



**City of Buckeye Community Services – Recreation Division  
Drop-In Summer Day Program**



Join the City of Buckeye for an action packed summer program. The sky is the limit! This summer, your child will participate in daily activities such as arts and crafts, games, sports, guest speakers, cooking projects, and activities that inspire child's active lifestyle. Breakfast and lunch provided each day. Summer Rec and is a drop-in, non-licensed program; children will be responsible to sign themselves in and out each day.

**Dates:** June 3 – July 19, 2024 (no program on federal holidays)  
Closed June 19<sup>th</sup> and July 4<sup>th</sup>

**Days:** Monday- Friday

**Times:** 8:00 a.m. – 2:00 p.m.

**Ages:** 1<sup>st</sup> through 4<sup>th</sup> graders & 5<sup>th</sup> through 8<sup>th</sup> graders  
(program is co-located at one site but split between the elementary and tween grade levels)

**Locations:** 1) Buckeye Elementary School – 211 S. 7<sup>th</sup> St., Buckeye, AZ 85326

1 <sup>st</sup> -4 <sup>th</sup> Grade Buckeye Elementary	Activity Number 303001 - 01
5 <sup>th</sup> - 8 <sup>th</sup> Grade Buckeye Elementary	Activity Number 303001 - 03

2) Jasiniski Elementary School –4280 S. 246<sup>th</sup> Ave., Buckeye, AZ 85326

1 <sup>st</sup> – 4 <sup>th</sup> Grade Jasinki Elementary	Activity Number 303001 - 07
5 <sup>th</sup> - 8 <sup>th</sup> Grade Jasinski Elementary	Activity Number 303001 - 08

3) Desert Sunset, 30919 W. White Tank Vista Dr., Buckeye, AZ 85396

1 <sup>st</sup> – 4 <sup>th</sup> Grade Desert Sunset Elem.	Activity Number 303001 - 09
5 <sup>th</sup> - 8 <sup>th</sup> Grade Desert Sunset Elem.	Activity Number 303001 - 10

**Fees:** \$90 Residents / \$100 Non-Residents (includes one field trip shirt)

- \$10 day pass option for day pass visitors
- \$10 discount if registered before April 15, 2024
- Late fee added to all registrations after May 20, 2024
- Field trips are NOT included and are an additional fee
- Extra field trip shirts available for purchase - \$15/each
- There are no refunds or transfers regardless of withdrawal, illness, suspension or expulsion for registration or field trip fees.

**Enrollment:**

- Online at [www.buckeyeaz.gov/rec](http://www.buckeyeaz.gov/rec) (username and password required)
  - Select Buckeye Summer Rec and then select the designate site location and appropriate grade.
  - Field trip registration can also be done online. It is imperative that you select the correct site as there are multiple sites.
  - If online assistance is needed please email [recreation@buckeyeaz.gov](mailto:recreation@buckeyeaz.gov) for account login information.
- In-person at the Dr. Saide Recreation Center (1003 E. Eason Ave., Buckeye, AZ 85326) or the Sundance Recreation Center (21765 W. Yuma Rd., Buckeye AZ 85326).

**Payments:** Drop-in daily pass users and field trip registration can be done at each site location with staff. Sites only accepted cash for these items. Personal checks are not accepted.

- There are no refunds regardless of withdrawal, illness, suspension or expulsion for registration or field trip fees.

**Sign In/Out:** The Summer Rec Program is a non-licensed recreation summer program. It is required that all participants sign themselves in and out each day they attend. Youth may choose to sign themselves in/out any time during the program hours. Staff are not responsible for participants that choose to sign themselves out before 2:00 p.m. Staff are cognizant of those that sign out early and can ask the participant questions. If there are issues that would affect drop off/pick up, please contact Gina Neria at (623) 349-6334 or email: gneria@buckeyeaz.gov.

**Late Pick-Up: \$15 per every 15 minutes/per child after 2:00 p.m. per the site clock** and will be added to your account (i.e. 2:01-2:45=\$15; 2:46-3:00=\$30 and so on). Children will not be able to return to the program until late pick-up fee is paid in full.

- 1<sup>st</sup> Time:** Verbal warning
- 2<sup>nd</sup> Time:** Fee plus written warning
- 3<sup>rd</sup> Time:** Fee plus 3 days suspension
- 4<sup>th</sup> Time:** Removal from the program



**Medication:** Staff members are not authorized to administer medication. Medication is not allowed during the program. If a child needs medication during the duration of the program hours, please communicate with Gloria Urias at (623) 349-6334 or email at gurias@buckeyeaz.gov.

**Illness:** It is important for parents who have children in the program to understand that their child's health affects the health of other children and staff members in the program.

**Please do not take a child who has the following illness/infestation signs and symptoms:**

1. Fever. Participants must be fever free for 24 hours in order to return.
2. Any contagious/communicable diseases such as Covid, strep throat, pink eye, lice, chicken pox, etc.
3. Vomiting
4. Serious/hard coughing or difficulty breathing
5. Rash/sores
6. Diarrhea
7. Mucus or pus from red eyes
8. Thick drainage from the nose
9. Sore throat

If your child becomes ill during the program, a staff member will contact a parent or authorized designee to pick-up the participant. Parents have one hour (1 hr) from time of contact to pick up an ill child from program.

**Emergencies:** If your child has an accident, injury, or emergency while at the summer program, that requires medical treatment by a health care provider, a staff member will immediately notify the child's parents. It is imperative that your account information is up to date at all times.

**Phone Number Changes:** Please notify staff if phone numbers change at any time during the program. If contact numbers are inoperable, parent/guardian will be given three business days to update the registration form with replacement numbers or contacts before being automatically withdrawn from the program.

**Toilet Training:** Children **MUST** be toilet trained. Occasionally, accidents will happen, however if your child has frequent urine and/or bowel accidents occur (three or more within thirty-day period) or wears pull ups, then they do not meet this requirement. Please understand that if your child does exhibit signs of not being fully toilet trained, you will be asked to remove your child from the program. If an accident happens, a parent or guardian is expected to either pick up the child or bring change of clothes/cleansing products within one hour (1 hr) from the time parent/guardian is notified.

**Meals:** Participants are encouraged to bring their own their own non-perishable sack lunch and snacks. Refrigeration and microwaves are not available for use.

**Child's Personal Property:** The City of Buckeye is not responsible for lost, stolen, or broken property. Personal property that has been left on premises after hours of operation will be placed in lost & found. Items not claimed will be donated at the end of the last day of the program. It is **STRONGLY** recommended to leave all valuables at home.

**Electronic Devices:** The City of Buckeye understands that many parents have chosen to provide their children with personal electronic devices including, but not limited to cell phones, camera phones, text messaging devices, tablets, iPad, etc. However, with this privilege comes responsibility. Please adhere to the following:

- Participant electronic devices may only be used during designated times and in designated areas.
- Cell phone calls may be made but with staff permission.
- Sharing of personal electronic devices is strictly prohibited. This includes viewing another participant's electronic device.
- Participant misuse of personal electronic devices may result in loss of this privilege and/or disciplinary action.
- Participants discovered watching or searching inappropriate material on electronic devices will receive disciplinary action that could lead to suspension or expulsion from the program.

**Special Needs Youth:** Parents of special needs youth should contact Youth Programs Recreation Coordinator; Gina Neria (gneria@buckeyeaz.gov) at 623-349-6334 regarding enrollment. The individual needs of special youth may exceed the facilities physical limitations for accommodations.

**Insurance:** The City of Buckeye carries liability insurance for all its operations, including city sponsored recreation programs.

**Pesticides:** If pesticides are sprayed on the premises, notification will be posted at least 48 hours before the pesticide is applied.

**Field Trips:** Participants have the option to attend field trips. Field trip chart can be found online at [www.buckeyeaz.gov/rec](http://www.buckeyeaz.gov/rec) or at the summer program site.

- Participants are required to wear their designated field trip shirt and a wristband on each trip for safety purposes. **Children NOT wearing their designated field shirt on the day of the trip will not be permitted to attend.**
- Additional shirts are available for purchase at the sites and both recreation centers for \$15 each.
- Participants must ride the bus to and from the field trip site with the program. Drop off/pick up to/from the field trip is NOT permitted. Parents are NOT permitted to drop off or pick up their child at the field trip destination.
- Participants are not required to go on the field trips and can stay at the site for organized activities.
- Participants **MUST** stay with the Summer Recreation group until they return to the program site. No exceptions will be made.
- To attend summer trips parents/guardians must:

1. Register their child online at [www.buckeyeaz.gov/rec](http://www.buckeyeaz.gov/rec) for ALL field trips that they wish to participate (even those that are included).
2. All field trip dates are tentative and subject to change or cancel based on minimum registration. Field trips have limited availability and are filled on a first come basis.
3. There may be field trips that will extend beyond 2:00 p.m. Check with your site for specific days and times for each field trip and please plan accordingly.
4. **FIELD TRIPS ARE NON-REFUNDABLE AND NON-TRANSFERABLE!**

**Parent Communication:** The city of Buckeye has adopted the ProCare app as our primary means of communication with parents. Parents will receive timely updates regarding program activities and essential information through this app. We believe that utilizing ProCare will streamline communication and ensure parents are well-informed about their child's participation in our programs. We encourage all parents to download the app to stay connected and engaged with our offerings. A welcome email will be sent after registration to email on file to create your Procare account profile.



Search Procare: Childcare App on the Apple App Store and Google Play Store.



# SUMMER REC DISCIPLINE POLICY

To ensure the safety of all participants and staff, the City of Buckeye staff will implement an assertive discipline program. Children involved in our program are expected to follow the rules and direction of the Summer Rec site staff. The following are guidelines used when disciplinary action becomes necessary due to unacceptable behavior.

1. Warning for specific unacceptable behavior.
2. Separation from group with a warning of future consequences for repeated behavior.
3. Separation from group with a warning and write-up for repeated behavior.
4. Separation from group with a call to parent or guardian and a write-up.
5. Parent/Guardian conference to discuss corrective action and consequences for future incidents.
6. Suspension. One to two scheduled days from the program and /or the remainder of the day. **(NO REFUND FOR SUSPENSION OR EARLY PICK-UPS ON SCHEDULED DAYS).**
7. Repeated aggressive / inappropriate behavior with three to five suspensions will result in removal from program with approval from Recreation Coordinator and Superintendent.

Some actions will result in an automatic suspension or dismissal from the program. Parents/ Guardians will be contacted immediately to pick-up their child from the program. The participant will be suspended for the following day(s) and/or dismissed from the program. The following are actions that will result in automatic suspension or dismissal.

1. Showing extreme disrespect or disruption (abusive language).
2. Damaging the recreation site (school or bus) or supplies or stealing property.
3. Endangering another child or staff verbally (threats) or physically (hitting, spitting, biting, throwing objects, etc.).

The City of Buckeye Community Services Department reserves the rights to withdraw a participant from the program if all discipline options have been exhausted and/or demonstration of extreme behavior that may put participants and staff in danger (i.e. verbal or physical actions including fighting, threats).

.....  
I have read the "Summer REC Discipline Policy" and fully understand the process to be used for discipline issues.

\_\_\_\_\_  
Participant Name

\_\_\_\_\_  
Participant Name (if multiple participants)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**We often post pictures/videos to our City of Buckeye social media pages. If your child can NOT be photographed or videotaped please initial here:** \_\_\_\_\_



# BEST of Care Form

This form will be used to help the program support your child's growth and development while creating a safe, nurturing, and healthy environment for all children attending the Summer Rec Program. By providing complete information about your child, you will be assisting us in creating a positive experience for your child while in our care. The City of Buckeye Youth Programs Coordinator may contact you before admission to follow up on the response provided below.

**Participation Standards:** for the safety and enjoyment of all participants, each child must be able to demonstrate the following with minimal redirection and support.

- Actively participate in planned activities for the duration of the program.
- Able to function within a group setting and will not require 1:1 support.
- Able to understand, follow, and accept directions.
- Cooperatively takes turns and shares.
- Respects others and their property (including physical property such as tables, playgrounds, buses, etc.).
- Able to stay with his/her group assigned group.
- Able to maintain self-control.
- Able to maintain personal care, such as functioning independently, eating, and toileting.

Participant Name: \_\_\_\_\_ Age/Grade: \_\_\_\_\_

1. What do you hope your child will learn or experience while attending?

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2. What is important to know about your child's care?

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3. Does your child prefer to play alone or with others? \_\_\_\_\_ Alone \_\_\_\_\_ With Others

4. What does your child like?

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5. What does your child dislike?

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6. What are some of your child's favorite games or toys to play with?

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7. What are particular things you say or do to praise or re-direct your child's behavior?

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8. Does your child have any health or behavioral concerns we should know?  Yes  No

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9. Allergy List: \_\_\_\_\_

10. Does your child have any specialized plans (IEP, 504, etc.) in place at his/her school?

Yes  No      Is this something you would want to share?  Yes  No

11. Is there anything else your child would like to share about your child to help us create a positive environment and relationship with your child?

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12. I understand that a parent/guardian must apply sunscreen, and staff are not permitted to do so.

13. I give permission for my child to be videotaped and photographed for use in media content for program marketing purposes, including, but not limited to, newspapers, brochures, social media channels, etc.      Yes  No

14. I understand that if my child runs away from the staff and outside the programming area, 9-1-1 (Buckeye Police Dept.) will be called for immediate assistance, ensuring the child's safety.

15. I understand that this is a city recreational program and is not part of any regular school curriculum.

16. I acknowledge that my child's participation in the program is voluntary.

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Parent/Guardian Signature

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Date