



Alsip Park District  
Power Play  
Before & After School Program  
Policies & Procedures  
Parent Handbook  
School Year: 2023-2024

**Contact Information**

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**Hours of Program**

**Before School Program**

6:45 AM -School Bus Pick up

**After School Program**

School Bus Drop Off- 6:00 PM

**Early Dismissal Day**

*School End time-6:00PM*

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### **Purpose, Description and Goals**

The mission of the Alsip Park District is to enrich life through quality leisure services at a variety of parks and facilities, while offering programs in education, social involvement, and recreation in a clean, safe environment for individuals of all ages.

In our continued commitment to the community, the Power Play Before & After School Program, will provide families whose children are enrolled in School District 125, 126, 128 and 130, a safe, structured, and nurturing before and after school environment that will meet the individual needs of each child enrolled. The Program will provide educational, creative, social, and physical activities.

### **Ill Child in the Program**

If a child becomes ill during the program, parents/guardians will be notified and asked to pick-up their child immediately. The ill child will be removed from the activity area, made to feel comfortable, and isolated with a staff member until picked-up. A child sent home from the program due to illness will not be permitted back without a doctor's note certifying they are able to return.

### **Health and illness policy**

- For the welfare of the children in the group, we ask that parents keep their child home if he/she appears ill or has been ill during the night.
- If the child is sent home from school for any reason, he/she may not attend the After-School Program.
- The Alsip Park District asks to be informed of the nature of any illness, especially when it is communicable to others. If at any time the staff feels that a child is too sick to remain in the program, the parent will be called. A parent, guardian or emergency contact must pick up the child within one hour of receiving the phone call. This policy is for the safety of all the children and staff.
- A child will be sent home if any of the following conditions are apparent:
  - A temperature of 100 degrees or more within 72 hours
  - Vomiting or diarrhea
  - Rash (if cause is unknown)
  - Suspected communicable disease
  - Severe cold with fever, coughing, unclear mucus
  - Bronchitis or other throat infections, such as strep
  - Nits or lice in hair
- Parents are asked to please notify us within 24 hours if their child has COVID-19 diagnosis/symptoms or a communicable disease, such as chicken pox, strep throat or lice, so that we can inform other parents and staff (the name of the child will not be disclosed). The child is welcome back to the program with a note from the doctor.
- The program will always try to provide a safe environment for the campers, but occasionally, participants are hurt or injured in play. If such an event occurs, the following procedure will be followed:
  - Medical paramedics will be called to handle any serious accidents.
  - A call will be made to the parent/guardian. If they cannot be reached, we will contact the emergency numbers provided.
  - If the participant needs medical care, in most cases we will accompany them to the nearest facility.
  - The parent/guardian must meet us at the medical facility as soon as possible.

### **Medication Policy**

If your child is required to take any type of medication during Power Play! Before or After School Programs you will need to fill out our Medical Dispense form on the ePact profile for that child. By filling out and signing this form you are allowing our staff to dispense the medication to your child. All medication needs to be in the correct pill bottle with the prescription on the bottle with child's name and may not be expired or we will not be allowed to dispense the medication. If your child has asthma or severe allergies, we require that the before/after school has an inhaler or EPI Pen on site that the staff will carry with them if the child needs it. Please send the inhaler in the original box or a baggy with the child's name labeled on it.

### **Enrollment**

- Enrollment is required, in person, for all families at the Apollo Recreation Center, Main Office, located at 12521 South Kostner Avenue.
- Upon completion of the Registration/Enrollment packet, you will receive a "Parent Handbook" via e-mail which will outline all information needed.
- Registration for the Power Play! Before/After School Program can be done weekly or monthly .
- Registration must be completed on the Monday prior to the upcoming week to avoid late fees. A \$15 late fee will be added if you register on Tuesday. **No registrations will be added after Tuesday at 5:00PM for the following week.**

### **How to register for Before and After School Program**

- Parents/Guardians must fill out the form completely.
- The front side of the form is your child's information, and the back side is the school calendar. You simply check the days you are signing up for the Before or After School Program.
- You can register for one week up to one month at a time.

### **Payment options: Cash, Checks and Credit Cards are accepted**

- Obtain a "Before and After School" envelope, from staff or at the counter in the main atrium. Please fill out the registration form completely and leave envelope in the "Registration Drop off slot" which is located on the outside of the main registration desk or leave it with the main office staff. **DO NOT LEAVE YOUR REGISTRATION ENVELOPE WITH BEFORE & AFTER SCHOOL STAFF.** You will receive your receipt the next day.
- Credit Card Payments: credit card number, expiration date and security code are required each time. PLEASE PRINT CLEARLY. Once payment is processed, the forms are given to the Recreation Supervisor and kept securely.

### **Attendance**

- You must call the office phone (708-389-1003) if your child will be absent. Office staff will not be available until 8:30 a.m., but you may leave a message prior to opening.
- Please indicate why your child is not coming to the program.
- We also understand that family vacations or other events may occur during the year. Please understand that no refunds will be granted for missed days.

### Adjustments/reimbursements

Staffing is based on enrollment for the program, and we do understand that children become ill and schedules change, but staff are already scheduled. There will not be any refunds given for sick or no-show days.

Household credits will be given if; your child is no longer able to come to program due to a medical appointment that is scheduled during program, proof of appointment will be necessary to receive your household credit.

### Check in for Before School Program

- Students may arrive at the Apollo Recreation Center, located at 12521 South Kostner Ave., beginning no earlier than 6:45 am.
  - An authorized parent/guardian (who is listed in the ePact system) must escort the student in the building and sign the child in.
- During this process staff will visually inspect participant for any sign of illness (i.e. cough, runny nose, pale skin, etc.).
  - If for any reason Staff chooses to refute the at-home health screening, they will perform their own screening. If it is found the child is not in good health, they will not be permitted to be at program that day.

### Check out for After School Program

Parents/Authorized Pick Up/Guardian (who is listed on the participants ePact profile) will enter the Apollo Recreation Center and go to the After School Room to check out their child. Students will only be released to authorized persons listed on the participants ePact profile. All children must be picked-up by 6:00 pm to avoid late fees.

### Authorized Pick-Ups

**IMPORTANT:** Participants will only be released to the people listed on the Emergency contact/Authorized Pick-ups listed on the participants ePact profile. Each person must have a picture uploaded on the ePact profile. If you need to add someone to your pickup list you must add them on your child's profile in the ePact system.

### 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 on your child's ePact profile.

### Late pick-up policy

If you are late picking your child up from the program, you will be charged \$10 for up to the first 5 minutes. You will be charged \$1 for every additional minute after. **Late fees must be paid, at the main office, at the time of the pick-up or the next day before the child can return to program.** Any parent who does not contact staff about a delay and their child is not picked up after 30 minutes of the scheduled camp ending time, the Alsip Police Department will be notified.

### Snacks/Lunch

Please make sure you pack a snack for your child to have during the before and after school program. We will not be serving snacks on regular school days. We will be serving lunch for those enrolled on early dismissal days when lunch was not served at school. **If your child has food allergies, please provide them with a lunch that they may eat during lunch time.**

### Inclusion policy

SWSRA and our Partner Agencies believe that all individuals should be provided with leisure opportunities that allow for participation at the highest level of ability, in the least restrictive environment possible. Although, many people achieve this through participation in a SWSRA program, others may also have great success in the activities provided by our Partner Agencies.

Our Partner Agencies adhere to the following basic principles when providing accommodation to allow for successful inclusion:

- The interests and needs of an individual participant will be addressed
- The Partner Agency staff will be given support by SWSRA
- The policies and concerns of the Partner Agency will be addressed
- Options with choices will be made available to individuals with disabilities

### Cell Phone/Personal Items Policy

- If a participant brings a cell phone to the program it must be turned off and put in their backpack when they walk in the door. If a cell phone is seen out during program, staff will take it away and give back to the parent at time of pick up.

**The Alsip Park District will not be responsible for any lost, stolen or damaged items.**

#### **What to bring to the program.....**

Gym Shoes  
Homework they have  
School Supplies Needed

Personal Headphones  
Textbooks needed  
Book to read quietly

#### **What NOT to bring to the Program...**

Game Systems  
Toys  
Money

Cell Phones  
Trading Cards  
Gum/Candy

### After School Program Homework Policy

- During homework support time, we will be encouraging students to be as independent as possible and responsible for getting their work done. Staff will assume the role of homework coaches and help students assume this responsibility by clearly communicating what is expected of them during this time and reinforcing the implementation of the homework policy. During homework support time the room will be silent for the benefit of all students.
- All students enrolled in the after-school program will attend homework support Monday-Thursday. Homework time will be up to 1 hour. If students do not complete their homework during this time, then they will be expected to complete their homework at home.
- Staff will not be responsible for checking students' backpacks for homework. If the students do not have homework or if they completed their homework, they would have the following options to do until homework support time ends read a book or complete educational worksheets quietly. Students will be expected to select one of the alternative options and begin working on them independently
- Staff will not check or correct homework. The staff will assist students with problems when the student raises their hand silently. If a student has continuous problems understanding how to complete their homework assignments, a parent/teacher conference should be scheduled.
- We will provide basic school supplies for the participants to use for their homework. Any supplies need for special project will need to be provide by the parent and/or complete at home.

### **Parent Code of Conduct**

- Parents and/or emergency contacts/authorized pick-ups are required to follow the Alsip Park District policies while you are at our program.
- Parents/Guardians and Emergency Contacts must wear a face covering and practice social distancing during drop off and pick up.
- Please refrain from inappropriate conduct; using harsh, demeaning, threatening or abusive language, speaking in a level that is not appropriate when speaking to any staff member.
- No Parent and/or Emergency contacts/authorized pick-ups shall be under the influence of drugs/alcohol. There will not be any physical violence toward staff, a child (your own or another), another parent, member or volunteer, materials, or property.
- If inappropriate behavior is displayed your child will be terminated from the program.

### **Discharge Policy**

- The Before/After school Program as well as the Kidz Care Program has the right to discharge a participant without issuing a refund if the following is determined:
  - Falsified/incomplete registration forms
  - Participants' actions or activities endanger the safety to self or others
  - Repeat violation of any policy listed
  - Non-payment

### **Behavior Policy & Management Plan**

Our goal of Power Play Partners Before and After School Program is to guide school-age children in skills designed to help them become competent, contributing, problem-solving members of their world. The children will be encouraged to solve their own problems when appropriate. When discipline is necessary it is carried out in a way to help the child develop self-control and assume responsibility for his/her own actions. It is kind and gentle, yet firm. In this program, we have established certain rules to provide a safe and effective before/after school program environment for your child. The following rules/guidelines MUST be followed.

**Zero Tolerance:** Any Camper, who uses, possesses, controls, or transfers drugs or a weapon, or any object that can reasonably be considered a weapon, looks like a weapon, or looks to be a part of a weapon, shall be removed from the program immediately and the Alsip Police will be notified.

**Violence of any type will not be tolerated.** Any student who hits someone for any reason (even if they are hit first) will be immediately given a discipline report and can lead to a suspension deemed by the Recreation Supervisor.

**Bullying** (Physical, psychological, or verbal) will not be tolerated and participants that are involved will receive appropriate consequences, deemed by the Site Coordinator or Recreation Supervisor.

**Be Respectful:** Respect yourself, others, all property, and wildlife. Listen to and follow any directions/instructions that are given by staff. All participants are expected to use appropriate language and have appropriate behavior.

**Sportsmanship:** Demonstrate good sportsmanship while participating in all activities.

**Be Safe:** No roughhousing, stay clear of roadways, no climbing on trees or fences. Shoes must be worn at all times; gym shoes are required for most activities.

**Behavior Policy & Management Plan Continued...**

If your child chooses not to follow the rules, the following disciplinary actions will be taken. Steps may be skipped for repeat or serious offenses.

- 1<sup>st</sup> Infraction
  - Discipline report is written; the parent/guardian will be notified of the behavior and that a discipline report was done.
  - The participants may need to be picked up or a suspension may be given depending on the severity of the incident.
- 2<sup>nd</sup> Infraction
  - Discipline report is written; the parent/guardian will be notified of the behavior and that a discipline report was done.
  - The participants will need to be picked up at time of call and/or a suspension will be given.
- 3<sup>rd</sup> Infraction
  - Discipline report is written; the parent/guardian will be notified of the behavior and that a discipline report was done.
  - The participants will need to be picked up at time of call and/or a suspension will be given. A meeting will need to occur before the participant can return to the program.
- 4<sup>th</sup> Infraction
  - Discipline report is written up and parent/guardian is called to pick up child immediately. The child will be removed from our program immediately.

Staff will redirect the uncooperative child to another activity or redirect the entire activity into a more wholesome direction. Parents will be notified of any serious or continuous behavior problems in person or by phone. A conference between parent, child and staff will be scheduled as necessary to discuss serious behavior problems and to establish new behavior management techniques appropriate for the child. If no measurable improvement in the child's behavior is evident after a set period of time, the child will be removed from the program.

Please understand we establish this policy for our protection and the safety of all the children. We do not want to remove children from the program and will work with the parent and child to the best of our ability to correct and deal with any problems that arise.



**ePACT how to...****How to change medical information for your child on ePACT**

- This was a question you answered in the ePACT profile for each child. If you want to change your answer, please follow these steps:
  - Log in to: <https://www.epactnetwork.com/>
  - Click on my ePACT
  - Scroll down still you see the heading My Connected Organizations
  - Click on Alsip Park District Program your child is in
  - Click on the child's name (you will have to do this for each child if you have multiple children in the programs)
  - Scroll down to the section "medications and treatments" and edit the information you are changing.
  - PLEASE NOTE: If your child takes medication during camp you must consent to the medical waiver on ePACT under "medical waiver".

**How to add someone to your pickup list on ePACT.**

- Log in to: <https://www.epactnetwork.com/>
- Click on my ePACT
- Scroll down still you see the heading My Connected Organizations
- Click on Alsip Park District Program your child is in
- Click on the child's name (you will have to do this for each child if you have multiple children in the programs)
- Scroll down to the bottom and click edit in the sections where information needs to be added.

**Troubleshooting:**

- If it doesn't let you save/continue make sure you check to make sure each person listed shows a relationship to the child (under manage relationship). Then click save and you should be good to go.
- If you are not able to add a picture, and you put the e-mail address in for that person and they have a check mark next to their name. They have taken control of their own account and need to add a picture themselves.

**Class Dojo App**

Class Dojo is a communication tool that we will be using this school year to send you updates, pictures/videos, announcements, and important information when it comes to everything preschool! Please make sure you download the FREE app ClassDojo on your phone to make sure you get all the features to work (the desktop version does not show all announcements). You will also be able to reach out to the senior leadership and teachers directly through the app without having to make a call at work to report an absence or anything else you need us to know about!