



# **BEFORE & AFTER SCHOOL PROGRAM**

## **Parent-Participant Handbook 2024-2025**

## Welcome to the West Chicago Park District!

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Our programs strive to encourage children in K to 5th grade to laugh, make friends and be active every day. We understand how hectic being a parent these days can be and with that in mind, we are here to offer your child a Before & After School experience they won't forget! You can be confident your child is in a nurturing environment and being given the opportunity to explore new adventures. We strive to create and foster positive experiences through play, exciting activities, and brain breaks.

Our staff are positive role models whose primary goal is to make each day a special one! Staff spend time getting to know each child and will always encourage and be supportive. You can be assured your child/ren are being cared for by fun, interactive staff. You can expect your child to make more friends, have more fun, and spend most of the time smiling in the Before & After School Programs.

If at any time you have any questions, comments, or concerns about our program, activities, policies, or personnel please feel free to contact Pam Schiavoni, Recreation Supervisor, at [pschiavoni@we-goparks.org](mailto:pschiavoni@we-goparks.org) or 630-231-9474.

### Program Hours and Locations

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#### **ARC Center - D33 Students**

201 W. National Street  
West Chicago, IL 60185

Before School: 6:30am-8:15am  
After School: 3:30pm-6:00pm

Site Cell Phone: 331-240-2030

#### **Norton Creek Elementary - D303 Students**

2033 Smith Road  
West Chicago, IL 60185

Before School: 7:00am-9:00am  
After School: 3:25pm-6:00pm

Site Cell Phone: 630-520-3918

### ePact

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After your child is registered, you will receive an email inviting you to accept an invitation to complete forms through ePact. Here you will supply us with all required contact and medical information, approved pick-up persons and sign program waivers. This must be completed **prior** to your child(ren)'s first day of attendance.

### EFT Procedures

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EFT payments will be processed on the 1st and 15th of each month. Parents are responsible for updating their credit/debit card that is linked to the Before & After School Program. Payment information can be updated by logging into your account at [we-goparks.org](http://we-goparks.org).

In the event of an EFT decline, you will be notified via email and become subject to a \$35.00 late payment fee. If declines become persistent (three or more declines), you will be removed from the EFT program and required to pay the remainder of the program fees in full.

## Schedule Changes

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We understand conflicts arise from our hectic schedules! Any desired changes to an existing schedule should be communicated to the Recreation Supervisor at least 2 weeks in advance.

## Dispensing Medication

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Strict standards have been put in place regarding the dispensing of medication to participants, including cough drops, vitamins, pain relievers, and over the counter or prescription drugs. If your child uses medication that is stored in a school nurse's office, you will need to provide additional medication to the Before and After School Program as we do not have access to that medication. Parents/Guardians are required to complete the West Chicago Park District Dispensing of Medication Procedures form for all medication to be administered to participants by park district staff or by the participant himself or herself.

## Snacks and Drinks

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Before & After School Program participants will be encouraged to bring an afternoon nut-free snack with them to the program. Please make sure that your child(ren) can open their snack on their own or consider opening it for them and placing it in a container that the participant can open.

## Late Pick-Up

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If you are unable to pick up your child(ren) by 6pm, a late pick-up fee of \$20 will immediately be applied to your account, and an additional \$1 per minute will be charged. If running late, please be courteous of our staff's schedules and call the site phone immediately to notify them.

## Absence

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If your child(ren) will be absent from the Before or After School Program, please call or text the designated site cell phone or contact the Recreation Supervisor. In addition, please be sure to contact your child's school to notify them of the change in schedule.

## Toys, Electronics, Etc.

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Participants may not bring toys from home. We discourage recreational usage of cell phones, electronic devices, or other valuable personal belongings in the program. The West Chicago Park District is not responsible for any personal items that are lost or stolen.

## Rainout Line

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The Before & After School Program will not run if the school district cancels school due to inclement weather. After School Care will not take place if the district cancels all after school activities. Before School Care will not take place if the district has a delayed start. For the most up-to-date information, please check Rainout Line.

# STAY UPDATED

## WITH OUR NEW ANNOUNCEMENT SYSTEM

OPTIONAL ALERTS VIA  E-MAIL OR  TEXT

The West Chicago Park District has a new way to stay in touch with you regarding important information. The new online system will share weather updates, facility closings and program announcements. Access is available online, via text and/or e-mail alerts, or by downloading the mobile app. Sign up today to enjoy this free and optional service where you can choose which updates you'd like to receive and how long you'd like to receive them.

### ONLINE



1. Visit [we-goparks.org](http://we-goparks.org)
2. On the top right corner of the page click on the rainout icon (see top right here)
3. You will be directed to the West Chicago Park District's rainout line page
4. Choose e-mail and text alerts from the left column to create an account
5. Select the program or facilities you'd like updates on



### MOBILE APP

Search RainoutLine from your Android or Apple device's app store. Download the application and save us in your favorites



### PHONE

Call 630.225.7876 to access the recorded hotline



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## Sick Child

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The West Chicago Park District will continue to strictly enforce our "sick child" policy. If your child is experiencing a symptom of COVID-19 or another illness, please do not bring them to the Before & After School Program.

- A sick participant should stay home until they have had no fever for at least 24 hours without the use of fever reducing medicine and other symptoms have improved,  
OR
- In the case of COVID, until they have had a negative COVID-19 test and quarantined for 5 days.  
OR
- Until they have received a note from their doctor clearing them to return to the program.

The West Chicago Park District and their staff will maintain confidentiality regarding any sick child.

If a child becomes sick during the program, the parent or guardian will be notified to pick up the child immediately.

#### Disinfectant and Cleaning Guidelines

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Cleaning and disinfecting of premises will be conducted in compliance with CDC protocols. West Chicago Park District and school maintenance staff will clean and disinfect common areas and surfaces.

#### WDSRA Inclusion Support

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The West Chicago Park District will continue to work cooperatively with WDSRA to provide Inclusion support for participants who register and request 1:1 support. Please contact the Recreation Supervisor if you feel your child would benefit from this additional support. WDSRA will also continue to provide training and guidance for the West Chicago Park District staff.

#### Behavior Guidelines and Discipline and Zero Tolerance Behaviors

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It is the belief of the West Chicago Park District that discipline should only be used when children are a threat to themselves or others. Methods used to encourage appropriate behavior include positive reinforcement and removal from the group for a short period of time. Parents will be notified of any behavior problems. A meeting will take place with the parent(s) and Recreation Supervisor after repeated incidents. If behavior is seriously affecting the Before/After Care program or the safety of others, parents may be asked to make alternate childcare arrangements.

If a child physically or verbally abuses a staff member or another participant, the child's parent(s) will be called immediately, and the child will need to be picked up and will serve an immediate suspension from the program.

For the safety of participants and staff, the West Chicago Park District will take a "zero tolerance" standpoint on the following behaviors:

- Any Negative Physical Contact (hitting, biting, spitting, etc.)
- Stealing
- Intentionally Destroying Park District Property
- Entering Restricted Areas
- Disrespect Towards Staff
- Foul or Abusive Language
- Bullying
- Bringing Weapons (Real or Fake) to our program
- Eloping

We understand that it may difficult for participants to get used to the new expectations. To assist participants staff will give verbal reminders throughout the day and when giving activity directions to assist participants in staying safe.

Should a participant continually demonstrate that he/she cannot meet an expectation, even with helpful reminders the participant will receive verbal warnings and a write-up. Parents will be notified of any warnings or write-ups on the day that they occur.

1st Warning-Staff will speak to the participant regarding the importance of our expectations and find ways to assist the child in meeting the expectation.

2nd Warning- Staff will notify the parents that this is the 2nd warning their child is having regarding said expectation and what staff has tried to assist the child. Parents will be reminded of the importance of all children being able to meet these expectations to maintain a safe environment for all.

3rd Warning- The participant will receive a write-up. Parents will be notified that they will need to meet with the Recreation Supervisor and/or Superintendent of Recreation to discuss whether the participant is able to meet our expectations and continue to participate in the program. Staff will communicate verbally and in writing with the parents regarding all warnings and/or a write-up that occur on the day that they occur.

#### Code of Conduct/Camper and Parent Responsibilities

To ensure an enjoyable and safe program for all participants, the following behavior code has been developed:

1. Show respect to all participants, staff, and volunteers. Participants should follow program rules and take directions from staff.
2. Refrain from using abusive or foul language.
3. Refrain from threatening or causing bodily harm to self, other participants, staff, and volunteers.
4. Show respect for equipment, supplies, and facilities.
5. Not possess any weapons.

Additional rules are developed for specific programs as deemed necessary by staff. The behavior required of participants and stated in the policy listed above applies to all parents, friends, relatives, or others accompanying the participants to any Park District program. The West Chicago Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

### *Parent Responsibilities*

- Communicate child's needs with Before/After Care staff.
- Communicate any changes that pertain to child with Before/After Care staff.
- Ensure all participant information forms are filled out accurately through ePact prior to the first day of attendance in the program. No participant will be allowed to attend if these forms are not completed.
- Update ePact with any changes to approved pick-up persons throughout the year.
- Notify [pschiavoni@we-goparks.org](mailto:pschiavoni@we-goparks.org) and cc: [dena.pacione@d303.org](mailto:dena.pacione@d303.org) if your child is registered for after care, but has a dismissal change that day and will not attend the program
- Notify Pam at [pschiavoni@we-goparks.org](mailto:pschiavoni@we-goparks.org) for any cancellations with 2 week notice
- Register for month's dates by the 20<sup>th</sup> of the month prior

### *Participant Responsibilities*

- Be Respectful
- Be Responsible
- Be Safe
- Have Fun!