



Before the Bell School Program

Parent Handbook

2020-2021

Welcome

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

Before the Bell is being offered for kids in grades Kindergarten to 4th 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-2nd Grade
Galloway School
24805 W Roberts Ave.
Channahon, IL 60410

Registration, Payment and Fees

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 the Heritage Crossing Field House. There must be an Information Form filled out for EACH participant enrolled in the program.

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 3rd 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 Before the Bell and your account will be credited accordingly for the pause in services.

Resident Rates

\$ 170 -per month

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

Here is some important information for the upcoming year.

- All Before 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.
- You must self-certify your child for the school day by 6:30 AM. A Google Form will be sent out beginning of the week to be used for self-certification. If you do not fill this out in time, a paper copy of the COVID questionnaire **MUST** be filled out before your child attend the Before the Bell program.
- 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 to stay consistent with the group of children in the program to avoid any exposure to COVID.
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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 will start at 7:00 am and run until the start of the school day around 8:15 am. We will follow the CSD17 calendar.

Busing

Busing for Pioneer Path participants enrolled in the Before the Bell will be provided by CSD17.

Drop-off Procedure

Parents/Guardians should call the program phone when they are parked outside and ready to drop off their child. Each day a parent or authorized adult, must sign their child(ren) in and make sure the child is self-certified to attend school that day. There will be an assigned door at each school for After the Bell Pick Up.

Absences

If your child is going to be absent from the program any given day, you MUST notify the school your child attends.

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 Accomidations

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

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.

Breakfast Snack

A **PEANUT FREE** breakfast snack will be provided for Before the Bell participants. 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.

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.

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.

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: _____