



Virtual Lil' Squirts Program

2020-2021

Lil Squirts is going virtual! The Lil' Squirts Preschool Program is a program that provides an environment for your child to learn, grow, and make friends as they participate in various activities such as arts and crafts, creativity development, music, imaginative play, and developing language skills. Staff and parents will work together to encourage child growth and development.

Participants

Youth ages 3-5 years old

Where

Online from the comfort of your home!

Supplies can be picked up weekly (Fridays) at the Dr. Saide Recreation Center

Pick up time: 11:00 a.m. – 6:00 p.m.

1003 E. Eason Ave. Buckeye, AZ 85326

When

Monday – Friday

August 17, 2020 – December 18, 2020

Times

9:00 a.m. – 10:00 a.m.; 10:15 a.m. – 11:15 a.m.; 11:30 a.m. – 12:30 p.m.

Choose 1 time slot for your child

Fees

\$30 weekly attendance fee

Enrollment

Since we will be going virtual, you can enroll your child into 1 time slot.

1. First week's attendance fees
2. Fee attendance contract. Must be signed.
3. Discipline policy. Must be signed.

Children will not be able to begin attending the program until all the necessary paperwork is filled out COMPLETELY. Registration must be done online at www.buckeyeaz.gov/rec. Registration needs to be done at least 48 business hours prior to child starting the program. Zoom login information for each class will be sent to the parent/guardian once your child is registered. Please ensure your email address is valid.

Pick up information

Supplies, homework packet, arts and craft materials will all be available every Friday for pick up for the following week. Pick up can be done between 11:00 a.m.-6:00 p.m. If you are unable to pick during this time, please contact Christa Lancaster, Recreation Coordinator, clancaster@buckeyeaz.gov or 623-349-6318.

Payments:

Weekly payments are due every Friday prior to the week of attendance. Payment is due regardless of attendance. If payments are not received on Friday prior to the next week's attendance, a \$10.00 late fee will be applied per child.

Payment Options

- Payments can be made online at www.buckeyeaz.gov/rec (login information needed)
- Auto Pay (automatic withdraw each week on Mondays for the week of attendance)

Refund

The City of Buckeye Community Services Department Virtual Lil' Squirts Preschool Program will not issue any refunds regardless of withdrawal, illness, absence, suspension or expulsion.

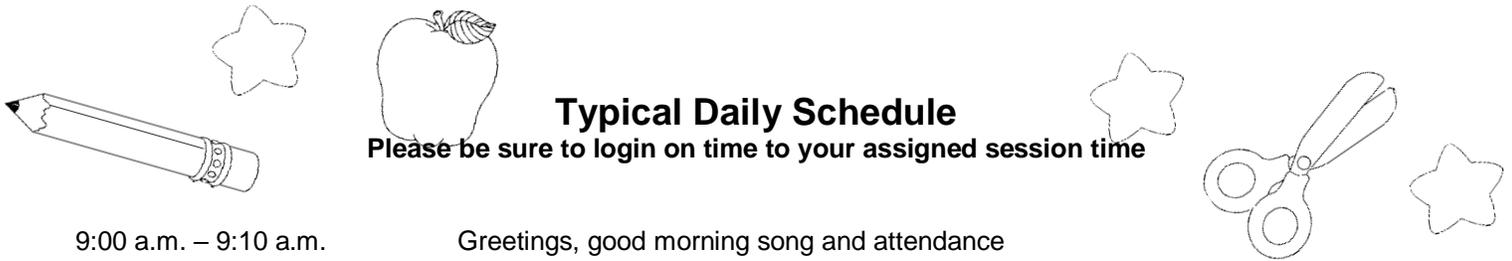
Dis-enrollment

To dis-enroll your child from the Virtual Lil' Squirts Preschool Program, a Change of Contract form is required. If your child is inactive and not logged in for 2 weeks without prior notification, your child will be automatically withdrawn and the payment for the 2 weeks will remain due on your account.



Contact Information Changes

Please notify staff if phone numbers or email addresses change at any time during the program. If contact information is inoperable, you will be given 3 business days to provide the program with replacement numbers or contacts. Communication to parents/guardians will be done through email or our remind app which requires a cell phone number so in order to keep you informed, please ensure we have correct information.



Typical Daily Schedule

Please be sure to login on time to your assigned session time

- | | |
|--|--|
| 9:00 a.m. – 9:10 a.m.
10:15 a.m. – 10:25 a.m.
11:30 a.m. – 11:40 a.m. | Greetings, good morning song and attendance |
| 9:10 a.m. – 9:20 a.m.
10:25 a.m. – 10:35 a.m.
11:40 a.m. – 11:50 a.m. | Circle Time – Letter and sound recognition, review, weather, date and story time |
| 9:20 a.m. – 9:40 a.m.
10:35 a.m. – 10:55 a.m.
11:50 a.m. – 12:10 p.m. | Worksheet/workbook learning (letters, numbers, shapes and colors) |
| 9:40 a.m. – 9:55 a.m.
10:55 a.m. – 11:10 a.m.
12:10 p.m. – 12:25 p.m. | Arts and craft |
| 9:55 a.m. – 10:00 a.m.
11:10 a.m. – 11:15 a.m.
12:25 p.m. – 12:30 p.m. | Wrap up the day/good bye song |

Vacation Days

The City of Buckeye Lil’ Squirts Preschool Program will be closed on the following holidays:

- | | |
|-----------------------------------|----------------------|
| September 7, 2020 | Labor Day |
| November 11, 2020 | Veteran’s Day |
| November 23-27, 2020 | Thanksgiving Holiday |
| December 21, 2020-January 1, 2021 | Winter Break |



Fee Attendance Contract



I hereby agree to accept full responsibility for payment of all registration and miscellaneous fees required for my child/children to attend the Virtual Lil' Squirts Program.

Debit/credit card payments are accepted at www.buckeyeaz.gov/rec. Login information is required.

Initial **I understand that the entire contracted fee of \$30 is due every Friday prior to the week of attendance, regardless of holidays or absences. Refunds or credits will not be given for days missed.**

Initial I understand that my child's fee is due the **Friday** prior to the week of participation or a penalty of \$10 will be assessed per child. (Auto pay processes every Monday for the week of attendance)

Initial I understand that the weeks will not be prorated due to Holidays, absences, illness or program closures.

Initial I also understand that my child will be logged in to the zoom meeting/class with a City of Buckeye staff and other Lil Squirts participants, with my permission.

WITHDRAWAL POLICY

Initial It is the City of Buckeye Virtual Lil Squirts program policy that withdrawal from the program must be done in writing. If for any reason you decide to drop your child's enrollment from the program notification must be made by Friday in writing, for the following week to release you from your contracted fees. Changes can be made at www.buckeyeaz.gov/rec. A login is not required for this process.

Initial **I understand that there are NO REFUNDS OR CREDITS FOR ABSENCE, ILLNESS, OR SUSPENSIONS during the Virtual Lil' Squirts Program.**

Initial I understand that if my child has been inactive and not logged in for 2 weeks without prior notification, my child will be automatically withdrawn and the payment for the 2 weeks will remain due on your account.

AUTO PAY INFORMATION/AUTHORIZATION

Initial I would like to enroll in Auto Pay for the 2020-2021 year. I understand that I must enroll in auto pay at the time of registration in order to have the registration fee waived. This service is free of charge. Auto payments are processed every Monday for the week of attendance. I also understand that if my card is declined 2 consecutive weeks, my account will be taken off auto pay and payment will be due the Friday prior to my child attending.

Initial You are hereby authorized and requested, until otherwise instructed, to charge the referenced account, the weekly attendance fee. I understand that if a transaction is DECLINED, a courtesy email and phone call will occur. I further understand that I am responsible for payment and I am aware that if the transaction is declined that penalties will be applied and will not be waived. I understand that a request to discontinue or change this service must be made in writing one week prior to the anticipated charge date.

Participant's Name: _____

Parent phone number: _____

Parent/Guardian email: _____

Parent /Guardian Signature: _____

Date: _____



City of Buckeye Lil' Squirts Discipline Policy



To ensure a positive experience for 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 Lil' Squirts staff. The following are guidelines used when disciplinary action becomes necessary due to unacceptable behavior. We ask that all participants and parents understand the rules of virtual learning.

1. Warning for specific unacceptable behavior.
2. Separation (child will be placed on mute or asked to leave zoom session) from group with a warning of future consequences for repeated behavior.
3. Parent/Guardian conference to discuss corrective action and consequences for future incidents.
4. Suspension. 1 to 2 scheduled days from the program and /or the remainder of the session. **(NO REFUND FOR SUSPENSION ON SCHEDULED DAYS).**

Since our program will be virtual, we have some best practices when logging into your Virtual Lil Squirts session:

1. Login to your assigned session on time.
2. Pay attention, follow directions and stay involved.
3. Use kind words.
4. Mute/Unmute when needed. Please be mindful of background noise while class is going on.
5. Everyone will get a turn to speak. Please raise your hand, if you would like a turn.
6. Have fun! This is a new experience for all of us.

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 put participants and staff in danger (i.e. verbal or physical actions including fighting, threats).

.....
I have read the Virtual Lil' Squirts Discipline Policy" and fully understand the process to be used for discipline issues.

I/we hereby release and forever discharge the City of Buckeye, its elected and appointed officials, directors, officers, boards, commissions, agents, representatives, servants and employees, from any and all claims of any kind or character which I/we have or may have against them due to my participation, or my child's participation, in a City of Buckeye recreation program. The waiver includes all damages, losses, costs, expenses, and injuries that allegedly occur during the course of the recreation program. In that regard, I/we consent to indemnity, defend and hold harmless to the fullest extent permitted by law the foregoing persons and entities from any loss or damages, including reasonable attorney's fees and litigation expenses, which may be incurred by them in the event any such claims are asserted against them or any of them. I/we understand that medical claims are my/our responsibility. I/we give permission for my child to be videotaped or photographed by the City of Buckeye employees to be used at the site for activities and for any program advertisements for the City of Buckeye.

Participant's Name: _____

Parent/Guardian Signature: _____ **Date:** _____

