

Streamwood
Park District



Group Care
Programs

Dear Parents,

We welcome you and your child to the Streamwood Park District Group Care Programs. We are happy that you have chosen our program to service your child care needs. The following information may help to answer any questions that you may have concerning the program. It will familiarize you with the practices and policies that we follow at the Streamwood Park District. Please take a few moments to read through this information. If you have any additional questions or comments, please do not hesitate to call 630-483-3733, to speak with the Afterschool Programs directly (Mid-August – Mid-June), or Cindy Babicz, Recreation Supervisor (630-483-3730) at any time.

GOALS OF AFTER SCHOOL PROGRAMS

Through leadership and program activities, the Streamwood Park District Afterschool Programs will provide you, the parent, with child care, while your child experiences a quality recreation program. The program goals include providing each participant with the opportunity.....

1. to be in a relaxed, caring, protected environment when unable to be at home during afterschool hours;
2. for meaningful, enjoyable, and satisfying recreation activities in both a structured and unstructured atmosphere;
3. to enhance personal growth, emphasizing confidence building, high self-esteem, acceptance within a group, independence, and resourcefulness;
4. to learn to work and play as a member of a group without sacrificing individuality;
5. to develop healthy habits, a sense of fair play, and respect for equipment and property.

HOURS OF OPERATION

The Afterschool Programs run as follows:

- Pre-K Kare Klub - at the end of the individual school day and ends promptly at 3:30 p.m.
- Afterschool Club - at the end of the individual school day and ends promptly at 6:15 p.m.
- Breakfast Club - 7 a.m.– start of school (children must be dropped off no later than 7:45 a.m.)

Your child may be picked up any time during these hours. Group Care Programs will meet only on days there is school. If District U-46 schools are closed due to weather, all Group Care programs will also be canceled for that day.

There is no school scheduled on the following days:

Monday, September 5	Labor Day
Friday, October 7	School Improvement
Monday, October 10	Columbus Day
Friday, November 11	Veterans Day
Monday, November 21	Institute Day
Tuesday, November 22	Parent / Teacher Conferences
Wednesday, November 23 - Friday, November 25	Thanksgiving Holiday
Monday, December 19 - Monday, January 2	Holiday Recess
Monday, January 16	Martin Luther King's Birthday
Friday, February 17	Institute Day
Monday, February 20	Presidents' Day
Monday, March 26 - Friday, March 30	Spring Break
Friday, April 6	Spring Holiday
Friday, May 11	School Improvement Day
Monday, May 28	Memorial Day
Friday, June 4	Last Day of School
	<i>(If all 5 snow days are not used)</i>

REGISTRATION

Upon registering, the participant will be registered for the entire school year, or until the participant drops out of the program. If the participant drops out of the program for any reason, it is not guaranteed that there will be a position open to return to the program at a later date. There is a \$100 deposit required at the time of registration. \$50 of that deposit is applied to your first payment in August, the other \$50 is applied to the last payment in June if you do not cancel from the program. If you cancel from the program, the \$50 stays with the park district.

Registration must occur at least **two days prior** to the child's first day to allow for time to notify the school and change the bus schedule. We request that parents notify the school and/or your child's teacher that your child will be participating in our program and the date they are starting.

LOCATION AND TRANSPORTATION

All programs will be held at the Community Center, 777 S. Bartlett Road. The children will be picked up/dropped off from their school by a Park District van and brought to the Park District facility. It is very important that the children go directly to the park district van at dismissal time, as vehicles are on very tight schedules to get to all the schools on time. Please make sure your child's teacher understands that the child must be dismissed on time and cannot be kept late for detention or any other reasons. The children will be going to Park Place on a regular schedule to swim and use other Park Place amenities. You will receive notification of the schedule from staff.

STAFF

Each program has a Director. Tracy Kelly is returning as the Director of Pre K Kare Klub. Cathy Talent is returning as the Director of Afterschool Club. The Afterschool Club Program has an Assistant Director, Deb Sylvester, who assists the Recreation Manager with program payments.

EMERGENCY FORMS

Each child **must have an Emergency Form, with a current photo attached, on file before they can participate.** This form will provide the Program Instructors with information on how you can be contacted or who to call in an emergency. Please remember to keep the emergency forms updated as numbers change throughout the course of the year.

BEHAVIOR

The same behavior is expected of Group Care participants that is expected at school. The program staff will discipline each child as necessary, using techniques such as apologies, time-outs, sitting out of an activity or activities. The program staff will also keep parents informed and ask for their cooperation with discipline as problems arise.

In addition the staff will use the following methods.

- 1st offense-** Staff will inform parents of child's verbal warning.
- 2nd offense-** Staff will write the child up, in the form of an incident report and that staff member will discuss the situation with the parent.
- 3rd offense-** Staff will write the child up, and the incident will be discussed with that staff member, or the Program Director and parent.
- 4th offense-** Staff will write the child up, giving the child their 3rd written write-up, causing the staff member, Director, Program Supervisor and parent to meet and discuss the child's future participation in the program.
- .5th offense-** Should the child be allowed to continue in the program and receive a 4th write-up, the child's participation will terminate from the program upon the completion of that day.

The following offenses will serve as cause for action:

- Usage of foul or vulgar language toward another participant or staff.
- Endangerment to the safety and well being of the other participant, staff and general public surrounding the program. (This includes, but is not limited to hitting, kicking, biting, choking and serious rough play.)
- Intentional abuse or misuse of program equipment, other participant 's personal property or facilities. (Please note that any costs incurred due to damage of equipment or facilities will be invoiced to the offending child 's parents.
- Blatant disrespect and disobedience to other participants, staff and the general public.
- Theft of other participant 's, staff' s or program 's property or personal belongings.
- Bullying or threat of harm to individuals or immediate family members

Please understand that we establish this policy for our own protection. We do not want to remove children from the program. We will work with the parent and the child to the best of our ability to correct and deal with any problem. The Park District reserves the right to dismiss a child from the program if an act is deemed severe in nature.

PICK UP PROCEDURES

All children must be picked up by the designated program ending time (Pre-K is 3:30 p.m.) and (ASC is 6:15 p.m.) or any time before. The Emergency Form

also includes a list of who your child can be picked up by. Participants will not be released to anyone not listed on the form without special permission (preferably in writing). Please do not be offended if a staff member asks who you are or for identification - they are only looking out for the safety of your child.

EARLY DROP OFF & LATE FEES

Early drop off (Breakfast Club) and late pick-up fees (Pre-K and ASC) will be assessed for children that are dropped off/picked up outside the normal program hours of 7 a.m. drop off for Breakfast Club, 3:30 p.m. pick up for Pre K-Kare Klub and 6:15 p.m. pick up for Afterschool Club. Your first early drop off/late pick-up is complimentary. If a second occurs you will be charged \$15 per child, any other offenses will be \$20, per child. If 5 or more offenses occur, dismissal from the program is possible. The penalty fees should be paid on the next payment to the program. The check should be made payable to the Streamwood Park District. If the fee is paid more than one payment after it is assessed, an additional service charge will be added.

ABSENTEES

If your child will be absent from the program, we request that you notify the Hotline at 630-483-3733 by 6:30 a.m. for Breakfast Club, 10 a.m. for Pre-K and 1:30 p.m. for Afterschool Club. A \$15 no call fee will be charged to parents who do not call their child in absent. This is very important for the bus pick up. No refunds or credits will be given for sick days or absent days from the program.

If your child comes down with a communicable disease (chicken pox, head lice, etc.), please contact the ASP Director or the program staff immediately for the health and safety of others. The child may not return to the

program until the communicable disease is clear or past the contagious stage. Program staff will notify the parents of the other participants.

SNACK

The children will have a breakfast or snack and drink each day. We are a peanut free program. Occasionally a special treat may be served to celebrate a special day. Parents need to list all food allergies (not food preferences) on their child's Emergency Form. If a child has additional food allergies besides peanuts, thus limiting what snack foods may be eaten, a list of safe snacks may be requested from the parent. A doctor's note confirming details of the food allergies may also be required. If a list of safe snacks is not provided by the parent, the staff will ask the parent to provide an appropriate snack for their child each day that they attend.

ACTIVITIES

The participants of our Group Care Programs will participate in a wide variety of activities. They may chose from activities such as arts and crafts, sports, board games, reading, drawing, and more. The staff will also offer the opportunity for the children to do their homework. The program provides great opportunities for the children to meet new friends from other schools, socialize, and refine social skills.

COMMUNICATION

Informational letters or flyers will be distributed on an as needed basis, in addition to a monthly calendar and newsletter. At any time that a parent has any questions or comments, they are encouraged to speak with the Program Director. We do ask, however, that you do not call program staff during program hours for a lengthy conversation. Please arrange for another time before or after the program to speak with the Group Care staff so as not to distract them from their

responsibilities. All arrangements should be made through Program Director. If you have a problem or issue with another child in the program, please speak with a program staff member first. **Do not approach a child to discuss this problem or issue on your own with the other child**

SWIMMING

The Afterschool Club program, will be swimming at Park Place every Friday starting in September and continuing through Mid-May. Swimming will take place during the regular open swim hours of 4-6 pm. In addition to the program staff, there are certified lifeguards supervising the children in the pool. Of course, on swim days, the children will need to bring their swim suit and towel. Although no child will be forced to swim, they must accompany the group to the pool area and bring something to do (example: homework, book to read, color, etc.).

FIELD TRIPS

The programs may occasionally take a field trip away from the Community Center. A notice will be sent home in the Parent ' s Packet or an additional flyer will be sent home prior to the trip. When your child is attending a trip, please do not send any additional money unless it is specified that it is approved to do so.

DRESS PROPERLY

Program participants will be going outside as often as possible. Please provide your child with proper clothing for the weather.

Children must wear gym shoes when participating in activities in the gym. Please be sure your child is wearing gym shoes or has proper shoes with them so they can participate in all activities.

PERSONAL ITEMS

The Park District is not responsible for lost, missing, or stolen items. Please mark your child's outerwear and school bags with their name so it may be returned to the proper person if found. A lost and found box will be kept throughout the school year. Items in the lost and found box will be kept for a maximum of 2 months. After this time, all unclaimed items will be donated to charity or discarded.

SPECIAL NEEDS

If your child has any special needs, please contact Cindy Babicz, Recreation Supervisor at 630-483-3730 by the time your child starts so special arrangements can be made.

PAYMENTS

Payment options are monthly or bi-weekly. Payments must be made **by the respective Wednesday**. These payments should be placed in the payment box when your child is picked up. Payments received after the indicated due date will automatically require an **additional late fee of \$5.00 per child**. If the late fee is not paid by the next payment cycle, the fee will be doubled. Upon a 2nd cycle in which late fees or any other additionally incurred fees are not paid, your child will be suspended from participation in the program until all outstanding payments are brought current. All **checks should be made payable to Streamwood Park District**. Refunds will not be given for days absent. Please contact Cindy Babicz to inquire about your situation.

All payments must be made at the Community Center only. No payments will be taken at Park Place. All payments must be for the full amount, including any

Any payments made by a personal or business check that is returned to the Park District as an NSF or any other reason will incorporate a \$25 NSF / RETURN fee to be paid by the issuer.

PART-TIME PAYMENT POLICY

For those who attend part-time, there will be a three day per week minimum payment required. The minimum payment required is \$51 regardless of whether the child attends three days or less per week. If there are days off scheduled in the U-46 school calendar, the required minimum payment and weekly fees will be reduced accordingly.

<u>Days Attending</u>	<u>ASC & Pre-K Payment</u>	<u>ASC Addition</u>
5	\$90	\$50
4	\$72	\$40
3	\$54	\$30

Breakfast Club payments are \$7 per day.

All children must be set to a regular attendance schedule. This may not alter without ample notice or permission from Program Director. If a child is scheduled to attend four days and only comes for three days, the family of that child or children is still responsible for the full payment of their normal week schedule of the four days. If the week is shortened by the U-46 school schedule, then families are only responsible for the payment as adjusted to meet the weekly school schedule.

The Park District does not hold spots in any of the Group Care Programs, except for a medical leave, which is to be determined on a case by case basis. If your child is unable to attend the program for any reason, in order to hold a spot payment must be continued.

OFFICE HOURS

The Streamwood Park District administrative hours and Community Center hours are Monday-Friday, 8:30 am to 4:30 pm. Park Place registration hours are Monday-Thursday 8:30 am to 7:00 pm, Fridays from 8:30 am to 4:00 pm, and Saturdays from 9:00 am to 1:00 pm. Park Place program registrations are taken at the lower level counter.

No payments may be made at Park Place

STREAMWOOD PARK DISTRICT

PHONE NUMBERS

Cindy Babicz, Recreation Manager - 483-3730

Afterschool Club Room and Voice Mail - 483-3733

- Cathy Talent, ASC Director
- Tracy Kelly, Pre-K Director
- TBD, Breakfast Club Director

Fax - (630) 550-5256

FACILITY ADDRESSES

Administrative Office/Community Center

777 S. Bartlett Road

Streamwood, IL 60107

Park Place

550 S. Park Blvd.

Streamwood, IL 60107

Streamwood Park District Group Care
Confirmation Letter

Please print and complete all sections

I, _____, have read the Group Care Parent Manual and Behavior Guidelines. I have discussed with my child(ren) his/her responsibilities in the program. I have read and understand the following:

- Daily late fee if my child(ren) are not picked up by 6:15 p.m.
- Daily fee for “No call in” if your child will be absent
- Procedure for pick-ups, sign/out
- Procedure for school cancellations due to inclement weather

Parent/Guardian Signature

Date

I/we have read and understand the Behavior Guidelines that were established by the Streamwood Park district to ensure a safe and enjoyable environment for all participants. We agree to follow the behavior guidelines.

Participant Signature

Date

Participant Signature

Date