



Bourbonnais Township
PARK DISTRICT

Before & After School Programs

2025 – 2026
Bradley Parent Handbook

Welcome to our Bradley Before and After School Program!

Our mission is to enrich the quality of life through recreation, education, and preservation. The Before and After School Program offers children the opportunity to experience and participate in a wide variety of activities before and after school. Programs take place with skilled, trained staff in a safe, supervised and well organized setting.

ALL ACTIVITIES PARTICIPATED IN WHILE AT THE SCHOOL PROGRAM ARE PLANNED TO HELP CHILDREN ACHIEVE THE FOLLOWING GOALS:

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

BTPD Everyday Rules:

The Before and After School Program will follow the rules the Bradley 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 of 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, no bullying!
- HAVE FUN!!

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.
- Check-in and check-out your child(ren) via QR code.

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.

The Before and After School Program Bradley Cell Phone is (815) 922-9977.

Barik Olden, Recreation Supervisor of the Before and After School Program can be reached by calling (815) 802-2935 or by email at BarikO@btpd.org.

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

BTPD is not responsible for lost, stolen, or damaged personal items. 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.

Toys/Electronics & Other: The Bourbonnais Township Park District does not allow participants to bring toys, Pokémon cards, 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 cell phones 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-alikes 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.

Prohibited items will be confiscated and returned at the end of the day.

Parent & Family Expectations

Parents/guardians are expected to support BTPD's mission and demonstrate respectful behavior toward staff and students. Inappropriate behavior by adults, including threats or harassment, may result in disciplinary action.

Consequences for Parent Misconduct:

First Offense: Verbal warning

Second Offense: Temporary suspension from program access

Third Offense: Permanent removal from the program

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 Site Coordinator or 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.

Parent Communication with Staff

The 24-hour rule is a rule in place to help keep peace between staff and parents. The rule is simple; parents are not allowed to approach staff members about issues until 24 hours after the time of the incident.

Reasons for the 24-hour rule

1. To allow both parties to calm down after the issue developed.
2. To give both parties time to think about the problem.
3. To prevent any unnecessary acts or scenes in front of participants and other parents.
4. Cooler heads will prevail.
5. To stop any embarrassing moments in front of the participants/parents/staff.
6. The hope that time to think about these issues will help to solve the problem in a positive manner and the right resolution.

In the heat of the moment persons may say things they do not really mean. This can hurt the participants if things are not handled correctly. The relationship between parents and staff members is important, however decisions should be made with consideration of what is best for participants. This rule is in place to help protect all person's interests.

Behavior Guidelines & Expectations

BTPD is committed to providing a safe, respectful, and inclusive environment. The following guidelines are in place to ensure a fun and positive experience for all individuals. Students and their parents/guardians must read and follow these expectations.

Code of Conduct

Students are expected to:

- Show respect to staff, fellow students, and park & facility property.
- Follow directions the first time they are given.
- Stay with their group and ask permission to leave any area.
- Use appropriate language and behavior at all times.
- Participate fully in activities with a positive attitude.
- Keep hands, feet, and objects to themselves.
- Report any problems to a staff member immediately.

Students may not:

- Use profanity, obscene gestures, or offensive language.
- Engage in bullying, physical aggression, or harassment.
- Possess or use tobacco, drugs, or alcohol.
- Destroy property or steal.
- Intentionally harm themselves or others.

Behavior Management & Consequences

BTPD uses a positive and progressive discipline model that focuses on teaching appropriate behavior.

1. **Verbal Warning and Redirection:** Student is reminded of expectations and guided to better choices.
2. **Activity Removal:** Student may be removed from the activity for a short time (up to 10 minutes).
3. **Behavior Report:** Continued behavior issues will result in a written report requiring a parent's signature.
4. **Parent Conference:** After three reports, a meeting will be scheduled with the staff and the parent/guardian.
5. **Behavior Agreement:** A formal plan will be created with the student, parent/guardian, and staff.

Additional Consequences May Include:

- Loss of privileges
- Suspension from program (1 to 5 days)
- Removal from the program for the season without refund

Immediate Suspension or Expulsion

The following actions may result in immediate removal from camp:

- Physical violence (hitting, biting, scratching, spitting)
- Verbal threats, profanity, or extreme disrespect
- Running away from the group
- Theft or intentional property damage
- Malicious behavior toward others

BTPD reserves the right to suspend or expel a student while an incident is under review.

Registration Information

You must pre-register for our Before and After School program. All proper forms must also be filled out online before services begin. Once registered and all paperwork is completed, enrollment is on a weekly basis. For payment, you can enroll your child each week online by noon on Thursday for the following week or visit one of our locations. Failure to register by Thursday at noon will result in a \$15 late fee. There are no drop-ins, no exceptions.

ePACT QR CODE

All approved individuals, including parents, must use ePACT QR code. The QR is used for contactless check-in and check-out. Parents can access the QR code by logging into their ePACT account and clicking on the QR Code symbol. The code is typically found on the ePACT website or app. Once the parent arrives, the program staff can scan the QR code to check the child in or out.

YOU MUST BE ON THE LIST

Campers will not be released to any individual not on the pre-approved pick-up list entered on ePACT prior to camp. When providing this list please ensure ALL pertinent individuals are included, including yourself, parents, grandparents, etc. For the safety of all campers, **NO EXCEPTIONS TO THIS POLICY WILL BE MADE.**

- **ACCESSING THE QR CODE:** Parents & guardians need to log into their ePACT account and navigate to the QR Code section.
- **QR CODE PURPOSE/SECURITY:** The QR code is secure and regenerated regularly, ensuring its validity.
- **ALTERNATIVE TO QR CODE:** If a parent chooses not to use the QR code, they can still check their child in or out manually through the ePACT system with a photo ID, as long as they are on the pre-approved pick-up list.

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. This all must be done via our ePACT portal.

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 typically 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 also be mailed to:

Bourbonnais Township Park District
Attn: Before/After School Program
770 E. Franklin
Bradley, IL 60915

BEFORE SCHOOL PROGRAM

Before School is designed to give students from Bradley a place to go before school. Children will experience low key activities, table games, and you may send your child's breakfast with them.

Daily schedule:

6:30 AM - 7:40 AM: Low Key Activities

7:40 AM - 8:00 AM: Transport to Bradley East

(Bradley West students will take a School District bus from East to West)

*We will NOT accept any participants while we are currently in transit to Bradley East (walking or bussing)... NO EXCEPTIONS.

Before School Cost

Fees: \$45 per week (weekly fees are non-refundable)

All participants must be registered by noon on Thursday for the week they're attending for the following week. Failure to do so will result in a \$15 late fee.

School Attendance

Communication between the BTPD and the parent is very important. In the event the child/children will not be attending, please call the hotline at (815) 922-9977 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. All participants must be dropped off at the Recreation Station by someone on their contact list. Parents/guardians must sign in participants when dropping off by using their ePact QR Code.

AFTER SCHOOL PROGRAM

After School is designed to give students from Bradley a place to go after school. Children will experience organized activities, free play, arts, crafts, indoor gym activities, playground, homework time & assistance, and a snack. All activities will be well planned and supervised. Each Friday will have an end of the week celebration (indoor movie, special treat, etc.) 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 QR Code's ready. All participants must be signed out by a parent/guardian by initialing and putting the time of pick up. Parents arriving after 6pm will be charged a late fee (\$1 per min late). This fee will be filled to your account. The charge will take effect after 1 written warning has been issued per family.

Tentative Schedule:

As kids arrive – 3:45 pm: Wash Hands/Bathroom/Recess

3:45 pm – 4:15 pm: Homework Time (assistance from staff)

4:15 pm – 4:45 pm: Snack Time and Drink (we provide)

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

After School cost

Fee: \$75 per Week (Weekly fees are non-refundable)

All participants must be registered for the week by noon on Thursday for the following week.

Absolutely no refunds for unused days.

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 handbook. Children who are picked up late more than four times will be asked to leave the program. In the event that a child is left in our care for more than 15 minutes and a parent/guardian/family member cannot pick up, we reserve the right to call police and turn the child over to them.

Early Dismissals

Our BTPD staff will be present at Recreation Station on the days of early dismissals. It is very important to communicate with the school and the BTPD staff on these days regarding the attendance of your child.

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 need to be dropped off for the after school program on a regular basis. The school will not allow your child to stay with us if you have not notified them of your involvement in our program.

After School Snack

The BTPD believes in promoting a healthy lifestyle. A snack will be provided.

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.

HOLIDAYS & SCHOOL BREAKS

After School Program will NOT meet on the following holidays.

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

Additional closures may apply.

Snow Days

If school is closed due to snow before school starts, we will not be having the Before and After School Program.

If school is closing early due to snow, due to the severity of the weather, we need to make sure that both your children and our staff are safe, so 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 within an hour from doing so.

If the weather is bad and you are running late picking up your children, please call the Hotline at (815) 922-9977 and notify the staff.

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.