



EXTENDED CARE PROGRAM PARENT HANDBOOK CONTACT INFORMATION

REGISTRATION: Hampshire Park District Administration Office
390 South Ave
Hampshire, IL 60140
847.683.2690

REPORTING ABSENT CHILDREN*:

Gary D. Wright Elementary 847.683.5796

Hampshire Elementary 847.792.3494

****must report to the school office AND ETC program before 12 noon***

PROGRAM SUPERVISOR:

Kim Johnson

Billing Questions - Office: 847-683-2690

Cell: 224-365-9354

etc@hampshireparkdistrict.org

YOUTH EDUCATION DIRECTOR:

Rosemary Kesse 847-683-0896

rosemary@hampshireparkdistrict.org

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Safety Policies and Procedures

Supervisory Staff

The children are supervised by both adult and teen staff members who have been trained for their positions. Activities are planned for inside, in the gym, and outside. All activities are well supervised by staff and require the participants to obey the rules set by the staff for the activity.

Suspected Abuse or Neglect

Any Extended Care staff and Program Supervisor 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 the Youth Education Director. The Youth Education Director will notify the proper authorities in accordance with the Abused and Neglected Child Reporting Act.

Parents/Visitors at Extended Care

Parents and/or visitors are not permitted to remain with their children during the Extended Care hours. We do not allow Non-Park District Employees around the children during Extended Care. This rule is for the safety of the children and will be enforced. All the Extended Care staff has undergone criminal background checks.

Soliciting/Babysitting

Staff is not permitted to baby sit children who are enrolled in the Extended Care Program. This includes weekend, Holiday and evening hours. Staff is prohibited from transporting children in their personal vehicles. Staff is prohibited from purchasing items from the children. Parents are not permitted to solicit goods or services during program hours.

Operating Policies and Procedures

Transportation

Transportation to and from the school site is provided by School District Bus or by parents.

Enrollment Policy

Enrollment is open to any child in Kindergarten through Fifth grade (who live within the School District #300 boundaries) *provided the program can meet the needs of the child*. Priority registration is from May 1-15, 2018. Open registration is May 16 through August 3, 2018. After August 3, children will be placed on a wait list until additional staff can be hired.

ADA Compliance/Special Needs

The Hampshire Township Park District complies with the Americans with Disabilities Act by making reasonable accommodations for children with disabilities. The Hampshire Township Park District also belongs to the Northern Illinois Special Recreation Association (NISRA) to help make reasonable accommodations for children with special needs. It is the parent's responsibility to notify the Program Supervisor if special services or accommodations are requested.

Location

Sites currently available for this program serving School District #300 are Hampshire Elementary School and Gary D. Wright Elementary. The Gary D. Wright Extended Care Program occupies the cafeteria and gym located near the main entrance of the school building. The Hampshire Elementary Extended Care Program is held in the multipurpose room and gym. Both programs use the playground.

Hours of Operation

The before school program operates from 6:30 a.m. until the start of school. After school care starts immediately after school until 6:00 p.m.

Signing In/Signing Out your child/children

It is the responsibility of the parent to sign out their child.

Drop off Procedure

Early arrivals drop off and sign in your child/children. Each school has a door bell by which you can announce your arrival. (See program locations above.)

Pick-up Procedure

- When picking up or dropping off a child the, parent must enter the building, sign the daily attendance sheet. The staff cannot dismiss any child without a parent or guardian coming in to sign the child out. **Under no circumstance will children be released to walk home on their own. Parents are asked to sign out when they are leaving the location with the child, not when they arrive.**
- **We do not release children to minors without prior written notice from a parent. A photo ID may be requested at pick up.** Upon arrival, the staff will ask your child to stop what they're doing, clean up, and prepare to leave. Parents are not permitted to remain in the Extended Care Room with their child. This rule is for the safety of the children and will be enforced. If you have a Court Order (Order of Protection), please provide the Program Supervisor with a copy for our records immediately.

Late pick up

For Half Day Attendees: The EXTENDED CARE PROGRAM half day ends at 3:45pm. Pickup time is between 3:45pm-4:00pm. **Any parent picking up after 4:00 p.m. (child must be signed out by guardian by 4:00pm) will be charged a late fee of \$10.00 (per child). The child may then attend until 6:00pm, after which the Full Day late fee will go into effect (see below).**

For Full Day Attendees: The EXTENDED CARE PROGRAM ends at 6:00 p.m. **Any parent picking up after 6:00 p.m. will be charged a late fee of \$10.00 (per child) for each 15 minutes you are late. After three late pick-ups, the child will be dropped from the program.**

If you know that you are going to be late for pick-up, call the staff and arrange for someone on your emergency list to pick up your child.

If a parent/guardian has **not** called to report a late pick-up, the following procedure will be followed by staff:

- At 6:05 p.m. staff will begin calling parents/guardians first. If there is no answer a message will be left.

- Next each name on the emergency contact listed will be called. If there is no answer from any contact, police assistance will be requested.
- **It is very important that all your personal phone numbers and emergency contact information is kept current and up to date.**

Schedule

Week days are chosen at the beginning of the year. Participants are allowed one schedule change per school year and must be requested 72 hours before the first of the month (for example, September 1st) that is to be changed, for billing and scheduling purposes. There are no rebates/discounts for holidays or days off of school, the monthly fee is based on a 175 day school year over a 10 month period.

Absences

If your child is enrolled in the Extended Care program and going to be absent, **you must notify the Extended Care staff as well as the School.**

**Gary D. Wright (847) 683-5796
Hampshire Elementary (847) 792-3494
etc@hampshireparkdistrict.org**

If for any reason your child will not be attending the Extended Care Program and we do not receive a call or email, a \$5.00 no notification charge (per incident) will be added to your account. If your child does not arrive at the designated site **after school**, the staff will notify the School District front office that the child did not arrive at ETC. The School District will find the child and bring them to the ETC program. If your child is not located, you will be called. Please be advised, the Extended Care staff is not responsible for your child until they are checked in, and in our care.

Holiday Camp

Extended Care may be available, please check the website under Holiday Camp. This includes days when school is closed, winter break, and spring break. Holiday Camp is held at the Administration Building, 390 South Ave., unless enrollment requires otherwise.

School District Early Release Days and non-attendance days

A list of early release days and non-attendance days is attached to this handbook as well as a current District 300 school calendar. On those dates that are scheduled "non-attendance days", Extended Care is offered under "Holiday Camp".

School Closing & Extended Care Closings

When the school is closed due to inclement weather or an emergency, the Extended Care program is also closed. When school is canceled due to snow or other reasons, the before and after school program will also be canceled. When school is dismissed early due to snow or other reasons, the after school program will be canceled. When school has a late start, the before school program will be canceled.

Personal Property from Home

We ask that your child not bring personal property (toys) from home. No electronic hand-held games are allowed. There will be plenty of activities to keep the children busy. The Hampshire Township Park District is not responsible for lost or damage to personal property that occurs during Extended Care hours.

Activities/Homework

The program is designed to allow children to participate in after school recreational programs. It is very important not to totally structure the program, as children need a chance to unwind and play with their peers. The Extended Care Program will offer both structured and unstructured activities each day. Activities will include low energy activities, group activities, and high energy activities both in the gym and outside. After school, any child who needs to do homework will be offered time to do so. Please remember staff will assist the children during homework time. If difficulties occur with homework, your child will be instructed to put it in their backpacks for a parent's help at home.

Snacks/Lunches

Due to the high number of participants who have food allergies the Hampshire Township Park District will NOT provide snacks. You may send your child to the Extended Care Program with a snack and they will be given time to eat upon arrival. **NO SHARING OF FOOD IS ALLOWED.** Any food allergies or special food concerns your child has must be indicated in writing on the emergency forms. It is the parent's responsibility to request this form from the Program Supervisor to make any updates throughout the year if information changes.

THE EXTENDED CARE CLASSROOM IS A PEANUT AWARE ZONE. This means that special accommodations will be made for any child with a peanut allergy.

Parental Communication

Parental cooperation with all policies and procedures is imperative. Informational material will be sent electronically to inform parents of upcoming events. Please check your email often. Please alert Kim Johnson, Program Supervisor, at etc@hampshireparkdistrict.org of any changes in email addresses. All comments, questions, and/or concerns should be directed to the Program Supervisor at etc@hampshireparkdistrict.org.

School Problems

Any difficulties your child has at school will most likely affect his/her behavior during the Extended Care Program. Please keep staff informed of any concerns you may have so we can be sensitive to your child's needs.

Change in Program

Extended Care Staff reserves the right to cancel programs as deemed necessary because of insufficient registration.

Parental Code of Conduct

Parents are expected to follow the program rules and treat the staff with respect. **All program, staff issues, comments, or concerns should be directed to the Program Supervisor, NEVER the staff.** If a parent (or anyone who picks up) is verbally abusive towards staff, the parent will no longer be allowed to pick up the child from the program. If multiple offenses occur, the child will no longer be allowed to attend the program. This includes sarcasm, criticism and/or negative comments directed at staff and/or other parents. The police will be called to remove any parent who does not abide by this Parental Code of Conduct.

Withdrawal/Cancellation from Program

Notice of withdrawal from the Extended Care Program must be submitted to the Program Supervisor. This may include written, e-mail, telephone or voice mail communications. It is important to notify the Program Supervisor as soon as possible. If your child will be removed from the program for longer

than a one month period, they will be removed from the schedule and will re-enroll (please note, no additional registration fee will be charged if it is in the same school year.)

Extracurricular After School Activities

Children may take part in before/after school activities at their school (i.e. Brownies, Scouts, Clubs, etc). The parent is responsible for notifying the Extended Care staff **in writing** prior to the scheduled activity. **If we do not receive a request, the child will not be released to the activity supervisor. The** person in charge of the extracurricular activity is responsible for bringing the child back to the Extended Care Program once the activity is over. Half day punch passes can be used for care after these activities versus a full day punch pass.

Health Policies and Procedures

Medication

Occasionally medication must be given during our program hours. In such cases the administering of medication is subject to prior consulting with the Program Supervisor. A medical disbursement form must be filled out and signed by a parent before we can administer medication. It is the parent's responsibility to request this form from the Program Supervisor and return it completed before the student participates in the program. **All medication must be given to Program Supervisor by the parent. The medication must be in a properly labeled original container.**

Injuries (Extended Care staff is CPR trained & certified)

If your child is injured while in our care and requires more than basic first aid the following steps will be taken:

1. We will call 911. The injured child will be transported by ambulance to the local hospital or emergency center. A Park District Staff member will meet the parents at the hospital.
2. We will attempt to contact the parents or guardian, if not available, we will then attempt to contact the alternate contact. It is the parent's responsibility to notify the Youth Education Director with any information changes to keep paperwork current.

Illness

If your child becomes ill (fever, vomiting, etc.) while in the Extended Care Program, you will be contacted and required to pick him/her up immediately. The staff has the authority to refuse any child who shows signs of illness. In such a case, the staff judgment is final. If your child has lice, please do not send your child to Extended Care until after the first treatment.

Behavior and Dismissal Policies

Behavior

Every child is expected to use appropriate language towards other program participants and the staff. There will be no hitting, biting, fighting, swearing or kicking. Children must listen to and respect the Extended Care staff at all times. If a child is suspended from school they will also be suspended from the Extended Care Program.

Anti-Bullying Policy:

The Hampshire Township Park District will NOT tolerate Bullying in our programs! If a participant in our Extended Care Program intimidates other participants in such a way that they feel threatened at anytime, immediate dismissal from our program may result.

Harassment and intimidation are serious, and will not be tolerated. Bullying acts including; verbal conduct that creates a hostile environment by substantially interfering with a participant's opportunities, or with a participant's physical or physiological well-being. Bullying can also be motivated by a perceived personal characteristic such as race, national origin, gender identity, religion, disability, or is threatening and seriously intimidating. Please report alleged bullying incidents that occur immediately to the Program Supervisor, Kim Johnson. She may be reached at 847-683-2690 or cell 224-365-9354 or etc@hampshireparkdistrict.org.

Immediate Dismissal

The Hampshire Township Park District reserves the right to dismiss a participant (without any previous warning) whose behavior endangers the safety of oneself or others.

1. Any child who harms oneself or another child including but not limited to **physical and/or verbal abuse** will be removed from the program. **No exceptions will be made.**
2. Any child who runs away from the staff and/or the Extended Care site will be removed from the program. If the child leaves the site, and the staff cannot convince the child to return, the police will be called. The staff is not permitted to leave the site.
3. Any child, who physically abuses any park staff member, will be immediately dropped from the program. **No exceptions will be made.**
4. Any child who brings a weapon to Extended Care (consistent with all school rules).
5. A child may be suspended immediately, without previous written notice for a serious offense.

Physical violence IS NOT tolerated in the program.

Payment Policies and Procedures

Billing

Staff will bill at the beginning of the month, for their participation in that month, for the monthly fee in full. The payment will be drafted automatically if you have signed up for auto-pay on the 1st day of the month, or on the first day business day after the 1st of the month if it falls on a weekend on holiday. It is the parent's responsibility to update all credit card/debit card information to current cards. If a transaction is rejected due to no fault of the Hampshire Township Park District, a \$10 service fee will be assessed.

If you are paying manually by cash or check, payment in full is due no later than the 15th of the month.

If full payment is not received by the 15th of the month, a \$25 late payment fee will be added to the balance due.

New program participants starting between the 1st-14th of the month will pay the full month's fee. After the 15th of the month (September-May) will pay ½ of the monthly fee. Fees will be paid at time of registration and will not be prorated.

Refunds and Credits

All requests must be submitted to the Program Supervisor. There may be a 30 day waiting period before a refund check will be sent out due to the requirement of Board signatures for release of funds. All monies due the Hampshire Township Park District will be deducted from any refund. Once you register for the program and have signed up for auto-billing, no refunds or partial refunds will be issued unless the child is removed from the program and it is approved by the Program Supervisor. If you wish to remove your child from the program a 72 hour notice must be given to stop the auto-billing process. Refunds, if approved, do require payment of a \$5 processing fee.

Monthly rates for ETC

The Hampshire Township Park District Extended Care Program will be a monthly billing flat rate. This monthly payment is based on 175 school days divided by ten months. The fee remains the same each month and will not change. **The days must remain the same each week. No calendars will be requested/submitted. Days of the week are selected on the registration form.**

Siblings receive a 10% discount. 5% paid in full discount for the School Year.

Before School Fee Schedule 2018/2019 School Year

5 Days	4 Days	3 Days
\$158	\$133	\$100

Half Day After School Fee Schedule 2018/2019 School Year

5 Days	4 Days	3 Days
\$158	\$133	\$100

After School Care Fee Schedule 2018/2019 School Year

5 Days	4 Days	3 Days
\$289	\$244	\$183

Punch Pass

Full Day Punch Pass - \$200 for 10 punches

Half Day Punch Pass OR Before School Care - \$100 for 10 punches

48 hours: Punch passes must be purchased at least 48 hours prior to the first use. A notice of 48 hours in advance of a Punch Pass use is required in writing (email) to verify date and time of the request being made so the child may be put on the schedule.

Uses: A Punch Pass cannot be purchased for a single use (one punch). Punch Pass can be shared between siblings. Once a punch pass date is requested it will be marked as used on the day(s) that are reserved for use. Once the use has been noted it cannot be refunded. Punch Passes are non-refundable if not used by the end of the year.

After school activities: Half Day Punch Passes can be used for Care needed after an After School activities (Choir, Snapology, etc.) A minimum of 48 hour notice is required **in writing** that your child will be attending after their activity.

Early release days: On early release days a Half Day Punch Pass can be used for pickup between 1:15 – 1:30pm. You must sign out your child no later than 1:30pm. If your child will be in our care later than 1:30pm, one (1) Full Day Punch Pass or two (2) Half Day Punch Passes must be used for care on this day.

No sibling or paid in full discounts are applicable to Punch Passes.

Cancellation, Returned Checks & Discounts

- All requests for refunds on accounts must be directed to Kim Johnson at the Park Office (847-683-2690 **EXT:204**)
- The family registration fee is non-refundable.
- There is a \$30.00 fee for checks returned for insufficient funds. After the second returned check, cash payments only will be accepted.
- Siblings receive a 10% discount, 5% paid in full discount on flat rate fees only.

The parent who registers the child is responsible for providing program information to all parties who have an interest in the child (parents, step parents etc.). **The parent who registers the child in the program is responsible for payments.**

Tax ID Number

Extended Care is a child care program. The cost of the program may qualify for a deduction. If you and your tax advisor decide you can use this, **the number is 36-65-07668**. Please retain your receipts for tax purposes. You may request a copy of your payments to be e-mailed or to pick up at our Park District office only.

Registration Fee

By registering my child for the Extended Care Program, the parent/guardian agrees to make the following payments:

- **\$60.00 Resident/ \$75.00 Non-Resident annual one time and non-refundable registration fee per family** to cover clerical and administrative fees.
- Paying by check or cash, please see Kim Johnson to arrange payment.
- Parent/guardian understands that the child will not be able to attend ETC if my account is not good standing at the end of each week.

Upon registration each family is asked to agree to the following and choose a payment option.

Payment Options

OPTION # 1 – Credit/Debit Card (Please complete the Automatic Payment Authorization Form)

Parent/guardian agrees to store a valid credit card number at the Hampshire Township Park District Office and have the card charged monthly for the balance due. VISA, MASTERCARD or DISCOVER CARD will be accepted. If you use a debit card it will be processed as a credit card. If for any reason, your card is denied (other than fraud), a \$10 service fee will be charged and a valid credit card must be submitted for payments. Another debit card will not be accepted if it is a repeated occurrence. If payment is not received by the 15th of the month, a \$25 late payment fee will be added to the balance due.

A statement will be emailed to you monthly. A valid email address must be on file.

OPTION # 2 - Check or Cash

Parent/guardian agrees to make payment in person with a check at the school site or office, or if paying with cash, at the Park Office ONLY at 390 South Avenue. A month's deposit of the enrollment option chosen is required for the check or cash option at time of registration. Each month's payment is due by the 1st of the month to maintain enrollment. For any reason, is payment not received by the 15th of the month, a \$25 late payment fee will be added to the balance due.

The school site cannot take cash or credit card payments. There is a \$30.00 fee for checks returned for insufficient funds. After the second returned check, only cash payments will be accepted at the Park Office.

At no time will any account be allowed to owe any funds. If this occurs, you will be notified and your child will not be able to attend ETC until the balance due has been satisfied.