



WOOD DALE PARK DISTRICT
Active Places. Friendly Faces.

EXTENDED SCHOOL PROGRAM PARENT GUIDE 2016-2017

BEFORE SCHOOL BUNCH KINDERGARTEN CLUB 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 Joanne Lamb, Extended School Coordinator, 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.

KINDERGARTEN CLUB AND AFTER SCHOOL BUNCH:

If your child will be absent from Kindergarten Club or 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 8:45 a.m. for morning Kindergarten Club, 11:45 a.m. for afternoon Kindergarten Club or by 3:30 p.m. for the After School Bunch. *Westview parents should call the site phone, 630-244-9849 by 3:30 p.m. to report an absence.* 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 dial extension 14 and leave a message.

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 Extended School Coordinator and Recreation Supervisor 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 AND MORNING KINDERGARTEN CLUB:

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 or Kindergarten Club room and sign them in. All participants must be supervised in the building prior to 7:00 a.m. for Before School Bunch and 8:30 a.m. for Kindergarten Club. 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 for Before School Bunch. Please no parking in the fire lane. Those enrolled in Before School Bunch and also the morning Kindergarten Club program will be escorted from their BSB rooms to their Kindergarten Club room at 8:30 a.m.

AFTERNOON KINDERGARTEN CLUB AND AFTER SCHOOL BUNCH:

Participants must be signed out each day. Kindergarten Club is located in Playschool Room A. The After School Bunch has multiple groups and they often move around the building, depending on the activity. The black sign, in the lobby, will direct you to the correct room. Group assignments will be available on the first day and are subject to change. 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

Participants may only be picked up by the authorized people listed on your registration form. You 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. The person will need picture identification.

LATE PICK UPS

The pick up times of 3:45 p.m. for the afternoon Kindergarten Club and 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

If you are participating in the payment plan, monthly payments are due on the **15th of every month. NO EXCEPTIONS!** For your convenience we offer an auto pay option, wherein you provide a credit or debit card at the time of registration that will be automatically charged on the 15th of every month. Payments can be made at the front desk during office hours, online through the Wood Dale Park District's website 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 payments, late fees, attendance call fines 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 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 AND MORNING KINDERGARTEN CLUB

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 or Morning Kindergarten Club on a particular day, you must bring him/her directly to school.

AFTERNOON KINDERGARTEN CLUB/AFTER SCHOOL BUNCH

By registering for the Kindergarten Club or 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.

KINDERGARTEN CLUB

Kindergarten Club participants must bring a lunch (with drink) every day. Participants are not permitted to share food or purchase items from the vending machines during Kindergarten Club.

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, crackes, fruit or cookies. 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 Extended School Coordinator 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.

HALF DAYS

The Before School Bunch will meet as usual on half days, but the afternoon Kindergarten Club and After School Bunch do **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 afternoon Kindergarten Club or After School Bunch 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 \$20. 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. Please make sure you sign the Emergency Treatment Release form included in the registration packet. This will insure your child receives immediate medical treatment, in the event that you cannot be reached.

MEDICATION

If your child needs to take medication during an Extended School Program, please request a "Permission to Dispense Medication" form at the Park District office. Participants are not permitted to hold their own medication or take medication without the supervision of the staff. This includes aspirin, inhalers, epi pens and cough drops. If your child has a food allergy, your child's physician will be expected to complete a food allergy action plan. Forms are available upon request.

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/Volunteers/Spectators 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 or Coach will discuss with the parent, volunteer or spectator the undesirable conduct and why the action is not appropriate.
2. **Suspension:** Staff or Coach may temporarily ban a parent, volunteer or spectator 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. Participants are encouraged to follow the six pillars of the Character Counts program. We use corrective statements and "time-outs" to redirect negative behavior. Recurring or major problems will be documented through an incident report and discussed with the parent/guardian. 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 can not 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.

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 Kindergarten Club or 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.

ANGELA MINICHELLO
JOANNE LAMB

RECREATION SUPERVISOR
EXTENDED SCHOOL COORDINATOR

OFFICE HOURS

Monday-Friday 8:30 a.m. – 10:00 p.m.
Saturday 8:30 a.m. – 3:00 p.m.
Sunday 8:30 a.m. – 3:00 p.m.