Our program enrolls children & youth ages 5-14 before and after school. Our TVES site is located in the portable building on the far east end of campus at Tanque Verde Elementary School. Our ACES site takes place in the portable building on the far west end of the Agua Caliente Elementary School.

**We strive to have our customers walk away with a smile!**

TVECP is an unlicensed facility & follows the exemption for licensing allowed in Arizona Statues. 36-884.6

*Any facility that provides only recreational or instructional activities to school age children who may enter and depart from the facility at their own volition. The facility may require the children to document their entrance into and departure from the facility. This documentation does not affect the exemption under this paragraph. The facility shall post a notice stating it is not a licensed child care facility under section 36-884.2*
Hours of Operation
Tanque Verde Extended Care Program is open from 7:00 to 8:00 AM and again after school from 2:00 PM to 5:30 PM, Monday, Tuesday, Thursday & Friday. Wednesday PM hours if they have this schedule will be 1:00 to 5:30, except if there is a scheduled early release day in which we are open 11:00 to 5:30. On school days off when we are scheduled to be open, it will be at our Tanque Verde Site ONLY and from 7:00 AM to 5:30 PM. All start times may be changed based on the school district changes. This could extend our open hours until 6 pm.

**We are closed:**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Holiday</th>
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<tbody>
<tr>
<td>Monday</td>
<td>September 6th, 2021</td>
<td>Labor Day</td>
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<tr>
<td>Friday</td>
<td>October 15th, 2021</td>
<td>Fall Break</td>
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<tr>
<td>Thursday</td>
<td>November 11, 2021</td>
<td>Veteran’s Holiday</td>
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<tr>
<td>Thursday &amp; Friday</td>
<td>November 25 &amp; 26, 2021</td>
<td>Thanksgiving Holiday</td>
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<tr>
<td>Friday - Friday</td>
<td>Dec. 24,-31st 2021</td>
<td>Christmas Break</td>
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<tr>
<td>Monday</td>
<td>January 17, 2022</td>
<td>MLK Holiday</td>
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<tr>
<td>Thursday &amp; Friday</td>
<td>February 24 &amp; 25, 2022</td>
<td>Rodeo Holiday</td>
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<tr>
<td>Friday</td>
<td>March 18, 2022</td>
<td>Spring Break</td>
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<tr>
<td>Friday</td>
<td>May 27, 2022</td>
<td>Summer Staff Training</td>
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<tr>
<td>Monday</td>
<td>May 30th, 2022</td>
<td>Memorial Day</td>
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<tr>
<td>Monday</td>
<td>July 4, 2022</td>
<td>Independence Day</td>
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We may survey the need for November 24th and Dec 20-23, to determine if opening is viable.

(Closure dates for cleaning & staff training in July/August to be announced once school district 2022 calendar is available. We close a week and a half before school starts.)

REGISTRATION
The annual **non-refundable** registration fee is $80, $70 for each additional sibling. Currently enrolled families **MUST** register before April 15th in order to have a guaranteed spot for the following school year.

New enrollees must submit all required forms. These are found at https://www.tanqueverdeschools.org/ExtendedCareProgram.aspx

You must also sign up at MyProcare.com and that link is found on the above website. We do not import your account or charge registration until we know you have a spot.

We require the following in order to be considered registered:

1. Go to the MyProcare online registration portal & complete. **Please note requirement of 2 additional (beyond parents) emergency contacts—You will not be considered registered if this is missing.**

2. Submit a hardcopy schedule for the entire year (available to print from web site). You will be billed monthly or weekly before the month starts.

3. Submit copy of current immunization record & **signed Orientation Checklist/Payment Agreement (also available to print from website)**. Please review this carefully before signing.

If there is space available, you will receive an email and you will be able to pay the registration fee on Tuition Express by eft or credit card. You can choose to pay by check as well.
BILLING

- Charges will be posted on your MyProcare.com account weekly (or monthly if you have that schedule during the school year). This amount is due before attending. Monthly payers will be charged a $30 late fee on the 15th and weekly payers after the balance is over $65.

- In addition to attendance charges, there may be special lunches, events and field trips, which all require your permission. (Late fees, no ‘sign out’ charges, drop in charges are also possible but we do not prefer them!). If you are overdue on your account you will receive a statement showing all charges you owe to-date. **THIS NEEDS TO BE PAID WHEN RECEIVED!** You are able to see your ledger when you logon to MyProcare.com and go to Tuition Express. You can also access your yearly payments for tax purposes. Our Federal Tax ID # is 86-0682371.

- When you or your child are signing out, the signature must include the time. If this is omitted (time and/or signature), you will be charged a $5 fee for every time sign out is forgotten. Of course this is suspended during the pandemic.

- You may pay in the form of personal checks, money orders or credit cards online (for your protection we prefer no cash). A $35 charge will be assessed on all returned checks. If payment is not made promptly, your child will not be admitted back into the program until payment is received. If this happens more than three times, you will be asked to leave the program.

- Billing inquires may be addressed by calling 749-0147, or by email at office@TVECP.org. All late payments are subject to a $30 late fee and 1.5% per month finance charge (the fee will be charged on the last day of the month you receive the bill). Past due bills will be sent to small claims court. Please stay current to avoid this costly, annoying, and lengthy process.

ATTENDANCE

If your child will not be attending TVECP on a day he/she is scheduled, it is imperative the program be notified. **Please call the site your child attends TVES - 749-3224,**

**ACES - 260-8804** and leave a message if no answer.

Or email tvecp@tanq.org half hour before release time.

This will avoid any unnecessary and time consuming search for your child. **PLEASE DO NOT LEAVE A MESSAGE ON THE OFFICE PHONE (749-0147) OR THE SCHOOL OFFICES.**

If you know ahead of time, please fill out a calendar change form or email our office at office@tvecp.org. To be eligible for a credit you must submit the schedule change by Wednesday of the preceding week. No credits are given if the child is absent due to illness. **ADDITIONS TO YOUR SUBMITTED SCHEDULE MUST BE APPROVED & MAY BE TURNED DOWN IF SPACE IS NOT AVAILABLE FOR THE DAY YOU ARE REQUESTING.**

It is also the responsibility of the parent to notify TVECP when a student will be coming to us late after any other afterschool activity (i.e. scouts, garden club).
Activities and Programs

Many times the program will offer projects requiring household items (i.e. jars, gift wrap, paper towel tubes, buttons, etc.) All of those items contribute greatly to our projects and help keep costs lower. Signs will be posted in the classroom and notices will be in the newsletters when the need for these items arises.

Activities include arts, crafts, science, opportunities for reading, homework time, cooking, community service projects, technology, sports, gardening, drama, music, team building as well as long term projects in any of these subjects.

We plan our activities in order to extend the learning experience into afterschool time. We try to incorporate a variety of state standards into each activity we plan or identify three learning goals and continually expand S.T.E.A.M. activities.

All children will have the opportunity to participate in physical activity every day, including both staff led and free play activities. This will include large & small group games as well as free play on the playground. We will encourage the children to be active while at the program & limit sedentary activities to fewer than 60 minutes at a time.

Sun Safety

Tanque Verde Extended Care Program is committed to protecting the health & safety of students and staff. While we like to provide opportunities for outdoor physical activity, we also want to make it sun safe.

Staff is encouraged to protect the children’s skin (and their own) by using sunscreen, lip balm, hats, sunglasses, light clothing and shade. We limit exposure during peak UV times, from 10 am to 4 pm and we also regularly check the UV index to monitor the intensity of the sun’s rays and plan our outdoor activities accordingly.

We provide water for children during outside activities & in our portable building during inside activities but encourage parents to send a water bottle with their child EVERYDAY. They can refill their bottle if empty at any time.

Professional Development

Our motto for staff training is “More Hours, More Quality” We provide all staff with monthly in house training hours (this can vary) as well as require them to attend at least one state/local conference training per year. CPR & First Aid training is renewed every 2 years for all staff & at least one CPR/First Aid certified staff will be present whenever students are present in the program.

If a child has any special needs, please discuss this with the Executive Director. Each one will be handled on a case by case basis. We do everything possible to include ALL children, but if this situation causes serious financial distress (i.e. constant one-on-one) for the program, the child will need to be disenrolled. We comply with the requirements of Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act. If your child has special needs, provide 504/IEP accommodation paperwork to ensure a plan for successful participation. Accommodations will be provided to afford a student with a disability meaningful access to the program, unless demonstrated that the accommodation would be a fundamental alteration in the nature of the program, or constitute an undue financial and administrative burden. Any student, including students with disabilities, may be removed from the TVECP program if that student, even with reasonable modifications, compromises the safety and/or successful participation of students and staff.
In order for our program to run smoothly, the parents, children, and staff must understand the expectations and consequences following inappropriate behavior.

Our basic rules are:

1. Treat others with respect. Be a friend.
2. Be safe.
3. Cooperate with each other and settle problems peacefully.
4. Treat other’s belongings with respect including our equipment and the buildings.
5. ZERO tolerance for Bullying

The TVECP staff will use similar procedures for discipline of the Tanque Verde School District. However, all problems will be solved within the TVECP program. The school principals will not become involved unless absolutely necessary.

The following is Tanque Verde Extended Care’s policy for parent notification of behavior problems. A student behavior report will be written for the following infractions:

- Willful, negative physical contact with another person.
- Refusal to follow directions given by a staff.
- Leaving a supervised area without permission.
- Destruction of property.
- Behavior and/or language consistently inappropriate, disruptive, or necessitates excessive one-on-one attention.

FIRST NOTICE - The behavior will be discussed with the child and the parent will be notified.  
SECOND NOTICE - A conference will be scheduled with the child, parent, and site director.  
THIRD NOTICE - The program director will recommend suspension or dismissal from the program.

Each notice must be signed by the student, staff member writing the notice, site leader, and parent. If suspension is recommended, parents will be given three working days notice in which to find alternate child care. Before returning to TVECP, the child and parent will sign a behavior contract. If this contract is violated the child will immediately be permanently expelled.

Please let us know of any family issues or changes in your child’s routine which may affect your child’s behavior. Some examples are divorce, illnesses, problems at school, etc. We also need to be advised if your child has been diagnosed with any behavior, medical or psychological issues.

Program Visitation

Parents are not required to help at the site, but we welcome any parent to stop in and visit or accompany us on field trips. If you would like to share a hobby or interest with the children, we welcome you to schedule a time. Of course this is suspended during the pandemic.
Schedules

The entire school year schedule is due by July 10th. You can make changes once a month but they must be done by the deadlines for changes outlined below. **IF YOU DO NOT SUBMIT YOUR PAPER SCHEDULE BY THE DUE DATE, YOU WILL NOT HAVE A GUARANTEED SPOT.** The schedule is used to verify billing charges and to complete our attendance lists. They can be picked up at the site or downloaded from our web site (tanqueverdeschools.org & click on Extended Program).

The schedules can be dropped off at the site or emailed. **A Picture of the schedule from your cell phone will not be accepted, only scanned copies.** Please keep your child’s teacher informed about their afterschool schedule.

- You can choose either the daily or monthly rate. You **must stick with that option for the entire school year.** The monthly rate includes any full days off (if you do not adhere to the schedule submitted there is an additional fee of $10 for each day added or absent). During the summer you can pick weekly or daily and it can be different every week (you must submit it that way to start). **Rates are subject to change if the district changes the school schedule of days or times.**

- Your charges will usually be posted on MyProcare on Thursdays for the next week. This allows you to make changes until Wednesday.

**MONTHLY OPTIONS**
Afterschool only - $285 ($275 for sibling)
Before & Afterschool - $330 ($320 for sibling)
Full Time Before school only - $100

**DAILY OPTIONS**
After school (M,T,Th,Fr) - (2:35 pm release) $15
Wednesdays (1:15 pm release) - $20
Early Release (11:10 am) - $30
Mornings - $6
Full days (including summer) - $40

Jr. High Rates - $5 per day, $10 Wednesdays & Early Release days, $25 Full Days

Unscheduled days incur an additional $8 charge above the daily rate (if space is available).

**Schedule change deadlines:**

School days - changes must be made by Wednesday of the week before. (Daily schedules; if changes are made several times per month a charge may be applied.)

**There is a $10 fee per day for monthly payers if they do not provide accurate schedule for these dates:**

**Full days off (all families)** -
October 8th - 14th, 2021  
Deadline: September 15th, 2021  
December 17th- Dec 23rd, 2021  
Deadline: November 23rd, 2021  
March 11th - 17th, 2022  
Deadline: February 23rd, 2022
Parent Communication

Parent information is located in the middle room at our TVES site & at the sign out table at our ACES site. Please take the time to periodically check the information provided for notification of upcoming events, field trips, early release days, as well as school, vacation days we are scheduled to be open or closed. We periodically email you an Office Newsletter. It is very important to read these newsletters since they usually include upcoming events/early release & holiday info, important billing information, requests for donations to make future projects, or other information pertinent to the program. **It is the responsibility of the parents to be informed.**

Our e-newsletters contain information you will need. Please read them!

**LATE PICKUP**

When parents are late picking up their child from TVECP, it is usually due to unavoidable circumstances, i.e. car trouble, late leaving work, illness, traffic problems, etc. However, parents who are consistently late picking up their children are asking the program to meet their individual needs. Our staff will provide as much service as possible, but they have specific hours designated to work within the program. After the children leave, the staff must complete paperwork and closing procedures. Many have family waiting for them as well.

**THEREFORE THERE IS A $2.00 PER MINUTE LATE CHARGE FOR EVERY MINUTE AFTER 6 PM (currently 5:30 PM.)**

THIS CHARGE IS DUE AND PAYABLE TO THE STAFF MEMBER(s) ON SITE WHEN YOU PICK UP YOUR CHILD!

**Non-Profit Facility**

Tanque Verde Extended Care Program is a non-profit organization with a volunteer board of directors. They make any major decisions and help in the administration of the program. We try to have representatives from each school. We are currently looking for volunteers to participate in our Board of Directors, so if you are interested please contact the office at 749-0147 or email us at office@tvecp.org

We encourage all parents to be involved, support our activities, ask questions, fill out surveys, and especially give suggestions.

TVECP is an unlicensed facility & follows the exemption for licensing allowed in Arizona Statues.

36-884.6

*Any facility that provides only recreational or instructional activities to school age children who may enter and depart from the facility at their own volition. The facility may require the children to document their entrance into and departure from the facility. This documentation does not affect the exemption under this paragraph. The facility shall post a notice stating it is not a licensed child care facility under section 36-884.2*
MEDICATION

If your child requires medication, it should be given before the school nurse leaves for the day. If this is IMPOSSIBLE, you are required to fill out a medication consent form (available for printing from our web site) before we can administer medicine. We will also notify parents of any exposure to disease or infestation.

Sick Children

For the safety and health of children and staff in the program, children who have certain health symptoms may be denied care until they are well enough to return to the program. Children with diarrhea/loose stools, vomiting, aggravated asthma problems, or other conditions requiring special care may be denied admission at the discretion of the Executive Director.

Children with the following contagious diseases may return to TVECP AFTER they have been treated for the indicated time period:

<table>
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<tr>
<th>Symptom</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Fever (+100 F Auxiliary)</td>
<td>Has subsided 24-48 hours</td>
</tr>
<tr>
<td>Diarrhea</td>
<td>Has subsided 24-48 hours</td>
</tr>
<tr>
<td>Vomiting</td>
<td>Has subsided 24-48 hours</td>
</tr>
<tr>
<td>Conjunctivitis (pink eye)</td>
<td>No discharge</td>
</tr>
</tbody>
</table>

Contagious Diseases include, but are not limited to, the following:
- Chicken Pox - Until lesions are completely healed.
- Head Lice - Until 24 hours after Rid X treatment has been initiated.
- Impetigo - Until all lesions are healed and no longer weeping.
- Ringworm - Until treated by a physician. Must remain covered until healed
- Strep Throat - On medication for 24 hours and no fever.
- Measles - 7 days after appearance of rash.
- Mumps - Until swelling disappears.
- Rubella - Until swelling and rash disappears.

Of course, during Covid we follow the rules of the school and CDC recommendations. If you have any questions, please call us before sending your child.
Accidents

If an emergency arises concerning your child, every effort will be made to contact parents, guardians, and lastly, those listed on your registration form to inform them of the situation. If all efforts fail to reach a parent or emergency contact, we are required to call Pima County Sheriff’s Department or CPS.

Our staff has CPR & First Aid training. Emergency phone numbers are posted near the phone.

EMERGENCY-CLOSING

If an emergency arises, please call the site to inform the staff of the circumstances. Children are more secure when they are informed of schedule changes. If we experience an emergency closing due to weather, building problems, etc., we will use the phone numbers you provide to contact all the parents to come pick up children at a designated location. CHILDREN WILL NOT BE LEFT UNATTENDED TO WAIT FOR THEIR PARENTS.

Snack & Homework

Please send a snack with your child each day if desired. We will have a snack area/time and water as well as crackers for an emergency. We have a daily time for homework Monday through Thursday. If you wish your child to complete homework at TVECP, please sign the homework list provided at the beginning of the school year, and send the appropriate tools, i.e. pencils, lined paper, erasers, etc. On Fridays we do not set aside staff or a room for homework - students are welcome to do it but we cannot guarantee the environment. If your child has no homework, they will have choices of other activities.

Please send a lunch, including all necessary utensils with your child on early release & days when school is closed. WE DO NOT PROVIDE LUNCH.

We are a PEANUT & TREE NUT FREE program & respectfully request you adhere to that policy. (If you send a peanut item please inform us so we can keep allergic youth separate.)

BABY-SITTING

TVECP does not sanction, encourage or endorse the use of TVECP employees or volunteers for non-TVECP child care activities. Such activities are outside the scope of an employee’s or volunteer’s duties with TVECP. Employees are not permitted to engage in any contact relating to after hours child care during working hours. TVECP does not assume any responsibility for off-duty employment including, but not limited to, legal liability, which may occur. Under such circumstances, TVECP is not an individual’s employer and does not provide worker’s compensation or other coverage for such non-TVECP employment or activity.
Sign-In and Out Policy

Although TVECP is an unlicensed facility & follows the exemption for licensing allowed in Arizona Statues, the safety & well being of the children who attend is of utmost importance to us. Because of this, TVECP is not responsible for children who arrive at the site before 7:00 AM. Parents must come into the classroom to sign their child in (AM) and out (PM). Currently, please acknowledge the staff from drop off point and the staff will sign in and out your child.

Each child’s entrance into and departure from the program is recorded daily. In compliance with ARS §36-884, children may enter into and depart at their own volition. Individuals are required to show a picture ID in order to positively identify individuals allowed to pick up a child. Only persons authorized on the registration form will be allowed to pick up a child. A child will not be released to anyone refusing to provide a photo ID for identification.

If you do not sign out and/or in (time and/or signature), you will be charged a $5 fee for every instance sign out is forgotten.

If your child will be picked up by another adult, arrangements must be made in writing or by phone prior to the time the child leaves the site. A note stating the name & phone number of the person who will be picking up the child must be sent by the day the child leaves with this person or you must call and speak to a staff to give the same information. Persons picking up the child must be 18 years of age or older. Otherwise, only individuals listed on the registration form will be permitted to pick up the child unless amended in writing by the child’s parent or legal guardian. We carry liability insurance as mandated by state law.

Field Trips & Transportation

We offer & coordinate field trips during some school holidays & during our summer program. We will hire a bus company or some staff drive in small groups. You must sign a permission slip and provide emergency information for all field trips. You will be billed for the field trip. We do not provide transportation for any other purpose except field trips. If transportation must be provided by a staff member of TVECP for a specific field trip, you will be asked to sign a special permission slip.

Youth who attend Emily Gray Junior High and are enrolled with TVECP will take a school bus to our program at Tanque Verde Elementary School directly after school. We must give the transportation department a list of those students.
Our summer program is designed to offer children ages 5 and up as many choices as possible for activities and self-development. The children are divided into age groups for most of the day. We offer enrichments such as arts and crafts projects, weekly themed learning experiences, indoor and outdoor games, sports, science, swimming, field trips, and long-term projects. Our staff is committed to the social, physical, mental & emotional development of the children. We offer this program at our Tanque Verde Site only.

- WE OFFER EXCELLENT RATIOS (A MINIMUM OF 1 STAFF TO 12 CHILDREN)
- We are open from 7:00 AM to 5:30 or 6:00 PM
- The program starts the week after the school year ends and goes until approximately a week and a half before the next school year begins.
- We are closed Memorial Day and July 5th in observance of national holidays. There may be another day depending on when the holiday falls.

Registration: $50 Non-refundable fee per child for SUMMER ONLY 
(This registration fee does not apply to those already enrolled in TVECP during the previous school year.) Rates will be determined around March.

To register:
1. Complete online registration through Procare including 2 additional emergency contacts.
2. A copy of child's immunizations record from the doctor (not from school).
3. A signed Orientation check list/payment agreement.
4. Entire summer schedule.

Pay the registration fee once your registration is accepted. Weekly or daily fees will be posted on MyProcare.com on Thursday of the week before.

Children must bring their own lunch & snacks (peanut & tree nut free) and a drink everyday except on field trips when indicated that lunch is included. **Lunches cannot be refrigerated so please make sure you pack them with ice packs.** There will be at least one field trip each week (it may be in house). Transportation charges plus admission fees will be added to your bill for those that attend.

For the safety and well being of the students **YOU MUST SEND AT LEAST ONE WATER BOTTLE WITH YOUR CHILD EVERYDAY!** If they do not have a water bottle on a field trip day they will not be allowed to go on it.

**Junior Leader Program**

Designed for youth 6th grade and up to develop their leadership potential with assistance from the staff. They work on projects that emphasize life skills, community and global awareness as well as activities that reflect their personal interests.