



# FUNTIME



Bourbonnais Township  
PARK DISTRICT

# BEFORE & AFTER SCHOOL PROGRAM



# BOURBONNAIS PARENT HAND BOOK

FUNTIME Before and After School  
Parent Hand Book

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### **BEFORE School**

FUNTIME Before School is designed to give students from Bourbonnais a place to go before school. Children will experience low key activities, table games and have time to eat breakfast.

### **AFTER School**

FUNTIME After School was designed to give students from Bourbonnais a place to go after school. Children will experience organized activities, free play, crafts, homework time & assistance, and a snack. All activities will be well planned and supervised. Each Friday will have an end of the week celebration. Participants attending a Bourbonnais school will be transported by the Bourbonnais School District to Bethel Baptist Church, with the exception of Noel LeVasseur participants. Noel LeVasseur participants will walk or in the case of inclement weather, be transported by BTPD staff. All participants are to be picked up no later than 6:00 p.m. by parents, guardians, or those specifically designated by the parents or guardians. Please have I.D.'s ready. This program will take place every day after full or early dismissal days, excluding holidays.

**\$10.00 non-refundable Registration Fee required for one or both programs.**

### **FUNTIME Before and After School Philosophy**

The FUNTIME Before and After School Program offers children the opportunity to experience and participate in a wide variety of activities before and after school. All will take place in a safe, supervised and well-organized setting.

### **ALL ACTIVITIES PARTICIPATED IN WHILE AT THE BEFORE & AFTER SCHOOL PROGRAM ARE PLANNED TO HELP CHILDREN ACHIEVE THE FOLLOWING GOALS:**

1. To develop skills and knowledge in leisure activities including sports, arts & crafts, and games.
2. The development of social skills and respect for others.
3. To assist in the development of a positive self image.
4. To receive assistance on homework assignments or test and quiz studies.
5. To Have FUN!!!

### **AGENCY MISSION**

"The Bourbonnais Township Park District is committed to providing outstanding parks, facilities, and leisure opportunities utilizing the environmental, historical and educational resources of the community as well as dedicated staff, sound management and community involvement."

### **TARGET MARKET**

These programs are set up for children ages six through ten years or those in grades first through fifth grade. **Children must attend a school in Bourbonnais Elementary School District #53.**

### **BEFORE SCHOOL FEES**

Residents: \$3 a morning/child

### **AFTER SCHOOL FEES**

Residents: \$8 a day/child

*Resident 30-day discounts – Buy 30 days in advance for \$195 (that's only \$6.50 per visit!) Save \$45*

*No cash or check refunds on 30-day cards, your accounts may be credited.*

You must pre register for both services 3 business days before the first day of services. All proper forms must also be turned in before services begin. Once registered and all paperwork is turned in, this is a day by day service. Payments will be collected daily when children are dropped off or picked up. *The BTPD will hold on to the punch cards to help eliminate confusion.* **Balances must be paid in full daily in order to continue receiving services.**

If balances are not paid the following actions will be taken:

- The child/children will be unable to return to the program.
- Households will be unable to register for **ANY** BTPD programs.
- A **\$5 a day late fee** will be applied to the balance until balance is paid.

### **LATE PICK- UP FEES**

When children are picked up past 6:00 p.m. **there will be \$1 per minute charge.** The \$1 per minute charge will take effect after 1 written warning has been issued per family. The BTPD does reserve the right to dismiss the written warning and immediately charge the late fee in severe cases. Payment must be made on the following attended day. The child will not be able to return to the program until the balance is paid. Please refer to the fees section of the hand book. Children who are picked up late more than four times will be asked to leave the program.

### **EARLY DISMISSALS**

The BTPD will offer after school on early dismissal days. The BTPD will follow the same procedure when picking up or getting participants from the bus. *It is very important to communicate with the school and the BTPD on these days regarding the attendance of your child. No call fees will be applied on early dismissal days as well.*

*Fees: Residents*

\$21/child- Dismissed before 11:30 a.m.

\$16/child- Dismissed before 12:30 p.m.

\$13/child- Dismissed between 12:30 – 2:00 p.m.

\$8/child- Dismissed after 2:00 p.m.

**Punch cards can be used on early dismissal days. Your cards will be punched accordingly and you will then pay the difference.**

**\*\*Remember, one punch is \$6.50.**

### **BEFORE SCHOOL ATTENDANCE**

Communication between the BTPD and the parent is very important. Please supply the BTPD with a schedule of days your child/children will be attending. In the event the child/children will not be attending, please call (815) 933-9905 ext. 236 to let us know. After hours please leave a message. This keeps our staff informed of the number of children that need to be accounted for. Bourbonnais participants must be dropped off no later than 7:35 a.m. This is very important so all participants can get to school on time.

### **AFTER SCHOOL ATTENDANCE**

Communication between the BTPD, the participant's school, and the parent is very important. **You as the parent or guardian MUST let the school know that the park district is picking up your child.** The school will not allow your child to leave with us if you have not notified them of your involvement in our program. If a child attends this program regularly, for example, Monday - Friday or Monday, Wednesday, and Friday, the BTPD and the child's school only need to be informed that the child will **not** be attending the program. If this program is only used as a back up and the child does not attend regularly, the BTPD and the schools only need to be informed when the child **will** be attending. Please call the BTPD before 1:30 p.m. if your child is scheduled to attend and they will not be here. **No Call Fee:** *In the event that the BTPD does not receive a call announcing the absence of a child, and the BTPD attempts to pick up the child, there will be a \$3.00 service charge applied. The Balance will be collected the following attended day. The child will not be able to return to the program until the balance is paid.*

This procedure is very important due to the fact that BTPD will be responsible for all program participants. The staff need to know whom they are to be picking up or should be expecting to arrive. The BTPD can be reached by calling **1-815-933-9905 Option #1. PLEASE PUT US ON YOUR MORNING CALL LIST!**

### **HOLIDAYS & SCHOOL BREAKS**

FUNTIME Before and After School Program will NOT meet on the following holidays or school break days.

- Teacher Institute Day- August 18
- Labor Day-September 1
- Teacher Institute Day- October 10
- Columbus Day- October 13
- Parent Teacher Conference- October 31
- Veteran's Day- November 11
- Thanksgiving Holiday- November 27 & 28
- Winter Break- December 22-31, January 1&2
- Teachers Institute- January 16
- Martin Luther King Holiday- January 19
- President's Day- February 16
- Pulaski Day- March 2
- Spring Break- April 10-17
- Memorial Day- May 25

- Teachers Institute- May 27

**\*\*THE BTPD OFFERS A SCHOOL BREAK DAY PROGRAM FOR SOME OF THE HOLIDAYS LISTED ABOVE. INFORMATION AND REGISTRATION FOR SCHOOL BREAK DAY PROGRAMS CAN BE OBTAINED AT ANY OF OUR FACILITIES.**

#### **BEFORE SCHOOL BREAKFAST**

The BTPD wants to make sure that all children go to school with the energy they need. Parents can send a breakfast or the BTPD will provide one for \$1.00. Please communicate with BTPD staff regarding your child and breakfast each morning. No child will leave the program without breakfast. Parents will be billed for any breakfasts that are distributed.

#### **AFTER SCHOOL SNACK**

The BTPD believes in promoting a healthy lifestyle. A daily nutritional snack will be provided excluding Friday's. On Fridays children will have a "Fun" snack to correspond with the end of the week celebration.

#### **LUNCH**

If lunch is not offered at school, please send one with your child. A lunch can be purchased from the BTPD for \$3.00. Lunch must be paid for in advance. The charge for not **prepaying** for lunch is **\$5.00** and the lunch will consist of a sandwich, a side, a pudding cup, and juice.

#### **SNOW DAYS**

As long as the BTPD is OPEN the following procedures can be followed in the event of a snow day or an early dismissal due to snow.

- If school is closed due to snow before school starts, children can be dropped off at the Recreation Station. Please send a lunch with your child on these days. Lunch will not be available to purchase on these days. Children must be picked up by 6:00 p.m.
- If school is closed early due to snow the BTPD will pick up children from school only when notified to do so. In other words, if we do not receive a phone call stating that your child needs to be picked up, we will assume that alternate plans have been made and your child is not attending our program. Due to the severity of the weather we need to make sure both your children and our staff are safe, so we will only travel on these days where we are needed. Children must be picked up by 6:00 p.m.
- If the weather is bad and you are running late picking up your children, please call the park district and have alternate arrangements made to pick up your children. We need to make sure that you, your children, and our staff all make it home safe.

*The BTPD reserves the right to close its facilities at any time due to weather. In the event that the BTPD closes, while children are present, parents will be notified and children will need to be picked up within the hour. Please have alternate arrangements to pick up your children if you work out of town.*

## **PARENT INFORMATION**

### **PARENT RESPONSIBILITIES**

Parents of participants are responsible for providing the following:

- Maintaining appropriate and timely payment of fees.
- Contacting the Park District if your child will be absent.
- Communicating your child's needs to the staff.
- Picking up your child on time.

### **PARENT COMMUNICATION WITH CHILDREN**

Any parent who attempts to talk to a child other than his or her own child regarding that child's behavior or a program, will be dismissed from the program. IF there is a problem between two children, the parent should bring it to the attention of the Before and After School coordinator or Recreation Supervisor of the FUNTIME Before and After School Program. Only the Bourbonnais Township Park District is permitted to discipline or question a child in their care.

### **CHANGE OF INFORMATION**

If a parent has changes for any pertinent information, such as home, work, or cell numbers, address or adding another person to your pick-up list. The BTPD staff must be notified of the changes. Only the legal custodial parent/guardian who completed the original registration forms can sign and authorized these changes.

### **CHILD CARE STATEMENTS**

Receipts are issued for payments when payment has been made. If you should need A "Year-End Childcare Expense statement" please contact the Perry Farm House Administrative Office. Statements will be available by January 31.

### **DEPENDENT CARE EXPENSE STATEMENTS/FLEXIBLE SPENDING ACCOUNTS**

The FUNTIME Before and After School Program Recreation Supervisor or the Before and After School Coordinator are the only people who may sign your completed dependent care statements. The Recreation Supervisor and Coordinator are located at The Recreation Station, 770 E. Franklin, Bradley. To have the form completed, any of the following options may be used:

Give the front desk the form by Monday of any week, and the form will be taken to the Recreation Supervisor or Coordinator, SIGNED, and returned to the parent by Friday, of that same week.

The form may be mailed or faxed to:

Bourbonnais Township Park District  
Attn: FUNTIME Before/After School Program.  
770 E. Franklin  
Bradley, IL 60915  
Fax # (815)935-2645

### **CONCERNS/PROBLEMS**

Any issues your child has at school or home may affect behavior during the FUNTIME Before and After School Program. Please keep BTPD Staff informed of any unusual circumstances so we can be sensitive to your child's needs. The staff strives to work with each family and school as a team. Open communication is vital to accomplishing this goal.

### **SUSPECTED ABUSE OR NEGLECT**

In accordance with the procedures set forth in the Abused and Neglected Reporting Act, The Bourbonnais Township Park District staff, having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child, shall immediately report the matter to their supervisor. Chain of command will be followed and the proper authorities will then be notified.

### **CONTACT INFORMATION**

The Bourbonnais Township Park District can be reached by calling (815)933-9905. Tonia Zens, Recreation Supervisor of the FUNTIME Before and After school Program can be reached by calling (815)933-9905 ext. 234. Tammy Marcotte, Before and After School Coordinator of the FUNTIME Before and After School Program can be reached by calling (815)933-9905 ext. 232

### **BUSSING/TRANSPORTATION**

Bourbonnais School District – *Before School* - Bourbonnais children will transported by the BTPD to school. *After School* – Bourbonnais School District will transport all participants from Alan Shepard, Shabbona, and Liberty Schools to Bethel Baptist Church. Noel LeVausser participants will be picked up by FUNTIME Before and After School Staff and walked to Bethel Baptist Church. The BTPD midbus/van will be used during inclement weather for pick up and drop off.

### **OUTSIDE PLAY**

Please have your child dress appropriately for the weather. We do go outside (25 degrees + warmer) and the children should be comfortable for outside play. Gloves, hats and scarves should be marked for easy identification. A doctor's note is required for a child to stay inside. Our program is not able to provide one-on-one care for your child. For restriction longer than three (3) days please contact Tammy Marcotte at (815)933-9905 ext 232.

### **ILLNESS**

The Bourbonnais Township Park District has the right to refuse any child who is ill or has a fever. If a child becomes ill during the program, i.e. fever/vomiting, a parent will be notified and asked to pick-up the child immediately. If the parent is unavailable, an emergency contact will be called. a child must be fever-free without the use of Tylenol and/or taking antibiotic for 24 hours before returning to the program. A child may not return to the program until the following day after vomiting. In case of contagious disease, **please contact the FUNTIME Before and After school Program staff immediately.** All parents at that site will be notified as soon as possible. Your cooperation is appreciated.

## **PERSONAL BELONGINGS**

### **TOYS**

The Bourbonnais Township Park District does not allow participants to bring toys and electronic devices from home. Items brought from home may become lost or damaged. The BTPD will not be responsible for any toys OR ELECTRONIC devices brought from home.

### **CELL PHONES**

Cell phones are not permitted at the BTPD. IF your child is caught with a cell phone it will be confiscated and returned to the parent at the end of the day. Continued abuse of this policy will result in disciplinary action being taken.

### **SKATEBOARD/SCOOTERS/ROLLER BLADES/HEELIES**

Skateboard/Scooters/Roller blades/Heelies or any type of shoe with wheels are not permitted at the FUNTIME Before and After School Program. Skateboards/scooters and rollerblades will be kept with staff for safe keeping. Participants caught with wheels in their shoes will have their wheels confiscated. Wheels will be returned to parents at pick-up.

### **WEAPONS/LOOK- ALIKES**

Weapons/look- alike are strictly prohibited. Any participant caught with a weapon will be disciplined accordingly, including but not limited to removal from the program.

***FAILURE TO FOLLOW THESE GUIDELINES CAN RESULT IN DISCIPLINARY ACTION,  
INCLUDING BUT NOT LIMITED TO REMOVAL FROM THE PROGRAM.***

### **LOST AND FOUND**

Please label all garments that can be removed by your child with their last name. Any item found at the sites will be kept for 30 days. After that time, any unclaimed items will be donated to charity. The BTPD is not responsible for any lost or stolen items.

### **BEHAVIOR MANAGEMENT GUIDELINES:**

The FUNTIME Before and After School Program promotes positive behavior and good decision making. Guidelines for behavior management are established to help create a system for dealing with inappropriate behavior at the Before & After School program. Behavior deemed inappropriate can be offensive or abusive language, aggressiveness toward other participants or staff, uncooperative behavior or other actions disruptive to program activities. Staff is instructed to use the following corrective actions, depending upon the severity and consistency of the behavior:

1. Warning to stop behavior
2. Withdrawal of privileges or participation in activity or time out from activity.  
Discussion of inappropriate behavior with the child or children involved.
3. Complete removal from activity and parent notification.
4. Complete removal from the program.

In cases of behavior that is severely disruptive or when our participants' safety is an issue, parents will be contacted to help correct the situation. Parent cooperation in correction of the behavior will be expected and appreciated. Prolonged misbehavior may result in child's dismissal from the program. *For more details on our behavior policy, please see attached policy.*

### **BTPD Rec Buck Incentive Program**

The Rec Buck program is used in the After School program to help promote positive behavior and good decision making. Each day a child attends the program, they are given a \$1 "Rec Buck", which they work to keep. The participants have an opportunity to earn additional Rec Bucks. At the end of each month an auction takes place and the participants have an opportunity to "purchase" items up for auction as a reward for their positive behavior. In the event of negative behavior the children can lose their Rec Bucks. A huge auction takes place at the end of the school year. The participants can chose to save or spend their money each month.

### **LEAVING OR RUNNING AWAY FROM THE BTPD**

In the event a child leaves or runs away from any BTPD program the following steps will be taken. Staff encourages the child to return voluntarily.

If the child leaves

- The police are called to locate the child because FUNTIME Before and After School staff are unable to leave
- The parents are contacted
- A Behavior Report is filled out.
- The second time a child leaves or runs away from Before or After school they are given a one week suspension.
- The third time results in removal from the program.

Policy Number:

**Page 1 of 1**

*Bourbonnais Township Park District*  
**Board Policy Manual**

Policy Name: **Behavior Policy**

Date Approved:

Last Revision:

Date Rescinded:

### **Policy Statement**

It is the policy of the Bourbonnais Township Park District to provide safe and wholesome programs, parks and facilities for our residents and guests. The Behavior Policy has been established to help fulfill this mission. This policy is applicable to all staff, volunteers, participants and spectators to help us in our effort to provide the best possible environment to enjoy our park district activities

### **Policy Direction/Specifics**

The following items are considered specific; limiting factors associated with this policy and shall

be assigned to corresponding procedures as developed:

1. EQUAL ACCESS: Program participants, facility guests, spectators and staff shall not be denied equal access to programs, activities, services or benefits, or be limited in exercise of any right, privilege, advantage or opportunity on the basis of race, sex, creed, national origin or disability.
2. BEHAVIOR GUIDELINES: Participants, facility guests, spectators and staff are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make park district activities safe and enjoyable for everyone involved. Additional rules may be developed for particular activities as deemed necessary by staff.

Participants, facility guests, spectators, and staff shall:

- a) Show respect to all participants, facility guests, spectators, and staff. They shall also be expected to take appropriate direction from staff assigned to supervise the event or activity.
  - b) Refrain from using abusive or foul language.
  - c) Refrain from causing bodily harm to self, other participants, facility guests, spectators, or staff.
  - d) Show respect for equipment, supplies and facilities.
  - e) Not engage in any gang-related activities including the display or possession of gang-related symbols, the use of hand signals, soliciting membership, intimidating or threatening behavior, wearing or displaying any gang colors, head-gear, and/or clothing identified with gang activities, etc.
  - f) Follow all park district ordinances and program/building/facility rules. These include, but are not limited to, any and all rules regarding smoking, alcohol, bringing refreshments into facilities, etc.
3. DISCIPLINE: The Park District applies a caring and positive approach in maintaining appropriate behavior at activities and facilities. Therefore, staff will apply a positive approach to discipline of any activity participants. Staff will periodically review rules with participants, facility guests and spectators during the activity and/or program session(s). If inappropriate behavior occurs, prompt resolution will be sought specific to each individual situation as per the attached Guidelines. The Executive Director reserves the right to combine or delete any of the guidelines which he/she may deem as necessary in order to ensure safety and abate any nuisance.
  4. PROCEDURE: Upon registration or entry into the activity or facility, the parent/guardian should notify the Park District of any special accommodations needed. Staff will make reasonable attempts to utilize these accommodations in the program.

**BTPD EVERYDAY RULES:**

- Keep hands and feet to yourselves.
- Respect other participants and program supervisors.
- Listen with closed mouths when program supervisors are talking.
- ALWAYS clean up after yourself! Put all your materials away when finished.
- Walk in the hallways.
- Shoes must be kept on at all times.
- Say Please and Thank You.
- ABSOLUTELY no fighting.

**FORMS**

**EMERGENCY PICK UP FORM**

Please be sure to fill out an Emergency Pick up Form located in the back of the packet. Be sure to give us an **IMMEDIATE** emergency phone number, along with a list of people who we can contact for emergencies in the case you are not available. Also, the Emergency Pick up List is used when picking up your child. Only the individuals listed on the form will be allowed to pick up your child. Please be sure to bring your ID along as staff will be checking them to ensure you or any other individual is on the list.

**HEALTH AND MEDICAL HISTORY FORM**

This form is also located in the back of the packet. Please fill out the form precisely and with any pertinent health or medical information we may need to know about your child. This just helps us to continue to be sure your child is getting the proper care required.

**VEHICLE PERMISSION SLIP**

Please fill out this form, also in the back of the packet. This gives the BTPD permission to transport your child in a BTPD vehicle to or from a BTPD facility to another BTPD facility or a school.

**INFORMATION ACKNOWLEDGEMENT**

This form lets us know you have read, understand, and agree to the terms in the parent handbook.

**PLEASE BE SURE TO TURN IN THE EMERGENCY PICK UP FORM, HEALTH AND MEDICAL HISTORY FORM, VEHICLE PERMISSION SLIP, INFORMATION ACKNOWLEDGEMENT, AND SCHOOL INFORMATION AT THE TIME OF REGISTRATION.**

**MEDICATION ADMINISTRATION**

Your child's medication administration can be overseen in the morning or afternoon; we do have forms that can be filled out by you and your doctor. Please remember this is a case by case basis and we have the right to not oversee medication administration. This must be approved by the Recreation Supervisor and the forms must be completely filled out by you and your doctor before the medication process can begin. Please see the front desk for the proper forms.

FUNTIME Before and After School  
Parent Hand Book

The following schedules are an example. Schedules will vary due to the time that your child is released from school. All elements in each schedule will be provided.

**BEFORE SCHOOL DAILY SCHEDULE:**

7:00 a.m. – Kids arrive

7:00 – 7:50 a.m. – Breakfast served/Low Key Activities

7:35 – 7:50 a.m. – Bourbonnais students leave for school (Dependent on which schools must be transported.)

8:05 a.m. – Bradley students walked to Bradley East

**AFTER SCHOOL DAILY SCHEDULE:**

*(TENTATIVE)*

As kids arrive – 4:00 pm: Wash Hands/Go over rules

4:00 pm – 4:15 pm: Snack Time (provided)

4:15 pm – 4:45 pm: Homework Time (assistance from staff)

4:45 pm – 6:00 pm: Arts and crafts, organized games, free play, etc.

**AFTER SCHOOL T.G.I.F. CELEBRATIONS:**

*(TENTATIVE)*

As kids arrive – 4:00 pm: Wash Hands

4:00 pm – 4:15 pm: Special Snack (will go along with the party theme)

4:15 pm – 4:45 pm: Special Craft (will go along with the party theme)

4:45 pm – 6:00 pm: Organized games and activities (will go along with the party theme)

*Please remember that T.G.I.F. celebrations will serve as a reward for the children.*



**FUNTIME Before & After School Program**  
***Information Acknowledgement***

**PLEASE TAKE THE TIME TO REVIEW THE MATERIALS PROVIDED. THIS SIGNED MEMO WILL SERVE AS YOUR ACKNOWLEDGEMENT YOU HAVE READ AND UNDERSTAND THE POLICIES AND PROCEDURES OF THE FUNTIME BEFORE AND AFTER SCHOOL PROGRAM. IT IS YOUR RESPONSIBILITY TO SEEK ADDITIONAL INFORMATION AS NEEDED.**

If you have questions concerning the program please direct them to us by calling (815) 933-9905.

Participant: \_\_\_\_\_ D/O/B: \_\_\_\_\_

DATED: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

DATED: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

BTPD Staff Signature: \_\_\_\_\_

**WELCOME TO THE  
BOURBONNAIS TOWNSHIP PARK DISTRICT**

FUNTIME Before and After School  
Parent Hand Book



**BTPD SCHOOL INFORMATION**

Please fill one form out for each child

**CHILD'S NAME:** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_ **TEACHER:** \_\_\_\_\_

**SCHOOL START TIME:** \_\_\_\_\_ **DISMISSAL TIME:** \_\_\_\_\_

**WEEKLY ATTENDANCE SCHEDULE**

Please check the days that your child will be attending the Before or After School Program.

<b>Before School</b>					
Name	Monday	Tuesday	Wednesday	Thursday	Friday

<b>After School</b>					
Name	Monday	Tuesday	Wednesday	Thursday	Friday

**Acceptable Use Agreement  
Bourbonnais Township Park District**

At the Bourbonnais Township Park District, our students have access to many valuable instructional technology tools as well as internet access. Our goal is to allow students to utilize these electronic resources to enhance their educational/recreational goals.

The Bourbonnais Township Park District has taken precautions to ensure that participants are using the internet and other electronic equipment for age appropriate means. The use of all electronic equipment will be supervised at all times. However, we cannot guarantee that participants will refrain from locating inappropriate material. Please review the following guidelines and sign below.

- Participant's use of technology must be age appropriate.
- Participants will respect and show proper care and handling of all equipment.
- Participants will not attempt to bypass parental controls in place on computers.
- Participants will observe all copy-right laws.

Print Participant's Name: \_\_\_\_\_

Participant's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_