



After the Bell - After School Program
Parent Handbook
2019-2020

Welcome

Thanks for selecting the Channahon Park District After School Program for your child care provider!

We offer After the Bell for kids in grades Kindergarten to 6th grade. This program will provide your child with a safe environment as well as activities which include group games, themed crafts, outdoor play and much more.

To guarantee the safety of all of our participants, policies and procedures have been established. Please review them and return the last page in the Parent Handbook before your child attends our program.

If you have any questions, please contact the Program Supervisor, Paulina Tredennick at 815-467-7275.

We look forward to spending the school year with you and your children!

Program Site

After the Bell
Skateland Recreation Center
25334 W. Eames St.
P: 815-467-2129

Registration, Payment and Fees

All students **MUST** be registered at the Channahon Park District **BEFORE** attending the after school program. The after school program staff need to know if your child/children will be in attendance each day for staffing purposes. ***The deadline to register is Friday at noon the week prior to the week to avoid a \$5 late registration fee per child.*** All registration must be done in person at Arrowhead Community Center or the Heritage Crossing Field House. There must be an Information Form filled out for EACH participant enrolled in the program.

There are 3 options to pay for the program. You are able to pay per day, pay monthly, or pay the year in full. When you sign up for the monthly option, or the pay in full option, all the extended days during the regular school year are included. A \$50 non-refundable registration fee is required for the monthly EFT plan or pay in full plan. The EFT plan will be nine monthly payments made through electronic fund transfer (EFT). You must fill out an EFT authorization form to authorize the automatic monthly payments charge to the credit or debit card of your choice on the 3rd Wednesday of each month beginning in August 2019 and going until April 2020.

Resident Rates

\$ 2,160.00 - Year in full
\$ 240- month on EFT plan
\$ 20- daily
\$30- Extended Full Day off
\$25- Extended Early Dismissal

Nonresident rates

\$ 2,385.00- Year in full
\$ 265- month on EFT plan
\$ 30- daily
\$ 40- Extended Full Day off
\$ 30- Extended Early Dismissal

Winter Break Dates: December 23,26,27,30 & January 2,3.

Spring Break Dates: March 23,24,25,26,27

Channahon School District #17 2019-2020 Calendar is available at the end of the handbook.

If a parent/guardian needs a statement verifying childcare costs for any reason, it will be available upon request. One-week notice given to the Program Supervisor is required.

Refund Policy

The Channahon Park District understands that schedules change and things come up that prevent participation in programs that have been registered for. It is our intent to refund your money whenever possible, however there are no refunds for days passed. We ask that you understand that in order to maintain integrity of our programs we have set guidelines. Please call the Program Supervisor directly at 815-521-3111.

Hours of Operation

The program follows School District # 17 schedule. It is offered from school dismissal until 6:00 pm. Extended early dismissal and full day off school days are included **ONLY** if you are signed up for the monthly EFT, or have paid in full.

Busing

Busing will be provided from all District #17 schools to Skateland Recreation Center. Please notify the school that your child will attend the After the Bell program by sending a note to school and they will make sure the child gets on the appropriate bus.

Pick-up Procedure

Each day a parent or authorized adult, must come inside and sign their child(ren) out along with the pick-up time. A photo ID will be required if the employee does not recognize the person picking up the child. If there are any questions, parents/guardians will be contacted before the child is released.

Children can be picked up anytime from when school is dismissed until 6:00pm. If a parent is late or unable to pick up their child by 6:00 pm, it is the parent's responsibility to make other arrangements. There will be a **ONE TIME** 10-minute grace period. Parents/guardians who continue to pick their child up late, will be charged a \$10.00 late fee per day.

Absences

If your child is going to be absent from the program any given day, you **MUST** notify the site cell phone and/or the Program Supervisor. Please leave a detailed message and the date your child will be absent. It is not the schools' responsibility to notify the Park District of your child's absence. All questions or concerns can be directed to the Program Supervisor.

When a child is expected at the program and does not arrive, the following steps are taken:

1. Staff checks with school office.
2. Parents are contacted at home/work/cell.
3. Police Department is notified.

After the Bell Program	815-467-2129
Channahon Park District	815-467-7275

Medication

The staff at the programs are certified in two areas; CPR (American Heart Association) and First Aid (American Red Cross).

Children requiring any type of medication must fill out the *Permission to Dispense Medication Form* prior to the medication being dispensed. If one is needed, please contact the Program Supervisor, we will not dispense any medication until this form is filled out. If your child will be taking medication, please label your child's full name on plastic bag along and place medication in there.

Special Accommodations

If you have a special request or need a special accommodation for your child to participate in our program, it is required that you provide us with the following: a detailed explanation in writing of the accommodation/request and documentation from a medical professional. All documentation must be provided at least one week prior to child participating in the program. Not all accommodations/requests can be met. No verbal requests will be accepted.

Parent Communication

Good communication between staff and parents is essential to ensure a positive experience. Any information/announcements will be given out at each site and emailed. Please be sure to fill in the email portion on the Participant Information Form. Emails will be our main form of communication.

Outdoor Play

We encourage our participants to spend more time outdoors. Please make sure your child is dressed appropriately for the weather. Participants do utilize nearby parks and will be crossing street intersections under the supervision of our staff. In cases we use our 12-passenger van, we will notify you ahead of time. Should your child require a booster chair, you will be responsible for notifying the Park District. You are welcome to leave an extra booster chair at the facility for the school year.

Snacks

An afternoon snack will be provided to the children along with water. If your child has a dietary restriction, please indicate it on the Information Form as well as bringing it to the attention of the Program Director. On extended early dismissal days, if the children do not have lunch at school, please send a lunch with your child. On extended full days off, please send your child with a lunch.

Homework Policy

Staff can recommend and encourage the children to do their homework, but cannot force them to do it. A homework area is provided every afternoon for the children to have a quiet area to do their homework. If you would like for your child to complete homework, please send a note to the Program Director.

Personal Items

Personal items brought from home are the responsibility of the child. We ask that your children keep their electronic devices at home or put away during program hours. The Channahon Park District cannot and will not be responsible for any lost, damaged or stolen items. This includes but not limited to cell phones, laptops, tablets, kindles, cords and chargers etc.

Participation in Extracurricular Activities

We encourage the participants to participate in extracurricular activities. If your child is in an after school program, our staff can transport students to and from District 17 schools and Park District facilities. **The parent/guardian is responsible to provide the Program Supervisor a schedule a week prior to the participant starting the activity.**

Discipline and Guidance

The Channahon Park District staff would like your child to have the best experience possible while at the After School Program. All children must understand and follow the guidelines and rules. These expectations are in place to ensure the safety of your child and staff.

1. Participants will listen and respect all staff and volunteers.
2. Participants will follow program rules and take directions from staff.
3. Participants will respect program equipment, supplies, facility and other people's property.
4. Participants will keep hands, feet and other objects to yourself.
5. Participants will clean up after themselves.
6. Participants will refrain from using any foul language.
7. Have Fun!

Should a child choose not to follow any of these rules, these are the guidelines that the staff will follow to handle the situation:

Step 1: Verbal Warning

Step 2: Time out or time away from the group. Staff will encourage participant to an individual activity.

Step 3: Incident report sent home with the parent. An incident report will be filled out any time a serious problem arises. Once an incident report is completed, it will be put on file and the parents/guardians will be notified and required to sign the report.

The following actions will result in automatic report: talking back/not listening to staff, swearing/hand gesturing, excessive violence (hitting/fighting/biting/pushing/spitting/kicking etc.) throwing objects, inappropriate contact, unruly behavior/screaming, harmful acts to others.

Step 4: Meeting with the Program Supervisor, necessary staff, parent (s) and child once the participant reaches 3 incident reports. At this time suspension or expulsion will be discussed.

The procedures may be accelerated depending on the severity of the incident. Participation in other Park District programs may be affected by dismissal.

Adult Behavior

We want the program to be enjoyable, exciting and satisfying for everyone involved. We urge you to discuss any concerns you may have with the appropriate staff in a courteous and respectful manner. However, if any authorized parent/guardian who displays any of the following behaviors at pick-up time will no longer be permitted at the site:

- physical abuse, shaking, grabbing, hitting pushing, etc.
- verbal abuse, including inappropriate language or threats toward a child, another adult or a staff member.
- use of possession of alcohol or illegal substances
- smoking on premises.

Suspected Child Abuse & Neglect

In accordance to the Abused and Neglected Reporting Act, all staff are required to report any suspected child abuse or neglect to DCFS.

For any additional information please contact the Program Supervisor at 815-521-3111.

The Behavior Contract and Parent Code of Conduct forms need to be filled out before the child's first day. They can be found on the Channahon Park District webpage in the After School Parent Handbook.

Channahon School District #17
Calendar for 2019-2020

Monday, August 19	No School-Teacher Institute Day
Tuesday, August 20	No School-Teacher Institute Day
Wednesday, August 21	First day of school, grades K-8 TRS/CJH @ 11:00am, PP/NBG@ 11:30am)
Monday, September 2	No School-Labor Day Holiday
Wednesday, September 18	School Improvement Day (Early dismissal: TRS/CJH @ 11:00am, PP/NBG@ 11:30am)
Friday, October 11	No School-Teacher Institute Day
Monday, October 14	Columbus Day- No School
Thursday, October 31	School Improvement Day (Early dismissal: TRS/CJH @ 11:00am, PP/NBG@ 11:30am)
Monday, November 25	No School-Parent Teacher Conferences (10am-8pm)
Tuesday, November 26	No School
Wednesday, November 27	No School
Thursday, November 28	No School, Thanksgiving Holiday
Friday, November 29	No School
Wednesday, December 4	School Improvement Day (Early dismissal: TRS/CJH@ 11:00am, PP/NBG@ 11:30am)
Friday, December 20	1 hour Early Dismissal; TRS/CJH 1:40P, NBG/PP 2:10P
Monday, December 23- January 3, 2020	No School, Christmas/Winter Holiday Break Begins
Monday, January 6, 2020	School Resumes
Wednesday, January 15	School Improvement Day (Early dismissal: TRS/CJH @ 11:00am, PP/NBG@ 11:30am)
Monday, January 20	No School Martin Luther King Day
Wednesday, February, 5	School Improvement Day (Early dismissal: TRS/CJH @ 11:00am, PP/NBG@ 11:30am)
Monday, February 17	No School, Presidents Day
Thursday, March 5	No School-Parent Teacher Conference (10am-8pm)
Friday, March 6	No School-Teacher Institute
Friday, March 20	1 hour Early Dismissal; TRS/CJH 1:40P, NBG/PP 2:10P
Monday, March 23-March 27	No School, Spring Break
Monday, March 30	School Resumes
Friday, April 10	No School
Wednesday, April 22	School Improvement Day (Early dismissal: TRS/CJH @ 11:00am, PP/NBG@ 11:30am)
Wednesday, May 13	School Improvement Day (Early dismissal: TRS/CJH @ 11:00am, PP/NBG@ 11:30am)
Monday, May 25	No School Memorial Day
*Friday, May 29	Last day of school, grades K-8 TRS/CJH @ 12:50pm, PP/NBG@ 1:20pm)
Monday, June 1	Teachers Institute, No School

*Last day for student attendance unless emergency/snow days are used during the school year.

Behavior Contract for Child Participating in Program

I, _____, have read and agree to the expectations listed in the Parent Handbook. I agree that for the entire school year, I will treat all staff and other participants with respect, the same respect I would like to be treated with. I will try my hardest to be the best person I can be and to get along with others. I will always follow the directions of the all the staff. I understand that if I do not follow these guidelines, I will face consequences for my actions and my parents will be notified.

Participant/Guardian Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Parent Code of Conduct Contract

I, _____, will refrain from harassing, berating, insulting, or engaging in any inappropriate conduct toward staff, volunteers, and other participants IN ANY WAY. I understand that violation of this Code or any inappropriate behavior may result in revocation of my child's privileges, and in rare cases, may compromise my child's ability to participate in any recreational program or activity. I understand that if I do not follow the guidelines stated in the Channahon Park District Parent Code of Conduct stated in the Parent Handbook, my child may be removed from this program.

Parent/Guardian Signature: _____

Date: _____