

Before & After School Program

Manual

ADDISON PARK DISTRICT



Leisure for your lifestyle.

Before and After School Parent Manual
Table of Contents

- Program Philosophy.....1
- Location and Schedule.....1
- Late Start Monday.....1
- Enrollment procedures.....1-2
- School closings.....2
- Arrival & departure procedures.....2
- Late Pick-up.....2-3
- Absences.....3
- Day of fun.....4
- Health & safety4-5
- Activities5
- Behavior & Discipline5-6
- Neglect & abuse6
- Food/Snacks.....6
- Parent Responsibilities.....6
- Important Phone Numbers.....7
- Payment & Pricing Information.....8
- Emergency Forms.....9-10

Addison Park District Before and After School

PROGRAM PHILOSOPHY

The Before & After School Program is designed to provide a quality recreational opportunity for children in kindergarten through fifth grades whose parents work during the before and after school hours. The program provides a safe and relaxed atmosphere to allow children to gain new experiences through both structured and unstructured activities. The qualified and caring staff strives to develop constructive relationships and will make every effort to meet the individual needs of each child. Kids will participate in indoor and outdoor activities including but not limited to: sports, crafts, group games, movies, themes, nature activities and more!

SCHOOL LOCATIONS AND SCHEDULES:

STONE SCHOOL
1404 W. Stone Ave.
Addison, Illinois 60101
630-280-4124
Enter: Door # 1

FULLERTON SCHOOL
400 S. Michigan Ave.
Addison, Illinois 60101
630-520-2454
Enter: Door # 12

WESLEY SCHOOL
1111 W. Westwood
Addison, Illinois 60101
630-280-4207
Enter: Door # 1

Addison Park District provides bus transportation for pick-up and drop-off for those who attend the following schools: Army Trail, Lake Park, Lincoln and Ardmore.

- Students who attend Ardmore & Lake Park will be bused to Fullerton
- Students who attend Lincoln & Army Trail will be bused to Wesley
- The program is scheduled to run every school day during the school year except for school holidays and vacations.
- Morning care hours:
 - Late-start Monday: 7:00 a.m. to 9:30 a.m.
 - Tuesday to Friday: 7:00 a.m. to 8:50 a.m.
- Afternoon hours are 3:15 p.m. until 6:15 p.m.

LATE START MONDAYS

The School District 4 schedule includes late start Mondays. The Before and After School program has instituted a 5-punch card pass and 10-punch card pass option for the program. Purchase punch cards at either Community Recreation Center or the Club Fitness Front Desk.

ENROLLMENT PROCEDURES

Registration is taken at Centennial Rec Center/Club Fitness or the Community Rec Center. Parents interested in registering their children for this program need to come to either location to receive their parent manual and fill out the emergency contact forms.

Consecutive monthly registration can be made in person, via phone (payment with either Visa or MasterCard) or online. Times and days must be consistent for the month. **Payments can be made as a one-time yearly fee or monthly payments that will be billed the first of each month beginning October 1 (or time of registration if after and ending on May 1. We have 5 day/wk, 4 day/wk, 3 day/wk, 2 day/wk and 1 day/wk options for AM only, PM only or Both Am & PM. ALL REGISTRATIONS MUST BE SETUP**

AS AN AUTOMATIC PAYMENT PLAN THE FIRST OF THE MONTH UNLESS THE YEARLY FEE IS PAID IN FULL.

SCHOOL CLOSING:

The Before & After School program operates on the same schedule as District 4. **If the District closes the schools due to weather conditions, the Before & After School program WILL NOT OPERATE.** These announcements begin at 7:00 am on the day affected and can be seen on your local news station and/or internet.

ARRIVAL AND DEPARTURE PROCEDURES:

The Before & After School Program is designed with the idea of safety for your child. Therefore, the staff would like your cooperation with the following procedures:

ARRIVAL:

The building will be locked until 7:00 am. An adult 18 years or older must accompany the child into the building and sign the sign-in sheet. Please do not enter the building before 7:00 am.

DEPARTURE:

You must enter the building and sign the sign-out sheet when picking up your child at the end of the day. Only those persons that are 18 years or older and authorized on the child's information sheet may pick up and sign out a child. The staff will not release a child to an unauthorized person. You may be asked to show Identification upon pickup.

LATE PICK-UP:

If a parent/guardian arrives after 6:15 PM to pick-up a child, a late pick-up fee will be assessed. The late pick-up fee is \$1.00 for every minute that parent/guardian is late per child, starting immediately at 6:15 PM. The late pick-up fee will be charged each time a parent is late and be added to their account balance.

In the event a child is not picked up by 6:20 pm, the emergency phone numbers will be called and the designated individual will be required to pick-up the child. Frequent or recurring late pickups may result in suspension or termination from the program. If a child is not picked up by 6:45 PM, and no one has returned our calls, the police will be called.

ABSENCES

STAFF NEEDS TO BE CONTACTED AS SOON AS YOU KNOW YOUR CHILD WILL NOT BE ATTENDING BY CALLING OR LEAVING A MESSAGE ON THE PARK DISTRICT MOBILE PHONE AT YOUR CHILD'S SCHOOL.

FULLERTON SCHOOL	630-520-2454
STONE SCHOOL	630-280-4124
WESLEY SCHOOL	630-280-4207

If your child is in school but will not attend the Before & After School program, notification is **MANDATORY**. If your child is not at the morning program, the staff will assume the child is at home either sick or with the family. If your child is expected in the after school program and does not arrive, the following steps will be followed:

- **STAFF WILL CHECK VOICEMAIL TO SEE IF AN ABSENCE WAS REPORTED.**
- **STAFF WILL CONTACT THE SCHOOL.**
- **PARENTS WILL BE CONTACTED.**
- **EMERGENCY CONTACTS WILL BE CALLED.**
- **PARK DISTRICT SUPERVISOR WILL BE NOTIFIED.**
- **ADDISON POLICE DEPARTMENT WILL BE NOTIFIED IF WE ARE UNABLE TO REACH PARENTS.**

****IF THE CHILD IS LOCATED AT ANY OF THE ABOVE STEPS, THE SEQUENCE STOPS****

DAY OF FUN LOCATION: Centennial Rec Center

The Day Of Fun program will be offered on most scheduled non-attendance days for District #4 and will include many activities and trips. **Day of Fun Prices: Full day \$65R/\$75NR (7:00am-6:15pm) and ½ Day Of Fun \$45R/\$60NR (12:00pm-6:15pm, includes transportation from school.)**

**See the attached calendar for these scheduled days. Information regarding this program can be found in the seasonal Addison Park District brochures; flyers will be distributed prior to the registration deadlines.

HEALTH AND SAFETY

1. ILLNESS

If your child is ill or has a FEVER, please do not send them to the Before & After School Program. If a child becomes ill during the program, a parent will be notified and requested to pick-up their child. If the parent is unavailable, the emergency contacts will be called. **The sick child must be picked up within 30 Minutes of the phone call or a \$15.00/late fee will be charged.**

Your child must be symptom free from any illness (fever, vomiting, diarrhea, etc.) for 24 hours before returning to the program. In case of contagious disease such as COVID-19, Strep Throat, Influenza, Rotavirus, Monkey Pox, Pink Eye and Lice, please notify the Youth & Leisure Supervisor or staff immediately. A doctor's note may be required upon return to the program. All parents of children in our program will be notified if a child has a contagious disease as soon as possible. Your cooperation is appreciated.

2. MEDICAL EMERGENCIES

If your child is injured and requires more than basic first aid, the following steps will be taken:

- **CONTACT PARENT OR GUARDIAN, IF UNAVAILABLE, THEN CONTACT PERSON LISTED ON THE MEDICAL FORM OR EMERGENCY CONTACT FOR.**
- **THE INJURED CHILD WILL BE TRANSPORTED BY PARAMEDICS TO A LOCAL HOSPITAL.**

You will be responsible for the emergency medical charges for all services rendered. Your authorization for the program staff to secure emergency medical care for your child and your commitment for

payment thereof is part of your registration agreement. Park district employees are not permitted to transport injured parties in park vehicles or private autos.

3. MEDICATION

We prefer not to dispense medication during The Before & After School Program hours. In the event a child must have medication, we require the following:

- A WRITTEN STATEMENT FROM SUCH PHYSICIAN DETAILING THE METHOD, AMOUNT, NAME AND TIME SCHEDULES BY WHICH THE MEDICATION IS TO BE TAKEN.
- A MEDICAL DISPENSING FORM MUST BE FILLED OUT COMPLETELY BY A PARENT.
- THE MEDICATION MUST BE DELIVERED TO THE PROGRAM IN THE ORIGINAL CONTAINER AS DELIVERED BY THE PHARMACY TO THE PARENT WITH THE CHILD'S NAME & CORRECT DOSAGE.

4. INSURANCE INFORMATION

The Park District is unable to assume responsibility for injuries, accidents, or loss of personal property occurring at programs, activities, parks and facilities. The Park District does not carry hospitalization insurance for program participants. Your health care policy must cover all your medical needs.

ACTIVITIES

Children may participate in a variety of activities while at the Before & After School program. Active play (including the gym and outside), games and arts and crafts will be provided daily. There will be 30-45 minutes set aside for homework or quiet time every day except on Friday.

We do ask that each child have a pair of gym shoes with them every day so they can be worn for gym or outside activities.

GUM, CANDY, SPORTS EQUIPMENT, TOYS AND ELECTRONIC MEDIA

BASC adhere to the same policies as District #4. Participants are not permitted to bring gum, candy, sports equipment, toys or electronic gadgets or media to BASC. BASC is not responsible for loss, theft, or damage to personal items.

CODE OF CONDUCT/BEHAVIOR AND DISCIPLINE

There are three overall rules we expect all participants to follow.

- 1. CHILD MAY NOT DISTURB OR HURT OTHERS, VERBALLY OR PHYSICALLY**
- 2. A CHILD MAY NOT DAMAGE EQUIPMENT OR PROPERTY**
- 3. A CHILD MAY NOT PLACE HIM/HERSELF OR A COUNSELOR IN A DANGEROUS SITUATION**

A positive approach will be taken regarding discipline should the need arise. The purpose of discipline is to help a child develop self control and learn to assume responsibility for his or her own actions. We use only positive language to redirect negative behavior. Problems will be discussed with the parent/guardian. Reoccurring or severe behavior problems may lead to suspension or dismissal from the program.

If a child is involved in an incident, a misconduct form will be filled out and must be signed by a parent. If 3 (three) incidents have occurred, a conversation will be scheduled with the parent or guardian. Physical violence or bullying of any kind will NOT be tolerated.

SUSPECTED ABUSE OR NEGLECT

In accordance with the procedures set forth in the abused and neglected child reporting act, the Before & After School personnel, having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child shall immediately report the matter to their supervisor. The supervisor will report it to DCFS immediately, and the proper authorities will then be notified.

FOOD/SNACKS

A breakfast **snack** will be served each morning and a **snack** each afternoon. This will not be a full meal, only a snack. If your child has any dietary restrictions, allergies, please be sure to indicate them on the information sheet and notify the program supervisor immediately.

PARENT RESPONSIBILITIES

- **COMMUNICATION**

The exchange of information between staff and parents provides an insight for both. Please keep the staff informed of changes happening in your child's life regarding family, friends, school, etc. This will enable the staff to be more sensitive to your child's needs.

- **SPECIAL INSTRUCTIONS**

When children attend The Before & After School Program there are many activities available for them to choose from. The staff is there to guide and assist them, not make choices for them. Therefore, if there are activities you do not want your child to participate in, or if you want your child to do his/her homework, you need to make the Site Staff aware of this. The staff will then make every effort to see that your child follows your instructions if the activity allows.

IMPORTANT PHONE NUMBERS

Community Rec Center	Days Of Fun	(630) 233-7275
Fullerton School	Fullerton, Ardmore & Lake Park	(630) 520-2454 (APD cell) Building Entrance: Enter Building Door #12
Stone School	Stone	(630) 280-4124 (APD cell) Building Entrance: Entry into the building Door #1
Wesley School	Wesley	(630) 280-4207 (APD cell) Building Entrance: Entry into the building Door #1

The BASC phones will be answered only during program hours. Voicemail is available 24 hours per day. Please remember to report any absences.

Non-Discrimination Policy: The Addison Park District does not discriminate on the basis of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, marital status, veteran status, or any other characteristic protected under applicable federal or state law.

Addison Park District Inclusion Services: The Addison Park District is committed to providing quality before and after school care and recreational opportunities to all students, with and without disabilities. Staff members are available to assist participants with accommodations needed for success in, and enjoyment of our program. In order to keep all children safe, we do adhere to a strict behavioral code of conduct policy. On the BASC registration form, we ask parents to list their child's special needs. This information will be kept confidential and will be utilized by BASC management staff to ensure assimilation into, and success with our program. Parent cooperation and support is essential to this process. Questions and Concerns: Please feel free to discuss any questions or concerns you may have with your Site Staff at your school. You may also contact the Program Supervisor at any time.