



# MADISON

SCHOOL DISTRICT

## **Madison Summer Club 2017**

June 5, 2017 - July 28, 2017

Monday - Friday

\$206.25/Week

### Madison Park

Preschool aged – 8th Grades

1431 E. Campbell Avenue

Phoenix, AZ 85016

602-664-7570

7:00 AM – 6:00 PM

## MADISON SUMMER CLUB POLICIES

1. ENROLLMENT IS LIMITED. Registration is available on a first come, first served basis. A waiting list will be maintained once our capacity is reached.
2. MSC is a five-day per week, full day program. Due to staffing and scheduled field trips we are unable to offer less than five days per week. You can pick and choose which weeks you wish to sign up for.
3. Payments are considered delinquent if not received at the District Office by the Monday following the scheduled due date and will incur a \$25.00 late fee.
4. If a child needs to be withdrawn from the program, the parent/guardian must notify the District Office at 602-664-7956 by Wednesday of the week before camp in order to obtain a refund.
5. All questions about registration and payment of fees should be directed to the Community Education Office at 602-664-7956. Program questions should be directed to the Site Coordinator on site.
6. Children need to be picked up on time. Parents will be charged \$2.00 per minute after the stated closing time of 6:00 PM.
7. Checks returned unpaid for any reason are subject to a \$25.00 fee. After one returned check, only certified funds or credit card payments will be accepted.
8. We reserve the right to withdraw your child/ren from the program for any outstanding balance or for behavioral issues.
9. Madison School District reserves the right to send past due accounts to small claims court, report to major credit bureaus, send to a collection agency or file a 1099C with the Internal Revenue Service. You will be obligated and agree to pay all costs and expenses incurred including any percentage of debt that is retained by the collection agency or attorney as a collection fee, plus all attorney's fees, court costs and other expenses through judgment and post-judgment, which shall be payable whether or not an action or proceeding is commenced or prosecuted to judgment.
10. Changes to the contract can be made for free through May 25, 2017. Subsequent changes will result in a \$25 fee.
11. There is a non-refundable registration fee - \$65/child or \$110/family. **Registration fees will be credited towards tuition only when all paperwork is signed in the DO, including providing copies of immunizations and birth certificates, by 4:30 pm on Friday, May 19, 2017. NO EXCEPTIONS.**

## IMPORTANT ACCOUNT INFORMATION

A 15% discount will be given to families with multiple children; the less expensive program will be given the discount.

A 50% discount will be given to Madison School District employees working 19 hours or more, starting with their first child.

Changes to your contract can be made. To do so you must call the Community Education Office at 602-664-7956.

1. You will be charged a \$25 Change In Program Fee if your change is made AFTER May 25, 2017.
2. You will be charged the FULL weekly rate if you DO NOT notify the Community Education Office by 4:30 pm on the Wednesday prior to the week you are canceling.

All payments are made payable to Madison School District. CASH IS NOT ACCEPTED. We accept checks, money orders, Visa and MasterCard credit cards or debit cards. You can pay in person, mail your payments to the District Office, or pay online.

## PAYMENT SCHEDULE

| WEEK | DATES OF SERVICE    | WEEKLY FEE | DISCOUNTED FEE | PAYMENT DUE DATE  |
|------|---------------------|------------|----------------|-------------------|
| 1    | 6/5/17-6/9/17       | \$206.25   | \$175.31       | Thursday, 5/4/17  |
| 2    | 6/12/17-6/16/17     | \$206.25   | \$175.31       |                   |
| 3    | 6/19/17-6/23/17     | \$206.25   | \$175.31       | Thursday, 5/18/17 |
| 4    | 6/26/17-6/30/17     | \$206.25   | \$175.31       |                   |
| 5*   | 7/3 & 7/5/17-7/7/17 | \$165.00   | \$140.25       | Thursday, 6/1/17  |
| 6    | 7/10/17-7/14/17     | \$206.25   | \$175.31       |                   |
| 7    | 7/17/17-7/21/17     | \$206.25   | \$175.31       | Thursday, 6/15/17 |
| 8    | 7/24/17-7/28/17     | \$206.25   | \$175.31       |                   |

\*No Camp on 7/4/17 in observance of Independence Day.

## KEEPING YOU INFORMED

1. Our program provides a variety of toys and games for the children; we discourage children from bringing these items from home. If such items from home are brought to the program, MSC cannot be responsible for their safe return.
2. It is very important that all swimsuits, towels, clothing, shoes and lunch boxes be clearly labeled with your child's name. Madison is not responsible for their safe return. Community Education will not reimburse for lost, damaged or stolen items.
3. Liability insurance coverage is provided as required by Arizona Department of Health Services (ADHS).
4. Parents are encouraged to keep informed of information about the program and its operations by regularly checking the Parent Portal, watching for flyers sent home with the children, and checking their email.
5. Girls' swimsuits must be one-piece or tankini-style. No bikinis are allowed.
6. Due to the high level of activity, we require comfortable, closed toe shoes. For the pool we suggest pool shoes (flip flops are okay), pool bag and sun block. Be sure to label all belongings with the child's name.
7. MSC is licensed by ADHS; their address is 150 N. 18th Avenue, Phoenix, AZ 85007. Their telephone number is 602-364-2539. Inspection reports are a matter of public record and are available for viewing.

## ILLNESS AND EMERGENCIES

1. Children will not be accepted into the program until they have been free of fever (and are not on medication to alleviate fever) and/or symptoms for at least 24 hours. Nausea, vomiting, unexplained rash, continuous cough or colored nasal discharges are examples of such symptoms. Working parents should arrange for standby caregivers until the sick child is sufficiently recovered.
2. When a child becomes ill, displays fever (100.4) or is seriously injured at the program, the parent will be notified and expected to pick up their child from the program immediately.
3. In case of emergency, as determined by the program staff, the paramedics will be called and the parent will be notified immediately. Parents will be responsible for all costs incurred in such emergencies.
4. Only medication in the original container will be administered at Madison Summer Clubs. The container must be labeled by the pharmacist to include the name of the student, date, dosage, and name of medication and method of administration. No over the counter medication or Tylenol will only be administered with prior parent approval. A special consent form for the administration of medication must be completed by the parent/guardian for each prescription and kept on file at the program.

## SIGN IN/OUT PROCEDURES

**All CE Programs follow the same sign in/out procedures.** Children must be signed in and out each day by the parent/guardian or other responsible person designated by the parent/guardian. Each person authorized to pick up your child will need to have a unique PIN. PIN's can be updated on your parent portal. Upon drop off or pick up, the parent will input the PIN number on the tablet and choose the child they are picking up. Children may only be signed out one at a time. This will automatically record the time and person picking up the child. Checking out a child is taking physical custody and legal responsibility of them. **Continued non-compliance of sign in/out procedures may result in removal of your child(ren) from the program.**

Children will be released only to those persons listed on the emergency blue card. In a custody situation, a copy of the court papers must be on site. It is the responsibility of the parent/guardian to keep all emergency contact information current. Children cannot be called up to the office for pickup. Parents must pick up and drop off children at the location of the group.

## BEHAVIOR GUIDELINES

Social growth is crucial during the elementary years. MADISON SUMMER CLUB will focus on helping children learn appropriate behavior. Behavioral guidelines have been established with the goal of not only maintaining the physical and emotional well-being of each student, but also teaching self-discipline, judgment and manners. Positive disciplinary methods are used to enforce these guidelines. Parents and staff are viewed as partners in guiding the child's development and this team approach will be utilized. Parents are kept informed of problems as they arise and may be asked to follow through at home in special situations.

A child may be withdrawn from a program because of delinquent payments or if program staff determines that a child cannot benefit from the program or presents a danger to other children, self or staff. Due to our licensing, failure to follow proper PIN check in/out procedures will result in removal from the program.

As per Board Policy JICK-EB, bullying in any form will not be tolerated. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships).

## NUTRITION

Breakfast and lunch are included in the tuition cost and is provide by Madison School District Food Services. In addition, afternoon snack will be served daily. Menus are provided. Since we encourage good nutrition, parents are discouraged from sending sugared foods or snacks with their children. Children are able to bring their own lunch. We are unable to provide refrigeration for lunches brought from home.

## EXPOSURE TO BODILY FLUIDS/OTHER CONTAGIONS

If a student has an accident that includes blood or bodily fluids, including saliva/spitting/biting, urine, feces and/or vomit, staff members will use Universal Precautions to protect students and staff from exposure to diseases spread by blood and certain body fluids. You may be required to pick up your child from school.

Minor accidents (e.g., cuts and scrapes) may be treated by Community Education Staff. The Site Coordinator will contact the parent and/or school nurse as appropriate if the incident is believed to be related to illness or injury. Children who show signs of illness must be picked up.

If your child has been diagnosed with a contagious illness, including lice, pink eye and/or strep, please notify your Site Coordinator. A note from a doctor may be required in order for your child to return to the program.

A child may be suspended from the program if we cannot keep them safe, their behavior endangers themselves or others or their actions create a health issue.

## FIELDTRIPS

Since we begin planning for our summer program six months before the program begins, field trip dates and times are subject to change.

All students are expected to follow Madison School rules while off site on a field trip. Students must be able to obey the instructions of Madison staff in a ratio of 1:20. For the safety of all students in our program, students that fail to properly respond to adult direction may be prohibited to attend future field trips.

All students must attend scheduled field trips. We do not leave staff behind for students that do not wish to participate. If you do not wish for your child to attend a specific trip please make alternative plans for them that day.

Transportation will be provided by the Madison School District Transportation Department. Children MUST ride the bus with their group. Children are NOT to be picked up or dropped off at any fieldtrip location. Children that are brought to camp after their fieldtrip has left will not be permitted to stay at camp. Please arrange for alternate childcare in these instances.

In addition to the scheduled fieldtrips, 1st through 8th grade students will go swimming (weather permitting).

Madison School District reserves the right to cancel swimming days due to heat or monsoon warnings.

## PROGRAM DESCRIPTION

Daily specialty classes, snack, recreation and swimming are provided as well as a bi-weekly fieldtrips or special events. Varieties of well-planned activities incorporate, but are not limited to:

- Safe, positive and fun learning environment
- Positive peer experiences
- Opportunities for character development
- Hands-on activities and crafts
- Fieldtrips
- Spirit assemblies
- Physical activities

Summer Camp aligns with the district discipline matrix that can be found in the Madison School District Student & Parent Handbook on the District website.

