



CITY OF Goodyear

SUMMER RECREATION Parent Manual



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GOODYEAR RECREATION CENTER

Dear Parents and Guardians,

Welcome to the City of Goodyear's Break Camps! We have worked very hard to create educational, safe, enjoyable, and memorable programs while your kids are out of school. To ensure the success of these programs and the safety of our campers, we ask that all parents and campers read through the information provided in this guide. Though each week of camp are unique unto themselves, our overriding rules, policies and guidelines are not. In this parent guide you will find a list of policies and guidelines that we ask all parents, campers, and staff to follow. Please take a few moments to read it over and go over with your children. If you have any questions please contact us at: goodyearprograms@goodyearaz.gov. Thank you for your cooperation and we look forward to another fun session of camp!

Goal

Our goal is to provide the best possible summer experience for participants, through experienced and dedicated professional staff, trained instructors and educated parents who desire and promote a positive experience for all children.

Sincerely,
Richard Ortiz
Recreation Coordinator
623-249-9586

Summer Camp Locations



Centerra Mirage

15151 W Centerra Dr.
Goodyear, AZ 85338
Phone: 623-824-5375



Desert Thunder

16750 W Garfield St.
Goodyear, AZ 85338
Phone: 623-208-8708



Goodyear High School

17300 W Van Buren St.
Goodyear, AZ 85338
Phone: 623-208-0996



Trivium Preparatory

2001 N Bullard Ave
Goodyear, AZ 85395
Phone: 623-208-8063

Contact List

Recreation Specialist

Donovan Perez

Phone: (602) 616-1836

Email: donovan.perez@goodyearaz.gov

Recreation Programmer

Elys Hernandez

Phone: (480) 431-3759

Email: Elys.Hernandez@goodyearaz.gov

Recreation Coordinator

Richard Ortiz

Phone: (623) 249-9586

Email: Richard.Ortiz@goodyearaz.gov



Summer Camp Contacts

Centerra Mirage 623-824-5375

Camp Hours:
7:30 a.m. – 5:30 p.m.

Desert Thunder 623-208-8708

Camp Hours:
7:30 a.m. – 5:30 p.m.

Trivium Preparatory 623-208-8063

Camp Hours:
7:30 a.m. – 5:30 p.m.

Goodyear High School Camp X-Treme (623)208-0996

Camp Hours:
7:30 a.m. – 3:30 p.m.

Behavioral Contract

To maintain a safe, educational, and fun atmosphere for all RECREATION participants, staff are responsible for consistently enforcing the established rules and regulations of RECREATION. When a violation of these rules occurs, the first step of discipline is a verbal warning and behavioral re-direction of the program participant. If this is unsuccessful, the second step is a time-out from activities and contact made with the parents. This may also be done in the form of a Discipline Ticket. The Recreation Leader onsite will discuss the incident(s) with the parent and ask that they assist in reinforcing the following RECREATION site rules. Repeated incidents or negative behaviors that put a child at risk for injury may warrant a suspension from RECREATION. Suspension will be authorized by the Recreation Coordinator.

Please read over the following RECREATION Rules with your child and be sure that he/she has a clear understanding of their behavioral expectations while participating in RECREATION activities.



Rules

- No profanity or name calling towards staff or other participants.
- Listen to and follow directions given by staff at ALL times.
- No destruction of site equipment
- No physical contact with other participants or staff members is allowed.
- No running inside the building.
- No sitting on tabletops.
- No horseplay, shoving, pushing, wrestling, scratching, or biting other participants/staff.
- No hanging out in the restrooms.
- No use of outdoor equipment inside the building.
- No food or drinks around or near game tables.
- No stealing or destroying the property of staff, site, or other participants.
- No littering inside or outside school.
- Always listen when staff or other participants are speaking. No talking out of turn.
- No wandering away from supervised activities while signed into the program.
- No use of personal equipment during RECREATION: (Ex: scooters, bikes, handheld video games)



Code of Conduct

The following Code of Conduct penalties will be implemented when Progressive Discipline steps have failed or the severity of the incident warrants its use. This Code will be enforced during all program activities within summer recreation. All rules will be consistently enforced.

STATEMENT OF PURPOSE:

To provide a safe, fun, and educational program where children are expected to show self-discipline, respect for others and good choices. Emphasis is placed on each participant taking responsibility for his/her own behavior.



Code of Conduct

(Before the following code is implemented in items #1 and #2, staff will follow the Progressive Steps of Discipline.)

Note: Each incident will vary based off severity.

1. No Individual Shall at any time lay a hand upon, shove, strike or threaten to strike another individual.

- Minimum Penalty: Sent home for the remainder of the day with 1 day suspension, a Discipline Ticket sent home, the parent contacted and possible Police involvement.
- Maximum Penalty: 3-day suspension or potential expulsion of camp, a Discipline Ticket sent home, the parent contacted and possible Police involvement.

2. No Individual Shall use profane, obscene, or vulgar language towards any other individual.

- Minimum Penalty: Discipline Ticket sent home and the parents contacted.
- Maximum Penalty: 1 – 3 Day suspension, a Discipline Ticket and parents contacted.

3. No Individual Shall be guilty of stealing from another individual, the site or any facility.

- Minimum Penalty: 1 day suspension, a Discipline Ticket sent home, the parent contacted and possible Police involvement.
- Maximum Penalty: 3-day suspension, a Discipline Ticket sent home, the parent contacted and possible Police involvement.

4. No Individual Shall be guilty of a physical attack as an aggressor upon any other individual.

- Minimum Penalty: 1 day suspension, Discipline Ticket sent home, the parent contacted and possible Police involvement.
- Maximum Penalty: 3-day suspension or potential expulsion of camp, a Discipline Ticket sent home, the parent contacted and possible Police involvement.

5. No Individual Shall be guilty of vandalism, defacing of facility, or personal property

- Minimum Penalty: 1 day suspension, a Discipline Ticket sent home, the parent contacted and possible Police involvement.
- Maximum Penalty: 3-day suspension or potential expulsion of camp, a Discipline Ticket sent home, the parent contacted and possible Police involvement.

6. No Individual Shall be guilty of any illegal or criminal behavior. Police contact will be made.

- Penalty: The individual will be suspended until the staff can review the incident. This can also lead to potential expulsion to camp.

7. No Individual shall violate posted site rules.

- Penalty: For every 3 disciplinary tickets there is a 1-day suspension, additional 3 disciplinary tickets = 2-day suspension, etc.

The severity of any infraction will determine the penalty. Penalties can fall between the minimum and maximum. An individual receiving 3 Discipline Tickets during the program will be required to attend a meeting with the staff and their parents.

Policies and Procedures

Refunds

If you wish to cancel your recreation class or program enrollment, you must notify the Recreation Center staff at 623-882-7525: option 8 or email goodyearprograms@goodyearaz.gov.

Participants can request a full refund at least 24 hours **PRIOR** to the program start date. Less than 24 hours' notice results in a prorated refund. Participants will not be granted a refund on days that they are absent. Please give 7-10 business days for your refund to process.

Absences

Attendance is not required for all days registered. There is **NO** refunds available for any missed days.

If participant has preplanned days that they will not be in attendance for, please contact site lead in courtesy if their absence.

Photography

As states in The City of Goodyear Recreation Waiver:

"Media Release: In consideration of the City of Goodyear, Arizona (the City) agreeing to interview me or my children and/or photograph me or children and or /my property, I hereby grant my consent to the City in perpetuity to use, reuse, sell, edit, excerpt, publish, republish, individually or in conjunction with the material of any kind, my name and my likeness, my photograph and my voice, and any other reproductions of me and/or those listed under this account along with our property, including our features, with or without our names, together with any alterations or additions thereto (collectively, the Material) for any publishing, editorial, promotion, advertising, trade, business or other purpose whatsoever, except for the endorsement of any product. This Consent applies to the use, reuse, sale publication or republication of the Material in all communication mediums of any kind now existing or hereafter created including, but not limited to the newspapers, magazines, televisions, billboards, movies (theatrical or home releases), videotapes, cable TV, videocassettes, CDs, streams, etc. The City may exercise its rights granted herein in any way it sees fit without limitation, reservation or payment of any fee.

If you wish to not have your child be photographed please contact Recreation Programmer or Recreation Coordinator for proper accommodations.



Policies and Procedures

Dress Code

Staff are within right to determine if participants are dressed inappropriately.

The following are **prohibited** from camp:

- **Open toed shoes-** (this includes: crocs, flip flops, and sandals. With the exception of pool days; a change of shoes is recommended after pool)
- **Crop tops, and spaghetti strap shirts-** (this includes any tops that have midriff showing)
- **Short that are not longer than fingertip length**
- **Offensive or inappropriate language-** (this includes tops, bottoms, shoes, accessories, etc.)

Restrooms

Participants are required to be fully toilet trained. Staff is not permitted to assist participants under any circumstance.

The following is **prohibited**:

- Diapers & Pull-ups
- Swim Diapers & Swim Pull-ups



Communication with Parents

All sites will be issued a site phone. Parents are able to communicate with site leads, via text or call.

Please contact Recreation Programmer or Recreation Coordinator for questions regarding payments & registration.

If you are unable to reach any staff listed above please call: (623) 882-7525 for Goodyear Recreation Center Front Desk .

Lost & Found

The City of Goodyear is not liable for any lost, stolen, or damaged personal items.

Lost items will be held at front desk of camp.

After last day of camp, lost items will be held at the Goodyear Recreation Center for a **maximum** of two weeks.

Medication

Medication is permitted at site. Participant's parent and/or guardian is required to fill out a medication form for all medications brought to camp.

All medications must be stored at the site front desk. Medications will be located inside the locked box/ cabinet with medication log paperwork attached.

Staff are strictly **prohibited** from administering and distributing **ANY** medications to participants. (with the exception of EpiPen's.)

Lunch & Snack

Lunch and snack is **NOT** provided. Participants will be required to bring their own lunch daily. Participants are permitted to bring snacks if necessary.

Microwaves, refrigerators, and freezers will **NOT** be provided for use of participants.

Due to increased heat and physical activities we ask that you bring your child/ children water daily.

Policies and Procedures

Health

If your child is showing signs of illness. EX: Fever, cough, muscle aches, runny nose, vomiting, etc. We ask you keep them home until symptoms clear. This includes COVID-19.

If your child shows up to camp with symptoms listed above site leads will contact parent and child will be required to pickup immediately.

Drop Off & Pickup

- All break camps are drop in programs. Participants are able to sign themselves in and out at their discretion. Participants cannot leave without notifying staff first.
- Participants are able to be dropped off and picked up anytime between program hours or scheduled hours.
- If participant is dropped off later than opening times, please wait until a staff arrives at front desk before leaving them at camp.
- Participants will **NOT** be able to arrive earlier and/or stay later than program hours.
- Participants are given one documented warning on late pickup. Any following late pickups will receive a late fee.
- **Late Pickup Fee:** A \$10 fee per child will be assessed at the following rates:
 - DT, CM, Trivium (Traditional Camps)
 - 5:31 – 5:45 p.m. – \$10
 - 5:46 – 6:00 p.m. – \$20, etc.
 - Goodyear HS (Camp X-Treme)
 - 3:31 – 3:45 p.m. – \$10
 - 3:45 – 4:00 p.m. – \$20, etc.

On Site Presentations

On site presentations will be directed accordingly to site calendar. If presenting days change site leads will let parents and guardians know during pickup. Signage will be posted, please look accordingly.

If your child is registered for AM or PM timed sessions they are **prohibited** from arriving to camp early or staying late to see a presentation. Those arriving early or staying late are at risk of receiving a dropoff or pickup fee.

On site presentations include various different activities please dress your child appropriately for the day.

Safety

Doors will remain locked during camp hours. We ask that if you need assistance to please call site phone numbers.

Staff is required to be monitoring and watching participants at all times.

Participants are **prohibited** from leaving group and designated areas of camp. They **MUST** stay with staff at all times they are at camp.

- Participants who leave camp unauthorized will result in a behavior write up.

ANY behaviors that are deemed unsafe will not be tolerated. Parents are responsible for the well being of their child before and after camp hours.

For additional information regarding safety protocols and procedures please contact Recreation Coordinator.



Policies and Procedures

Pool Days

If your child is attending the pool it is required that they are dressed appropriately. The following is recommended for pool days:

- Swim appropriate clothing: swimsuit, swim trunks, rash guard.
- Water bottle
- Towel
- Bag for all their belongings
- Sunscreen

The Goodyear Recreation Center provides coast guard approved life vests, if your child is needing a life vest please let site lead know so they can issue them one. If you are bringing a life vest from home it is **REQUIRED** that vest is coast guard approved. (must be stamped)

If your child is wanting to use diving boards, or lap pool they are **REQUIRED** by the Goodyear Aquatics staff to pass a 25 foot swim test in the lap pool unassisted: no holding onto the wall, or lane lines.

The Goodyear Aquatics center asks that if you send your child with food that it only to be eaten on designated tables or grass lawn. No gum is allowed on the pool deck.

Pool visitors are **prohibited** from bringing pool toys including; diving toys, water spraying toys, and pool floats. (With the exception of goggles.)

Staff is **prohibited** from assisting any child with change of clothing, and application of sunscreen.

If you have questions regarding the aquatic center please call the Goodyear Recreation Center.

The City of Goodyear appreciates your cooperation. If you have any questions or concerns please contact us at:
goodyearprograms@goodyearaz.gov
or call The Goodyear Recreation Center:
623-882-7525.

Field Trips

In order to participate and go on field trip, your child **MUST** be registered for the appropriate sites optional field trip package as well as the full day program.

If you have not registered and are wishing to do so please register at **recreation.goodyearaz.gov** or contact the Goodyear Recreation Center front desk to view availability.

Those who are register their child by registration date deadline will receive a field trip shirt coordinating to each site. We ask to please register to the correct site in order to receive correct corresponding shirt.

Food and extra play money is not provided for field trip days. Children are able to bring money to trips at their own discretion. **The City of Goodyear is NOT responsible for any lost, stolen or damaged items brought on trips.**

Participants are able to be dropped off and picked up from field trip locations. We please ask that you refrain from doing so, and pickup/ drop off at school sites.

Participants will be assigned a staff leader and group for all trips. They are required to stay within staff supervision at all times while being off site. If they are found in areas that are not permitted or wandering, they can result in getting a behavioral write up.

