

 **Bourbonnais Township**
PARK DISTRICT
Before & After
School Programs
CONVENIENT LOCATIONS AVAILABLE
btpd.org 815-933-9905

Shabbona/Shepard Parent Handbook 2019-2020

AGENCY MISSION

"To enrich the quality of life through recreation, education, and preservation."

After School Philosophy

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

ALL ACTIVITIES PARTICIPATED IN WHILE AT THE 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!!!

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 picked up. *The BTPD will hold on to the punch pass 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.

BEFORE School

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

Daily schedule: 6:30am - classroom departure- arrival and lowkey activities

BEFORE SCHOOL FEES

Residents: \$6 a morning/child

Resident 20-day discounts – Buy 20 days in advance for \$110 Save \$10

Absolutely no refunds for unused days. You may use the days anytime during the school year.

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 with their child to eat. Please communicate with BTPD staff regarding your child and breakfast each morning. The BTPD can provide breakfast for \$1 fee due at drop off or can be billed to your account.

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 or the Shabbona/Shepard Cell (815) 922-3266 to let us know or utilize the remind app. After hours please leave a message. This keeps our staff informed of the number of children that need to be accounted for. All participants must be dropped off at the school by their parent or guardian.

AFTER School

After School is designed to give students from Shabbona/Shepard 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. 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.

Tentative schedule:

As kids arrive – 3:30 pm: Wash Hands/Bathroom

4:00 pm – 4:30 pm: Homework Time (assistance from staff)

4:30 pm – 4:45 pm: Snack Time (provided)

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

AFTER SCHOOL FEES

Residents: \$10 a day/child ** Early Dismissal fees vary.

Resident 20-day discounts – Buy 20 days in advance for \$180 You Save \$20

Absolutely no refunds for unused days. You may use the days anytime during the school year.

IF WE PICK UP YOUR CHILD AND YOU MEET US WITHIN THE FIRST 15 MINTUES OF THE CHILD BEING AT THE PROGRAM YOU WILL BE CHARGED HALF THE AFTER SCHOOL FEE.

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 participants from the teachers. *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

\$20/child or 2 punches per child - Dismissed before 12:00 p.m.

\$11/child or 1 punch per child- Dismissed between 12:00 – 2:00 p.m.

\$10/child or 1 punch per child - Dismissed after 2:00 p.m.

Punch passes can be used on early dismissal days.

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 your child will be staying for the after school program.** The school will not allow your child to stay 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 needs to know whom they should be expecting to have in attendance. The BTPD can be reached by

calling **1-815-933-9905 Option #2 or Shabbona/Shepard Cell Phone 1-815-922-3266** or utilize the **Remind app**. **PLEASE PUT US ON YOUR MORNING CALL LIST!**

HOLIDAYS & SCHOOL BREAKS

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

- Labor Day, School Improvement Days, Columbus Day, Parent Teacher Conferences, Teacher Institute, Thanksgiving Break, Winter Break, MLK Jr. Day, Presidents Day, Spring Break, Easter Monday

****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.**

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. You are responsible for providing your child with lunch. We do not offer a lunch program at the BTPD. Only an afternoon snack will be provided by the Park District.

SNOW DAYS

- If school is closed due to snow before school starts, we will not have a School Break Day program or a Before and After School Program.
- If school is closed early due to snow and/or ice, the BTPD will NOT have After School that day.
- In the event that school is closed early due to freezing temperatures we will pick up children from school only when notified to do so. In other words, if we do not receive a phone call stating 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 that 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 as soon as possible and no later than 6:00 p.m. We reserve the right to close the program and require parents to pick up with an hour from doing so.
- 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 Recreation Supervisor of the 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 Before and After School Program Recreation Supervisor is the only person who may sign your completed dependent care statements. The Recreation Supervisor is 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 , 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: Before/After School Program.

770 E. Franklin

Bradley, IL 60915

Fax # (815)933-5468

CONCERNS/PROBLEMS

Any issues your child has at school or home may affect behavior during the 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. Shabbona/Shepard Cell Phone 1-815-922-3266. Jen Blair, Recreation Supervisor of the Before and After school Program can be reached by calling (815)933-9905 ext. 233.

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 inform a staff member.

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 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/ELECTRONICS

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

WE ASK THAT ALL CELLPHONES BE KEPT IN THE CHILD'S BACKPACK AT ALL TIMES. UNDER SPECIAL CIRCUMSTANCE ONLY WILL A CELL PHONE BE PERMITTED TO BE WITH THE CHILD OR STAFF. THE BTPD IS NOT RESPONSIBLE FOR ANY STOLEN, LOST OR DAMAGED CELLPHONES.

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 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. A completion of a time out reflection form filled out by the child and staff.
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.*

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 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.

BEHAVIOR MANAGEMENT BOARD POLICY MANUAL

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:

- The After School Program will follow the rules the Shabbona/Shepard School District has set in place.
- Keep hands and feet to yourselves.
- Respect other participants and program supervisors.
- Listen with closed mouths and open ears 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.
- HAVE FUN!!

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.



BOURBONNAIS TOWNSHIP PARK DISTRICT
EMERGENCY PICK UP & TELEPHONE CONTACT LIST

For office use ONLY: Entered: _____ Date: _____

CHILD'S NAME: _____
 PROGRAM: _____
 PARENT/GUARDIAN NAME: _____
 HOME PHONE: _____ WORK #: _____ CELL #: _____
 EMAIL ADDRESS: _____ CELL PROVIDER: _____
 (Optional)

ON THE FOLLOWING LINES PLEASE LIST ANY PEOPLE THAT WILL BE ALLOWED TO GET YOUR CHILD(REN) FROM PROGRAMS. THEIR NAME AND PHONE NUMBER MUST BE LISTED. IF THE PERSON'S NAME IS NOT ON THE LIST AND THEY TRY TO PICK UP YOUR CHILD, THEY WILL BE REFUSED AND YOU WILL BE CALLED TO GET YOUR CHILD. EACH PERSON GETTING A MINOR CHILD FROM A PROGRAM MUST PRESENT A PHOTO ID UPON REQUEST. IN CASE OF AN EMERGENCY AND THE BTPD IS UNABLE TO REACH THE PARENT OR GUARDIAN, THE BTPD WILL BEGIN CALLING THOSE IN THE #1 SLOT AND CONTINUE DOWN THE LIST—IN ORDER—AS NEEDED.

NAME & RELATIONSHIP TO CHILD, IF ANY	PHONE #'S—HOME & CELL (IF AVAILABLE)	INDICATE BY WRITING EITHER YES OR NO IF ALSO ALLOWED TO PICK UP DURING SEVERE WEATHER
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

PLEASE FILL OUT AND RETURN—EITHER IN PERSON OR BY MAIL—TO THE BOURBONNAIS TOWNSHIP PARK DISTRICT, NO LATER THAN THREE (3) DAYS BEFORE THE START OF YOUR CHILD'S ATTENDANCE, AT ANY OF THE FOLLOWING LOCATIONS:

**PERRY FARM HOUSE, 459 N. KENNEDY DRIVE, BOURBONNAIS, IL 60914
 RECREATION STATION, 770 E. FRANKLIN, BRADLEY, IL 60915**



Bourbonnais Township Park District

Health & Medical History Form

To be fill out by parent or guardian or adult participant. Please print in ink.

Participant Name: _____ Phone: _____

Name of Parent/Guardian: _____ Phone: _____

Home Address: _____

Age: _____ Date of Birth: _____ Gender: Male Female

Doctors Name: _____ Phone: _____

Hospital Preference: _____

Please notify the following person(s) in the event of an emergency.

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Does the participant have any restriction of activity for medical reasons? Explain:

Please list any medical problems that the park district should be aware of:

Does the participant have any allergies to food, medicine, insects, plants or other? Explain:

Is the participant under any medication at the time of the program? Please list out the date of the medicine term, the name of the medication, name of administering physician. If medicine needs to be administered under supervision, please see BTPD staff for additional forms to be completed.

By signing this form, I am providing written authorization for the administration of medication(s) that are indicated hereinabove pursuant to the schedule as outlined. A more detail schedule of administration may be requested and will be provided in turn.

In case of an emergency, I understand that every effort will be made to contact me (if an adult, my spouse or next of kin). In the event I cannot be reached I hereby give my permission to the physician selected by the adult leader in charge to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication for my child (or me, if an adult)

Signature of parent/guardian or adult participant



**Information Acknowledgement
Photo Acknowledgement
Vehicle Passenger Permission Slip**

Information Acknowledgement

Please take time to review the program informational materials on our website www.btpd.org This signed memo will serve as your acknowledgement and understanding of the material. It is your responsibility to seek additional information as needed. If you have questions concerning the program please direct them to (815) 933-9905 ext. 1.

Program Name: _____

Participant: _____

Parent Signature Date

PHOTO ACKNOWLEDGEMENT

We would like to send photographs into the Daily Journal, Bourbonnais Herald, our brochure and other media outlets so we can show our wonderful student and staff. We will be taking pictures throughout the year while the children are participating in various activities and events. If we may use your child’s photo for these purposes, please sign the permission slip below. Thank you.

My child, _____, has permission to be photographed. I understand that his/her picture, name, and school name may be published in the Daily Journal, Bourbonnais Herald, the Park District brochure, and/or other media outlets.

My child, _____, **MAY NOT** be photographed. I do not want their picture published in the local newspapers and/or any other media outlets.

Parent Signature Date

Vehicle Passenger Permission Slip

I give the BTPD staff permission to transport my child(ren) in a park district vehicle from one park district facility to another destination as listed below or in the case of an emergency. These facilities include:

- Recreation Station, 770 E. Franklin, Bradley, IL
- Exploration Station, 459 N. Kennedy Dr, Bourbonnais, IL
- Perry Farm House, 459 N. Kennedy Dr, Bourbonnais, IL
- Willowhaven Nature Center, 1451 N 4000 E, Kankakee, IL
- Diamond Point Park, 6279 N 1000 W, Bourbonnais, IL
- Public Schools that child(ren) attend Participant:

Parent Signature Date

BTPD SCHOOL INFORMATION



Please fill one form out for each child

CHILD'S NAME: _____ **GRADE:** _____

SCHOOL: _____ **TEACHER:** _____

SCHOOL START TIME: _____ **DISMISSAL TIME:** _____

DATE CHILD WILL BEGIN PROGRAM: _____

WEEKLY ATTENDANCE SCHEDULE

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

Before School					
Name	Monday	Tuesday	Wednesday	Thursday	Friday
After School					
Name	Monday	Tuesday	Wednesday	Thursday	Friday



20 Day Punch Pass No Refund Policy Acknowledgement

I _____ understand and acknowledge that refunds of any kind will not be issued for 20 Day Punch Pass unused days.

Signature: _____ Date: _____

BTPD Signature: _____ Date: _____