



## **Palo Verde Before & Afterschool Program**



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Dear Parent/Guardian:

Welcome to the Palo Verde Before & Afterschool Program!

We believe that high quality childcare and education is found in partnership between parents and our childcare providers. At the Palo Verde Before & Afterschool Program, it is our mission to build strong partnerships with parents, and to provide school-age children with age and developmentally appropriate activities and materials in a positive, supportive, and structured environment where children feel safe, build healthy relationships and are free to explore and learn.

We expect parents to be partners in their child's care and encourage parents to volunteer for field trips, activities, birthday parties etc. whenever possible. We know parents are busy, and it can be difficult to make the time to talk. Daily communication helps us to better meet your needs and the needs of your child. We will meet with parents at least quarterly to discuss progress, share observations, and work together to set goals for each child.

Thank you for choosing the Palo Verde Before & Afterschool Program. As you know, in the first three years of your child's life, he will go through some incredible developmental stages. Observing an Infant's journey through these stages never ceases to fill me with awe and wonderment. I'm looking forward to joining you on your child's amazing journey!

Sincerely,

A handwritten signature in blue ink that reads "Bob Shogren". The signature is fluid and cursive, with the first name "Bob" being larger and more prominent than the last name "Shogren".

Bob Shogren, M.Ed.  
Executive Director, Casa Grande Alliance

## **STATEMENT OF NON-DISCRIMINATION**

Palo Verde Before & Afterschool Program welcomes all families, regardless of, race, religion, national origin, sexual orientation, gender, ancestry, marital or parental status, and physical, mental, emotional, or learning disability.

### **Parent Handbook/Statement of Childcare Services 2024**

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**I. Description of Services:**

The Palo Verde Before & Afterschool Program offers an exceptional before and after school program where children can learn and develop academically, relationally, and individually through age-appropriate activities. We provide a safe and nurturing environment that allows children to learn about themselves, others, and the world around them.

**Ages Served:** Palo Verde Before & Afterschool Program serves children ages 5 going into Kindergarten through age 12 that attend Palo Verde Elementary and Casa Grande Middle School. Once a child turns 13 they have aged out of the program.

**REGULATIONS:** In compliance with the State of Arizona Department of Human Services, Palo Verde Before and After school Program is required to have the following information in your child's file. This information must be updated on an annual basis.

- **Childcare Center Application:** Including all relevant information about family
- **Immunization Form:** Information regarding all immunization the child has received, including month & year each immunization was administered. We will make a copy of your certified form to keep on file.
- **Parent/Child Emergency Information Form:** Information including parents' home and work emergency contact information, known allergies to foods, bees, etc., release for emergency medical treatment, and a release for field trips shall be obtained at the time of admission.
- **Authorization for Pickup:** Two alternate names must be provided on the Emergency Authorization Form as designated individuals who may pick up the child from school. We recognize that from time-to-time emergency situations arise and it is necessary to have people who have not been designated pick up your child from the program. In such an event, we will expect a written note or a phone call granting verbal permission to pick up your child. Photo Identification will be required for anyone not known by Palo Verde Before and After school Program staff.
- **All About Me** form needs to be filled out 1 per child.
- **Photo/Video release:** This signed document serves as your authorization for your child's picture to be taken to be used in the yearbook, advertising, promotions & newspaper articles and to view pre-approved videos.

**II. Hours of Operation:**

The Palo Verde Before & Afterschool Program is open according to the following schedule:

**Weekly Hours of Operation:**

Monday 6 AM to 8:00 AM & 3:00 PM to 6:00 PM  
Tuesday 6 AM to 8:00 AM & 3:00 PM to 6:00 PM  
Wednesday 6 AM to 8:00 AM & 3:00 PM to 6:00 PM  
Thursday 6 AM to 8:00 AM & 3:00 PM to 6:00 PM  
Friday 6 AM to 6PM  
Saturday Closed  
Sunday Closed

**Camp Days & Breaks:**

Monday to Friday 6am to 6pm  
**Closed Saturday and Sunday**

**Fridays, Holidays and Vacations:**

We will be closed on the following holidays:

- Independence Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day

Optional Friday and Holiday Openings. Additionally, based on communicated interest from families, the program may open on Fridays and other Federal holidays.

**Vacations:** The Palo Verde Before and After School Program will close for at least 2 weeks during the summer months. Parents will receive at least 30 days advance written notice of the exact dates.

**III. Child Enrollment and Disenrollment Processes:**

**Enrollment:**

- The Palo Verde Before and After School Program admits children of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in the program. It does not discriminate on the basis of race, color, national & ethnic origin in administration of its admissions policies, scholarship programs, and other programs. In order that each child may receive individual attention, the enrollment for the program is limited.
- Enrollment requires the following:
  - Child must be enrolled in kindergarten at the time of enrollment
  - An Enrollment form must be completed.
  - All About Me form must be completed.
  - State of AZ Emergency Information form must be completed.
  - Complete Immunization records must be on file prior to your child's first day of enrollment.
  - If a non-custodial parent is NOT allowed to pick up your child, copies of the Court ordered documents must be kept in the child's file.

**Withdrawal:**

- Families must give a two-week written notice prior to withdrawal from the Palo Verde Before and After School Program. This helps our program in planning to meet the needs of other families in the program or wanting to enroll their children in the program.

**Waiting List:** We encourage parents to begin exploring their childcare options as early as possible, visiting many different types of programs. If, after carefully weighing the different options and providers, you are interested in enrolling your child at a time when we do not have

an opening, you are welcome to join our waiting list and we will let you know once we have a spot available. If you need immediate care and we do not have any openings, we are happy to refer you to other providers in the area.

**Termination:** Either the parent or provider has the right to terminate service for any reason, providing a 2-week written notice is given.

#### IV. **Charges, Fees and Payments Requirements:**

##### **Mondays thru Thursdays**

\$35.00 per child per day 6-12 year olds

\$40.80 per child per day 5years old

##### **Fridays and Holidays Openings (based on interest):**

\$35.00 per child per day 6-12 year olds

\$40.80 per child per day for 5 year olds

**Late Fees:** A late fee of \$10 may be assessed for each 15 minutes after 6:00 pm.

**Tuition:** is due at the beginning of each week.

- ***If your child is full-time, the full weekly rate is due regardless of if your child is absent or not. (This includes all paid holidays listed above)***
- You may choose a part time program as well. Please let us know what works for your family.

#### **Discounts off tuition are as follows:**

- **25% Second Child**
- **50% Military & Veterans**
- **50% First Responders (Police, Firefighters, EMTs)**
- **50% CGESD Teachers**
- **50% Non Profits, Government employees**
- **We also offer hardship discounts on a case by case basis.**

**Tuition Reimbursement:** We encourage any families who need financial assistance for childcare to apply for the Department of Economic Securities assistance program. You can learn more and apply at <https://des.az.gov/services/child-and-family/child-care/how-apply-for-child-care-assistance>.

**Student Absence:** Because our costs remain constant throughout the school year, we cannot reduce your tuition payment if your family takes a vacation or if you choose to keep your child home, for any reason. **Every child will need a schedule either part time or full time.**

**Payment during Family Vacations:** Each family will receive 2 weeks' vacation tuition free per year. If you plan on keeping your child out of care for longer than 2 weeks, tuition must be paid up front for the remaining vacation period to hold your child's slot.

**Methods of Payment:** Parents may pay for tuition by card or bank account only. No Cash or Checks will be accepted.

**V. Child Admission (Drop-off) & Release (Pick-up) Requirements:**

- Only adults listed on your child’s Authorization for Pick-up form will be able to pick-up your child.
  - Licensing regulations require that the identified adult must sign their first and last name & report times of both drop-off and pick-up.
    - You may add and “approved pick-up” individual to your form by speaking with the Palo Verde Before and After school Program staff. Photo ID will be required the first time that adult picks up your child.
  - If an adult is NOT listed on the authorization form, the child will only be released to that adult with a note or phone call from child’s legal guardian. Photo ID will be required the first time that adult picks up your child, or if a Palo Verde Before and After school program staff asks for it.
  - If you need to phone in a person not listed on the authorization form:
    - Photo ID will be requested from anyone unknown by the releasing staff. Without photo ID the child will not be released to an adult the staff does not know.
    - In the event of parental separation or divorce resulting in joint custody rights, parents need to agree (in writing) on authorized alternate pick-up persons. In the absence of such agreement, Palo Verde Before and After School Program staff will release children only to custodial parents.

**VI. Discipline Guidelines**

- The Palo Verde Before and After School Program follows the Triple P’s (Positive Parenting Program) guidance for positive relationship building and assertive discipline. The diagram below shows this approach. We intend to spend the majority of our time with your child engaging in activities at the base of the pyramid which include talking with children, showing appropriate care and affection, setting a good example. Other positive techniques include incidental teaching, descriptive praise, giving appropriate attention, and having interesting activities for the children. We encourage appropriate and positive behavior by our students whether they are in school or are in our program.



## THE TRIPLE P STRATEGY PYRAMID



- To assist children in developing self-control, self-confidence, and sensitivity in their interactions with others, and to ensure order, prevent injury, and ensure a child's activities are not infringing on the rights of others, the following strategies are used to guide the children's' behavior:
- Focusing on the child's behavior, rather than on the child.
- Reinforcing appropriate behavior.
- Observing children to anticipate potential difficulties.
- Establishing eye contact and calling the child by name to gain a child's attention.
- Remaining near the child in situations where he/she may be losing self-control.
- Modeling problem solving.
- Offering choices.
- Re-directing.
- If all else fails, the child will be removed from the situation in a way that ensures that the 'time out' is a positive learning experience:



- Prior to the use of ‘time out’ the child will be explained what it means and what it involves.
- The ‘time out’ place will be located within the play area, where they can still be supervised, but far enough from the activity.
- The child will be allowed to determine when he/she can return to the activity.
- For school age children, the ‘time out’ period will be no more than two minutes.
- Appropriate or acceptable behavior of the child following ‘time out’ will receive praise.
- If a child loses control and could possibly injure him or herself or others, the child will be separated from the group, supervised by a Palo Verde Before and After School Program staff, and helped to soothe themselves until self-control is gained.
- We do NOT practice, or allow the follow behaviors:
  - Corporal punishment such as shoving, hitting, shaking, spanking.
  - Harsh, belittling, or degrading treatment
  - Confinement, unsupervised separation from others, physical restraint as punishment
  - Depriving children of meals, snacks, rest, or necessary use of the toilet as punishment S

*Thank you for entrusting your child to our care.  
We are committed to providing a safe, enjoyable, quality program.  
Please let us know if you have any questions or concerns.*

**VII. Transportation Procedures:**

Transportation to and from the Palo Verde Before and After School Program is the sole responsibility of the parents. In the event of a medical emergency and/or if we cannot contact you, we reserve the right to arrange emergency medical transport at the expense of the child’s family.

**VIII. Field Trip Requirements and Procedures:**

We are committed to providing your child with a variety of developmentally appropriate activities. We recognize that the field trip experience can be very effective in exposing children to a variety of places and people. The decision to utilize field trips in the curriculum is made by Palo Verde Before and After School Program staff and administrators. **We do not provide transportation on any field trips.** We will notify parents/guardians of any pending field trips and will take only the children with a parent, guardian, or designated adult that can accompany them.

**IX. Parent/Caregiver Responsibilities:**

**Absences:** If you plan to keep your child home due to illness, or any other reason, you must provide notification later than your regular drop off time. We also expect to be notified if you anticipate being late in dropping off your child in the morning.

**Illness:** If a child becomes ill while at Palo Verde Before and After School Program, the parent or guardian will be contacted and expected to pick the child up as soon as possible. The child will be separated from the other children until the parent or guardian arrives.

**If your child has any of the following illnesses or conditions, you must keep your child home:**

- A temperature above 100 degrees Fahrenheit
- Vomiting (2 or more times in 24 hours)
- Diarrhea (3 or more watery stools in 24 hours)
- A rash or nits
- Eye infection
- Sore throat
- Any Communicable-Disease

\*\*If it's clear your child is just not feeling good, depending upon the illness, you may be required to obtain a doctor's note before your child returns to care.\*\*

**The child may return to Palo Verde Before and After School Program after illness ONLY when:**

- Fever has been broken for 24 hours.
- Nausea, vomiting, or diarrhea has subsided for 24 hours.
- At least 4 doses of antibiotics have been given over a 24-hour period for any type of strep or bacterial infection.
- Child is feeling well again, and normal behavior has returned.

**Appointments and early pick-ups:** Please notify us when you drop your child off in the morning if you will be picking your child up early that day, or if your child has an appointment and will be leaving and returning later in the day.

**Conflict Resolution:**

Parents with questions or concerns should follow these steps for resolution:

- **Step 1:** Set up a time to talk directly with the Palo Verde Before and After School Program lead teacher. Setting an appointment is critical so that the meeting is not interrupted and so that the teacher can provide you with their full attention.
- **Step 2:** If the issue is unresolved, the parent should request that the teacher set up a meeting that includes the parent, teacher, and Director.
- If the issue is still unresolved, the parent should request that the Director set up a meeting with the above-mentioned parties and the Palo Verde Before and After school Program Administrator.

**X. Description of Activities and Programs:** Our goal is to provide a safe and nurturing environment where each child can feel supported and encouraged. Our hope is that we can help each child learn more about themselves, others, and the world around them through age-appropriate lessons and activities.

- **Curriculum:** Is based on the needs and wants of the children and made weekly
- **Meals:** CGA participates in the Child Care Food Program and provides breakfast, lunch, and snacks. If your child has any food allergies, or other special' dietary

needs, please let us know. Weekly menus are posted on the bulletin board. If you are breastfeeding your child, please let us know what accommodations we can make to help meet you and your child schedule and space needs.

- **Screen-time: No Screen-time while in program**
- **Parties & Celebrations:** Throughout the year, teachers and staff may offer many opportunities for the children to celebrate special occasions. We will work closely with parents and guardians in planning celebrations to respect and protect the children in our program.

#### **Daily Activity Schedule:**

- \*This schedule is merely a guideline for our day, actual times and activities often vary in response to the children's needs and interest and is posted on the cabinets on site in program area.

#### **XI. Liability Insurance :**

- The Palo Verde Before and After School Program is in compliance with its Liability Insurance requirements. Our License and all Inspections Reports are posted and/or available upon request.

#### **XII. Medication Administration Procedures:**

**First Aid & CPR:** There will always be one staff member on-site who is certified in First Aid & CPR. If required, this person may administer medical attention to the level of their training. If further emergency care is needed, 911 will be called and a parent will be notified by phone.

**Medications:** Medications are only administered for life threatening conditions such as allergies or severe asthma. **ALL** medications for life-threatening conditions must be brought to the program by the parent/guardian & be in the original container with a prescription label stating: **CHILD'S** name, **DOCTOR'S** name, **MEDICATION** name, required **DOSAGE**, **EXPIRATION** date, and **DIRECTIONS** for administering. The program will not administer any medications, creams, or sunscreen without written consent from a child's parent. Medication consent forms will be readily available. Please do not leave medication on the counter. Parents must hand all medications, instructions, and consent forms directly to program staff.

**\*\*A Medication Authorization form must be completed & signed by parent/guardian. \*\***

- Medications such as antibiotics, over-the-counter medications and routine breathing treatments will not be administered. If necessary, sunscreen should be applied prior to bringing your child to the facility. **Our staff does not provide this service.**

#### **XIII. Accident and Emergency Procedures**

**First Aid & CPR:** There will always be one staff member on-site who is certified in First Aid & CPR. If required, this person may administer medical attention to the level of their training. If further emergency care is needed, 911 will be called and a parent will be notified by phone.

**Emergency Transportation:** In the event of a medical emergency and/or if we cannot contact you, we reserve the right to arrange emergency medical transport at the expense of the child's family.

**Emergency:** Fire drills are conducted bi-monthly. In the event of fire or other emergency where we do have to evacuate, we will assemble and wait for parents at the Casa Grande Alliance main office at 280 W. McMurray Blvd (across the parking lot).

**Emergency/Substitute Care:** Though we will be happy to provide parents with a list of other providers in the area, it is ultimately the parent's responsibility to arrange for substitute and/or emergency care for their child.

**XIV. Inspection Reports:** We will have our License and all Inspection Reports posted on the childcare cabinet in the facility at all times. We will also have our License and all Inspection reports filed in the Casa Grande Alliance Main office located at 280 W. McMurray Blvd. Casa Grande, AZ 85122.

**XV. Facility Licensing Body :**

Our Facility is licensed by the Arizona Department of Health Services  
Palo Verde Before & After School Program:

Regulated by: Arizona Department of Health Services  
400 W Congress St., Suite #100  
Tucson, AZ 85701  
520-628-6541

**XVI. Pesticide Application:** Casa Grande Elementary School District provides a monthly spraying for pests. Times and dates will be posted at least 48 hours in advance of the spraying. Ingredients of spray will be listed on the posting.

**XVII. Parental Access to Premises** We encourage parents to visit the facility at any time. When visiting for any reason, please sign in with a Palo Verde Before and After School Program staff member.

Please sign below stating that you agree to the above terms and conditions.

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Name

Date



## Saguaro Before & Afterschool Program Photo Release

I, \_\_\_\_\_, (Parent Name) , grant permission and consent to: **CGA Inc., DBA Saguaro Before & After School Program** for the use of the following photograph(s) for presentation under any legal condition, including but not limited to publicity, copyright purposes, illustration, advertising, and web content.

Permissions (check one)

- I do not give permission to photograph my child(ren)

- I do give permission to photograph my child(ren)

I understand that I may revoke this authorization at any time by notifying **CGA Inc., DBA Palo Verde Before & After School Program** in writing. The revocation will not affect any actions taken before the receipt of this written notification. Images will be stored in a secure location and only authorized staff will have access to them. They will be kept as long as they are relevant and after that time destroyed or archived. We, **CGA Inc., DBA Saguaro Before & Afterschool Program & Parents** have read and understand and agree to the aforementioned terms and conditions.

Parent's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_