

Round Lake Area
Park District
Close to Home, Close to Fun!

2022-2023
Before & After School
PARENT HANDBOOK

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Program Overview

The Round Lake Area Park District Before & After School Program is structured to provide relaxed recreational opportunities to counter-balance the school day's educational activities. The staff is sensitive and flexible to the many needs of the children and parents in our program.

The primary goal is to provide each child with a safe, enjoyable, and caring environment. This is accomplished by offering a variety of structured activities that promote exploration, creativity, and learning along with unstructured supervised play for children to learn and develop skills in a safe recreational setting.

Daily activities include, but are not limited to homework help, arts and crafts, athletics, large and small group games, creative play, and outdoor activities. Homework Help will take place for 30-45 minutes every day with staff support. If your child does not have homework on any given day, he/she may read a book or do a similar quiet activity during this time. Please keep in mind that our counselors will help answer questions, but not correct homework assignments, as this is the responsibility of the guardians. Counselors will not provide one on one tutoring.

Participant eligibility for school-age children for the before and after school program include:

- Independent personal care (hygiene, toileting, feeding)
- Ability to follow Round Lake Area Park District Code of Conduct and other pre-determined guidelines
- Participate with visual and verbal prompting within a ratio of one staff to ten participants

Staff

The Before & After School staff consist of the Recreation Supervisor, a Coordinator, and counselors who are School-age Lead qualified by DCFS. High school students may also assist as Recreational Aids.

All staff members are First Aid, CPR and AED certified and have completed orientation in preparation for the school year that includes subjects such as safety procedures, activity planning, behavior management, and leadership.

Participants with Special Needs

The Round Lake Area Park District welcomes participants with special needs. It is the parent's/guardian's responsibility to notify the Recreation Supervisor of any special needs of a Before & After School participant. This includes and is particularly important for students who have a one-on-one aide or companion during the school day. We work very closely with the Special Recreation Association of Central Lake County (SRACLC) to assure proper care is provided for this program.

Participant eligibility for school-age children for the before and after school program include:

- Independent personal care (hygiene, toileting, feeding)
- Ability to follow the SRACLC and Round Lake Area Park District Code of Conduct and other pre-determined guidelines
- Participate with visual and verbal prompting within a ratio of one staff to four participants

Registration

Enrollment is open to children in kindergarten through sixth grade, who attend School District 116 schools or District 38 Big Hollow School. Late-starts, early releases, and half-days are included with the Before/After School program when registered for that day.

- Non-school days are not included in the Before & After School tuition
 - Register separately for our additional program options to supplement school days off

Registration is on a first-come, first-served basis and can be done online at www.rlapd.org or at the Round Lake Area Park District main office located at 814 Hart Rd. If registering after the program start date, we will do our best to get you started as soon as possible.

2022/2023 Fees

Annual Registration Membership Fee per child is required at the time of booking: \$80 Resident / \$120 Non-Resident

Before Care: 6:45 – 8:30 am	5 Days \$13 per day
Before Care: 6:45 – 8:30 am	3 - 4 Days \$15 per day
Before Care: 6:45 – 8:30 am	1 - 2 Days \$16 per day
After Care: 3 – 6 pm	5 Days \$15 per day
After Care: 3 – 6 pm	3 - 4 Days \$19 per day
After Care: 3 – 6 pm	1 - 2 Days \$20 per day

All payments will be automated weekly payments.

- Two forms of payments are required to complete registration

Schedule changes will be authorized as a monthly schedule change only. All schedule changes must be requested in writing and approved by the 15th of the prior month. No change will be authorized after the 15th.

Cancellation and Changes

Our team would love for your child to start and end the school year with us, but we understand that you may need to withdraw your child from the program or change the number of days your child attends each week.

To withdraw or change a formal request must be submitted in writing to the Recreation Supervisor. **All requests must be received by the 15th or the month before the change takes place.** Cancellations and changes are subject to a 10% processing fee on any amount that will need to be refunded. Changes that are submitted after the 15th of the month will go into effect for the month after the current change window.

- Change forms submitted on January 17, 2023, will go into effect on March 1, 2023.
- Change forms submitted on January 14, 2023, will go into effect on February 1, 2023.

Emergency School Closing

In the event School District 116 or District 38 Big Hollow School has an emergency school closing due to weather, mechanical difficulties, etc., the Before & After School program will be canceled, every attempt will be made to offer a School's Out Hang Out, but we may not be able to accommodate due to staffing and safety reasons. For midday closings, School District 116 and/or District 38 Big Hollow School will notify parents of the closure, and the After School program may also be closed on that day, staff will communicate with you in those situations. Credits or refunds are not given for these days.

Required Registration Information

- Copy of participants birth certificate
- Copy of participants physical with current immunizations
- Emergency Contact Information
 - The Round Lake Area Park District works with ePACT network to collect medical and emergency contact information. After registration for the Before & After School program, you will receive an email invite from ePACT to fill out the necessary emergency contact forms. Just click on the link in the email and follow the few quick steps to finalize your registration.

You have until 5 days before your child's first scheduled day of attendance to provide required registration information and finish the ePACT process. Incomplete information will result in your child not attending the program until all paperwork and ePACT is complete.

Pick Up & Drop Off Information

The Before & After School program takes place Monday-Friday 6:45 am - 8:30 am and 3:00 pm - 6:00 pm each School District 116 and District 38 Big Hollow School regular school day. Both the before and after programs are held at the Robert W. Rolek Community Center located at 814 Hart Rd.

Please come inside the building for pick up and drop off, children need to be signed in and out of the program.

- **Sign In/Out**

- No child will be accepted into the program or released until they have been signed-in/out by a parent or authorized adult listed in e-PACT.
- Staff may ask to see a photo ID from anyone they are not familiar with.
 - This is for the safety of your child. Be sure to explain the sign-in/out procedure with anyone designated to drop off or pick up your child.

- **Late Pick-Up**

- A late fee will be charged to any parent picking up a child after **6 pm**.
 - The fee is \$10 for every portion of 15 minutes that you are late.
 - This fee will be charged to your credit card on file the following business day.
 - Consistent late pick-ups may result in dismissal from the program.

- **In Case of Emergency**

- Call the after-school phone to notify our staff of the situation.
- It is your responsibility to make alternative arrangements for your child.
- If a child is not picked up by 6:15 pm and there is no contact with the parent, the emergency contacts will be called.
- If no one is reached by 6:30 pm, the police department will be called to pick up your child.

Transportation

The School District Buses transport their students from the following schools: All Round Lake District 116 schools, including Ellis, Magee, Round Lake Middle School, Beach, Indian Hill, Pleviak, Village & Murphy; Big Hollow School District 38.

Snacks

A daily snack is provided. Please inform staff of any food allergies your child has before the start of the program. Please also note any allergies on his/her Emergency Card Form.

Extracurricular Activities

If your child is involved in a program during the hours of the After School Program, please inform the staff of the change in schedule in writing. You can email Katy_Wells@RLAPD.org We will do our best to accommodate all schedules, However, please refer to the schedule change guidelines on page 5 for schedule change requirements.

Health Care Policies

We are not licensed for the care of sick children. Staff have the authority to refuse any child who shows signs of illness using the following guidelines:

- **Temperature of 100 degrees:** A child who is ill may not be admitted into the program, even if controlled by medicine.
- **Vomiting:** A child who vomits will be sent home immediately.
- **Strep throat:** A child must take antibiotics for 24 hrs before returning.
- **Diarrhea:** A child who has diarrhea twice in one day will be sent home.
- **Chicken Pox:** A child must remain home until **all** blisters have dried and formed scabs. This usually is 7-10 days after the pox began.
- **Ringworm:** Children may return 24 hours after starting treatment. The ringworm must be covered until no longer visible.
- **Pink Eye:** A child with pink eye or conjunctivitis will be sent home. Children may return after 3 doses of drops for re-admittance.
- **Head Lice:** A child must remain at home until the first treatment is completed, with no further active lice or nits seen.

Make sure you have a plan in place in case your child gets sick while at school or at program. If you are unable to leave work yourself, please have someone who is able to care for your child lined up. This is for the all of the other students and staff.

Health Care Policies Continued'

A doctor's note will be required for readmitting after the following illnesses: Strep Throat, Ringworm, and Pink Eye. A physician should diagnose any child who experiences symptoms of a contagious disease. If you have any questions regarding an illness, please call in advance before dropping your child off.

It is each parent's responsibility to verify their child's daily health is adequate before bringing him/her to the program. A child who shows signs of illness should be at home for the benefit of all. If your child is exposed to a communicable disease, you must notify us immediately for the protection of the students and staff.

If a child becomes ill or injured while at the program, their parent will be notified immediately. Staff will follow the directions stated on the emergency information form concerning your physician and others who are to be notified if a parent or guardian is unavailable.

Medication

If your child requires medication while at the program, you must complete a *Permission to Dispense Medication Form*. The form must be received by the Recreation Supervisor before your child's first day at the program. If the medication is a prescription, the physician's information must be on the label along with their instructions for dispensing. All prescription medications must be in the original packaging/bottle and labeled with your child's name and date.

Accidents

Accident reports will be filled out for any injury requiring first aid. If the injury is a non-emergency, requiring only a Band-Aid or ice-pack, staff will administer basic first aid. If the injury requires more than basic first aid, staff will call 911. They will notify you as soon as the situation allows. If you are not available, the emergency contact(s) listed on the Emergency Card Form will be notified. If your child needs to be transported to the hospital in an ambulance, a staff member will accompany your child and wait until you arrive to meet them at the hospital.

Personal Belongings

Children are strongly discouraged from bringing toys, sports equipment, trading cards, valuable items, laptops, iPods, or money to program. The Round Lake Area Park District is not liable for any lost, stolen, or damaged items brought to the program by participants. Please keep in mind use of cell phones is prohibited during program hours. If you need to contact your child during the program, please call the provided phone number. iPads provided by the school are only allowed to be used during Homework Help.

Behavior/Discipline

Before & After School participants are expected to comply with the Round Lake Area Park District rules and regulations in addition to the Before & After School program rules. All parents and students are asked to review and sign a copy of the Behavior Contract. We want all parents to be aware of the expectations we have during the program, as well as the steps that will be taken if needed.

The Round Lake Area Park District reserves the right to dismiss a participant if his/her behavior is not in the best interest of him/herself, other participants, or staff. Each situation is evaluated on its merit and conduct notices will be used to document inappropriate behavior. Program staff will discuss the behavior with the child and his/her parent or guardian. Recurring or severe behavior may lead to suspension or dismissal from the program with no refund.

Communication and Parent Involvement

Parent involvement in the program is essential. We are a team in ensuring your child has a positive and safe after-school program experience. Cooperation with all policies and procedures outlined in this manual is imperative. Please notify the Round Lake Area Park District of any medical condition, disability, or other situation requiring special consideration by the staff. Our team strives to serve each family in the most effective manner possible. We respect confidentiality and will make every effort to accommodate each unique situation.

Program Evaluation

Formal program evaluations will be distributed at the mid-point and end of the school year. We will also ask for feedback from participants. Our team works to provide the most enjoyable after-school care experience for our participants, so you may notice adjustments to the program throughout the school year.

If you have suggestions for improvement, please do not wait until you receive a program evaluation. Please speak with the Director or call the Recreation Supervisor at 847-886-5086.

Important Phone Numbers

School-Age Cell Phone (<i>call or text</i>)... ..	847-276-5693
Park District Main Office.....	847-546-8558
Katy Wells, Recreation Supervisor.....	847-886-5086
Joan Ellis, CDC Manager.....	847-886-5085

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*Looking forward to a
GREAT year!*