected the C.A.S.P.E.R. program to provide afterschool care for your child/children. It's our commitment here at Coolidge Parks & Recreation to provide the citizens of the City of Coolidge with an affordable, safe, and structured experience for elementary age children to engage in during after school hours. We are able to provide quality after school programming through our partnership with:

- Arizona Department of Health Services
- Office of Child Care Licensing
- Department of Economic Security
- Coolidge Unified School District

Our programs are designed to offer fair and equal opportunities to all of our participants.

The purpose of this handbook is to clarify our programming as well as our overall expectations from those associated with the C.A.S.P.E.R. program. Enclosed, you will find all of the policies and procedures we will be implementing at both C.A.S.P.E.R. sites. We ask that you take the time to familiarize yourself with them as they will be strictly and consistently enforced throughout the duration of the school year. Please feel free to contact me if you have any questions or concerns regarding this handbook or any other matter concerning the C.A.S.P.E.R. program.

Once again, thank you for your support and having self-assurance in our ability to provide your child/children with a positive afterschool experience! It is our goal to provide pleasant interaction with our participants, as we strive to excel in our expedition to assist each individual in excelling academically with on site Homework Assistance. In addition, we put forth a tremendous amount of effort to successfully fulfill our objective of providing a structured environment, in which your child will engage in interaction with our Highly qualified staff. All employees associated with the C.A.S.P.E.R. program are certified to meet the prestigious criteria implemented by the Parks & Recreation Department, as well as our partners. Please keep in mind these standards are enforced consistently in order to maintain a standard of quality designed to meet the best interest of our participants, as well as create both a positive and safe environment. If you have any questions or concerns, please do not hesitate to contact me. It is of great importance that I keep an open line of communication and provide you and your family with the highest level of child care, as I recognize that every child requires different strategies of communication and care. My staff is trained to meet these needs and to do so in a fair, consistent, and discrete manner.

Sincerely,

Brittany Chitwood

Program Description

Coolidge Parks and Recreation Department offers a planned and well-supervised after school program. C.A.S.P.E.R. is for all children currently attending kindergarten through sixth grade. This program offers school-aged children a variety of planned activities through which developmental goals are achieved. A well-trained and professional staff plans and organizes fun and unique activities, which meet the special interests of your child.

The Coolidge Parks and Recreation Department advocates the Arizona State Health Services Certification because it is very important for your peace of mind in knowing that your child will be properly cared for while in our care. The mission statement of the Arizona Department Health Services Office of Day Care Licensure sums up all the reasons why it is important for an after school program to adhere to all of the strict guidelines.

“To ensure the health, safety, and well being of children in child care centers and day care group homes through Arizona by establishing appropriate rules, monitoring for compliance, offering technical assistance to care givers, and providing consumer education.”

Arizona Department of Health Services-Child Care Facilities Administrative Code Handbook. December 1990

A Typical Day at C.A.S.P.E.R.

TIME	SCHEDULED ACTIVITY
3:15	Children arrive and are signed in
3:15 - 3:45	Homework Table/ Quiet Free Time
3:45 – 4:15	Wash hands and eat snacks
4:15 - 5:15	Organized Arts & Crafts Project or Interactive games/Sports
5:15 - 6:00	Indoor/outdoor Free Time

Registration Information

1. Complete and return the enrollment packet designated for your child's school, please ensure that you include **FULL DOCUMENTATION** as well as immunization records, to Parks & Recreation Department for review.
2. Please be aware your child will not be permitted to attend our program if all registration requirements have NOT been fulfilled and approved. We encourage all parents/guardians to discuss the enrollment process in person, as all of the highly qualified C.A.S.P.E.R. employees are trained and willing to assist you with the process. This is mandated for your child's safety, as well as to ensure we are in compliance with all rules and regulations set forth by the ADHS Office of Child Care Licensing. As a courtesy, **ALL** policies and procedures are clearly posted throughout the facility. In addition, all previous inspections and reports are available on site for your reference. Ask any of the knowledgeable staff members to view them or if you have any questions or would like additional information at any time.
3. Read the entire program handbook carefully. As a parent or legal guardian of a child enrolled in the program, you agree to be responsible for the contents, as it was generated to provide you with the information we feel is essential in assisting us in maintaining the positive reputation we have built and strive to maintain. We strive to provide a high level of communication as well as customer service to ensure that all conversations end in a positive and conclusive manner.
4. Enrollment is available on first come, first serve basis. A waiting list is maintained for any available openings.

Our licensing will only allow 24 enrolled at each school site.

- ↳ You will only be charged for the days your child attends. However, if we reach our maximum capacity, we will require each child attends a minimum of 12 days per month to remain active. If you fall below the 12 day minimum, you will be given the choice of paying for the 12 day minimum or be placed on an "inactive status". A child will be taken off the waiting list and placed on "inactive status". If you choose to utilize our services anytime after becoming "inactive" you will be placed on the waiting list until a position opens. A child that is considered "inactive" will not be authorized to attend C.A.S.P.E.R. under any circumstances.*
5. It is the responsibility of the parents to keep enrollment records current such as home address, place of employment, business phone and address, as well as any changes in authorized persons to remove the child from the premises.
6. Include a current immunization record or exemption affidavit signed by the child's physician. This is required prior to the child being allowed to attend the program.
7. The C.A.S.P.E.R. program does not take any field trips at this time.
8. Subsidies for childcare are available through the Department of Economic Security to eligible families. Qualifications are based on gross income, family size, and employment situation. To determine if you are eligible to receive a childcare subsidy please contact:
Department of Economic Security
1155 North Arizona Blvd.
Coolidge, Arizona 85228
520-723-3529
9. The City of Coolidge or the Unified School District does not provide medical or accident insurance. The City of Coolidge does carry the state required liability insurance for this program.



Rates and Fees:

You will only be charged for the days in which your child attends.

If we do reach enrollment capacity, an attendance requirement will be implemented. If this does occur, our rate & fees will be modified. Proper notification and alternative options will be offered to you at this time.

- \$6.00 per day (Regardless of dismissal time)

- \$1.00 per day if child is on site for less than 1 hour.

Late Pick Up Fees:

If a child is picked up after 6:00 p.m. closing time, the parent will be charged late fees as follows:

- 1-5 minutes late = \$5.00 per child.
- 5-10 minutes late = \$10.00 per child
- 10-15 minutes late = \$15.00 per child.
- After 15 minutes (6:15)...you will be charged an additional \$2 for every minute, in addition to the fees accrued up to the 15 minute tardy.
 - Example: If the parent picks up their child at 6:15, the late fee applied would be \$15.00 per child.
 - Example 2: If the parent picks up their child at 6:20, the late fee applied would be \$25.00 per child.
- The late fee is due upon parent's arrival.
- DES does not cover any late fees.
- **THERE WILL BE NO EXCEPTIONS REGARDING LATE FEES.**

** More than three infractions or a significant violation will result in your child/children being dropped from the program, at the discretion of the Program Director. **

Payment Policies and Procedures:

- ALL FEES must be paid on a regular basis.
- Payments can be made on site by check or money order only. Cash, debit and payments by phone are accepted at City Hall located at 130 W Central Ave. next to the Library (520)723-6000.
- Returned checks are subject to a fee of \$4.00 per check.
- A warning will be given first noted by a red highlighted balance due on your billing statement.
- If balance is over \$100.00 a payment must be made if you have been “red tagged”, being “red tagged” involves a letter being placed in your monthly balance sheet, providing you with a minimum balance due accompanied by a reasonable date.
 - If you fail to comply with your “red tag” by the date outlined and you have failed to contact Brittany Chitwood to arrange a payment plan, we are not authorized to allow your child to attend, until the issue is resolved. The Site-Director is required to deny your child services until the issue is resolved.
 - Proper notification and a reasonable amount of time is implemented with the “red tag”, therefore your child will be sent directly to the school’s main office.
 - Please be prepared and make alternative arrangements if you reach the scheduled drop date.
 - Your child will be dropped from the program if your bill reaches the maximum amount of \$200.00 or if a payment has not been made in 2 consecutive months.
 - Flexible payment plans/options can be arranged. All circumstances that pertain to the “red tag” will be considered and weigh heavily on the outcome of the arrangement. Please contact Brittany Chitwood at 723-4551 for any questions regarding your billing cycle.
 - Failure to comply will result in your child being placed on “inactive status” and will not be allowed to attend until an agreement has been made. Please keep in mind, if maximum capacity is reached, this will cause your child to be placed on a waiting list once you bring your account up to date.

Sign-In / Sign-Out Procedures

- C.A.S.P.E.R Staff will sign in each child upon their arrival to the program.
- For the safety of your child, and as mandated in by ADHS Licensing Department, it is **REQUIRED** that either a parent or an authorized individual listed on the child's enrollment form, physically sign their child out recording their full name and accurate time of release of the program on a daily basis .
 - Heartland Ranch is located in room A427 and is easily accessed through the gate closest to the cafeteria and gymnasium, when parking in the lot accessible from Northern Avenue.
 - West School C.A.S.P.E.R. is located in room #24 and is accessible from the main entrance in addition to the gate that is in the designated staff parking area. The classroom is located in the building that faces Coolidge Avenue. It is the 1st classroom on the right, when entering approaching from the main or staff parking area.
- A child enrolled in C.A.S.P.E.R will only be released to those individuals specifically authorized on the application form. (a photo identification will be requested by the staff, if an unfamiliar individual arrives on site). Verbal authorization will only be granted when the child's parent or legal guardian calls and speaks with the Program Director for safety verification. Children will not be released, until verbal agreements have been met. If a parent or family member has sole legal custody of a child, we must have legal documents on file that states the restrictions, which would prevent that individual the right to sign the child out of our program. Without legal documentation, we are unable to stop a biological parent from removing their child from the premises.
- Anyone signing out a child must be an adult of at least 18 years of age.
- ******A child's file will remain active and is eligible to attend the program until either formal notification is given to us, that the child will no longer be attending, at which time, you will receive a final bill. In addition, in the case a wait list has been enforced...and a solid month has passed without attendance or failure to comply with billing rules and regulations as stated above, we will notify you either verbally or in writing, making you aware that your child has been declared inactive and all documents will be placed in the designated file. As we are limited on our enrollment due to State Restrictions, a child whom will utilize the program on a regular basis will be given the opportunity to become an active participant. At time of notification, you will also have the option to be placed on the active wait list.

Illness, Medications, and Emergencies

- Children who are ill (runny nose, continuous cough, red throat, unexplained rashes, swollen glands, head, or stomach aches), who have had a fever within the past 24 hours, or who did not attend school that day, will not be accepted into the program for that day.
- This policy will be strictly enforced for the well being and safety of all individuals associated with the program.
- Fees will not be prorated or refunded for that day.
- When a child becomes ill, injured, or displays extreme inappropriate behavior at the program, the parent will be promptly notified and expected to pick up their child from the program immediately.
- Always have a trustworthy individual available to pick up your child in case of an emergency.
- Staff is allowed to give medications to children only with written permission and directions from an authorized physician. Any type of medical condition must be declared and properly documented at time of enrollment. All medications will be kept in a locked box at all times when not being administered.
- If your child has a condition that requires alternative care or immediate treatment in case of an emergency, it is **MANDATORY** we have all documents that correlate with the situation, as well as any medication on site. This will ensure that it is **ALWAYS** readily available to be administered by one of our First Aid Certified employees.
- In case of any emergencies, all parents will be notified verbally by the Site Director on Duty, Brittany Chitwood C.A.S.P.E.R. Program Director, or Ricky LaPaglia, Parks & Recreation Director. The staff will take all appropriate actions to ensure the safety of all children. If evacuation is necessary, all children will be taken in an orderly fashion to the designated spot on the playground located just outside the C.A.S.P.E.R. room, as practiced during monthly fire drills. The Site Director will be required to take the attendance book, to ensure all children are accounted for once a

safety destination has been reached. If the designated spot on the playground has been declared as being unsafe, the children will be directed to the nearest location declared as a “safe zone” by on site emergency response individuals. If the children are not taken to the designated playground, you will be informed of specific whereabouts in addition to all details that are available at the time, when you receive the emergency phone call by the above stated authorized individuals.

- Serious emergencies including but not limited to severe illness, hygiene issues that are unsanitary, as well as injuries requiring immediate medical care from a Medical Professional will result in a phone call from either the Program or Site Director.
- If your child has been exposed to any unsanitary conditions due to another child that was on the premises, an official letter stating the condition, what methods were taken to sanitize and make the atmosphere safe for play, as well as suggested methods to both prevent and treat any symptoms that occur as a result of the incident.

Expectations

1. Follow Instructions
2. Respect others and all C.A.S.P.E.R. Materials
3. No Talking when Leaders are
4. Always Raise Your Hand
5. Make Positive Choices

Consequences

1. Verbal Warning
2. Time Out/Loss of activity time (10 min)
3. Time Out/Loss of activity time (15 min)
4. Written Referral/Parent Contacted
5. Temporary or Permanent Suspension from the C.A.S.P.E.R. program.

Behavior Guidelines:

- Every scenario will be handled according to the severity and will not always follow the order listed above.
- Extreme scenarios or consistent negative actions will be handled accordingly.
- Approval must be granted by the Program Director when Referrals or any type of Suspension is involved

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- Once a child reaches step 4, they must create and implement a behavior modification plan with either the Site-Director or Program Director, depending on the infraction. The plan will be designed to fit and modify the negative behavior displayed. The behavior guidelines outlined in this manual will be followed when doing so. The plan has to be signed and implemented based on compromising that will take place with the Site-Director, Program Director, the Child involved in the incident, as well as a Parent/Legal Guardian. The plan takes effect immediately upon completion and will be followed up on. Bargaining, empty threats, or additional opportunities to modify the behavior as stated on the agreement is not an option. As a Parent or Guardian, you have the right to request a meeting with your child's Site-Director, in the presence of the Program Director and Parks & Recreation Director if necessary. You will also be notified if your child has been receiving multiple verbal warning and being placed in time-out/loss of activity time, on a consistent basis. Please be aware and prepare yourself for a formal write up and meeting that results from consistent negative behavior, failure to comply with the approved behavior improvement plan, or extreme actions that are deemed ineligible for modification, and pose a threat to other participants enrolled in the program, at the discretion of the program Director, will be placed on **PERMANENT SUSPENSION**. Also be advised that any type of suspension will be enforced immediately.

As an incentive for positive behavior, while utilizing positive reinforcement, C.A.S.P.E.R. has a banking system that is composed of "C.A.S.P.E.R. cash". C.A.S.P.E.R. cash holds no value outside of the program, as it was generated to not only promote positive behavior, but to give our participants a sense of responsibility. "C.A.S.P.E.R. cash" is distributed on a daily basis to the participants that attend on that given day. It can also be earned by displaying a positive attitude and leadership when interacting with others during planned activities, as well as when a staff witnesses positive behavior periodically throughout the day. As we enforce a zero tolerance policy, any participant observed displaying negative behavior, not keeping their area clean or picking up after themselves when an activity concludes, tipping in their chair, disrespect or negative attitude displayed when communicating with the other children as well as the staff, or making activities competitive in a manner that eliminates the amount of fun that the activity was designed to generate, will result in the child paying the appropriate fine to the staff member who caught the violation. There are several actions not specifically listed, but that would still be considered negative and effects the overall positive, structured atmosphere will result in violations. "C.A.S.P.E.R. cash" is never to be taken home and is to be stored in their accounts displayed in the classroom on the wall. The C.A.S.P.E.R. store is open for business on early release days only, and provides the children with the opportunity to purchase various toys or treats. All items are priced to fit the significance of the prize.

Methods of Behavior Modifications -Making Positive Choices

Children involved in the C.A.S.P.E.R program are expected to follow the expectations and directions given by the staff. Expected behavior will be taught and positively reinforced. Negative consequences will result if the child displays behavior that is unacceptable. A negative consequence could include time-out, temporary suspension, and/or removal from the program. Absolutely NO refunds or credits in any form will be issued as a result of failure to comply with any of our policies. This includes temporary and permanent suspensions enforced due to negative behavior.

The staff uses essentially eight steps in dealing with the students and their negative behavior:

1. The staff is required to identify the type of negative behavior the child displayed. (Please explain to me what just happened...)
2. The staff will then address the behavior, and ask the child to state their motives behind their actions. (Why did you to decide to do that?)
3. The child will then be required to point out where they could have made an alternative decision in order to be in compliance with what is expected of them while on site at C.A.S.P.E.R. (Can you explain to me what you did that was against the rules? What could you have done differently to make the situation better and prevent yourself from being placed in timeout?)
4. The student will make a plan to change the behavior.
5. A commitment is made to the plan.
6. Excuses and bargaining are never tolerated.
7. No punishment is used. Reasonable consequences are implemented.
8. The staff will never give up on a child and will encourage the child to make positive choices from that point forward.

***Severe infractions will result in formal write-ups in which the parent will be notified and could lead to suspension and possible **IMMEDIATE PERMANENT SUSPENION** from the program.

- Reasonable consequences for unacceptable behavior will be assigned using the following guidelines:
 - The leaders will determine the consequence.
 - The consequence should modify the behavior.
 - The consequence should fit the infraction.
 - The consequences should defer others from committing similar offenses.

Important Information

- ℳ A nutritious snack will be served to all children during the course of the afternoon. Snack menus will be posted at the site for your information.
- ℳ Please label all of your child's clothing, jackets, and lunch pails clearly.
 - ℳ We discourage children from bringing toys and games, staff is not responsible for any items brought to the program.
 - ℳ C.A.S.P.E.R will only be open on the days school is open as we follow their schedule.

Important phone numbers:

- ℳ Coolidge Recreation Department: 520-723-4551
Mailing Address: 660 S. Main St. Coolidge, Az 85128
- ℳ Brittany Chitwood C.A.S.P.E.R. Director: 520-723-6039
- ℳ Heartland Ranch Office: 520-424-2100
 - C.A.S.P.E.R. Classroom: 520-424-2160
1667 W Caroline St. Coolidge, Az 85128
Room 427
- ℳ West School Office: 520-723-2702
 - C.A.S.P.E.R. Classroom: 520-723-2744
460 S 7th St. Coolidge, Az 85128
Room B24
- ℳ Inspection reports are on site and available upon request by asking the Director on site or contacting the Program Coordinator.
- ℳ Arizona Department of Health Services
 - Division of Licensing Services
 - Office of Child Care Licensing
 - 150 N. 18th Avenue, Suite 400
 - Phoenix, AZ 85007-3244
 - (602) 364-2539
- ℳ Although C.A.S.P.E.R. is operated on your child's School Site, please keep in mind that the program is fully funded and operated by the City of Coolidge Parks & Recreation Department. We are partnered with the Coolidge Unified School District through a mutual Facility Usage Contract. Therefore, any type of school maintenance or routine services, such as cleaning or spraying that involve chemicals will be performed around our schedule or a safe temporary location will be provided on campus. If we are

instructed that we will be temporarily relocated, parents/guardians will also be notified immediately in writing and provided with all vital information, including the time frame and location of our whereabouts.

Parents Please Read and Sign:

I have read and understand the information provided in the C.A.S.P.E.R handbook. I accept responsibility for knowing and abiding by the information provided here. I also understand that if my children or I are not able or willing to follow the rules and regulations set forth here that we may be terminated from the C.A.S.P.E.R program without refund or credit.

Child's Name

C.A.S.P.E.R. Site Attended

Signature of Parent/Guardian

Date