

**Parent Handbook:
Before and After School Program**

West Chicago Park District



Contents Include

- Payment Information
- Pick-up Procedures
- Child Absences
- Rules & consequences

Three strikes and you're out

Being guests in School District #33 and #303 schools the Before and After School Program staff does expect the children to treat each site with respect, and to uphold all regular school rules. The following rules have put into place to assure the emotional and physical safety of the children while at the program.

If your child fails to follow one of the following rules they will receive a warning. They will be given several warnings, and then they will be given a strike. (See below for strike consequences) After each warning the incident will be written down on a parent communication form to be signed by the parent at the end of each day.

At the site:

- No talking when staff is talking.
- Keeps hands to self
- No play **fighting** or **wrestling**
- Follows directions and leadership of staff.
- Respects the right of all others in program.
- Disrespect towards the staff

On the Bus:

- Sitting facing forward.
- Seat belt buckled if available.
- No loud talking or yelling.
- No eating or drinking.
- No throwing things.
- Keeping hands and feet to yourself

The following incidents will be cause for **immediate strike and suspension** from the program until a parent/child conference is held:

- Any negative physical contact.
- NO Hitting, Biting, etc. of other children or staff.
- Stealing

- No foul or abusive language
- Intentionally destroying Park District or School Property.

In accordance with School District #33 & #303 ZERO TOLERANCE policy bringing weapons, real or fake, After School or Before School will result in a minimum of a one week suspension and a maximum of being removed from the program. It is up to the discretion of the Recreation Coordinator as to the final consequence.

If a child is continuously having a discipline problem, they will be given a one-day in program suspension where they will spend one day at the Park District office. The child will only be able to do homework during this time.

- A one day out of program suspension
- A 3 day out of program suspension
- 1 week out of program suspension

THERE WILL BE NO REFUND OF ANY KIND IF THE CHILD IS DISMISSED FROM THE PROGRAM!
The rules & consequences are not limited to those listed above. If there is a problem the Recreation Coordinator will determine an appropriate consequence

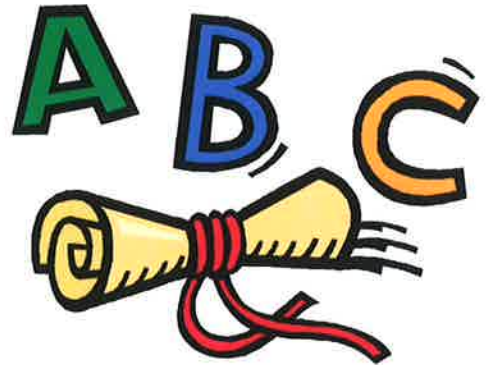
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First Day of School August 27th (Dist #303)
First Day of School August 25th (Dist #33)

Dear Parents,

I would like to take this opportunity to welcome you to the West Chicago Park District After School Program, Before School Program. This program is set up and designed to give your child a safe, fun place to be while waiting for you to finish work. If at any time you have questions or concerns about the program or its activities, please feel free to give me a call at the Park District Office. Included in this handbook will be an explanation of field trip procedures, payment plan, discipline procedures, absentee procedures, etc. If an issue arises that is not covered in this handbook, please feel free to contact me at the West Chicago Park District office.



Again, welcome to our program.

Sincerely;

Denise Scott
Recreation Coordinator
dscott@we-goparks.org
630-231-9474 ext 104
Fax-231-2352

Parent Responsibilities

- Call the Park District office, 630-231-9474, by 10:15am if your child is going to be absent. You can also e-mail dscott@we-goparks.org. I will send you a confirmation e-mail when it is received.
- Complete all paperwork before your child can attend.
- Fill out the change of attendance form and return it to the Park District office for any permanent change in your child's schedule.
- A photo ID and a signature are required upon picking up your child.
- Payment is due by the first day of each month. A \$35 late fee will be assessed for payments not received by the 5th of each month.
- If you are registered for 3 or 4 days per week we do not allow children to switch their days due to parent work conflicts, days off of school or illness. If you need an additional day please contact the office to charge a credit card \$15 for the day.

Pick-up Time & Late Pick-up Fee



After School Program: Children must be picked up by 5:30 (6:00 at Norton Creek) unless you have registered for the Late Stay program 6:15 at Indian Knoll .

If you are late picking up your child there will be a \$20 per 15 minutes or portion of to be paid with your next month's payment. **NO WARNINGS!** However, please do not rush in inclement weather we will take that into consideration.



Field Trips

After School Prog: On 1/2 days of school the After School Program will take the children on a field trip. Permission slips will be sent out with your monthly calendar. The permissions slips are generally due one week ahead of time and can be given to your After School Program staff. **Late permission slips will not be accepted. No counselors remain at the site on field trip days**



Snacks & Lunches

The Park District will provide snacks everyday. Please make sure to inform Denise if your child has any food allergies or restrictions. I will do my best to accommodate them. In extreme circumstances you may be asked to provide your own snack.

After School Prog: 1/2 Days of school your child will need to bring a lunch. There will be a **\$5 charge** due upon pick up if your child forgets their lunch.



Failure to Call in Policy

Parents **MUST** call their child into the Park District office if their child is going to be absent. You will be given 2 warnings throughout the school year, after that you will be charged \$5 every time you fail to call in your child.

When you fail to call in your child Program staff will contact you or emergency numbers to verify the whereabouts of your child. If we can not find your child the police will be notified.

Program fees

PAYMENT FOR EACH MONTH IS DUE BY THE 1st OF EACH MONTH AND ALL PAYMENTS MUST BE MADE AT THE PARK DISTRICT OFFICE. Payment may be made at the District Office between 8:30 a.m. and 5p.m. Monday-Friday or placed in the drop box outside the main door at the Park District building. **Do not just drop a check in the mail slot, make sure it is in an envelope. Please keep in mind that a check dropped in the slot will not be credited until the next day.** The park district does not send out a statement. It is the responsibility of the parent to remit payment by the first of each month.

There will be a \$20 NSF fee assessed for all checks returned. You will need to make this payment and all other payments by credit card, money order, or cash if this occurs.

It is the responsibility of the parent to inform the Park District office of changes in credit card information, number or expiration date, prior to the 1st of the month if you are signed up for EFT (electronic funds transfer). Payment is due by the 1st of the month. A \$35 late fee will be assessed for payments not received by the 5th of the month.

DO NOT GIVE ANY PAYMENTS TO THE STAFF.

Receipts & Tax ID number

All receipts will emailed or mailed. If you do not receive your receipt by the 8th of the month please contact Denise Scott at 630.231.9474. Receipts can be reprinted on-line at www.wegoparks.org. Yearly Statements are available online. Our tax ID # is located at the top of your receipt.



EFT-Electronic Funds Transfer (park district has credit card on file to be automatically charged on the 1st of every month). There is a 10% discount each month for every child registered for EFT. Please note once a charge has been made it can not be reversed.

If we have continuous issues with expired, not valid or declined cards from the same individual then we will pull them from the EFT program and they will be placed into the regular payment option at the higher fee.

MONTHLY After School Program Fee's

Attending 5 days per week	\$195EFT/\$215
Attending 4 days per week	\$175EFT/\$193
Attending 3 days per week	\$155EFT/\$171

Add \$60 a month for late stay at Indian Knoll only.

MONTHLY Before School Program Fee's-Norton Creek

Attending 5 days per week	\$155EFT/\$171
Attending 4 days per week	\$135EFT/\$149
Attending 3 days per week	\$115EFT/\$127

MONTHLY Before School Program Fee's-Wegner

Attending 5 days per week	\$130EFT/\$143
Attending 4 days per week	\$115EFT/\$127
Attending 3 days per week	\$105EFT/\$118

Late Pick-up Fee

\$20 per family per 15 minutes or portion of.

No Call No Show Fee

\$5 per no call/no show after 2 warnings.





Attendance

Please notify the Park District office, 231-9474, if your child will not be attending the program. On a regular day of school please call by 10:15am. Please note the \$5 for no call no shows after 2 warnings.

If you have a job that varies from month to month you can leave the scheduled days open and supply us with a monthly schedule. The schedule must be turned into Denise at the Park District office. Do NOT give it to the Program staff.

If you are signed up for specific days and that day is a day off of school we do not switch days.



Illness & medication

The West Chicago Park District Before and After School Program have the right to refuse any child who has an unconfirmed rash, fever, or any other contagious disease. The parent will be contacted immediately and the child will need to be picked up within a half hour.

Any child needing medication dispensed during Before and After School hours will need a packet filled out by the parent and a doctor's note, **BEFORE**, any medication can be dispensed. The medication must be in a current prescription bottle with dosage, doctor's name and number, child's name and name of the prescription on the bottle.



Extracurricular Activities

Before and After School Program:

If your child will be involved in any after school activities that will be held at the Program site you will be asked to fill out an Extracurricular School Activity Form (included in form packet). This will inform us of the day, date, times, and the adult in charge. This also gives program staff your permission to allow your child to attend the school activity. If it is a one day thing your child's site coordinator will have extra forms on site.

Without a form we will not release your child to any after school activity.

5th & 6th Grade Program

In order to provide our older participants with a program that will be fun to them we have a special program for those children in 5th & 6th grades. Each site will work with their 5th & 6th graders to help them develop their leadership abilities by giving them a little more responsibility and freedom than the younger children. We also try and have one field trip a month with this group. This program is designed with the idea being they are not "little kids" any more but becoming young adults and should be treated that way. Any child who has a strike will not be able to go on the 5th and 6th grade field trip. There is an additional charge for these field trips, and that is noted on the permission slips, about \$5.



Weapons

In accordance with School District #33 and District #303 the West Chicago Park District After School Program, and Before School Program has a **ZERO TOLERANCE** policy. Bringing weapons to the Program real or fake will result in a suspension and possible removal from the program with no refund. The Police Department will also be notified.

It is up to the discretion of the Recreation Coordinator as to the final consequence.



The West Chicago Park District After School Program will not release any child to a parent or driver who has obviously been drinking. We will call someone for you to bring the children home safely.

