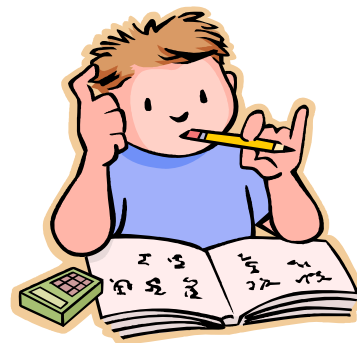


Hanover Park Park District

Before & After

School Club



Parent Manual

2010 – 2011 School Year

Enriching People's Lives!



Hanover Park
Park District

.....
hpparks.org 630.837.2468

1919 Walnut Ave. Hanover Park, IL 60133



Welcome to the Hanover Park Park District's Before & After School Club

Dear BASC Parents:

Welcome to the Hanover Park Park District's Before and After School (BASC) Program. We are very excited to begin another school year with you! Our BASC staff looks forward to meeting you and your child.

Our Philosophy...

The Before and After School Program strives to provide school aged children with a safe supervised environment. The program is led by a caring, qualified staff who will direct the children in both active and passive activities. The staff will make every effort to meet the needs of each individual child. Our program will assure parents their children are secured and involved

It is very **IMPORTANT** that you read and share all the information in this manual with your child in order to make the transition into BASC a positive, exciting and enjoyable experience for everyone involved.

If you have any questions or concerns, please feel free to contact me.

Sincerely,

Nicole Mantegna
Recreation Services Supervisor
630-837-2468 ext 138
n.mantegna@hpparks.org

Important Phone Numbers

Before and After School Club: (630) 837-2008
Main Office Phone: (630) 837-2468

Locations:

Ahlstrand Fieldhouse
6900 Catalpa, Hanover Park, IL 60133
Schools Serviced: Horizon, Laurel Hill, Ontarioville,
Parkwood, Hanover Highlands, and Anne Fox

Greenbrook Elementary School
Multi- Purpose Room
5208 Arlington Circle
Hanover Park, IL 60133

*Greenbrook students attend Before School Club at the
Ahlstrand Fieldhouse Location

Registration Policies and Procedures

REGISTRATION POLICY

Registration will be accepted on a first come first serve basis. Registration must be completed at the Park District office. Phone-in registration will not be accepted. A parent handbook will be given out at the time of registration. Included in the handbook is an Emergency Release Form. **The Emergency Form is due the first day of our program with picture attached.**

LATE REGISTRATION

Participants may sign up for the program after the start of the year if spots are available.

TUITION

Tuition is based on the total number of days school is actually in session per year. Fees are divided into 9 equal payments for the school year and will not be lower for those months that have less attendance days due to holidays (i.e. winter and spring break). Participants are not charged for holidays and days off from school. A \$15 non-resident fee will be charged at the time of registration when applicable.

2010 - 2011 Before School Club Fees

Days	Monthly Fee	Second Child Fee
1 day	\$26	\$20
2 days	\$45	\$40
3 days	\$66	\$61
4 days	\$87	\$82
5 days	\$108	\$103

2010 - 2011 After School Club Fees

Days	Monthly Fee	Second Child Fee
1 day	\$44	\$40
2 days	\$85	\$77
3 days	\$126	\$114
4 days	\$167	\$151
5 days	\$208	\$188

PAYMENT PLAN

The yearly tuition is divided into 9 equal monthly installments. The first installment is due at registration. The remaining payments are due by the 15th of each month throughout the school year. If the 15th of the month falls on a day when the Park office is closed, the payment will be due on the following business day. A payment reminder notice will be posted at the After School Club site, prior to when payments are due. Also, a statement will be sent in the mail prior to the payment due date. Payments can be made over the phone or in person at the Park Office. **Payments can not be accepted at the Before & After School Club sites.**

LATE PAYMENTS

An additional \$10 late fee for each program will be added to payments that are received after the due date, the fifteenth of each month. **If payment is not made, the participant will not be allowed to attend the program beginning on the first school day of the month until the bill is paid in full.**

CANCELLATION POLICY

Requests for refunds must be made in person at the Park District office by completing a refund request form. Refunds will be granted only within the first month of the program and will be based on a prorated fee. Refunds requested after the first month of the program will only be granted for medical reasons, extenuating circumstances, or hardship. A \$10 cancellation fee per program will be charged for all refunds.

A parent who wants to drop their child from the program mid-year must notify the Recreation Supervisor at the Park District office prior to the last day the participant will attend. The parent also needs to complete a refund request form, in person, at the Park District office.

TRANSFER POLICY

Parents who wish to change the number of days their child is attending the program must request a transfer prior to the payment due date, (the fifteenth of the month.) Requests for transfers must be made in person at the Park District office by completing a transfer request form. An additional \$10 fee will be applied to an approved transfer and must be paid at the time the transfer is requested.

BASC Information and Operations

EMERGENCY FORMS

Please fill out and sign the Emergency Form received at the time of registration. It must be returned with your child the on first day of attendance in the program along with a photo of your child attached. **Any child whose Emergency Form has not been returned in will not be allowed to continue to attend the program.** If at any time during the year the information changes please update the form with the Before & After School Club staff.

If a parent is listed as a person who is restricted from the child, we must have court documentation before the child begins the program.

MEDICATION POLICY:

If your child needs to take medication while at BASC, Permission to Dispense Medication form must be filled out and returned to the BASC staff. All medication must be in the original container with the following information on the label: doctor's name, patient's name, pharmacy, medication name, strength, and dosage. Parents please drop medication off at the program, do not send it with your child. Please send enough medication to last for the entire month. Staff will fill out the medication log on the back of the medication form. **Medication will not be dispensed unless the form is signed and completely filled out.**

ATTENDANCE:

Before School Club participants who are unable to attend call the Ahlstrand Site number at (630) 837-2008 by 7 am.

After School Club participants who are unable to attend ASC, please call **the Hanover Park Park District Office by 12:00 p.m. at (630) 837-2468** so ASC staff and the van driver can be notified. (Do not call the ASC number.) Parents will be contacted if their child is not present and we have not been notified. Please be sure to list a number where you may be reached on the emergency card.

If a parent is continually negligent in notifying staff regarding their child's absences, they will be assessed an additional \$5.00 fee each time the office doesn't receive notification after the third instance. It is difficult to track down parents when a child is missing and it delays the van driver from picking up other children and creates a safety hazard. Always notify the office when your child will be absent from the program.

PARTICIPANT DROP-OFF – BSC

When dropping off your child for Before School Club, you must walk the child into the building and initial the Before School Club sign in sheet. Participants must be at the site before the van arrives to transport them to each school. Participants cannot be dropped off before the official start time of the program. Parents will be notified what time the van arrives the first day of the program.

PARTICIPANT PICK-UP - ASC

Parents are asked to list the people who are allowed to pick-up their child on the emergency form. In the event you will not be available to pick-up your child, only those persons listed on the emergency release form will be allowed to pick-up your child from the program. If, for any reason, a change will be made regarding who will be picking up your child from the program, a note needs to be given to our staff one day in advance to inform us of the arrangements. **A picture ID is required from anyone picking-up your child. Thank you for your cooperation in securing your child's safety.**

Parents must come into the building to pick-up and sign out their child each day. Parents will need to ring the door bell to gain admittance into Ahlstrand Fieldhouse. Parents picking up from Greenbrook School will pick up their children through the Park District door located in the back of the school where bus pick up is. Parents will need to note the time they are picking up their child on the sign-out sheet.

If a parent is listed as a person who is restricted from the child, we must have court documentation before the child begins the program.

Please remember the program ends promptly at 6:00 p.m. If you are going to be late in picking-up your child please call the staff at (630) 837-2008 for the Ahlstrand Location or (630) 894-4526 for the Greenbrook location and let them know when you will arrive. It is suggested that if you are not able to pick up your child by 6 pm to contact someone on your child's emergency form to come and pick them up.

A late fee of \$1.00 per minute will be charged to parents who are late in picking up their children from the program. Should this occur, you will be billed for the late fee with your next invoice. The time on the clock located in the ASC room will be used to determine the amount of time late. In the event a child is not picked up by 6:15 p.m. and the parent has not contacted the BASC staff, the emergency phone numbers will be called to arrange a pick up.

We understand that circumstances beyond your control can make you late. Therefore, parents will not be charged the late fee the first time they are late. In the event of severe weather, there will be a 15 minute grace period.

COMMUNICATION

An After School Club calendar will be sent home at the beginning of each month. The calendar will indicate what is planned for the month. **Please read the calendar carefully.** It will list days off for each school district. There is a BASC calendar attached to this manual that will list days off, breaks, and payments for the full year for each school district for the full school year.

TRANSPORTATION FOR BSC PARTICIPANTS

The Hanover Park Park District van will drive children participating in the Before School Club to their school site before the start of school. It is important that children arrive to Ahlstrand Fieldhouse in the morning before the park district's van leaves for their school.

TRANSPORTATION FOR AHLSTRAND ASC PARTICIPANTS

The Hanover Park District van will pick-up program participants at their school and transport them to Ahlstrand Fieldhouse. The van driver is responsible for the children on the van and cannot leave the van to look for children who are late. Please stress with your child the importance of going straight to the van after school. Late children cause a safety concern for both themselves and others in delaying the van driver from picking-up children at other schools. Remember children enrolled at Greenbrook School will stay on site for the ASC.

VAN SAFETY

Parents, please talk with your child about the importance of safe behavior on the van. The rules listed on the next page are enforced on the van. Any behavioral problems on the van will be handled by BASC staff on site and parents will be notified. **Safety on the van is very important and unsafe behavior may result in your child being dropped from the program.**

VAN RULES

1. Remain seated throughout the entire ride.
2. Always wear your seat belt.
3. No switching seats during the ride
4. No eating on the van.
5. Hands, heads, and arms must remain inside the van at all times.
6. Feet and personal items should be kept out of the aisles.
7. Screaming, shouting, loud noises and radios are not allowed on the bus.
8. Do not throw anything out the windows.
9. Follow all directions from the driver.

WHAT TO WEAR

Please remember that your child will be working with art materials, playing games, going to the gym, and going outside. Children should be prepared for weather by bringing a rain coat, winter coat, snow pants, gloves, hat, scarf, boots, etc when needed. In addition, if you do not want your child to get his/her school clothes dirty please send a change of clothes. **GYM SHOES** are required on the days when we are at the gym (please check the calendar) and when we go outside.

OUTDOOR ACTIVITY POLICY

The After School Club will go outside weather permitting. We will not go outside if the temperature is below 20 degrees, if it is raining, or if the playground is wet or muddy.

The After School Club staff reminds children to wear appropriate outdoor clothing and checks their attire before they go outside.

It is the parent's responsibility to make sure their child brings the appropriate outdoor clothing for the weather. Remember the temperature usually drops in the afternoon so please plan accordingly. On snowy days, it is a good idea to send extra socks, pants, etc. if your child does not have snow pants or waterproof boots.

PERSONAL BELONGINGS

Each child will be given a designated spot in the room to keep his/her backpack and coat. Although staff will give reminders, it is the children's responsibility to make sure that their personal belongings are in their backpack at the end of the day. **Personal belongings such as cell phones, games, toys, and electronics should not be brought to BASC and staff is not responsible for lost or damaged items.** A lost and found will be set-up in the room for items that are left behind.

BREAKFAST-BSC

Participants will be given breakfast with juice every morning. Children should not bring extra snacks from home. If your child has food allergies or a dietary concern please list it on their emergency form and discuss it with staff.

SNACK TIME-ASC

Participants will be given a snack and drink every day. Children should not bring extra snacks from home. If your child has food allergies or a dietary concern please list it on their emergency form and discuss it with staff.

CODE OF CONDUCT

As with any large group of children, rules and discipline must be reinforced by BASC staff and also the parents. We ask that you, as parents, go over this information with your child so that they are aware of the consequences of inappropriate behavior. Below is a list of the BASC rules.

1. Follow all directions the first time they are given.
2. Treat other people, and staff with respect.
3. Clean up after yourself.
4. Use equipment as it was intended.
5. Be safe and have fun.

DISCIPLINE PROCEDURE

Please go over this procedure with your child. It is very important that we follow these procedures to ensure that BASC is enjoyable and safe for every participant. We feel that it is key that parents take an active role in reinforcing these guidelines so that participants feel that parents and BASC staff are working together.

The Hanover Park Park District reserves the right to dismiss a participant whose behavior endangers the safety of him/herself or others.

The following is our discipline procedure for participants who are exhibiting consistently disruptive behavior. After all the steps are taken, the child will be discharged from BASC and no refund will be given for the remainder of the month.

Step 1-	The child will be required to sit a "time out" or "cooling off" period for a few minutes.
Step 2-	A "warning" will be given and noted. A "time out" may also accompany a "warning."
Step 3-	The third warning or "time out" in one day will result in a Behavior Conduct Report being sent home, alerting the parents to the problem. The Behavior Conduct Report must be signed and returned the next day of BASC. Behavior Conduct Reports can also be sent home for any serious infraction.
Step 4-	The third Behavior Conduct Report sent home in one session of BASC will result in the child not being able to return to BASC for the remainder of the month, without refund.

Warnings/Time outs are given when:

- ✓ Disrespect towards staff, any park district employee, patron, or fellow participant.
- ✓ Not following directions.
- ✓ Swearing, racial slurs, or verbal abuse towards anyone.
- ✓ Any minor infraction as determined by the BASC staff.

Behavior Conduct Reports are sent home when:

- ✓ The third infraction of the day.
- ✓ Destruction of property, stealing, or vandalism.
- ✓ Physical abuse towards anyone.
- ✓ Any infraction of a serious nature as determined by the BASC staff.

RUNNING AWAY FROM BASC

In the event a child runs away from the BASC program, staff will take the following steps:

- ✓ Staff will encourage the child to return voluntarily.
- ✓ If the child leaves Park District property
 - The police are called to locate the child because BASC staff is unable to leave Park District Property
 - Parents are contacted.
 - A Behavior Conduct Report is filled out.
- ✓ The second time a child runs away from BASC, they are given a one week suspension.
- ✓ The third time a child runs away from BASC, they are removed from the program the remainder of the current school year.

REWARD SYSTEM

Each BASC program has a positive behavior management program in place for encouraging and rewarding appropriate behavior.

INCLUSION

The Hanover Park Park District works with Northwest Special Recreation Association (NWSRA) to provide services to children with special needs in our Before and After School Program. Services can be provided and adjustments to the program can be made for children with special needs. The Hanover Park Park District's Before and After School Club staff are committed to providing the best for all children and support the inclusion of children with special needs.

HOMEWORK POLICY

A designated time will be allotted each day for homework completion. During this time, a location with minimal distraction will be designated for working on homework. This location will have proper tables and chairs for working. After School Club will also have supplies available for children to borrow if necessary such as pencils, paper, erasers, etc.

The staff will remind children that it is homework time and ask that they get their homework out to work on. Staff will also be available to give explanation and answer questions to the best of their ability during this time. Please understand that the ASC staff will do their best to help your child but they are not professional teachers.

Parents, please remember that the After School Program is a recreation program and that due to the size and dynamics of the group, we can't spend the entire time on homework completion. In addition, it is your child's responsibility to use the homework time wisely. Staff cannot compel children to do their homework. We suggest you set up rewards and consequences at home with your child for completing their work.

ILLNESS

If your child has been ill (**fever, vomiting, diarrhea**,) within the previous 24 hours, it is advised that parents keep their child home. Also, certain communicable viruses and/or bacterial infections (**pink eye, strep throat, chicken pox**) require that the child is kept home to prevent exposing other children to the illness. Please notify staff immediately if your child has a communicable illness and has been present in the program, in order that other parents can be notified. Please be considerate of the other children and staff, and keep your child home until they are fully recovered from minor illness. (**colds, runny nose, cough**) Minor illnesses are easily transmitted to other participants.

If a child becomes ill at the program parents will be called and asked to make arrangements to have the child picked-up early. It is important that parents make every effort to pick-up the child as soon as possible, to minimize exposure of the other children in the program.

The Before and After School staff is certified in CPR/AED and First Aid. In the event that a child has a serious injury on site the paramedics will be called and the injured child will be transported by ambulance to the hospital. A Before & After School Club staff member will stay with the child until the parents can get to the hospital. Parents will be responsible for all emergency medical services rendered.

DAYS OFF & HOLIDAY CLOSING

The monthly theme calendar that is sent home at the beginning of each month will list the days that the program is not in session for each school district in our program. Attached to this manual is a year long calendar listing the days your school district is off or has a half day. The program does not run for on days when school is not in session. If the school closes due to inclement weather the BASC will be closed. For late start days, BSC will not be in session. For early dismissal, ASC will not be in session.

The Hanover Park Park District does offer programs on some school holidays throughout the school year. For more information, check out our seasonal brochure. Flyers for these types of programs will be available at your site as the date approaches.

Thank you for choosing the Hanover Park Park District
Before and After School Club this year!