



After the Bell - After School Program

Parent Handbook

2023-2024

Welcome

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

This year we will offer After the Bell 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 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

K-4th 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 Heritage Crossing Field House. There must be a Child Information Form filled out for EACH participant enrolled in the program.

Monthly EFT payments or paying in full are the only ways to pay for the 2023-2024 school year. All the early dismissal days **during** the regular school year are included. (*Full Days Off, Winter Break Camp and Spring Break Camp are not included*). 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 2023 and going until April 2024.

Resident Rates

\$ 300 -per month on EFT plan

Channahon School District #17 2023-2024 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's 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 that have passed, or the intermittent day(s) missed. We ask that you understand that to maintain the 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

The program follows School District # 17 schedule. It is offered from school dismissal (2:35 PM) until 6:00 pm. Early Dismissal Days during the regular school year are included in your cost. (*Full Days Off, Winter Break Camp and Spring Break Camp are not included in the monthly fee*).

Busing

Pioneer Path participants will be bused over to NB Galloway at the end of the school day.

Pick-up Procedure

Parents/Guardians should call the program phone **(815-467-2129)** 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 will 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 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 \$5.00 late fee per 5-minute period/per day. The late fee will be automatically charged to your monthly EFT payment.

Absences

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. Staff checks with the Program Supervisor.
3. Parents are contacted at home/work/cell.
4. Police Department is notified.

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

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 participants must be toilet trained and not need bathroom assistance. All documentation must be provided at least one week prior to the child participating in the program. Not all accommodation/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 sent out using the Remind App. You can join the class by texting @fc2h48h to the number 81010. Please be sure to fill in the email portion on the Participant Information Form.

Outdoor Play

Children will have access to playgrounds and different outdoor games and activities. Please make sure your child is dressed appropriately for the weather throughout all the seasons.

Snacks

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 early dismissal days, if the children do not have lunch at school, please send a lunch with your child.

Homework Policy

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 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 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 participants 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 with 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: _____