

DeKalb Park District

OUT-OF-SCHOOL CARE PARENT MANUAL



DEKALB
PARK DISTRICT
Explore & Engage!



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Dear Parents and Caregivers,

We would like to take this opportunity to welcome you to the DeKalb Park District Out-of-School Care family. The DeKalb Park District believes that your child should have a safe, friendly, and consistent place to be when they are not in school. That is the impetus behind the Out-of-School Care program; we bring together Camp Discover, Days Off School, and Before and After School programs so that DeKalb families have one place for all their needs.

The Park District's Out-of-School Care program relies on our cooperative relationship with the DeKalb D428 for facility space and open communication. The Park District is responsible for the administration of the program while D428 provides facilities for many of our program locations.

Out-of-School Care is designed to meet the needs of children in kindergarten through 5th grade. Arts and crafts, healthy snacks, indoor and outdoor play, active and quiet games are offered under the supervision of qualified, caring staff.

We hope the following handbook will assist you in becoming familiar with Out-of-School Care and how the program operates. Please take a few minutes to read over the information and procedures.

It is our goal to provide a quality program where the participants feel safe, stay active, and are fully supervised. We look forward to offering more extracurricular activities during the program to benefit your child. If at any time you have questions, concerns or suggestions, please feel free to contact us via email or phone.

We look forward to a great school year.

REGISTRATION, PAYMENT OPTIONS, AND REFUNDS

Registration

All participants must register for the Out-of-School Care program through the DeKalb Park District. A non-refundable deposit is due at time of registration. All emergency paperwork must be completed prior to your child attending. Out-of-School Care registration is limited due to availability of space and a 1:10 staff to participant ratio, therefore **Out-of-School Care IS NOT a drop-in program.**

Program Options

Participants may choose to attend 2, 3, 4 or 5 days per week. If attending any less than 5 days per week, the days every week must remain consistent. Out-of-School Care cannot accommodate switching days per week. In the event you need to increase your days per week, this option is subject to availability per day. Participants may make a *permanent* reduction in days per week; reduction in days is subject to a \$10 change fee. Contact Recreation Office Coordinator, Wendy Hayes at whayes@dekalbparkdistrict.com, to make any registration change requests.

Withdrawals and Re-Enrollment

Participants may withdraw from the program at any point during the school year. There is no cancellation fee for program withdrawals. Re-enrollment in the Out-of-School Care program is subject to availability at that site. A program deposit will be required at time of re-enrollment.

Refund Policy

1. Refunds will be granted due to withdrawal from program.
2. Refunds will be granted, if a valid physician's written excuse or proof of relocation out of the area are submitted. Refunds will be pro-rated based upon the remaining number of days in session.
3. The park district reserves the right to review and make the final decision on all refunds.

If D428 is canceled for emergency situations due to unforeseen circumstances, Out-of-School Care refunds for days missed will be processed as a household credit to your account in a timely manner. Payment plans may be paused for pro-longed closures. If D428 closes due to unforeseen circumstances (non-weather related), the DeKalb Park District will offer a day-off-school program.

Refunds will not be granted for:

- Snow/inclement weather school cancellations. Due to District 428 extending the school year, Out-of-School Care will also be extended one day.
- Missed days due to illness, being sent home from school, or other personal reasons.

Monthly Fees

Check the current DeKalb Park District program brochure for annual fees. If beginning the program after the start date, fees will vary based on amount of sessions and payments.

FEDERAL CHILD CARE TAX I.D. #

The DeKalb Park District has federal tax I.D. # for childcare – Out-of-School Time.

The tax I.D. # is: 36-6005844

If you need a printed statement of the total amount you have paid for Out-of-School Time (for tax purposes) please call (815) 758-7756 x7262. We will need the name of your child and what Out-of-School Time site they attend.

Please allow 5 working days to receive your statement.

Payment FAQ

When is the first payment due?

The first payment is due at the time of registration. The initial payment will be \$50 and the remaining balance will be equalized over the remaining weeks. Payment will occur every Wednesday.

Non-Sufficient Funds

If the District receives a report of non-sufficient funds, meaning funds were not available in your account to cover the amount owed, you will be charged \$25 and your program participant will be suspended until payment is corrected. Continued non-sufficient funds will result in the cancellation of your program participation without refund.

SCHOOL SITES

Littlejohn Elementary School (Summer Camp)

121 School St, DeKalb
Illinois 60115

Jefferson Elementary (Before & After School)

211 McCormick Drive
DeKalb, Illinois 60115

Tyler Elementary School (Before & After School)

1125 South 7th Street, DeKalb, Illinois 60115
Located at 7th & Horn Streets

Sports & Recreation Center (Summer Camp, Before & After School)

1765 South 4th St
DeKalb, IL 60115

SAFETY INFORMATION

Emergency and Medical Information Form

Parents/guardians must provide Medical, Emergency and Authorized Pick-up information for their child prior to their child attending Out-of-School Care. When registering for the program, the appropriate parent forms will be attached to the registration. Only one set of parent forms need to be filled out per person per school year.

Special Accommodations

Along with other area park districts, the DeKalb Park District is a member of the Kishwaukee Special Recreation Association (KSRA), which provides support for individuals with disabilities. If your child has a special need or you would like to request reasonable accommodations in accordance with the Americans With Disabilities Act, please contact us with least two weeks in advance of the child's start date. For more details, call (815) 758-6663.

Dispensing Medication Procedures

Strict policies have been established for dispensing of medication to participants. These steps must be taken if a participant is required to receive medication while in the program. This includes restrictions for cough drops, vitamins, pain relievers, and over the counter or prescription drugs.

Parents/Guardians are required to complete a *Medication Dispensing Form* for all medications to be administered to participants by Park District staff or the participant themselves.

Prescription Drugs / EpiPen-Controlled by Counselor

- Parent/Guardian will provide the Park District staff with the child's medication in the original container with prescription label that includes patient's name, physician's name, pharmacy name, name of medication, and complete dosage information. The proper dosage for the day should be sent in the original container each day.
- Medication will be stored in a secure area and at a temperature consistent with the package instructions. If the program is held outside, staff will carry the medication with their emergency kit.

Inhaler-Controlled by child for self-administration

- Medication must be in the original container with prescription label that includes patient's name, physician's name, pharmacy name, name of medication, and complete dosage information.

Accidents and Injuries

Staff are trained to treat minor cuts, bruises, and provide other simple first aid care. In the event of a serious injury (including protruding broken bones, uncontrollable bleeding, bleeding from the head, etc.), staff will call 9-1-1 to request emergency assistance. While a staff member attends to your child, another staff member will notify a parent or guardian, and if neither can be reached, an emergency contact person.

Child Abuse Reporting

Park District staff members are mandatory reporters of suspected child abuse. Proper care of children includes providing clean, weather appropriate clothing, proper nutrition, bathing, sleep, patience, and lots of love.

Emergency/Back-Up Driver and Authorization for Pick-Up

Emergency Contact: One authorized pick-up person must be available ASAP, if your child becomes ill during program time. We strongly encourage each participant to have one Authorized Pick-Up within 20 minutes of program site.

Back-up driver: In the event that you are running late and will not be able to pick up your child by 6pm, we ask that you have a back-up driver. This should be a person that you can depend upon to pick up your child at the Out-of-School Care site by 6pm. If you foresee that you won't be at the Out-of-School Care site by 6pm, it is your responsibility to call the backup driver and arrange to have your child picked up.

Authorization for pick-up: All authorized pick-up persons must be at least 16 years of age. Only those persons authorized can pick up your child. We cannot release a child to an unauthorized person. If you plan to have your child picked up by someone other than an authorized person, it is necessary to notify Out-of-School Care staff in writing prior to pick-up time.

Behavior and Discipline Policy

Discipline is the ongoing process of helping children to develop inner controls and assume responsibility for their own actions. We accomplish this by setting and enforcing consistent and clear rules, limits, and consequences prior to and as part of any disciplinary action. Staff will use positive statements to redirect behavior. Participants will have a reasonable opportunity to resolve their own conflicts, with staff intervention as needed. A strict behavior guideline (see *Youth Participant Behavior Guidelines*) has been set to ensure the safety of staff and participants. Some behaviors may result in immediate dismissal.

DROP-OFF & PICK-UP PROCEDURES

Drop-Off Procedures

Prior to drop-off, each participant must fill out the wellness screening at their home. The wellness screening is used in lieu of signing your child(ren) in. If your child is showing any signs or symptoms, they cannot attend the program. Please complete the wellness screening at home with your child.

Drop Off for the Sports and Recreation Center in the circle drive. Cars will go in the north side of the circle drive and then drop off at the spot marked "X".

Please make sure your child(ren) exit curbside only. This is for the safety of your child(ren). Please do not pass cars waiting to drop off their child(ren) and please patiently wait your turn. This process will only take a few moments and will ensure the safety of your child(ren) and everyone involved. Please follow the arrows to limit the amount of traffic and increase safety.

Once at the "X", call the camp phone at (815) 901-6072 and let them know you are here and who you are dropping off. The Out-of-School Care employee will meet you outside and greet your child and wellness screening form.

This Wellness Screening Form (Appendix A) will ask the following:

- Have you felt feverish?



- Do you have a cough?
- Do you have a sore throat?
- Have you been having trouble breathing or a shortness of breath?
- Do you have muscle aches?
- Have you had a new or unusual headache (e.g., not related to caffeine, diet, or hunger, not related to a history of migraines, clusters, or tension, not typical to the individual)?
- Have you noticed a new loss of taste or loss of smell?
- Have you been experiencing chills or rigors (a sudden feeling of cold with shivering accompanied by a rise in temperature)?
- Do you have any gastrointestinal concerns (e.g., abdominal, pain, vomiting, diarrhea)?
- To the best of your knowledge, have you or anyone in your household come into close contact with anyone who has tested positive for COVID-19?

If the participant answered yes to any of these questions, for the wellness of others, please have the participant remain home. This form will take the place of a sign in sheet. These forms will be kept in a secure location.

Pick-Up Procedure*

When Out-of-School Care is at the school sites, you must sign your child in and out so we can maintain appropriate child counts and ensure the safety of all participants and staff. Anyone other than a parent/guardian or authorized pick-up persons will not be allowed to pick up your child, if they are not listed as an Authorized Pick-Up Person. In an emergency, an email can be made to the Camp Director at campdirector@dekalbparkdistrict.com to authorize someone not listed on the pick-up form to pick up your child. The Out-of-School Care staff will ask for identification upon pick-up.

**District 428 administration policy dictates all school doors remain locked. Parents will have to contact Out-of-School Care staff within the building to pick-up their child. These procedures are for the protection of your children. With their safety in mind, we will refuse to release a child to anyone if they are obviously impaired or in any way incapable of driving.*

Late Pick-Up Procedure

Out-of-School Care ends at 6:00 PM daily. We ask that you make every effort to have your child picked up on time. If you are late picking up your child, a daily late fee will be charged. You will be billed for the late fee. You will have one week from the date of the late arrival to remit payment.

- For the first 5 minutes you are late, a \$5 late fee will be charged. For each additional minute, a \$1 late fee will be charged per minute. (i.e. If you are 12 minutes late, you will be charged \$12.) Time is based on the Out-of-School Care clock.
- Exceptions will be made due to uncontrollable circumstances (i.e. car accident, death, illness). Out-of-School Care staff and the Park District's Recreation Supervisor shall be the sole judge of what constitutes an uncontrollable circumstance.
- If a parent/guardian does not arrive for pick up after 90 minutes and staff has not been able to speak with a parent/guardian and/or all other contacts have been exhausted, the Police Department will be notified.
- **If late pick-up becomes habitual, your child will be dismissed from the Out-of-School Care program.**

GENERAL PROGRAM INFORMATION

Transportation

The DeKalb Park District offers Summer Camp and Days off School programming where transportation is required from the parent. After school programs are offered at various D428 facilities. Students within those facilities will walk to the After-School location. The DeKalb Park District does not have bus transportation to schools.

School Closing/Program Cancellation

Emergency Closing Information will be distributed in these locations:

www.Emergencyclosingcenter.com

www.Dist428.org

If District 428 schools are closed due to snow/inclement weather **for the complete school day**, Out-of-School Care may also be **CLOSED**; Out-of-School Care will close for snow and will remain open for cold weather. Decisions will be made on a case-by-case basis by 6 am. Please plan to make alternate arrangements for your child. A refund will not be issued for snow/inclement weather school cancellations. Due to District 428 extending the school year, Out-of-School Care will also be extended one day.

If D428 cancels after school activities due to weather, Out-of-School Care hours will be affected. Parents will receive notification of modified hours through text message (see instructions below).

Phizzle is a web-based program that the DeKalb Park District uses to communicate with parents. It allows us to push information to you rather than have you look it up on Facebook or the Park District's website. The Park District uses this as emergency communication, inclement weather or lockdowns. We believe in timely and transparent communication and this has best met the DeKalb Park District's needs.

Announcements

Sign up to receive text message updates and announcements for the 2020/2021 School Year Days Off School/Out of School Care Program!

Text "**2020 OFFSCHOOL**" to **74499** to opt-in. Msg and Data rates may apply. Up to 12 messages/month. Text "**STOP 2020OFFSCHOOL**" to cancel. Text "**HELP**" for more information. Text "**STOP**" to cancel ALL Park District messages.

If D428 is canceled for emergency situations due to unforeseen circumstances, Out-of-School Care refunds for days missed will be processed as a household credit to your account in a timely manner. Payment plans may be paused for pro-longed closures.

Reporting Absences

If your child will be absent on a day they would normally attend Out-of-School Care, you need to email your site directly or email the Camp Director, Out-of-School Care Coordinator at DOSinfo@dekalbparkdistrict.com. ALL absences must be reported by 12:30pm on the day of your child's absence. The DeKalb Park District and Out-of-School Care **staff does not receive this information from the individual school sites**. There are no refunds or credits issued for days missed.

Healthy Students Only

Each student is expected to have completed the DAILY DeKalb Park District Self-Certification screening measures, before attending Out-of-School Care. All participants **must be symptom-free to participate in Out-of-School Programming**. If a child has any symptoms, they must stay home. Please follow the state and CDC guidelines on COVID-19 or any illnesses as to when your child(ren) may return to the program. For more information on the Wellness Screening, please see Appendix A.

No participants will be able to attend Out-of-School Care if they have been sent home from school for any reason (medical or behavioral), removed from school (doctor appointments, etc.), or did not attend school that day for any reason.

- If a child seems to be running a fever or appears sick during program, we will request that they be picked up immediately. A child is to be fever-free and/or vomit-free for 72 hours before returning to the program.
- We also ask that you be considerate of other children and staff and keep your child home if they show signs of illness, such as uncontrolled coughing or sneezing, runny noses (not due to allergies), diarrhea, stomach issues, or rash.
- Paramedics (9-1-1) will be called to handle serious injuries. If your child needs emergency medical care, we will accompany them and a parent/guardian must meet us at the medical facility as quickly as possible.
- A child must receive appropriate treatment, depending on the condition, before returning to the program and may require a medical release from a physician before returning.

Please know we will be closely following and enforcing the sick policy guidelines. No refunds will be granted for missed days due to illness.

What to Bring (Daily)

Bring:

- Mask (to be worn at all times).
- Homework and/or reading material (book, magazine, etc., for quiet time).
- CUSD428 issued Chromebook for remote learning, including headphones as other participants will be participating in remote learning, and possibly video conferencing at the same time.
- Sneakers (for physical activity in gymnasium and outdoor space).
- Activity from home to be used during quiet time.
- A great attitude! Kids are challenged to make new friends, learn new skills, and practice positive behavior.

Do Not Bring:

- Electronics (cell phones, video games, electronic devices, etc.).
- Other toys???

Out-of-School Care is not responsible for any lost, stolen, or broken items.

Electronic Device Policy

For the purpose of establishing this policy, an electronic device is defined as any mechanical or electrical device that is capable of playing, recording, storing, or transmitting sounds, images, or data. Examples of these types of devices include cell phones, iPods, iPads, smart watches, hand held video game units

and computers not intended for remote learning. Participants with a D428-issued Chromebook will be able to complete homework with their Chromebook.

Physical Activity

The after-school program is sensitive to the fact that children are in need of physical activity after school. Therefore, each day will have time set aside for recreation. Please have your child dressed for the weather. Weather permitting, each day will have time set aside for outdoor recreation; we will not go outside if the temperature is below 15 degrees and will make decisions on a case-by-case basis. Please send your children with the appropriate winter weather clothing and supplies. During this time, we may also play games in larger groups. The focus of the physical activities will be on having fun and being active. Students will follow the same rules outside and in the gym after school that they follow during the school day.

Lunches

The DeKalb Park District will work with our community partners to provide a lunch for everyone. Participants may choose to bring their lunches. Should allergies and food sensitivities dictate, some foods, like peanut butter, will be banned from the program.

Snack

Out-of-School Care will provide a light, healthy snack in the afternoon for everyone. If your child has any dietary restrictions, please indicate these in the parent forms. You may choose to provide a snack that meets your child's needs or additional snack for your child if one snack is not sufficient.

Homework

The Out-of-School Care program will participate in D428's remote learning from 9:00 – 12:00 PM daily. Your participant's remote learning is our highest priority. There will be dedicated space, equipment, and WIFI for your participant's remote learning needs. Staff will be available to support your learner. It's important to note that staff are not teachers nor are they responsible for achieving your learner's desired outcomes. Parents and teachers are still responsible for achieving the learning outcomes for participants.

Clothing/Lost and Found

Weather permitting, we will go outside daily, so please dress your child appropriately. Jackets, hats, mittens, backpacks, etc. should be clearly labeled with your child's name and school. Items left at the individual Out-of-School Care sites that are found and turned in will be kept there until claimed. Toys and electronic games are prohibited and need to stay at home as they can get lost, stolen, or broken. Out-of-School Care is not responsible for items that are lost, stolen, or broken.

No School Days

If there is a scheduled No School Day, Out-of-School Care will be held at the Sports and Recreation Center. District 428 does not provide transportation for Out-of-School Care on a scheduled No School Day. Hours of Out-of-School Care for a scheduled "No School Day" will be 7:00 AM – 6:00 PM. Children are required to dress appropriately as they will play outside, weather permitting. There are no refunds or credit if you do not attend a scheduled No School Day of Out-of-School Care.

No School Days follow the current District 428 school calendar. Refer to the current DeKalb Park District program brochure or website for registration codes and cost.

Holidays Out-of-School Care and No School Day Programs are NOT Offered

Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
New Year's Day
Memorial Day

Please note that the Sports & Recreation Center is a polling place and the program will move on Election Day to Haish Gym.

IMPORTANT: There is a separate registration, available for No School Days, Winter Break, and Spring Break Out-of-School Care. These days are **not included** in any of the Out-of-School Care program fees.

Appendix A: Wellness Screening Form

Wellness Check



Name: _____

Date/Time: _____

Facility: _____

Questions:

- ☐ Yes ☐ No Have you felt feverish?
- ☐ Yes ☐ No Do you have a cough?
- ☐ Yes ☐ No Do you have a sore throat?
- ☐ Yes ☐ No Have you been experiencing difficulty breathing or a shortness of breath?
- ☐ Yes ☐ No Do you have muscle aches?
- ☐ Yes ☐ No Have you had a new or unusual headache (e.g., not related to caffeine, diet, or hunger, not related to a history of migraines, clusters, or tension, not typical to the individual)?
- ☐ Yes ☐ No Have you noticed a new loss of taste or loss of smell?
- ☐ Yes ☐ No Have you been experiencing chills or rigors (a sudden feeling of cold with shivering accompanied by a rise in temperature)?
- ☐ Yes ☐ No Do you have any gastrointestinal concerns (e.g., abdominal, pain, vomiting, diarrhea)?
- ☐ Yes ☐ No To the best of your knowledge, have you or anyone in your household come into close contact with anyone who has tested positive for COVID-19?
- ☐ Yes ☐ No If the participant answered yes to any of these questions, for the wellness of others, please have the participant remain home.

Verified by: _____

Date/Time: _____

YOUTH PARTICIPANT BEHAVIOR GUIDELINES

The DeKalb Park District requires all staff, participants, and spectators to abide by a “Code of Conduct” with the following guidelines:

- Show respect to all participants, staff and spectators
- Refrain from foul language
- Refrain from inflicting bodily harm upon other participants, staff and spectators
- Show respect for equipment, supplies and facilities.

The DeKalb Park District may adopt additional guidelines as they deem necessary. These may include specific rules and regulations for Park District facilities and programs, as well as general park rules and regulations.

All participants will abide by the Park District Ordinance Code as well as local, state and federal laws.

To maintain a safe and enjoyable environment, Park District staff enforces a strict discipline policy designed to preserve a healthy program experience for all concerned. Behaviors which endanger the safety and security of the child or others may result in skipped steps and/or suspension from the program. The following infractions will constitute the use of the discipline procedures listed below. **This list is not inclusive of all possible offenses:**

1. Harming one’s self, such as, but not limited to:
 - Leaving designated grounds and/or group without permission
 - Physical damage to self
 - Possession, use or transfer of alcohol, illegal drugs, tobacco products including matches and lighters
2. Harming others, such as, but not limited to:
 - Fighting and/or other aggressive behavior
 - Throwing objects
 - Possession or use of weapons: knives, glass, sharp objects, etc.
 - Hitting or kicking others
 - Verbal abuse and/or profanity
 - Endangering the safety of others
 - Exposure of private areas to others
3. Damage of property:
Note: Parent/guardian will be responsible for ANY damage caused by his/her participant.
 - Vandalism
 - Tantrums resulting in damage to property
 - Breaking, damaging, or destroying property
 - Theft - taking any item that does not belong to the child

DISCIPLINE PROCEDURES: If your child has trouble following the participant behavior guidelines, the following discipline procedures will take effect. There will be NO REFUNDS for missed days due to disciplinary infractions.

If a child displays an offensive behavior, the following steps will be taken:

- Removing the child from the incident or activity, talk with them about the situation, behavior redirection and choices made. “Time out” or removing child from activity for a cool down time followed by discussion with staff to be sure the child understands the unacceptable behavior and what would be a better choice.
- Parents will be informed of a situation if the problem is repeated, involves disrespect, and/or violence or anger.

If offensive behavior continues after the time-out; the following will occur:

- **1st Offense:** A Participant Behavior Report will be written and must be acknowledged and signed by the parent/guardian and the participant at pick-up time.
- **2nd Offense:** The participant will be suspended for one day. The suspension will be in effect the first day following the offense. The supervisor will notify the parent/guardian.
- **3rd Offense:** The participant will be suspended for three days. The suspension will be in effect the first day following the offense. The supervisor will notify the parent/guardian and schedule a conference to discuss behavior management and whether the child can meet participant expectations with or without accommodations.
- **4th Offense:** The participant will be suspended for one week. The suspension will be in effect the first day following the offense. The supervisor will notify the parent/guardian and schedule a conference to discuss behavior management and whether the child can meet participant expectations with or without accommodations.
- **5th Offense:** The participant will be dismissed from the remainder of the program. The supervisor will notify the parent/guardian.

IMPORTANT: Depending on the situation and the degree of the offense, a program participant may be temporarily or permanently dismissed from the program following any offense. The supervisor will notify the parent/guardian and schedule a conference to discuss behavior.

PARTICIPANT BEHAVIOR REPORT

Date: _____ **Program:** _____

Participant: _____ **Age:** _____ **Grade:** _____

Time of Infraction: ____:____ am/pm **Location of Infraction:** _____

Behavior Infraction:

Description of Incident:

Action Taken: Verbal Warning _____ 10-Minute Time Out _____

Behavior Report _____ Offense # (*circle*): 1 2 3 4 5

Suspension _____ # of days

Parent/Guardian: Please sign this document to indicate an understanding of the events that have occurred.

Staff Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Notes: _____
