



2021-2022

Coati Club Handbook

PROGRAM CONTACT INFORMATION

School Director: Jennifer Hook

Program Manager: Nam Ngo

Creation School at Christ Lutheran Vail

14600 E Colossal Cave Road

Vail, AZ 85641

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For concerns about your child and/or questions about schedules, policies, or staffing, please call Nam Ngo at (520) 468-7075

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Program Description:

Coati Club is a program of Creation School, which is a Ministry of Christ Lutheran Vail Church. Coati Club is a fee-based program providing safe fun school age activities for students of Creation School. Students are able to enhance their day with quality activities and enrichment opportunities within a structured recreational environment. Homework time, arts and crafts activities, sports and games are available every day.

Admission and Enrollment Procedures:

Coati Club is open to Kindergarten through 5th grade students registered in Creation School. Registration information may be obtained at the School Office or online at creationschool.org. Please call 520-468-7075 for more information.

Items necessary to complete enrollment include:

- Registration completed online through our convenient Gradelink system.
- Parent Contract

Families may begin once contracts have been approved through our system and an email will be sent once this occurs. This may take 24-48 hours.

Location:

Coati Club is located in room 301, on the campus of Creation School and Christ Lutheran Vail 14600 E. Colossal Cave Road, Vail AZ 85641

Staff:

Our program is staffed with qualified individuals who care about the needs of your children. Please take a minute to get to know the staff. They are there to work together with you to help your child be successful in our program.

Hours of Operation:

Coati Club is open in the afternoon from class dismissal until 5:45 pm.
Coati Club is available on Early Release days from 12:00 pm -5:45pm for your convenience.
The After School Program operates on all school days and observes all designated school holidays and breaks.

Parent Responsibility:

- Students must be signed in and out by an **Authorized Pick Up Person** every day.
- Only children formally enrolled in Coati Club may attend.
- Children must be picked up by 5:45 PM. (Sign-in Device time is the correct time). **
- The following Late Policy is in effect after 5:50 PM and any time thereafter:
 - First offense - verbal warning
 - Second offense - written warning
 - Third offense - 1 day suspension from program

Fourth offense - 3 day suspension

Fifth offense - removal from program

- Staff should be informed of each child's arrival and dismissal.
- Only parents and persons designated on the authorized pick up list form will be allowed to pick up the children.
- Any changes of address and phone numbers or any other information on your child's emergency form must be kept up to date on your Gradelink account.
- All Creation School policies also apply to Coati Club Programs.

Medications:

All medications must be presented in the original packaging. Prescription labels must be present and all proper forms must be filled out before you can leave the medications at Coati Club. It is strongly recommended that non-life threatening medications that can be taken before and after Coati Club hours are kept at home. Allergy related medications will be kept out of reach of other students but in reach for staff if an emergency should arise.

Tuition & Fees:

Registration Fee: A non-refundable registration fee of \$50 per student; \$40 for each sibling thereafter, is due at the time of application.

Tuition: Tuition for Coati Club is based upon the total number of school days offered in the school year. Tuition is divided into two equal payments, one per semester. Semesters are defined as Semester 1: July thru December and Semester 2: January thru May. Therefore tuition payments are the same for each semester.

You may choose to enroll your student for a minimum of one day a week up to five days a week. If you choose an option other than five days, you must choose which day of the week they will attend (i.e. Tuesdays only). Students who choose this option must attend that specific day each week for the semester.

Payments:

- There is no reduction in fees for days your child is absent due to illness, vacation or adverse weather during the regular school year.
- Attendance outside of scheduled/contracted days is not permitted. Switching days mid-semester must be cleared with the program manager
- Payments are due **in advance of services**. Payments may be paid in full or can be made in two installments per semester (due by July 26 and October 1) AND (January 3 and April 1)
- Electronic payments, checks, and cash (please request a receipt) are accepted. Payment information can be found at www.creationschool.org/payment

Coati Club Tuition Fee Schedule

	One Time Payment	Installment Payments
One day per week	\$325/semester	2 Payments of \$162.50
Two days per week	\$650/semester	2 Payments of \$325
Three Days per week	\$975/semester	2 Payments of \$487.50
Four Days per week	\$1295/semester	2 Payments of \$647.50
Five days including half days	\$1760/semester	2 Payments of \$880

Arrival and Departure requirements:

Any student who needs to stay on campus after class dismissal is required to enroll in our Coati Club Program. At the end of the academic school day, teachers will sign in students. Parents must walk onto campus and checkout with a Coati Club staff member. Only an adult, 18 years or older, may sign a student in and out. Only parents or persons designated on the authorized pick up list will be allowed to pick up students. Students must be picked up by 5:45 PM.

Policies and Procedures:

Child Abuse:

According to State Law (section 13-3620), school employees must report non-accidental injury, suspected sexual molestation, abuse and neglect to the Pima County Sheriff's Department, the area Police Department or Department of Child Safety. Please note this pertains to incidents at home or at school.

Interviews-Department of Child Safety Workers:

Interviews by Department of Child Safety workers who are investigating abuse/neglect may be conducted at school. The parent of a student, who is the subject of an investigation, or a sibling of the subject, need not be given notice of such interviews. School officials may be present at the interview only if it is necessary to the investigation.

Custody:

If you have a court order that limits the rights of one parent in matters of custody or visitation, please bring a copy to the Creation School office. Unless your court order has been served and is on file with us, we must provide equal rights to both parents. You can

help to create the optimal educational environment for your child. Please update the program annually with current court orders.

Drug-Free Zone:

Drug Free Zone includes off-campus (**ARS 15.341.14** 'to **and** from') consumption prior to being on church property, at a church function or at a school-sponsored activity. It also includes use, possession or distribution of drug paraphernalia, imitations of non prescribed drugs, narcotics and other noxious substances.

Electronic Devices:

Electronic devices or toys often cause a disturbance or interfere with learning. For first offenses the device will be taken and returned only to the parent. Check with the program manager for specific site rules on these items.

Pest Control:

The support services division will notify any school 72 hours before using any pesticide or herbicide. Notifications will include school office, front door postings, school newsletters and public address announcements.

Individual Needs:

Students with special needs will be accepted as long as the health and safety of the student and all other students can be maintained in the Coati Club environment.

Transportation:

Parents are responsible for the child's transportation to and from Coati Club. In the event of a field trip, transportation to and from the trip will be the responsibility of the parent.

Field Trips:

Coati Club does participate in field trips from time to time. A permission slip will be issued prior to the trip.

Emergency procedures:

Emergency forms will be filed for every Coati Club student. *It is vital that telephone numbers are kept up to date.*

- In the event of inclement weather, the student will remain in Room 301 until the parent arrives.
- In the event of any other emergency or disaster situation, Coati Club staff will follow the direction of the emergency officials advising the District.

Precautions & Temperature Guidelines:

- **105+** degrees: Inside Activities Only.
- **101-104** degrees: Shaded areas and water breaks every 15 minutes.
- **89-99** degrees: Use Caution!

Liability Coverage:

Coati Club falls under the Christ Lutheran Vail umbrella for liability coverage.

Insurance: The Church does not carry insurance for student's medical or dental costs if they are injured during school or club activities. Parents are responsible for their children's insurance. In an emergency, the school may call paramedics who may decide that an ambulance should be called. These services are paid for by the parent.

Coati Club Code of Conduct:

The staff of the Coati Club Afterschool Program are committed to providing a safe and enjoyable experience for your child. However, students are also responsible to assist in these efforts. Coati Club uses the "Six Pillars of Character" to help instill a positive club climate and a culture of kindness.

We encourage parents to review these "Six Pillars of Character" and the "Behavioral Guidelines" found in the Parent Handbook (found [here](#)) with each student.

- **Trustworthiness** (Be honest, reliable, loyal, build a good reputation)
- **Responsibility** (Always do your best, Use self control, think before you act)
- **Respect** (Treat others with respect, use good manners, don't threaten, hit or hurt. Deal peacefully with anger and disagreements)
- **Fairness** (Play by the rules, take turns and share, listen to others, help others in need)
- **Caring** (Be kind, show you care, express gratitude, forgive others)
- **Citizenship** (Do your share to make Coati Club better, cooperate, obey laws and rules, respect authority, protect the environment)

The parents, students and staff of Coati Club are asked to treat each other with respect, tolerance, kindness, and consideration. Students must exhibit the "Six Pillars of Character" at all times and will be asked to leave an activity for inappropriate behavior, including yelling, using profanity or fighting.

Discipline Policy:

Attending Coati Club is a privilege, not a right. We believe that children can learn to behave appropriately when their needs are met, they have the opportunity to discuss problems, and view positive role models. Students who continue to be disruptive will lose the privilege of attending.

Behavior Management Guidelines:

1. If a child engages in an inappropriate activity, we will explain to him or her why those actions are unacceptable to others and work toward a resolution. The staff will document information in a confidential journal.
2. If behavior continues, the supervisor will speak to a parent/legal guardian via telephone or by email, explaining the behavior and the steps that have been taken to correct the behavior.

Your input is helpful in these situations as you know your children and can help to make this process smoother for all involved.

3. If the behavior still continues, a meeting will be set up with the child, parent, Program Manager and School Director. A discussion will follow with suggestions made by all to improve behavior. A behavior contract will be created for all parties to sign if applicable. This contract will help all involved parties stay on track so that we can work together to try to make your child successful in our program. The contract will be reviewed frequently. Consistent improvement must be made.
5. If the child's behavior does not improve, the child will be asked to leave the program.

Grievance Procedures:

Creation School has an open door policy for parents to discuss their child's program with staff. Coati Club uses our parent handbook ([this document](#)) to assess each situation. We have implemented a variety of ways to keep the lines of communication open between families and staff such as:

- Email: coaticlub@christlutheranvail.org
- Scheduled Meeting with School Director and/or Program Manager, 468-7075

Let us all work together to make this a great program for your child!

***All information in the school age parent handbook is subject to change without prior Notification**

***All Creation School policies apply to the Coati Club Program.**