



Bourbonnais Township
P A R K D I S T R I C T

EARLY MORNING ROUND UP
PLAY AND LEARN
AFTERNOON ADVENTURE
PARENT HAND BOOK

PROGRAM TITLE: EARLY MORNING ROUND UP, PLAY AND LEARN AND AFTERNOON ADVENTURE

Children will experience organized activities, free play, crafts, and a snack. All activities will be well planned and supervised. Participants attending a Bradley or Bourbonnais school or a private school will be picked up by BTPD staff in a park district vehicle. All participants will be picked up no later than 3:00 p.m. (Play and Learn) or 6:00 p.m. (Afternoon Adventure) 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 a full or early dismissal days, excluding holidays.

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

This program is set up for children ages three through five years or those in kindergarten. **Children must attend to a school located in Bourbonnais Township.** *If children live out of district but attend a school located within Bourbonnais Township, they can still attend the program, they would then pay the non-resident fee (Limited on BTPD vehicle availability).*

STAFF

Our Early Morning Round Up, Play and Learn and Afternoon Adventure Programs are staffed with experienced and qualified teachers. All staff is required to go through Criminal Background Checks. Also, all staff has participated in pre-program training, orientation, and are CPR & First Aid Certified.

You must pre register before you are able to use this service. Once registered this is a day by day service. Payments will be collected daily when children are dropped off.

FEES

EARLY MORNING ROUND UP 7:00-8:30 A.M.

RESIDENTS: \$3 A MORNING/CHILD

NON-RESIDENTS: \$5 A MORNING/CHILD

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. No child will leave the program without breakfast. Parents will be billed for any breakfasts that are distributed.

Play and Learn 8:30-12:30 p.m. or 11:00-3:00 p.m.

Residents: \$12 a day/child

Non-Residents: \$15 a day/child

Resident 30-day discounts – Buy 30 days in advance for \$315 (that's only \$10.50 per visit!) Save \$45

Non-resident 30-day discounts – Buy 30 days in advance for \$405 (that’s only 13.50 per visit!) Save \$45

AFTERNOON ADVENTURE 3:00-6:00P.M.

Residents: \$8 a day/child

Non-Residents: \$10 a day/child

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

Non-Resident 30-day discounts – Buy 30 days in advance for \$255 (that’s only \$8.50 per visit!) Save \$45

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

You must pre register before you are able to use this service. Once registered this is a day by day service. Payments will be collected daily when children are picked up. *The BTPD will hold on to the punch cards to help eliminate confusion.* Balances must be paid off in order to continue the service.

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/minute charge after 6:00 p.m. The \$1/minute charge will take effect after 2 written warnings have been issued per family. The BTPD does reserve the right to dismiss the written warnings and immediately charge the late fee in severe cases. Payment must be made 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 on page 3.

Children who are picked up late more then four times may be asked to leave the program.

ATTENDANCE

CHILDREN MUST BE REGISTERED BY 2:00 P.M. THE DAY BEFORE THEY ARE TO ATTEND THE PROGRAM OR WITH APPROVAL FROM THE SUPERVISOR.

Communication between the BTPD, the participant’s school, and the parents is very important. 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. *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 picking up participants. They need to know whom they are to be picking up. The BTPD can be reached by calling 933-9905 ext. 1.

EARLY DISMISSALS

The BTPD will offer this program on early dismissal days. The BTPD will follow the same procedure when picking up the program participants. *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.* If lunch is not offered at school, please send one with your child or one can be purchased from the BTPD for \$2.25. They will receive snack each afternoon.

Afternoon Adventure

Fees: Residents

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

Non-Residents

\$9/child- Dismissed after 2:00 p.m.

If needing an earlier time, play and learn programs are available.

Play and Learn-If your child attends kindergarten and there is an early dismissal, your child will be picked up/dropped off at the early time. The fee will be the same.

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.
- 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.

BUSSING

Bradley School District – Early Morning and Afternoon Adventure participants will be dropped off/ picked up by a BTPD site supervisor and walked to the Recreation Station. Play and Learn participants will walk or be picked by a park district vehicle.

Bourbonnais School District, Maternity, St. Joe's, these participants will be picked up in a park district vehicle driven by a qualified BTPD site supervisor. In order to be picked up by the Park district's vehicle, participants must attend the program at least two days per week on a consistent basis due to limited availability.

SNACK: PLAY AND LEARN/AFTERNOON ADVENTURE

A daily nutritional snack will be provided.

Lunch

Your child can be served a well-balanced meal for \$2.25 per day when enrolled in Play and Learn. Menus will be sent out at the beginning of the month. Any child, who does not have a lunch, will be given one with the cost going on the parent's account. If this occurs often, the child may be asked to leave the program. It is important to have an accurate number to provide lunches.

Program Philosophy and Goals:

Afternoon Adventure and Play and Learn offers children the opportunity to experience and participate in a wide variety of activities, including but not limited to, games, free play, special events. All will take place in a safe, supervised and well-organized setting.

PLANNED TO HELP CHILDREN ACHIEVE THE FOLLOWING GOALS:

ALL ACTIVITIES PARTICIPATED IN WHILE AT THE PROGRAMS ARE

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 Have FUN!!!

BEHAVIOR MANAGEMENT GUIDELINES:

Guidelines for behavior management are established to help create a system for dealing with inappropriate behavior at the BTPD. 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.

BTPD EVERYDAY RULES:

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

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.

DAILY SCHEDULE: AFTERNOON ADVENTURE
(TENTATIVE)

3:00 pm – 3:30 pm: Arrival/ Free play
3:30 pm – 3:45 pm: Bathroom breaks/ Hand washing
3:45 pm – 4:00 pm: Snack Time (provided)
4:00 pm – 4:20 pm: Outside/ gym time
4:20 pm – 4:30 pm: Story time
4:30 pm – 5:00 pm: Craft/Project time
5:00 pm – 5:20 pm: Games/ music & movement
5:20 pm – 6:00 pm: Free time

The following schedules are an example. Schedules will vary. All elements in each schedule will be provided.

Daily schedule: Play and Learn (AM session)
(Tentative)

8:30 am – 9:00am: Free time
9:00 am – 9:15 am: Greetings/Day theme
9:15 am – 9:30 am: Morning snack
9:30 am – 9:50 am: Outside/ Gym time
9:50 am- 10:00 am: Bathroom/ Hand washing
10:00 am – 10:20 am: Craft/ Project time
10:20 am – 10:40 am: Music/Movement time
10:40 am – 11:00 am: Centers
11:00 am - 11:15am: Bathroom
11:15 am – 11:40 am: Lunch/Recess
11:40 am – departure for Bourbonnais schools
11:40 am – 12:10 pm: Free Play
12:10 pm – departure for Bradley schools
12:10 pm – 12:30 pm: Table work

The PM session for Play and Learn will contain the same elements but in different orders. Lunch for the PM session will be from 11:30 am to 11:55 am.



PLEASE LISTEN TO THE RADIO IF WEATHER IS SEVERE AND YOU ARE WONDERING ABOUT PROGRAMS CANCELING. THE BOURBONNAIS TOWNSHIP PARK DISTRICT WILL ANNOUNCE CLOSINGS ON: WIVR 101.7 RIVER COUNTRY, WKAN-AM 1320 AND WVIL-FM 95.1 THE VALLEY. YOU CAN ALSO CALL 933-9905.

IN THE EVENT OF BRADLEY ELEMENTARY PUBLIC SCHOOL CLOSINGS DUE TO INCLEMENT WEATHER OR ANY OTHER EMERGENCY, EARLY MORNING ROUND UP, PLAY AND LEARN AND AFTERNOON ADVENTURE PROGRAMS MAY ALSO BE CANCELED OR DISMISSED EARLY. PLEASE BE READY WITH ALTERNATIVE CARE FOR YOUR CHILD IN THE EVENT THIS HAPPENS.

THANK YOU

**Afternoon Adventure,
Play and Learn
*Information Acknowledgement***

PLEASE TAKE THE TIME TO REVIEW THE MATERIALS PROVIDED. THIS SIGNED MEMO WILL SERVE AS YOUR ACKNOWLEDGEMENT OF RECEIPT OF THE DOCUMENTS. IT IS YOUR RESPONSIBILITY TO SEEK ADDITIONAL INFORMATION AS NEEDED.

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

Participant: _____

D/O/B: _____

DATED: _____

DATED: _____

Witness: _____

**WELCOME TO THE
BOURBONNAIS TOWNSHIP PARK DISTRICT**



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 **Play and Learn** Program.

AM session (8:30-12:30)					
Name	Monday	Tuesday	Wednesday	Thursday	Friday

PM session (11:00-3:00)					
Name	Monday	Tuesday	Wednesday	Thursday	Friday



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 Early Morning Round Up and/or Afternoon Adventure Program.

Early Morning Round Up					
Name	Monday	Tuesday	Wednesday	Thursday	Friday

Afternoon Adventure					
Name	Monday	Tuesday	Wednesday	Thursday	Friday