



Val Vista Academy

Where children are the priority!

4120 S. Val Vista Dr. Gilbert, AZ 85297 Valvistaacademy.org

Val Vista Academy Kids Club Summer Camp Registration Form 2017

Child Name: _____ Age: _____ Entering Grade Level _____

Parent Name: _____ Phone #: _____

Parent Name: _____ Phone #: _____

Address: _____ Email: _____

Emergency Contact: _____ Cell # _____

Email address: _____

Attending Val Vista Academy Fall of 2017: _____ Yes _____ No

Must 4 years old at time of attendance.

Hours of Operation: M-F 6:30 am to 5:30pm

Daily Schedule: To Be Announced

Summer Camp Activities:

Organized Play, Board Games, Art Projects, Themes Activities, Group Games, Story Time, Special Guests etc.

WEEKLY Rate Per Student (10% off for siblings): Please check one.

\$150/week (\$30/Day) 8+ hours/day _____ Full Day

\$125/week (\$25/ Day) less than 8 hours/day _____ Part Day

Please note child(ren)s tentative schedule: _____

Please check which weeks you expect to have your child(ren) in attendance:

June 5-9 _____ June 12-16 _____ June 19-23 _____ June 26-June 30 _____

July 5-7 _____ July 10-14 _____

~ All payments must be made through Tuition Express. We do not accept cash, check, or money orders.~

Parent Signature: _____ Date: _____

Contact Beth Morales for questions about Summer Camp at 480-369-5287 (cell), 480-656-5555 Ext. 400 (office) or bmorales@ballcharterschools.org (email).



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Our Mission Statement

Val Vista Academy Kids Club Program begins with a deep respect for your child's eagerness to learn and capacity to develop meaningful relationships. We believe that secure relationships with responsive and respectful adults can provide the basis for a lifelong love of learning. Our dedicated teachers focus on creating these nurturing relationships that allow children to feel value and empowered.

Each day our teachers provide a balanced approach to learning, giving our parents the peace of mind that their children are having fun while they develop socially, emotionally, physically as well as intellectually. We give our students the tools to become confident and self-aware. In a caring and stimulating atmosphere, our passionate engaging teachers give your children endless opportunities to grow, learn, and imagine-whether building a spaceship to blast off to Mars or inviting a new friend to share a story during group time.

We believe Respect is everything that happens in Kids Club. From interactions and snack to singing and playing. We never miss an opportunity to educate. We are committed to supporting your family to raise healthy, happy, and secure children who will be successful in school and in life. A child's early years are critical to their future growth and development.

Our program adapts to changing needs, interests and abilities of each child in our care. We also understand the importance of your child being confident. Our program is developed to closely follow the Val Vista Academy Handbook guidelines.

Goals

We, the staff of Val Vista Academy, will provide for the children:

- A pleasant and safe space to play and learn
- Safety and structure that encourages and enhances your student's education.
- A place to meet their emotional, physical, social and intellectual development.
- A well rounded advanced learning environment.

Children come to us with the wonder, desire and willingness to learn. Our job is to make sure they leave with their inquisitive natures enhanced and with the academic and social skills to help them succeed in school and in life.

First Day at the Kids Club Summer Camp. Before your child's first day you will need to set up an exact enrollment date. Children often cry the first few times they are left. Try a brief goodbye. Delaying departure is hard on your child and the parent, as both become upset and reinforce each other's fear feelings. If your child is upset when you leave the center, feel free to call the center back after some time to check on your child's progress. We will call you if your child does not settle down. Most children quiet down quickly, they are reassured by the teacher and become interested in the toys and other children.

Prior to the First day, you should bring the following items:

- Completed registration forms with a copy of immunization records.
- _Tuition Express enrollment form

Do not bring:-candy, gum, popcorn, or food containing nuts of any kind



Daily Schedule of Activities

Below is a general schedule of a typical day. The schedule may vary according to the weather.

6:30-8:00	Games, Coloring and Free Play
8:00-8:30	Recess (outside)
8:30-9:00	Snack
9:00-10:00	Circle Time
10:00-11:00	Centers- Arts and Crafts, Computers, Games, etc.
11:00-12:00	Lunch
12:00-1:00	Free Time (recess)
1:00-2:00	Circle Time- story,
2:00-3:00	Special Guest/Activity based on our weekly theme
3:00-4:00	Snack & Centers- Arts and Crafts, Computers, Games etc.
4:00-5:30	Free Time (recess)

Nap TimeAs we prepare the students for their upcoming years of higher education, there will not be a set nap time. Children who feel the need to rest will have the opportunity to have quiet time in a designated area of the classroom. Children who do not need to rest will continue with their scheduled day.

Outdoor PlayThe children will have two outside free play times if the weather permits. Children will be unable to be outside if it is raining, below 30 degrees, or above 100 degrees with a heat advisory. If the weather does not allow the children to go outside we will have an inside open recess time within the classroom or gym.

General Curriculum Areas

Art-We use a variety of materials so the child may experience the joy of creating by cutting, gluing, coloring, and painting. Art may also be used for instructive purposes such as identification of shapes, learning to follow oral instructions, sequencing steps, and learning various steps such as cutting and pasting. Activities are geared to the child's level and are concerned with the process of creating instead of the final product.

Science-A variety of science materials will be out for exploration by the child in learning centers, books and group experiments will be done frequently. Science study increases vocabulary and general knowledge, encourages curiosity, helps children discover natural laws and helps the child become more aware of his/her surrounding world.

Music- Music is used to express emotions, reinforce subject material and a source of joy. We use tapes, CD's, records, rhythm instruments, scarves, ribbon sticks, singing, clapping, and body movement.

Small Muscle-Through manipulative table toys, games, and other activities, small muscle coordination grows. A variety of small motor toys are offered and changes weekly to coordinate with the weekly themes.



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Large Muscle-Children receive large muscle coordination through outside play, going for walks, or indoor play in the common rooms. Depending on the weather, children are offered large muscle play two times a day.

Behavior Guidance Val Vista Academy has a philosophy that your children are important, and if given the opportunity, they will thrive emotionally, intellectually, socially, and creatively under the loving guidance of concerned parents/guardians and teachers.

Our staff will:

- model positive acceptable behavior.
- redirect children from conflict to constructive activity
- teach children alternatives to problem behavior
- protect the safety of children
- provide immediate guidance/direction if a child's behavior is unacceptable.
- recognize the age appropriate development of the child
- not allow the children to act in a manner which will endanger them, another child or the staff

The following actions are prohibited by the staff:

- subjection of a child to emotional or physical abuse
- punishment for lapse in toilet training
- withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.
- physical or mechanical restraint such as tying, other than to physically hold a child when necessary to protect a child or others from harm.

Separation occurs when a child is removed from the group and is temporarily unable to participate in the program activity. No child may be separated from the group unless the staff has tried less intrusive methods of guiding the child's behavior, which have been ineffective, and the child's behavior threatens the well-being of the child or other children in the center. All separation from the group must be noted on the daily log. The staff persons making the note will state what other redirections methods were used to guide the child's behavior and how the child's behavior continued to threaten the well-being of the child or other children in care. If the child is separated from the group three times or more in one day, the child's parents will be notified.

The center director will oversee all discipline. All children's discipline will follow Val Vista Academy guidelines. These guidelines can be found in the Val Vista Academy handbook. All Val Vista Academy families are required to obtain and read the Val Vista Academy handbook as well as the Val Vista Kids Club handbook.

The following actions will require a parent to pick up the child immediately:

- Biting: if a child is to bite more than 3 times in one day and/or if the child once on the face of any other individual, and/or breaks the skin while biting.
- Any behavior and/or action that puts the student, teachers, or the child self in immediate danger or in harm's way.



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-Any excessive or reoccurring behavior that is inappropriate in the classroom.

Holidays and Closures Val Vista Kids Club will follow Val Vista Academy's break schedule. The following days Kids Club will NOT be open and/or available:

July 3rd and July 4th for Independence Day

Special Events Val Vista Academy students are welcome to join in any event that is being held at Val Vista Academy. There will also be Val Vista Kids Club events that families will be notified prior to day of event.

Fees and Payments Tuition is automatically withdrawn the Monday of each week enrolled. A fee of \$25.00 will be placed on all past due accounts or non-sufficient funds. Failure to pay will cause your account to be frozen until paid in full. Children will be unable to attend while account is frozen. All payments should be made through Tuition Express. Val Vista Kids Club will NOT accept cash or check payments. A monthly statement will be placed in your child's sign in/out card.

Late Pick-Up Any student who is left after 5:30pm is considered late. The parent will be charged \$1.00 per minute per child after 5:30pm. ****Please have a back-up plan for the days you are running behind or stuck in traffic****

Termination notice and/or Schedule changes

When the time comes to withdrawal your child from the center, two week written notice is required. Staff members will gather your child's possessions for you the child's last day. Please pay your bill in full before your child's last day at the center. Changes in your child's schedule need to be made with the Director; if possible, 1 weeks in advance of the date you wish to change.

In rare cases the staff may decide that a student is unsuitable for our program. If any child shows severe adjustment problems or stress in a group situation, the Director will give the parents/guardians 1 week notice to make other arrangements. In the rare case a child's parent/guardians cannot adjust to the centers schedule or center regulations, the director will give them a verbal warning and remind them of our rules and regulations. If parents/guardians continue to ignore or break center regulations, the director will give the parents/guardians 1 weeks to make other arrangements.

Policy on Sickness Please do not bring your child to Kids Club if he/she is displaying sickness or has fever. Please respect the staff's judgement when they determine that a child should not attend because of sickness. These limits are designed to help sick children recover and to avoid the spread of disease. We have a registered nurse at the Val Vista Academy's front office to advise and consult with on medical questions.

Listlessness, diarrhea, fever or crankiness may all be symptoms of illness, and it is our policy to isolate children showing such symptoms. Parents need to pick up their child promptly if he/she is ill. If your child becomes ill while at the center, the child must be isolated from the other children in our care and the parent called immediately. The license holder must exclude a child:

- who has a reported illness or condition that is contagious. Parents must inform us within 24 hours if their child has a contagious disease.
- who has vomited since arriving that day.
- who has had an abnormally loose stools since arriving that day.
- who has a contagious conjunctivitis or puss draining from eye (pink eye)
- who has had a bacterial infection and has not completed 24 hours of antibiotics.



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- who has unexplained lethargy and is unable to participate in all regular activities of the day
- who has a 100 degree Fahrenheit temperature or above before fever reducing medication is given.
- who temperature has not been below 100 degrees for 24 hours.
- who has an undiagnosed rash or a rash attributed to a contagious illness or condition
- who requires more care than the teacher can provide without compromising the health and safety of other children in care.

Disease Notification If children are exposed or have a contagious reportable disease, this will be reported to all parent by the director in the form of a health notice or sick note.

Substitute Teachers On the days when staff ratio is low or a staff member is ill or absent, the director will call for a teacher substitute, assistant, or aide to assist in daily activities.

Accident or Emergency Procedures -If your child becomes injured at the center, the teacher in charge will administer simple first aid such as washing the injury, applying ice and bandaging. The teacher will then fill out an injury report. One copy will go into the child's mailbox and one copy will go in the child's file. If the injury were serious we would call the parent for instructions. If the child receives a serious injury that requires the services of a doctor, the following procedure will be followed:

1. Call parent or guardian.
2. Call one of the persons listed on the emergency card.
3. Send the child to Val Vista Academy RN school nurse.
4. In the case that above three fail, we will call emergency service and have the child taken to an

Emergency hospital. Someone from our staff will accompany the child in the ambulance and will stay with them until a parent or guardian is present.

*** Any and all expenses incurred under #4 will be borne by the child's family or guardian. If an injury is severe, procedure 1-3 will be waived and 911 will be immediately contacted.

Safety-The first teacher on duty in the morning will make a visual inspection of the room, and correct any potential hazards. Staff will use good judgement and prevention techniques to avoid injuries, burns poisoning, choking, suffocation, traffic, or pedestrian accidents.

Fire Prevention and Procedure

1. Monthly fire drills will be conducted; a log is kept for licensing.
2. Primary exit of the building is out the front door. The second exit is the back door. The third exit is through the windows.
3. 911 will be called if needed.
4. Fire extinguishers are in each room.



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5. All staff are trained in fire procedures at their orientation.

Unauthorized Pick-Up of a Child If an unauthorized person or on who is incapacitated or suspected of abuse attempts to pick up a child, the center will not release the child to that person. If the persons attempts to force, 911 will be called.

Missing Child If a child is missing, the teachers will first conduct a search for the child. If the teacher does not find the child, 911 and the parent/guardian will be called.

Missing Parent If the parent/guardian of a child does not appear to pick up their child, the staff member on duty will make attempts to reach the parents/guardians through the telephone numbers given and the contact persons authorized to pick up the child. If we are unable to contact anyone listed on the registration forms, the closing director will stay no longer than 5:30pm. After that time, the director will turn the child over to the Child Protection Unit. A note will be left on the center's main door telling where the child was taken and the Child Protection phone number.

Publicity Information If photos of your child are asked to be taken for publicity purposes, we will have you sign a release form for each student.

Admissions: Non-Discrimination Val Vista Academy and Kids Club may not discriminate on the basis of race, sex, religion, creed, color national origin, or source of payment. All children are welcome here.

Abuse/Neglect of Child Any abuse or neglect of a child will be reported by any person on our staff to Child Protection if it is suspected. We are legally required to report any suspected abuse or neglect of a child within 24 hours of suspected abuse or neglect.

Grievance Procedure In the event of a misunderstanding, personality conflicts, or specific complaints against the center staff or polices, parents are encouraged to make an appointment with the director to remedy such problem. Complaints may also be aired at parent meetings in order to discover if other parents have similar complaints and to work on positive solutions. A parent advisory board may also be formed to discuss any problems that come up. After these attempts have been made without a change to resolve the problems, the parent may appeal to the Principal Dr. Londer, and/or Beth Morales located in the Val Vista Academy front office for further consideration. Good communication and interpersonal relationships make problem solving much easier. Please take the time to get to know the staff and let them know you.

Toys Val Vista Academy is not responsible for any lost, stolen, or damaged items brought from home. All items brought from home, including lunch boxes, blankets, extra clothing, toys, electronics, and any other items are solely in the hands of the family that brought them.

Snacks The center provides a morning and afternoon snack. This includes a beverage and a snack. A monthly Snack schedule will be posted in the classroom. Children enjoy treating their classmates to a special snack for birthdays and other special occasions. We require everything brought to the center to be pre-packaged store bought and nut free. Please talk with the teachers on the days you would like to bring a special treat into the center.

Parent-Teacher Communication System. We have many forms of communication with the parents/guardians. Listed below are the number of ways the teachers, director and parents can be in communication with each other.

1. Initial meeting with parents: Pre-enrollment conference. When you enroll your child, the director or teacher in charge will show you around the center and answer any questions you may have. You may wish you share concerns about your child with the director, tell what you expect from the program, etc. Please tell us if your child is on medication, behaves in any unusual ways, or has special traits of which the teacher needs to be aware.



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2. Parent-Teacher Conferences: These conferences are very useful for the teacher and the parents. They are a great way to assess how each child is doing in the center. Conferences are available upon request.
3. Parent Meetings: These informal get-togethers are held according to the needs and wishes of the parent.
4. Parent Information Board: The parent information board, located on the wall next by the sign- in books, serves as a place to post the monthly newsletter, health notices, snack menus, and all activities happening with the center.
5. Weekly Lesson Plan Sheet: These are posted in each room and describe the art projects, group time topics, science activities, and physical activities for the week. The calendar lists the weekly themes.
6. Kids Club Newsletter: The newsletter is published and placed by the sign in/out binder. The newsletter contains information that is pertaining to every classroom.

Please tell us if Your child has a bad night sleep-He/she was recently ill-Something upsetting happened-something fun or exciting happened-your child has been exposed to a contagious disease-your child verbalizes feelings about the center or staff or if your child's behavior or mood is different than usual.

We will tell you....About your child's play-if your child didn't normally or was out of sorts-if your child has an unusual bowel movement or any other unusual behavior-if your child got upset about something-or anything else we feel you should know about your child's day.

Kids Club Summer Camp Fees:

More information is available for Kids Club at www.valvistaacademy.org.

Less than 8hours/day \$25 per day per child

More than 8 hours/day \$30 per day per child

10% discount for each siblings enrolled

5% discount for payment in full prior to the beginning of camp

Please contact Beth Morales at bmorales@ballcharterschools.org for questions.

Our Facility Does Not Transport Children.

Office: 480-656-5555 Ext. 400

Cell: 480-369-5287



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Financial Agreement

Tuition is withdrawn automatically through Tuition Express on each Monday of each week enrolled.

Pick up time is 5:30pm. A late pick up fee of \$1.00 per minute will be added to account. Excessive late pick up could result in termination of services

***Please note:** You must enroll in Tuition Express (please see Director for enrollment forms).

Tuition funds are applied based on your child’s current enrollment and contract agreement. Val Vista Academy requires a one-week written notice for any changes made to Kids Club agreement including changes or withdrawal from program.

It is important as child caregivers to maintain a secure and stable environment for your child. To accomplish this, we must also offer our staff the security of knowing their employment with Val Vista Academy is also secure and stable. Part of your tuition funds the employee’s salaries, as well as providing learning and play materials, and nutritional snacks and beverages.

Under certain circumstances, it may be necessary for the Director to discontinue a child’s enrollment. Such a decision would be based on the best interest of that child, the other children in the program and the overall operation of the program to terminate enrollment. All decisions will be discussed with Director and staff one week prior to termination when possible.

Such circumstances which may warrant termination may be one of the following:

- Non-payment of tuition
- Abuse of children, staff or school property
- Disruptive and/or dangerous behavior
- The program’s inability to meet child’s needs.
- Multiple violations of Val Vista Academy policies.

I, the parent of _____ have read and agree to the tuition responsibility, payment schedule and termination agreement which shall become part of my commitment to the program. I fully understand this obligation and the reasons for its implementation.

Parent/Guardian Printed Name: _____ Date: _____

Parent/Guardian Signed Name: _____ Date: _____

Child Sign-in/Sign-out Authorization

Please be aware of the importance of consistently and accurately signing your child in and out of Val Vista Academy Kids Club. We are licensed by the State of Arizona Department of Health Services Childcare Licensing Department, it is crucial that these requirements be met.

150 N. 18th Ave. Phoenix, AZ 85007 Ste. 400) 602-364-2539

By signing this agreement, you and all authorized persons agree to sign your child in and out of Kids Club each day they are in attendance.

Parent/Guardian Signature _____ Date: _____



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Immunization Information

Please provide your child's most current immunization record provided by their healthcare provider. Must include the facility name, doctor's name and telephone.

Photography Release

Photographs and videos will be used for the exclusive purpose of our program and family enrichment.

By signing below, you grant your permission for the Val Vista Academy staff to:

(please check all that apply)

Photograph your child

Videotape your child

Post photographs of your child on the school website

Publish photographs in the school yearbook

Please check here if you do not authorize photographs or videotape of your child.

Personal Property Disclaimer

Students may not bring any personal items, such as games, electronics or toys, to Kids Club. Any items brought will be confiscated and returned to parent at pickup. We are not responsible for any items lost, broken or stolen items.

By signing below, you understand and agree to the Personal Property Disclaimer, Photography Release, Immunization information and all Sign in/out policy and procedure.

Parent/Guardian Signature _____ Date _____

Parents,

Please note that an Emergency Form and the Payment Tuition Express form must be completed and returned along with this packet. Both forms are attached.

Thank you.

Miss Beth



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