



2011/2012 HANDBOOK

**Camelback Soccer Academy & Enrichment Club
7634 W Camelback Rd., Glendale, AZ 85303
623-873-5112 or 623-247-2204**

INTRODUCTION

Welcome to the Camelback Soccer Academy and Enrichment Club (CSA/Enrichment.) Our Enrichment Program has been organized to provide supervision before and after school and is available for students in Kindergarten through Eighth grade. **The Soccer Academy is available for students in grades 2 - 5 only.** The program is administered by Camelback Academy.

GOAL

Our primary goal is to provide quality childcare in a safe, friendly environment that supports the growth and development of children in our community schools.

PHILOSOPHY & CURRICULUM

School age children are active problem solvers, explorers, discoverers, experimenters, listeners, and creators. CSA/Enrichment Club will offer a variety of stimulating play activities, which includes:

- Active Play – (Camelback Soccer Academy)
- Constructive Play – (Building things)
- Interactive Play – (Group recreation fun)
- Explorative Play – (Science fun)
- Intellectual & Manipulative Play – (Problem solving fun and games)
- Creative Play – (Arts & Crafts)
- Elective Play – (Free Activity Choice)
- Homework/Quiet Time – (Opportunity for children to do homework and receive help)

VISITORS AND OBSERVATIONS

All visitors must sign in at the school front office during school hours and the CSA office after school hours prior to observing the CSA/Enrichment Club. For liability and supervision reasons, children who are not enrolled in the CSA/Enrichment Club cannot participate in the activities and must be accompanied by a parent at all times.

TRANSPORTATION

Transportation to and from the CSA/Enrichment Club is the responsibility of the parents. Program staff members are not permitted to pick up or drop off children under any circumstances.

INSURANCE

CSA/Enrichment carries Liability Insurance

HOURS OF OPERATION

The morning program is available from 6:00 AM to 7:30 AM; students then go to breakfast and/or playground where the staff are on duty to supervise. No child may be signed in before 6:00 AM. The afternoon program is available from 2:30 PM to 6:00 PM.

In the event that students are not picked up in a timely manner, (by 6:15 PM) and we cannot contact parent/guardian, we will contact the local authorities. *Children picked-up after 6:00 PM will be charged an overtime fee of \$10.00 for the first five minutes and \$1.00 for every minute thereafter.*

Please Note: These charges reflect a per child fee.
The Extended Day Program clocks are set with the school time.

REGISTRATION & ENROLLMENT

A \$25.00 non-refundable registration fee is required per family. You may register your child/children for CSA/Enrichment at the School office, or at Open House on August 4, 2011. Registration is on a first come, first served basis. A child may be registered into the program at any time, if space is available. In the event that space is not available, the child's name will be placed on a waiting list and the parent will receive notification of any opening.

Children will be allowed to attend the program only after all the required forms have been completed, signed, and returned to the CSA Office. The CSA Office must have a fully completed, Emergency Information card in order to admit your child/children to the program. The program expects all enrollment forms to be kept current with new or changing information. It is the parents' responsibility to notify the program with updated information.

PAYMENTS AND TUITION

Tuition payments are due in advance please see the tuition schedule for monthly fee's. Payments are due the first (1st) day of each month. Failure to pay tuition by the fifth (5th) school day of the month will result in the withdrawal of your child/children from the program. Reinstatement may occur upon space availability when all fees have been paid including a \$10.00 re-enrollment fee.

To help keep the cost of our program low statements are not mailed or sent out. Vouchers are available online @ www.camelbackacademy.com or outside the CSA office located in the gymnasium. Tuition payments for CSA/Enrichment can be paid in person to the CSA office, or mailed to Camelback Soccer Academy, 7634 W Camelback Rd, Glendale, AZ 85303.

MINIMUM USAGE

Families needing 8 or 10 days of childcare can take advantage of our Minimum Usage program. Please see tuition schedule for fees. **Discounts will not be given for unused days.** Each day over the paid minimum days used will be charged at \$16 per day for am/pm, \$11 per day for pm, and \$5.00 per day for am. *Please note: After two consecutive months going over minimum usage, your child will no longer be eligible for the minimum usage program.*

WITHDRAWAL PROCEDURE

If you need to withdraw your child from CSA/Enrichment, a withdrawal form must be completed and filed with the CSA Office during the month prior to not needing services. These forms are available at the CSA Office.

Full tuition will be charged for students withdrawing after the 1st of the month.

DELINQUENT ACCOUNTS

Past due account balances and all applicable fees must be paid in full by the 1st school day of the following month. *Please note: Students who are withdrawn from program due to non-payment are not eligible for reinstatement until the entire past due amount, including late fee and re-enrollment fee have been paid.*

SCHEDULE CHANGES/ADDITIONS

Participants may NOT show up and attend the program without prior notification to the program. If your child needs to attend on short notice, parents must call the school office at 623-247-2204 to make arrangements. Payment is due the day of participation. Children will not be accepted into the program if prior arrangements have not been made.

PAYMENT QUESTIONS

Please call 623-247-2204 ext 119 with any questions concerning your account.

DAYS OF OPERATION

CSA/Enrichment will be in operation every day that children are required to attend school. CSA/Enrichment will be available for registered CSA/Enrichment students on Teacher In-service days for an extra fee of \$30.00 per day. A registration flyer will be posted 1 week prior to In-Service days.

DAYS NOT IN OPERATION

CSA/Enrichment will not be available on the following days during the 2011-2012 school year: All Weekends, September 5th, October 10th-14th, November 11th, November 24th-25th, December 26th - January 9th, January 16th, February 20th, March 12th-16th, and April 6th.

DROP-IN PROGRAM/SIGN-IN & SIGN-OUT

CSA/Enrichment is a Drop-In Program, which means we cannot physically restrain students who choose to leave the program of their own volition.

Please provide us with the names and telephone numbers of persons designated to pick up your child on the provided Emergency Information Card. If there is someone who is NOT permitted to pick up your child, please see that we have his or her name also. It is very important to update your child's Emergency Information and Record Card if there are any changes in your family or residency.

Please review how the Drop-In program works at CSA/Enrichment:

- We will track daily attendance for program and accounting purposes.
- Students must be signed-in (AM)/signed-out (PM) daily by someone on the registration form. (*CSA cannot physically restrain a student who chooses to leave the program of their own volition.*)
- We ask that you talk to your children about safety. If you do not want them to leave the program on their own, please reinforce that rule at home, but understand that *we cannot physically restrain a student who chooses to leave the program of their own volition.*
- If your student chooses to leave the program, we will call a contact person on the registration form.
- The campus gates will be locked at 3:00 PM. The only entrance into the school after 3:00PM will be the main doors on the north side of the building.
- All other rules, practices, and procedures will remain the same.

ABSENCES

Credit will not be issued for days missed.

MEDICAL CONDITIONS

If a child has any known medical condition (asthma, diabetes, seizures, allergies, etc.) Please be sure to let the CSA Manager know. The condition must be noted on the Child's Emergency Information Card.

ILLNESSES/ACCIDENTS

We request that you please keep sick children at home. If your child becomes ill during the program, staff will contact a parent or authorized designee. If a parent cannot be reached, an authorized person listed on the child's Emergency Information Card will be notified to pick-up your child.

Please keep your child home if they have the following symptoms or illnesses:

- Any contagious disease such as (strep throat, pink eye, chicken pox, etc.
- Vomiting
- Diarrhea
- Fever over 100 F

A Child must be fever free for 24 hours before they may return to school.

In the case of a serious accident, injury, or emergency parents or responsible persons listed on the child's Emergency Information Card will be notified immediately. The CSA Manager or Coach will call 911 to handle the emergency.

COMMUNICABLE DISEASE / INFESTATION

This information will be posted for public viewing if there is an outbreak.

CODE OF CONDUCT AND EXPECTATIONS

The CSA/Enrichment program is designed to create a safe and fun environment for children. Disruptive behavior will not be tolerated. If a student cannot adjust to the program's environment and behave appropriately, then the child may be subjected to a period of suspension or may be withdrawn from the program at the discretion of the CSA Manager or CSA Director. However, reasonable efforts to help the child adjust will be made first.

CSA/Enrichment Expectations:

1. Participate 100%
2. Remember to listen and follow directions
3. Always think safety
4. Support others and be a good sport
5. Kindness given will = kindness returned

Disruptive Behavior:

Disruptive behavior will be dealt with as a "penalty" in the following manner, which is in conjunction with Camelback Academy's school-wide code of conduct:

1. A verbal reminder of the rule will be given.
2. Foul – Benched for 5 minutes & student's name goes on Penalty Board.
3. Yellow Card – Benched for 10 minutes & student's name goes on Penalty Board.
4. Red Card – Out of the game. Detention with referral goes home to parent.
5. Out of CSA/Enrichment for (short) Suspension. The student is informed that he/she is subject to a short suspension (ten days or less). The CSA Manager or Director will determine the suspension period. The student's parent or legal guardian will be notified. Repeat offenses of suspend able behavior may result in expulsion from the CSA/Enrichment program. Behaviors warranting a suspension may include, but are not limited to, disrespecting staff, refusal to participate/cooperate, not listening/following directions, disregarding CSA/Enrichment rules, bullying, teasing, horse playing, running in inappropriate places, physical behavior that is harmful to self and/or others.
6. If a student commits a major infraction such as: Possession of Drugs/Tobacco/Alcohol, Defiance toward Authority, Destruction of Property, Disorderly Conduct, Profanity and Obscene Behavior, Inappropriate Physical Contact with Teachers or Coaches, Endangerment/Fighting, Harassment, Obscenity, Theft, Threats, and Possession of Weapons, the CSA Manager/Director will respond immediately and the child will be permanently suspended from the CSA/Enrichment program and will not be permitted to return to the CSA/Enrichment program.

DISCIPLINARY ACTION

Informal Talk: A CSA/Enrichment Coach or Manager will talk to the student and try to reach an agreement regarding how the student should behave.

Parent Involvement: The CSA/Enrichment Coach or Manager will notify the parent or guardian by telephone, personal contact, or letter. A conference may be conducted between the student, parent, or legal guardian, and CSA Manager.

Formal Conference: A formal conference will be held between the student, parents, or legal guardian, CSA/Enrichment Manager, &/or CSA Director. This conference will be held when a child's behavior is extremely disruptive or harmful to self and/or others.

SPECIAL NEEDS

If your child has special needs, (i.e.- Diabetes, IEP, 504 Plan, Allergies, Doctor's note, etc.), Please make sure it is stated on the child's Emergency Information Card. It is the parent's responsibility to inform the CSA/Enrichment Manager of their child's specific needs. The CSA/Enrichment staff will then work in conjunction with the school staff when necessary to meet those needs. It is not the teacher or the school's responsibility to relay private/personal information about any student to the CSA/Enrichment staff.

CHILD'S PERSONAL PROPERTY

The CSA/Enrichment Program follows school rules by not allowing toys, electronic games, personal radios, etc. to be brought to school. These items brought to the CSA/Enrichment Program will be taken away and can be picked up by a parent.

Personal property that has been left on the premises after hours of operation will be taken to the school office lost and found area (items not claimed will be donated once per quarter.)