

PHILOSOPHY

Yuma School District One recognizes the neighborhood school as a logical and appropriate setting for a program that will serve that school's students and parents after regular class hours. According to the needs and interest of the community and the resources available, the District is committed to creating a program offering beneficial experiences in a professional and secure setting. This conforms to the District's continuing dedication to the wholesome growth and development of all its students in academic, aesthetic, social and physical areas.

Desert Mesa

2350 S. Avenue 7 $\frac{1}{2}$ E
Site Manager: Imelda Alcaraz
Program Cell: (928) 210-4082

Palmcroft

901 Palmcroft Drive
Site Manager: Ana Quintana
Program Cell: (928) 210-4089

Mary A. Otondo

2251 Otondo Drive
Site Manager: Natalia Galabiz
Program Cell: (928) 210-4074

James B. Rolle

2711 Engler Avenue
Site Manager: Cassandra Gonzales
Program Cell: (928) 210-4088

PROGRAM DESCRIPTION

The after-school programs involve Yuma School District One's resident elementary school age children in grades K-6 in a planned and well-supervised program. This unique program provides a blending of enrichment activities and learning experiences based on the developmental needs of each child. The relaxed yet productive, atmosphere of the centers and the planned program are designed to foster the social, physical, emotional, and cognitive growth of each child.

In order to stimulate interests and encourage the mastery of new skills, a "mini-club" approach is utilized to offer a wide variety of opportunities for discovery in the areas of arts and crafts, science, team sports, reading, recreation, music, drama, and English/Spanish as a second language. These "mini-clubs" are rotated regularly to allow for small groups of children to choose from activities of specific interest to them. A quiet time will be set aside each day for homework help and encouragement.

The staff members responsible for the Discovery Club are trained professionals and community volunteers. Together, they plan activities to help the children to develop physically and emotionally, expand their knowledge and interests, and build their self-esteem and sound personal relationships.

General Information

1. Discovery Club serves students of the Yuma area. Enrollment in the program is granted without regard to race, sex, religion, color, or national origin.
2. The Discovery Club school age childcare program is not a part of the regular educational program provided by Yuma School District One. Enrollment in the program is a privilege rather than a right and can be revoked when necessary.
3. This program is offered from 6:30 a.m. to 8:15 a.m. and after school from dismissal until 5:30 p.m. Monday through Friday, following the same daily schedule as the host facility. On early release days, the program will begin at the time the students are released by their Teachers

4. The school facilities used include: outdoors play ground, multipurpose room (cafeteria), restrooms, media center, and others.
5. The program is self-supported by fees, grants, and donations. Attendance in the before school program is \$5.00, per child, with a \$25.00 Annual Enrollment Fee.

FEES

1. Fees will be determined by the number of contracted days.
(See Fee Schedule)
2. Fees must be paid by check or money order, as no cash will be accepted.
3. If a child is picked up after 5:30 PM, Parents or Legal Guardians will be charged a \$5.00 fee for the first 10 minutes, and \$1.00 for each additional minute.
4. Clients checks should be made payable to (School Name) Discovery Club.
5. There are no refunds

◆Combination of AM/PM programs not to exceed \$20.00 per day. ◆

*****\$35.00 fee for returned checks*****

DES -- ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Eligible families may apply for assistance for childcare fees at the Department of Economic Security. **It is DES--not District One or Discovery Club personnel--who determines eligibility and amount of fee reimbursement.**

Enrollment Procedure:

Parent/Legal Guardian must sign a completed registration packet, and the site manager must receive enrollment fee before the first day of attendance. Parent/Guardian must inform the site manager of any pertinent information about the child. Enrollment is on a first come first serve basis.

Disenrollment Procedure:

Written notification within two weeks prior to leaving. All accounts paid in full.

Behavior:

If a child's behavior detracts from the effectiveness of the program or causes physical harm to staff or children, the child will be removed from the program, indefinitely.

Additionally, any behavior by a Parent or Legal Guardian that detracts from the effectiveness of the program or causes physical/emotional harm to staff or children, will result in immediate dismissal from the facility premises during hours of operation, documentation will be filed/reported, and possible removal of child from the program, indefinitely.

Illness:

Children who are ill (runny nose, continuous cough, red throat, unexplained rashes, swollen gland, 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 on that day. When a child becomes ill at the program, the parent/guardian will be promptly notified and expected to pick up the child from the program immediately.

Medical Emergency:

In case of an emergency, as determined by the staff, the paramedics will be called and the parent/guardian will be notified immediately. Parents/guardians will be responsible for all cost

incurred in such emergencies. (No nurse is on site after school dismissal and before school commences.)

Medication Administering Procedures:

If a nurse is not on site, medication will be administered according to the prescription. All state procedures and forms adhered to. They will administer band-aids or ice packs on a as needed basis.

Site Emergency:

In the event of an emergency or natural disaster the following procedures will be in effect:

- *Children will remain at the site until they are picked up by the parent or other authorized person.
- *In the event of a site evacuation children will be taken to a local emergency center. The location will be posted on the site door. Efforts will be made to contact parents.
- *At least one staff member will remain with the children until they are picked up by the parent or authorized person.
- *911 may be utilized at the discretion of the staff.

Notice to Parents for Pesticide Application:

The notice for pesticide application at the center gets posted 48 hours in advance. All parents will be given a copy of the same posting at the center.

Procedures for Pesticide Application Notification:

A.R.S. 32-2307, Public School Pre-notification, requires business licensees and certified applicators to notify a school at least 72 hours prior to any pesticide application. Notification will be posted on the bulletin board and in the school office.

Admission & Release Requirement:

Children must be signed in by either parent/guardian, Discovery Staff, or people listed on the Emergency Information Card. No child will be released to anyone not listed on this form. Parents may call a verbal authorization or preferable written authorization provided the person picking up brings a picture i.d. to verify identity.

Parental Access to Premises:

Parents have access to areas on facility premises where parents enrolled child is receiving child care services.

CURRICULUM GOALS

The emphasis of the program's curriculum is toward developing creativity; emotional health, physical ability, social expertise, cognitive skills, and helping each child weave these into a consistent whole. The emphasis is on the child, not the subject matter nor activities.

The curriculum will provide for:

- * A balance of activities to include structured and unstructured times
- * Opportunities for informal social learning
- * Experiences different from school
- * Time to be alone
- * Physical activity through games and sports
- * Positive adult/child interactions
- * Activities which encourage creativity

The curriculum will support the teaching of:

- * Self esteem
- * Problem solving
- * Responsibility

- * Conflict management
- * Decision-making
- * Confidence building
- * Communication skills
- * Life planning education
- * Career awareness

Methods will include:

- * Using discussion groups
- * Taking field trips
- * Developing homework groups
- * Utilizing staff parent interaction
- * Bringing in resources from the community
- * Seeking input from the children on program planning and evaluation
- * Introducing the child to community responsibility through positive involvement

PROGRAM ACTIVITIES

Sample schedule for one week's activities at a Discovery Club

Time/Day	M	T	W	Th	F
3:45	Sign in and snack for children, quiet play				
4:00	THEME	MINI-CLUB	THEME	MINI-CLUB	SPECIAL EVENT
4:30	Outdoor recreation, sports, games				
5:00	Homework, story time, table games				
5:30	Cleanup, sign out				

A **mini-club** is a series of eight, hour-long activities planned to give children an opportunity to explore a subject in depth. "Weaving", "Desert Animals", "Flying Things" are examples of mini-clubs. At least two mini-clubs are planned each month; the students choose one to attend and remain in that mini-club for the month. Mini-clubs may be repeated so that all students can take part in the activities.

A **theme** is a series of eight activities planned to encompass many areas while being related to a single topic. "Mexico", "Winter Fun", "Team Sports", are examples of themes. Only one theme is used every four-week period. All children are encouraged to take part in the theme activities. A theme is planned in much the same way as a mini-club.

A **special event** is planned once each week, usually for a Friday. At this time community people may share information with the students, a neighborhood field trip may be arranged or a culminating event for a mini-club or theme may occur. It is recommended that "Movie Day" be planned only occasionally or that it be used as a backup to other plans that involve the students in more active participation. A special event should last from an hour to an hour and a half.

OTHER ACTIVITIES

Snacks

A nutritious snack is served to the children in the after school program. Each day the Discovery Club staff gives the number of snacks needed for the following day to the cafeteria manager at the school. The cafeteria staff prepares the snacks and places them on trays. At the appropriate time a Discovery Club staff member gets the snacks from the cafeteria kitchen, serves the snacks. The Discovery Club is billed (\$.75 per day per child) for the snacks through the district office; there is no credit given for snacks or milk returned unused.

All given snacks meet the Federal Nutrition Guidelines, for after school care snack program

Story Time

Each day the children at Discovery Club should have the opportunity to listen to a story, either recorded or read by a staff member or another student. Story time can be incorporated into a mini-club or a theme or can be "bridge" between outdoor play and indoor games.

Homework

After the mini-club, theme, or special event, one or more staff members should be available to assist students with their homework if parents desire the service. Staff members should cooperate with the classroom teacher of the student, when possible, to ensure continuity of approach, etc.

Recreation

All children need time to explore, to relax to talk with others, and "to do nothing." Some part of each day's program should be a time, therefore, that the children can choose their own activity. Space and materials should be designated as well as acceptable behavior for "free time."

SPECIAL NEEDS CHILDREN

Children with special needs may participate in Discovery Club activities whenever the established program is appropriate for the child. Parents are invited to discuss the special needs of their child with the site manager at the time of enrollment.

TRANSPORTATION

Transportation to and from the Discovery Club is the responsibility of the parent or guardian of the student.

FIELD TRIPS

Transportation for field trips is provided by the Discovery Club through arrangements with Yuma Schools Transportation; students must have permission slips signed by parent or guardian before going on any field trip requiring transportation.

LIABILITY INSURANCE

The Discovery Club as a part of Yuma Elementary School District One has liability insurance under the conditions outlined in the District's insurance policy. A copy of the certificate of insurance is in the site manager's files.

INSPECTIONS

Inspections are available for review by parents upon request. Please speak with the manager at the site that you are using should you have any questions.

District One's Discovery Clubs are licensed by Arizona Department of Health Services. The Health Department can be reached at the following address:

**Arizona Department of Health Services
Office of Child Care Licensure
Katina Lugo State Licensing Surveyor
400 W. Congress, Suite 100
Tucson, AZ 85701
1-800-615-8555 - 1-520-628-6540**

PARENT INVOLVEMENT

Parent involvement is always encouraged; however, please make arrangements with the manager at the site before you make any plans.
