

Extended SCHOOL Program

Extended School

Parent Guide & Registration Packet

2019-20

**Before
School Bunch**

7:00 a.m. – 8:30 a.m.

**After
School Bunch**

3:30 p.m. – 6:30 p.m.

Wood Dale Park District • 111 E. Foster Ave. • Wood Dale, IL 60191

Phone (630) 595-9333 • Fax (630) 595-9699

wdparks.org



WOOD DALE PARK DISTRICT
Active Places. Friendly Faces.

WOOD DALE PARK DISTRICT EXTENDED SCHOOL PROGRAM PARENT GUIDE 2019-2020

BEFORE SCHOOL BUNCH & AFTER SCHOOL BUNCH

Welcome! This guide was developed because we realize that understanding program procedures and expectations is important for program satisfaction. If your child is being cared for by people from multiple households, it is very important and **your responsibility** as the registrant, to share the information in this guide with anyone involved. This may help prevent late fines or other problems due to one caregiver being unaware of proper procedures. If you have any questions, please feel free to contact the front desk at 630.595.9333.

ATTENDANCE CALLS

Before School Bunch:

As long as you follow the drop off procedures, you do **not** need to contact us if your child is going to be absent from the Before School Bunch because they will be coming directly from your care.

After School Bunch:

If your child will be absent from After School Bunch, you **must** notify us! If your child does not come off the bus, we can not just assume he/she is with you. Your absence call must be received at the Park District Recreation Complex office at (630) 595-9333 by 3:30 p.m. for the After School Bunch. Westview parents should call the site phone, 630-244-9849 by 3:15 p.m. to report an absence. If you don't reach anyone by calling the Westview site phone, please call the park district main line. We suggest that you call the Park District immediately after you call the School District to notify them of your child's absence. If you call the Recreation Complex before 8:30 a.m., please leave a message in the general mailbox.

We prefer that staff spend more time in the activity rooms than making attendance phone calls. While we understand that there will be occasions where a phone call is forgotten, we ask that parents be responsible for letting the Wood Dale Park District know if your child will not be in attendance. If it becomes consistent that an absence call is not made, the Recreation Supervisor and Director of Recreation will address the issue on an individual basis. The School District does **not** contact us if your child is absent from school or in extracurricular activities. It is your responsibility to inform the staff.

DROP OFF PROCEDURES

Before School Bunch:

Parents will be expected to sign their child in each morning. Parents are not allowed to drop their child off in front of the building. Please escort your child to their assigned Before School Bunch Room and sign them in. All participants must be supervised in the building prior to 7:00am for Before School Bunch. Staff will not be available to sign-in your child until their programs respective start time. We request all children be dropped off by 8:00 a.m., to avoid missing the bus. Please no parking in the fire lane.

After School Bunch:

Participants must be signed out each day. The After School Bunch will often move around the building, depending on the activity. The black sign in the lobby will direct you to the correct room. Children enrolled at Westview Elementary School, will stay at Westview and be directed to the room designated for the program after school.

PARKING

Parking is not permitted in the bus/emergency lane. In this area, drivers must remain in the car in order to move their vehicle immediately if a bus or emergency personnel arrive. Cars left unattended in the bus/emergency lane may be ticketed or towed.

AUTHORIZED PICK UPS

Once registered and invited to ePACT, you can setup your Authorized Pick Up List. Only the people on this list will have the ability to pick up your child from After School Bunch. Those on the list must present a driver's license or another form of picture identification. If you must have your child picked up by someone else, you will need to call the office at (630) 595-9333 and ask for the Recreation Supervisor. This person will need picture identification to pickup as well.

LATE PICK UPS

The pick up time of 6:30 p.m. for the After School Bunch will be strictly enforced. If you are unable to pick your child up on time, it is your responsibility to make other arrangements. Because we realize that work or traffic conditions are sometimes beyond your control, we will allow for three late pick ups (within 15 minutes) during the school year. If you are more than 15 minutes late or you have already used your three free late pick-ups, late fees will be charged per day as follows:

\$5	for	0 - 15 minutes late
\$10	for	16 - 30 minutes late
\$15	for	over 30 minutes late

You will be dismissed from the program if your child is either picked up late more than seven times or picked up after 7:00 p.m. more than two times. Please note: Late pick-up fees also apply to school days off and half days.

PAYMENTS

Monthly payments are due on the **1st of every month. NO EXCEPTIONS!** Every registration will require a credit/debit card to be linked to the monthly payments for the duration of the program. You may submit monthly payments in the form of cash or a check but keep in mind that the card on file will be charged on the 1st of the month (the automatic payment is

withdrawn at midnight the night before the 1st) so your payment must be submitted before then. Payments can be made at the front desk during office hours either in-person or via phone call, online through the Wood Dale Park District's website with an online account or placed in the payment drop-off box located to the right of the elevator. When using the payment box, please place the payment in an envelope clearly labeled with the child's name and what program they are in. Late payments will be subject to a \$15 service charge per child. You may make an online payment by setting up an online account. Please see a front desk staff member for more information regarding online accounts. Payments not received by the end of the month, will result in immediate dismissal from the program.

Any late payment, late registration, or late pick-up fines that are not paid, will result in your child being removed from the program at the end of the month. Registration will not be accepted for the following year's Extended School Program, if there are still outstanding fees.

REFUNDS

Parents requesting a refund will be expected to fill out a refund request form in-person. Refunds will be prorated based on the date the refund form was completed. A \$5.00 service charge will apply to all refunds. Fees will **not be pro-rated or refunded** for missed days or vacations from the Extended School Program.

BUS SERVICE

BEFORE SCHOOL BUNCH

By registering for the Before School Bunch, you are agreeing to change your bus pick-up location to the Recreation Complex. This means that pick-up by your home is no longer an option. If you do not want your child to go to the Before School Bunch on a particular day, you must bring him/her directly to school.

AFTER SCHOOL BUNCH

By registering for the After School Bunch for Kindergarten-2nd graders, you are agreeing to change your bus drop-off location to the Recreation Complex. This means that drop-off at a stop by your home is no longer an option. This includes both full and half days. If your child rides on the bus, he/she must come to the Park District Recreation Complex. If you do not want your child to go to the Recreation Complex on a particular day, you must pick your child up at school before he/she leaves on the bus, and call them in absent. 3-5th graders will stay at Westview School.

FOOD

BEFORE SCHOOL BUNCH

Food or drinks may only be purchased from the vending machines if the parent is with the participant. To prevent the children from eating or drinking items that are supposed to be for lunch, anything intended to be eaten in the Before School Bunch must be labeled as such.

AFTER SCHOOL BUNCH

The vending machines are **not** available during After School Bunch hours. The Wood Dale Park District will provide a snack at approximately 4:00 p.m. The snack will usually be a bag of chips, a cracker pack, fruit or fruit snacks. Water will also be available. If you would prefer that your child eat something different, feel free to send a snack or drink with your child. Participants are not permitted to share snacks. Please notify the Recreation Supervisor if your child has any special dietary needs or food allergies.

ACTIVITIES

The children will participate in a variety of activities during our program. They include activities such as homework time, active games, crafts, science experiments, cooking, gym time, games, board games, movies and free play. In temperatures of 32 degrees or above, activities may also be planned outdoors. Please dress your child appropriately for the weather.

Participants must wear gym shoes to play in the gym. Shoes with black bottoms that will scuff the gym floor are not permitted. Children will not be permitted to wear shoes with roller wheels or "Heelys" in the Recreation Complex or at Westview School. Participants will be asked to remove the wheels from their shoes during Extended School.

SCHOOL DAYS OFF PROGRAM

At an additional cost, we offer a School Day Off program for **some** of the days that School District #7 has a full or half day off from school. We also offer a Winter Camp and a Spring Camp. Please consult your registration form for program dates and fees. Spots for this program are limited and are on a first come first served basis. The deadline for these programs is usually 1 week prior or until all spots are taken, whichever comes first. In the case that your request to register for a School Day Off program past the registration deadline is accepted, there will be an additional \$10 late registration fee due at the time of registering pending approval from the Recreation Supervisor

HALF DAYS

The Before School Bunch will meet as usual on half days, but the After School Bunch does **not** meet on half days. Keep in mind that even on half days, your bus stop is still the Recreation Complex. If you are in the After School Bunch program and you do not register for the School Days Off program, you must pick your child up at school. There will be a fee for children who are dropped off at the Recreation Complex and are not registered for the School Day Off program. This fee will be \$15. **NO WARNINGS WILL BE GIVEN ON HALF DAYS, YOU WILL BE EXPECTED TO PAY THE FEE IF YOUR CHILD IS DROPPED OFF AT THE RECREATION CENTER AND IS NOT SIGNED UP FOR THE SCHOOL DAY OFF.**

UNSCHEDULED SCHOOL CLOSING

In the event that the School District has an Emergency Closing (due to weather, mechanical difficulties, etc) the Extended School Programs will also be cancelled. A message will be posted online at www.Emergencyclosings.com .

HEALTH AND SAFETY

For the health and safety of the participants, the following health regulations are required:

1. A child who does not attend school on a particular day because of illness is not permitted to attend an Extended School Program.
2. The staff has the authority to refuse any child that shows signs of illness. In such cases, the judgment of the staff is final and refusal to come and pick up the child in a timely manner will result in dismissal from the program.
3. Please notify us if your child has a communicable illness other than a basic cold or flu, so that we may inform other parents of the symptoms to watch for.

4. Staff has the authority to request that you provide a note from your child's doctor stating that the child is able to safely return to the program.
5. All children participating in the Extended School Program are expected to be toilet trained by the first day of the program.

EMERGENCIES

In the event your child experiences a medical emergency during Extended School, every effort will be made to contact you by phone. If you cannot be reached and your child needs to be transported by ambulance, a staff member will accompany your child to the hospital.

MEDICATION

If your child needs to take medication during Extended School hours, it will be stored in a lockbox, which is located in the program rooms (be sure to indicate if your child has a medication to take during Extended School when you are setting up your account on ePACT). Medication must be submitted in its original bottle. Participants are not permitted to store any type of medication in their lunchbox, bags, or pockets. This includes cough drops, inhalers, epi-pens, over the counter medications, and prescription medications.

PARENT/VOLUNTEER/SPECTATOR CODE OF CONDUCT

Parents, volunteers and spectators are expected to exhibit appropriate behavior at all times while participating in any program, event or activity with the Wood Dale Park District. It is recommended that parents discuss with their children that activities are planned for groups and while their child may wish not to participate in a specific activity, he/she is still expected to make an effort to be a part of the program. The following guidelines are designed to provide safe and enjoyable activities for all participants. Additional rules may be developed for particular programs and athletic programs as deemed necessary by staff.

Parents/Participants shall:

1. Show respect to all participants and staff, and take directions from staff.
2. Refrain from using abusive or foul language.
3. Refrain from causing bodily harm to self, other participants or staff.
4. Show respect to equipment, supplies and facilities.
5. Take direction from program staff and supervisors.

The Wood Dale Park District, its instructors, supervisors and administrative staff, reserves the right to suspend, expel or deny participation in or viewing of any program, event or facility to any person whose behavior materially interferes, or disrupts the quality of those offerings, the enjoyment of them by other participants, or the ability of staff to conduct or manage the activities or facility.

DISCIPLINARY ACTION

The Park District will follow a progressive form of discipline as outlined below, if deemed appropriate. However, the Park District is not required to do so and may, in its sole discretion, forego lesser forms of discipline at any time and proceed immediately with the parent, volunteer or spectator removal.

1. **Written or Verbal Warning:** Staff will discuss with the participant the undesirable behavior and why the action is not appropriate.
2. **Suspension:** Staff may temporarily ban a participant from a number of activities, games, practices, facility or programs. (The length of the suspension will be determined by the severity of the action).

3. **Dismissal:** If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program, facility or activity may be necessary. Once again, the Park District reserves the right to dismiss a parent, volunteer or spectator whose behavior endangers his/her own safety or the safety of others. Refunds will not be given.

STUDENT RESPONSIBILITIES

CODE OF CONDUCT

Participants are expected to exhibit appropriate behavior at all times.

Participants shall:

1. Show respect to participants/ staff, and take directions from staff.
2. Refrain from using abusive or foul language.
3. Refrain from causing bodily harm to self, participants or staff.
4. Show respect to equipment, supplies, and facilities.

Participants who do not conform to these rules risk extended time outs, removal from class into the office, suspension, or dismissal from the program.

DISCIPLINE

The purpose of discipline is to help a child develop self-control and to learn to assume responsibility for his/her own actions. It is also necessary for the safety of all participants and staff. We use corrective statements and other discipline methods to redirect negative behavior. When undesirable behavior is observed, staff will have the choice to write a Behavior Ticket for the participant. Staff will review the content of the ticket with the participant, and the participant must sign the ticket to acknowledge their wrongdoing. The participant's parent will receive a copy of the ticket. Recurring or major problems will be documented through an incident report and discussed with the parent/guardian. If deemed necessary, the Recreation Supervisor will ask the parent(s) to schedule a meeting to discuss the issue and to discuss solutions. Students may be suspended or dismissed from the Extended School Program for the following reasons; 3 incident reports in a school year, aggressive behavior, possession of weapons and/or illegal substances, reoccurring behavior and any other inappropriate behaviors deemed unacceptable by the Wood Dale Park District staff.

CUSTODY SITUATIONS

Both parents will be allowed to pick up their child at any time unless you provide legal documentation such as court orders explaining your custody arrangement. Please bring your most current documents to the office and we will copy the sections pertaining to custody. Documents from past school years need to be re-submitted.

ITEMS FROM HOME

Participants must leave all toys, electronic games, cell phones, MP3 players, cards, balls and other items at home. Items from school (basketballs, etc.) must remain in your child's backpack or in a bag. Items, other than homework, that are taken out of the bags will be stored in the office and must be checked out by a parent. If a participant continues to disregard this rule, their backpack will be stored in the office. A note will be sent home for special days when items from home are permitted. THE WOOD DALE PARK DISTRICT IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN ITEMS.

PHONE CALLS

It is the responsibility of the parents to communicate between themselves as to who is picking up their child. If you call the Park District to find out if your child has been picked up yet or to talk to your child, we will most likely have to call you back. Office staff cannot leave the office to go to the program rooms until after they have helped everybody at the counter and on the phone. If there is an emergency, please let the office know. **Parents of kids in the After School Bunch at Westview should call the Westview site phone to get ahold of staff and their child.**

SUSPECTED ABUSE OR NEGLECT

In accordance with the procedures set forth in the Abused and Neglected Child Reporting Act, the Extended School Program personnel, 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. The proper authorities will then be notified.

PARENT COMMUNICATION WITH CHILDREN

Any parent / adult who attempts to talk to a child other than their own regarding that child's behavior or any other problem will no longer be permitted to pick up their child from the Extended School Program. If there is a problem between your child and another, you or your child should bring it to the attention of Park District staff. Only Park District staff is permitted to discipline or question a child in their care.

OTHER RECREATION COMPLEX CLASSES

If your child is participating in any other programs at the Recreation Complex during After School Bunch hours, please complete a class notification form. You may request a form from a staff member. Once the form is completed, we will be more than happy to escort your child to the program they are registered for and return them to their group after their program is over. If your child is released to another program that ends at 6:30 p.m. or later, it is your responsibility to pick your child up from the other program, not from the After School Bunch.

If you have any questions regarding the Extended School Program, please feel free to contact us at 630-595-9333.

REGISTRATION OFFICE HOURS

Monday-Friday 8:30 a.m. – 10:00 p.m.

Saturday 8:30 a.m. – 3:00 p.m.

Sunday 10:00 a.m. – 3:00 p.m.



<u>OFFICE USE ONLY</u>	
Receipt # _____	
Date Registered: ___/___/___	
<input type="checkbox"/> Paid in Full	<input type="checkbox"/> Auto Pay <input type="checkbox"/> Monthly Invoice

EXTENDED SCHOOL 2019-2020 REGISTRATION

Student Information				
Last Name:		First Name:		Home Phone:
Address:			City:	State: Zip:
Child's Birth Date: ___/___/___		Child's Age: _____		Grade in Fall 2019 : _____ Sex: ___ M ___ F
Email Address:				

Extended School Registration

Extended School Program	Codes
<p style="text-align: center;">BEFORE SCHOOL BUNCH 7:00 a.m. – 8:30 a.m.</p> <p>5-day (\$1,110 or payment plan 10 x \$111) 4-day (\$880 or payment plan 10 x \$88) 3-day (\$650 or payment plan 10 x \$65)</p> <p>2nd Child Discount: 5-day (\$1000 or payment plan 10 x \$100) 4-day (\$770 or payment plan 10 x \$77) 3-day (\$540 or payment plan 10 x \$54)</p>	<p style="text-align: center;">(K-2nd Grades)</p> <p>Class Code: (5-day) 6851BBB (4-day) 6851BC (3-day) 6851BD</p> <p><input type="checkbox"/> 1st Child <input type="checkbox"/> 2nd Child</p>
	<p style="text-align: center;">(3-5 Grades)</p> <p>Class Code: (5-day) 6851BE (4-day) 6851BF (3-day) 6851BG</p> <p><input type="checkbox"/> 1st Child <input type="checkbox"/> 2nd Child</p>
<p style="text-align: center;">AFTER SCHOOL BUNCH 3:45 p.m. – 6:30 p.m.</p> <p>5-day (\$1,680 or payment plan 10 x \$168) 4-day (\$1,320 or payment plan 10 x \$132) 3-day (\$970 or payment plan 10 x \$97)</p> <p>2nd Child Discount: 5-day (\$1,580 or payment plan 10 x \$158) 4-day (\$1,220 or payment plan 10 x \$122) 3-day (\$870 or payment plan 10 x \$87)</p>	<p style="text-align: center;">(K-2nd Grades)</p> <p>Class Code: (5 day) 6853BB (4 day) 6853BC (3 day) 6853BD</p> <p><input type="checkbox"/> 1st Child <input type="checkbox"/> 2nd Child</p>
	<p style="text-align: center;">(3-5 Grades)</p> <p>Class Code: (5 day) 6853BE (4 day) 6853BF (3 day) 6853BG</p> <p><input type="checkbox"/> 1st Child <input type="checkbox"/> 2nd Child</p>

For 3 or 4 days, please indicate by circling, which days your child will be in attendance:

Mon

Tue

Wed

Thurs

Fri

School Days off, Winter Camp and Spring Camp Registration

Registration deadline typically one week from School Day Off program/start of Winter or Spring Camp

Accepted requests for enrollment past the registration deadline will be subject to a \$10 late fee

School Days Off – (7:00am – 6:30pm Full Day) (12:30pm -6:30pm Half Day)

Select the desired days from the table below.

Date	Type	Program #	Rate	Select
10/14/19	Full Day	6854A	\$46	<input type="checkbox"/>
10/15/19	Full Day	6854B	\$46	<input type="checkbox"/>
10/31/19	Half Day	6854D	\$33	<input type="checkbox"/>
11/25/19	Full Day	6854E	\$46	<input type="checkbox"/>

11/26/19	Full Day	6854F	\$46	<input type="checkbox"/>
11/27/19	Full Day	6854G	\$46	<input type="checkbox"/>
1/20/20	Full Day	6855A	\$46	<input type="checkbox"/>
2/17/20	Full Day	6855B	\$46	<input type="checkbox"/>
2/21/20	Half Day	6855C	\$33	<input type="checkbox"/>
3/17/20	Full Day	6855D	\$46	<input type="checkbox"/>
5/22/20	Half Day	6855F	\$33	<input type="checkbox"/>

Winter Camp – (7:00am – 6:30pm)

Select the desired days from the table below.

Date	Type	Program #	Rate	Select
12/23/19	Full Day	6856A	\$46	<input type="checkbox"/>
12/27/19	Full Day	6856B	\$46	<input type="checkbox"/>
12/30/20	Full Day	6856C	\$46	<input type="checkbox"/>
1/2/20	Full Day	6856D	\$46	<input type="checkbox"/>
1/3/20	Full Day	6856E	\$46	<input type="checkbox"/>
1/6/20	Full Day	6856H	\$46	<input type="checkbox"/>
12/23/19 – 1/7/20	All 6 days	6856I	\$265	<input type="checkbox"/>

Spring Camp – (7:00am – 6:30pm)

Select the desired days from the table below.

Date	Type	Program #	Rate	Select
3/30/20	Full Day	6856R	\$46	<input type="checkbox"/>
3/31/20	Full Day	6856L	\$46	<input type="checkbox"/>
4/1/20	Full Day	6856M	\$46	<input type="checkbox"/>
4/2/20	Full Day	6856N	\$46	<input type="checkbox"/>
4/3/20	Full Day	6856P	\$46	<input type="checkbox"/>
03/30/20 – 4/3/20	All 5 Days	6856Q	\$220	<input type="checkbox"/>