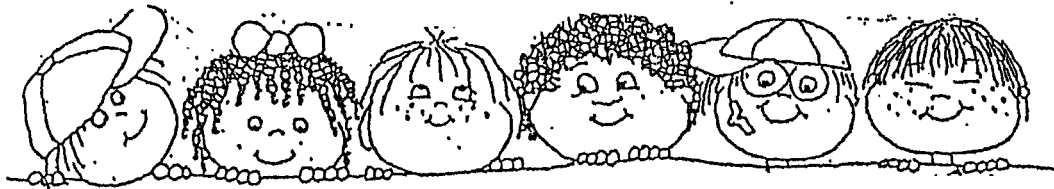


Schumaker Community School

501 North Maguire * Tucson, AZ 85710 * 731-5245 (After School Hours)



P.A.C.K. Program Registration Information

("Positive AfterSchool Care for Kids")

August 2004 - May 2005

HOURS: 2:12 p.m. Mon, Tues., Thurs., & Fri.; 1:12 Wed.; to 6:00 p.m.

Child Care will be available on SCHOOL DAYS ONLY.

-On Early Dismissal Days, P.A.C.K. will begin at 11:12 a.m.

About Us...



Schumaker Community School is a non-profit, self-employed, tuition-based program focusing on enrichment and recreational activities for elementary school aged children. It is under the umbrella of Tucson Unified School District. SCS liability insurance, for both our Schumaker Community School facility and Tucson Unified School District vehicles, is provided by TUSD.

The primary objective of SCS is to promote a safe, happy, and creative atmosphere for students. Arts and crafts, board games and puzzles, cooking, outdoor activities, computer time, group games, creative interaction centers, and time with friends are some of the experiences that the children enjoy while in the After-School Program. Our staff is experienced and individuals are CPR/first aid certified.

The Schumaker Community School Program is available to children in Kindergarten through Fifth Grade, having proof of immunizations on file in the School office.

Registration

**N
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E** Registration can only be accepted from Schumaker Community School Families who have no outstanding balance due.

Enrollment:

There is a registration fee (due at the time of enrollment) of \$10.00 per child or \$15 per family. If for any reason, your child is unenrolled during this current year, re-registration will be required.



Tuition



After-School Rates and Procedure:

Both checks and cash are accepted for tuition payment. Receipts are issued for all transactions. **Checks should be made out to "Schumaker Community School".**

Tuition for PACK is due each week by Friday at 6pm. whether your child is in attendance or not. You may not carry more than a two week balance without incurring late fees. You may choose to pay for several weeks in advance, in which case a credit will be applied to your account to be subtracted from each week. Please note that P.A.C.K. DOES NOT ISSUE REFUNDS.

An account is considered "current" if less than two weeks of tuition is due. If your child is suspended, it is YOUR responsibility to make arrangements for other after-school care, and, if necessary, immediate pick-up from the school office.

A late fee of \$10.00 will be added to accounts that are not paid entirely by the second Friday at 6pm. The only exceptions to this policy will be made by SCS Director, Dr. Julie Laird. This late fee will be added each successive Friday while an outstanding balance remains. The late fees stop when your child is officially "suspended" from the Program, but may resume if your child returns to the Program while technically still in suspension. When there is no school, payment must be received before 6pm on the last day of school that week. Where applicable, an End-of-the-Year \$10 carry-over fee will be added to all accounts not at "zero" on the last day of the Program in May and in July/August. For those leaving Schumaker, delinquent account information statements will be forwarded with your child's school records.

If you are not sure of your account balance, please ask for it during after-school hours. It is available daily. By keeping your account current and up-to-date, any concerns or questions can be addressed early and can be resolved in a timely manner. Individual statements desired for tax purposes will be available in January '05 for the year 2004.

The Cost of the Schumaker Community School Program is as follows:

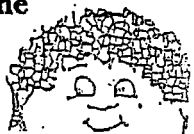
	<u>Regular</u>	<u>Reduced/Sibling</u>
5 Days per Week (per child):	\$ 35.00	\$ 30.00
2-4 Days per Week (per child):	\$ 8.00 per day	\$ 7.00 per day
1 Day Drop-in per Week (per child)	\$ 12.00	\$ 12.00

If your child attends more than one day a week (Drop-in rate) and is picked up within the first 45 minutes of the Program's start, you will be charged \$ 6.50 each day.

NOTE: **If your child qualifies for free/reduced lunch, he or she also qualifies for the reduced Schumaker Community School tuition noted above: You MUST indicate this discount on your registration form. QUALIFYING PAPERWORK MUST BE SUBMITTED TO THE SCHUMAKER CAFETERIA EACH SCHOOL YEAR. (Your signature gives SCS permission to verify your status.)

IMPORTANT!!!: For the multiple sibling discount to be in effect daily, your children must attend the Program together unless absent because of illness or doctors appointment. It is YOUR responsibility to let us know of any such excused absences. **PLEASE KEEP YOUR REGISTRATION INFORMATION CURRENT.**

After Closing Late Pick-up Fee: Our Program closes at 6:00p.m. We understand an occasional, unavoidable after 6:00 pick-up may occur (we want you to arrive safely --and please call and let us know of your delay), but **repeated, non-emergency after-hours pick-ups will result in the assessment of our after-hours late fee, billed to your child's account. This late pick-up fee will be \$5.00 per 15 minutes or any portion thereof, and is based upon time recorded on the cafeteria clock when you exit the facility.**



Students who are absent from the Program for three (3) weeks, without notification, will be dropped from our attendance roster and unenrolled. There are NO refunds. If there is an unpaid balance due, termination fees will be applied. Re-enrollment will be required.



Checking In (& Out!) of the Program

A reminder about Sign-outs!! PLEASE remember that you must sign your child out of the Program each time he or she is signed in. Any child not signed out or not signed out with the appropriate time indicated will be considered to be in attendance for the entire day.

Children will be released only to those individuals indicated on your Community School registration form (This includes your Emergency contact persons as well as those listed under "Permission to Pick up"). A note or verified call with code word may serve as a temporary means of P.A.C.K. notification. Upon enrollment, you, as parent/guardian, will be asked to submit a "code" word or number with accompanying "tip" question on your registration form. This code word will be asked of you to verify phone authorization of an individual not on the "permission to check out" list. Anyone not listed on the registration form and not recognized by staff must show picture I.D. to pick up a child. **Please remember that it is your responsibility to keep your P.A.C.K. files current and notify us of any change in information.**

Regarding "Oopses"!!

Please make sure your children understand where they are to go each day after school!! To avoid unnecessary Program disruptions, if you think you will be only a few minutes late in picking your children up, ask them to wait outside the building with the monitor --or wait quietly in the lobby. If no one arrives to pick them up by the time the monitor comes inside, they can be signed in to the Program. **Our Excused or "Oopsed" sign-in policy is for those children who are picked up and SIGNED OUT within the first 5-10 minutes of the Program (AFTER the bell).** IF YOU DO NOT SIGN YOUR CHILD OUT and/or mark the appropriate time, we have no way of determining what tuition range to assign your child and, if there is a question, you will be charged the maximum amount.

For the Well-Being of All...

If a child becomes ill while attending P.A.C.K. and has a body temperature of 100 degrees or above, the parent will be notified and will be required to immediately arrange for the child's removal from the Program. If the parent is not available for pick-up. Not only is this to provide needed comfort for the individual, but also to ensure the well-being of our other children and staff in the Program.



We follow the district guidelines and ask that you **PLEASE DO NOT SEND YOUR CHILD TO THE P.A.C.K. PROGRAM IF HE/SHE exhibits signs of illness**, including fever in the last 24 hours, heavy nasal discharge, ear pain, sore throat, etc..

Likewise, please inform us immediately if your child has been exposed to a contagious disease or infestation (which include, but are not limited to, head lice, strep, measles, chicken pox, and mumps) so that we can be alert to the first signs of illness. If your child has already contacted a contagious disease or infestation, please notify us and consult your physician if you question when your child should return to SCS.

Medication of ANY kind can only be administered with a medication release form on file. Such medication must be prescribed by a physician and have the original prescription label on the container or be prepackaged and labeled for use by the manufacturer. P.A.C.K. personnel will not administer non-prescription medications. Sunscreen will be provided by parents and labeled with each child's name. If needed, sunscreen permission forms will be provided to allow instructors to apply the sunscreen when prolonged exposure is anticipated. Ideally, appropriate protection sunscreen should be applied at home prior to SCS attendance.

Immunizations for children new to Schumaker School: Arizona School Immunization Law states that as of January 1, 1992, all school and child care centers must require children in attendance to be adequately immunized. The law requires parents or guardians of new entrants to present a documented immunization record which includes dates of all required immunizations. Schumaker School must have a copy of your child's immunization record on file, available to us, before your child may attend our Program.

As a child care provider, we are mandated by law to recognize and report any evidence of child abuse --physical or emotional-- or neglect. Our first obligation is to the safety and welfare of your child.

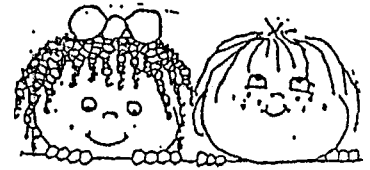
Safety/Behavior Rules and Behavior Management

All regular Schumaker School safety/behavior rules also apply during the SCS program.

Children are personally responsible for their own safety and for helping to keep others safe.

P.A.C.K. kids:

- *are respectful of other people and their property, in speech and deed
- *keep their hands and feet to themselves
- *use appropriate inside voices and outside voices
- *clean up after themselves
- *listen to and follow directions the first time
- *are quiet in lines
- *remain in their assigned area until granted permission from a staff member to leave



Behavior Management and Discipline

The children are explained SCS rules and expectations frequently, so that they know the guidelines. Once a child understands the rules and disobeys them, hurts others, or other's property, the following techniques will be used:

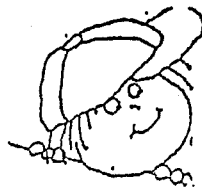
Whenever possible, SCS staff will use the disciplinary techniques of reminder/redirection, conflict resolution and meaningful consequences.

-Reminder/Redirection involves informing the child his/her behavior is inappropriate, either by a word or action. This is followed by showing the child a more appropriate behavior.

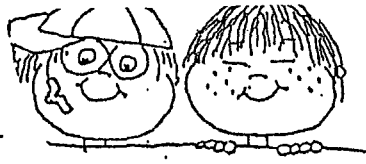
-Conflict Resolution is applied when two or more children are having a conflict that cannot be solved peaceably using their own actions and/or words. The problem and possible solutions are discussed with the children. The goal is to encourage children to handle such situations appropriately with as little intervention as possible from the staff members.

-Meaningful Consequences are issued after a warning of inappropriate behavior. A consequence will be issued in the manner of a choice --the child can choose to stop the inappropriate activity or choose to accept the meaningful consequence. Such a consequence may range in intensity from restriction to or from an area, short time-out (no more than three minutes if child is cooperative), floating time-out (when child is uncooperative and needs to be separated from others), a behavioral referral filled out by the student for parent signature, or immediate removal from the Program.

Excessive occurrences of inappropriate behavior will be documented and shared with the child's parent. Continued inability to follow the Program's guidelines, rules, or regulations will result in suspension and/or dismissal. Severe behavior that endangers self, other children, or staff will result in immediate removal by the parent followed by at least, a one-to-three day suspension from SCS.



Regarding Toys and Treasures



About toys and "treasures" brought from home... At this time we do allow (with mixed feelings!) toys from home --and we emphasize to the children that it becomes THEIR responsibility for what they bring to the Program and take out to play or share. We tell them we will be very sorry to find out that something is broken or missing, but it is their choice. **Everything should be properly marked. Any child who comes to the Program with a toy that is not identified with his or her name on it, will be asked to put it away.** Game Boys are allowed at 4:00p.m., with the above conditions. Some of the kids want to bring in C-Ds to listen to, and we ask that you monitor what music your child brings to school. Inappropriate music, toys, etc., will be given to our Director, Dr. Julie Laird, for dispersal. Our rules regarding NO trading, borrowing, giving, etc. etc. of any personal belongings is enforced.

For Your Information...

Communication with families will be through notices left on the Sign-In/Sign-Out clipboard, through communications from us sent via Schumaker classroom mail, or they may be placed in a basket on the Sign-In/Sign-Out Table. Please watch for them. If your child's name is highlighted on our Sign-In/Sign-Out papers, please check for either a message or staff member to contact. The best communication remains, however, verbal interaction at check-in/out time. Please let us know your concerns/questions and remember that your tuition balance is available daily --ask one of our Community School staff.



Thank you for your support of our Program. All of us on the staff at Schumaker Community School value your children and want their time with us to be positive, safe, and enjoyable.