

Parent Handbook



Extended Time “ET”

Before and After School Program



304 South 5th St.
Oregon, IL 61061
815-732-3101
www.oregonpark.org

“We Create Fun for a Lifetime”

July 25, 2011

Dear Parents/Guardians,

Welcome to the Oregon Park District's Extended Time Program! Our fantastic before and after school program is designed for students in K-6th grade. In this program your kids will participate in fun recreational activities, organized games, play, arts & crafts, peer interaction, and we have staff to assist with homework! Days follow the Oregon School District calendar. Payment will be due on the 25th of each month. Due to the first day of school being held on August 17th, we will require the first payment and August and September calendars to be turned in by August 15th. This will allow staff to properly prepare for the first week of attendance. My staff and I will do our best to put together a very fun and enjoyable program that is sure to be enjoyed by any participant.

This handbook will give you a basic overview of the program. Please read it carefully. I hope it will answer many of your questions, but please call me at (815) 732-3101 if further information is needed.

Sincerely,
Oscar Martinez
Recreation Program Manager
Oregon Park District
(815) 732-3101 x 229
oscar@oregonpark.org

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Philosophy and Goals

The Extended Time Program is committed to providing a recreational based program before and after your child's school day.

It is the goal of the Oregon Park District's Extended Time Program to help the children:

- Develop experiences that promote cognitive, social, emotional and physical development
- Support parents in fulfilling their parental responsibilities in the most creative way
- Develop autonomy, self-esteem and social skills
- Experience sharing with others, learn positive interaction with fellow classmates and teachers, and understand individual's rights and feeling
- Experience creativity and problem-solving using a variety of tools
- Develop independence skills
- Develop small motor skills through the use of puzzles, scissors, finger-paints, crayon, etc.
- Develop large motor skills through creative movement and other physical activities.

Parent communication

Communication between staff and parents is very important. It is essential that you inform us of any changes in your child's daily routine-problems at home, school, etc. as they may affect behavior during ET.

Pick up and drop off times are so hectic that it is difficult for our staff to give you the attention that you deserve. Exchanges of information between staff and parents provide insight for both parties. Feel free to arrange for a meeting or phone call to discuss your concerns.

Registration/Payment

You may register for the Before and After school E.T. Program during the registration times listed in the Oregon Park District program brochure. The program is open to any child kindergarten through 6th grade. Please be advised that we do follow the Oregon School District #220's calendar. The program is offered Monday-Friday and program fees vary depending on the number of days per week you choose to attend.

Participants are responsible for the first month payment as a deposit to reserve a spot in the program. If registered prior to August 1st the deposit will be used towards the 1st monthly payment. The deposit is refundable prior to August 1st 2011.

When a student signs up they will choose to participate in one of two programs. The programs are 1-3 days per week or 4-5 days per week for the school year. Students will be charged a monthly fee based on the number of school days per the school calendar (173 total days). The total amount is divided into 9 equal payments. Each month a parent will pay the same monthly fee. The first payment will be due in August.

Please make sure that monthly payments and calendars are turned in to Nash by the 25th of each month. Excessive tardiness of payment could induce late fees.

Calendars will be filled out monthly and families with multiple children enrolled in the program will receive a 10% discount for the second and third sibling. Students signed up for 4-5 days a week after school Extended Time Program will not pay any additional fees on school days dismissed at noon, these days are also known as Kids Off the Couch Days.

We use our best judgment in accommodating you the best way that we can. Once you have signed up for the E.T. Program please plan to be enrolled and using the program for the full year. Do not take months off during the school year. It is unjust to the other parents that may need the program the whole year but are on the waiting list.

Auto Payment is now available, and highly encouraged. Inquire at Nash for more information.

Before School Fees:

1-3 Days Per Week = \$40/Month

4-5 Days per Week = \$68/Month

After School Fees:

1-3 Days Per Week = \$70/Month

4-5 Days Per Week = \$110/Month

Location

We are located in the Blackhawk Center next to the entrance of the link.

Breakfast/Snacks

Breakfast will be offered to the children between 6:15-7:30 am. If your child has a dietary restriction, be sure to indicate that on the information form.

There will be a snack time everyday. A snack will be provided for your child. It is very important that you list any allergies your child might have on their information form. The children will need to bring a lunch on full and partial days off school.

Homework/Tutoring - After School Program

At the start of everyday of the After School program staff will instruct the kids who have homework to complete their work. The E.T. staff is not required to teach school curriculum. We will do our best to help your child with their individual homework needs, but the ultimate responsibility of homework is the parents.

If you feel your child needs further assistance with an area in the school curriculum please see the Extended Time Supervisor to arrange a meeting to discuss your needs.

Arrival Procedure - Before School Program

When your child arrives at the before school E.T. program, an adult will need to walk them into the building and sign him/her in on the sign-in sheet and notify the counselor of your arrival. A staff member will be available if you need assistance.

Dismissal Procedure

Sign In-Sign Out/Late Pick-up

- These procedures are to ensure the safety of your child while in our care.
- Only those persons authorized in the Health & Emergency Form may pick up a child. If you plan to have your child picked up by someone else it is necessary to notify the site director in advance in writing. If the staff does not recognize a person who comes to pick up your child we will ask the individual for photo ID.
- Parents picking up children must come into the facility. Children are not allowed to sign themselves out and go out to meet a parent in a waiting car.
- A child may not walk or ride a bicycle home unless we have a letter from the parent giving permission and a dismissal time.
- After school E.T. ends at 6:00 p.m. All children must be picked up no later than 6:00 p.m. Excessive tardiness in picking up your child may result in dismissal from the ET program.
- You will be charged a late pick-up fee of \$5 for every 15 minutes you are late. You will be billed for late fees at the end of the month. Example: 6:01-6:15pm=\$5; 6:16-6:30pm=\$10.
- If a child is not picked up after the end of the day and we are unable to reach an individual on the pick up list, our procedure is to call the Oregon Police Department for police assistance.
- When you pick up and drop off your child, you **must** enter the building and sign your child in or out. Please remember to record the time. The staff cannot dismiss a child without a parent or guardian coming in to sign the child out. If anyone other than the parent or guardian is picking up the child, that person must be authorized to do so on the Health and Emergency form. A picture ID will be checked.

Withdrawal

- A minimum of two weeks notice would be appreciated if a child is withdrawing from the program. Please call the program coordinator at 815-732-3101 if you must withdraw or make a program change.

Activities

The activities will be conducted in a setting designed for safety, fun, educational, and excellent supervision. This requires that:

- Activity areas, equipment and materials are arranged so that the child's activities are visible to the supervising staff.
- Children will be provided with limits, choices and the opportunity to play in a safe manner.
- The program shall be modified when there are extremes of temperature, or when the facilities or materials become temporarily unavailable.
- If you would like to know more about the wide range of activities that your kids will participate in daily feel free to call the program supervisor at 815-732-3101.

Absences/Refunds

If your child will not be attending our Extended Time Program for his/her assigned day, the office (815-732-3101) must be notified by 6 o'clock am for the before school program, and 2 pm for the after school program.

A parent or guardian must call in case of absences. **Do not rely on the child or siblings to make the call or relay the message. Fees will not be prorated or refunded due to non-attendance.**

Drop – Ins

If your child needs to utilize a drop in and you have used your max days per week your child may be allowed to attend at a time other than his regular enrollment on school attendance days. This needs to be cleared with the program supervisor before hand. If your child attends an extra morning, the cost is \$5.00 per day. If your child attends an extra afternoon, the cost is \$7.00. **Fees will be due at the time of attendance or pick-up. Cash or check is acceptable. Checks must be made out to the Oregon Park District.**

Illness

For the protection of all children, your child should NOT be brought to the program (cannot accept him/her at the program) if showing any of the following symptoms:

- Fever
- Diarrhea or vomiting
- A rash

Parents should exercise every precaution and keep their child home for twenty-four (24) hours once these symptoms have occurred. In case of head lice, a child should stay home for 24 hours after his/her first treatment. Children must feel and be well enough to participate in all regularly planned activities upon returning to the program from an illness.

If the child has a contagious disease, he/she should be kept at home and **you must report the condition to the supervisor immediately.** Included in this category are conditions recognized as “highly contagious” such as Strep Throat, pin worms, measles, mumps, chicken pox, scarlet fever, head lice, etc... Parents will be informed of such illnesses that are reported to staff via e-mail or phone call.

If your child does not attend school because of an illness, they may not attend E.T.

Emergency Contacts

Parents are required to provide emergency contacts. These are listed on your child’s registration form. Emergency contacts will be reached when we are unable to reach parents at the numbers you have provided, if your child is sick, injured, or has not been picked up when the program ends. If there are any changes or additions to the emergency contacts, please submit this in writing. This information is needed to ensure the safety of your child.

Medicines

Necessary medicines may be administered to a child at E.T. upon written parental permission. Prescription medications must be brought in its original container and labeled with the child’s name, directions for administering the medication, the date, the physicians name, the prescription number, and the drug store or pharmacy. Please only send daily dosages, we cannot be responsible for an entire prescription.

Non-prescription medications may be administered upon written parent’s permission. Such medications shall be administered according to medication package instructions and shall be labeled with the child’s name and date. Any differences in medication procedures from parent instructions and packed instructions will not be given without a written doctor’s note. Please hand any of the above necessary medications to staff for it to be placed in the appropriate medicine cabinet. If the medication needs refrigeration, please let the staff know at that time.

Please never send your child to the E.T. program with medications in lunch, backpack, or let the child carry it to self administer the medication. Every kind of medication, including aspirin, etc., must be turned into staff for the safety of your child and other children at E.T.

E.T. does not carry any medication on hand. Any medication that your child may need needs to be turned in to the staff by the parent.

Personal Belongings/What not to bring

Children are not allowed to bring personal items to E.T. other than those which are school related. Personal items include, but are not limited to: skateboards, roller blades, hand held video games, ipods/mp3 players, toys, sporting equipment, pets or any violence related item. If personal items are brought to E.T., children will be instructed to keep them inside their backpacks. Parents will be informed of dates when exceptions to this rule may apply.

Lost and Found

Label your child's belongings including: backpacks, mittens, hats, etc. There will be a lost and found incorporated into the ET program. **The Oregon Park District, the Extended Time Program and its staff are not responsible for damaged, lost, or stolen items.**

Insurance Coverage

The Oregon Park District does not carry medical or accident insurance for program participants. The cost would make program fees prohibitive. Please review your personal health insurance plan to be certain that your family has proper coverage.

Rules and Code of Conduct

Please go over these rules with your child before they attend the E.T. Program.

Six Basic E.T. Rules

- Stay with group. Do not go anywhere without permission.
- Respect Property-E.T. property, school property and other people's property must be handled with care. NEVER take what does not belong to you-that is stealing.
- Keep hands to yourself-No shoving, pushing, choking...NO rough stuff.
- Speak kindly-No swearing, teasing, mocking or name calling.
- Cooperate with staff-Do not ignore instructions from staff, do not argue with staff and listen to staff.
- Have FUN!!!

Code of conduct

- It is important for children to learn and respect the limits of acceptable behavior at Park District Programs and elsewhere. Discipline is creating inner controls of the child. Our goal is to encourage self-discipline within each child.

While at the Extended Time Program, Children will:

- Show respect to all participants, staff, and volunteers.
- Follow direction from staff and volunteers.
- Show respect to equipment, supplies and facilities.
- Not use inappropriate, abusive, or foul language.

- Not show any aggressive behavior (hitting, punching, slapping, kicking, biting, etc.) regardless if the behavior is provoked or in retaliation.
- Not show continuous disruptive behavior

If a child engages in behavior(s) which may result in bodily harm to others, an immediate meeting with the parent may be called. If such behavior warrants it, immediate suspension or expulsion may result. Temporary suspension from participation due to misconduct will not entitle participant to a refund.

Disciplinary action

We believe the role of our staff is to help lead children toward self-discipline and self-direction. We use time-outs as a means of calming the child, allowing the child to gain control of him/herself in a dignified and thoughtful manner. If unacceptable behavior continues, we will do the following in this order:

- 1st offense
Verbal warning/ Talk to the parent or guardian/ Incident Report
- 2nd offense
Remove privileges related to the behavior/ Parent Meeting/ Incident Report
- 3rd offense
2-5 days suspension/ Incident Report
- 4th offense
Child will be removed from the Extended Time Program/ Incident Report

Field Trips/Special Performances

The classroom curriculum will be enhanced through a variety of field trips, holiday performances and visits from individuals of varying professional backgrounds.

Newsletters

Special projects, activities, and trips are announced in a newsletter. The newsletter serves to remind parents of special days, items that should be brought to class, schedule changes. Every two months will be a newsletter containing all of the above information.

Special Needs

If your child has any special needs, please make the staff aware of this by noting it on the E.T. Enrollment form. Special needs might include, but are not limited to: ADD, ADHD, Asthma, Food Allergies, Behavior Disorder, or any thing else that the staff should be aware of. This information is to help your child have the best possible experience at our program. It is imperative that you let us know about the needs of your child. Knowing their needs helps us to help them enjoy their time in the ET program. If we are unaware of situations which might be affecting their experience, we are unable to help them. Please communicate with us.

Website Info

The Oregon Park District website, www.oregonpark.org, is your 24/7 information source on everything the Park District has to offer. You can view the seasonal brochures, download forms, contact Board and staff, view upcoming events and find information about all our parks, facilities and recreational programs.

The E.T. section contains information about the program including fees, the parent handbook, and forms. The ET sign in and out table will contain copies of the monthly newsletters and other information on the program.



The Oregon Park District is recognized as an Illinois Association of Park District's distinguished agency.

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