



## **After the Bell - After School Program**

### **Parent Handbook**

**2020-2021**

#### **Welcome**

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

This year we will offer After the Bell for kids in grades Kindergarten to 4<sup>th</sup> 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 Sites**

K-2<sup>nd</sup> Grade  
Galloway School  
24805 W Roberts Ave.  
Channahon, IL 60410

3<sup>rd</sup>-4<sup>th</sup> Grade  
Pioneer Path School  
24920 S Sage St.  
Channahon, IL 60410

Full Days Off School  
Arrowhead Community Center  
24856 W. Eames St.  
Channahon, IL 60410

## Registration, Payment and Fees

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All students **MUST** be registered at the Channahon Park District **BEFORE** attending the after school program. All registration must be done in person at Arrowhead Community Center or Heritage Crossing Field House. There must be a Child Information Form filled out for EACH participant enrolled in the program.

The Monthly EFT payments are the only way to pay for the 2020-2021 school year. All the extended days **during** the regular school year are included. (*Winter Break Camp and Spring Break Camp are a separate fee*). A \$50 non-refundable registration fee is required at the time of registration. 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 3<sup>rd</sup> Wednesday of each month beginning in August 2020 and going until April 2021. If at anytime school goes into all E-Learning, there will be no After the Bell and your account will be credited accordingly for the pause in services.

### **Resident Rates**

\$ 275 -per month on EFT plan

**Winter Break Dates: December 21,22,23,28,29 & 30 depending on State Guidelines at the time.**

**Spring Break Dates: March 29,30,31, April 1 and 2 depending on Sate Guidelines at the time.**

**Channahon School District #17 2020-2021 Calendar could be found on the Districts webpage.**

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.

## COVID Policy

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Give the current COVID situation, we have modified the After-School Program for this year. Here is some important information for the upcoming year.

- All After School participants and staff must have a face mask. A face mask will be required to be worn when indoors when children cannot maintain a safe, social distance. Please make sure to label your child's mask.
- When you self-certify your child for the school day, this will meet the needs for After the Bell. Meaning, if your child is symptom free and has no temperature, they can attend After the Bell. If your child does not attend school, they cannot attend After the Bell. On Full Day Off School, you will be required to fill out a COVID questionnaire provided by the Park District.
- Staff will sanitize tables/supplies/equipment each day. Any shared equipment will be disinfected throughout the afternoon.
- There is no daily registration option this year. We want the group of children in the program to stay consistent to minimize any potential exposure to COVID.

## Refund Policy

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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 that have 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 if you have specific questions.

## Hours of Operation

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The program follows School District # 17 schedule. It is offered from school dismissal (2:35 PM) until 6:00 pm. Early Dismissal and Full Days Off School during the regular school year are included in your cost. The Full Days Off School will be held at Arrowhead Community Center from 8:00 AM- 6:00 PM.

## Busing

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Busing will not be provided this year. K-2<sup>nd</sup> will be held at NB Galloway and 3<sup>rd</sup>-4<sup>th</sup> will be at Pioneer Path.

## Pick-up Procedure

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Parents/Guardians should call the program phone when they are parked outside and ready to pick up their child. Each day a parent or authorized adult, must sign their child(ren) out. A photo ID will be required the first week to get staff familiarized with parents/guardians. If the employee does not recognize the person picking up the child, they can ask for an ID. If there are any questions, parents/guardians will be contacted before the child is released. There will be an assigned door at each school for After the Bell Pick Up.

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 30-minute period/per day.

## Absences

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If your child is going to be absent from the program any given day, you **MUST** notify the specific site 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.

Channahon Park District	815-467-7275
Galloway Program Site	815-467-2129
Pioneer Path Program Site	815-351-972

## Medication

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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

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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 Communicaton

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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

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Given the current COVID-19 situation, we will do our best to social distance and spend as much time outdoors as we can.

School playgrounds will not be utilized, but children will have access to different outdoor games and activities. Please make sure your child is dressed appropriately for the weather.

## Snacks

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An afternoon **PEANUT FREE** 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

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Staff can recommend and encourage the children to do their homework, but will not force them to do it. A homework area is provided every afternoon for the children to have a quieter 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

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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

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There will be no transportation through the Channahon Park District this year for any extracurricular activities.

## Discipline and Guidance

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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 participate in an individual activity.

**Step 3:** Incident report discussed 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, gestures, 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.*

## 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 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: \_\_\_\_\_