

Base Parent Handbook 2023-2024



PARENT HANDBOOK

Goals and Objectives:

Child Care for school-age children exists to meet the needs of working parents and their children. One of the major goals of The Park District of La Grange Before and After School Recreational Program is to create a safe, secure, and comforting environment for each child. We want the children to feel as if they were at home and our parents to have peace of mind.

The BASE Program is planned in response to the developmental needs of the children served. The recreational program overlaps to some extent with both home and school but has a separate identity. Since the BASE Program uses a block of time in which the child would ordinarily be at home, the program strives for more characteristics of home than school. The key to a successful program is to provide a flexible, enriched curriculum with age appropriate, recreational activities to meet the developmental needs of children and to support the family. The BASE program responds to a child's need to be responsible, independent, and a contributor to the group. The program is also designed to emphasize and promote a positive self-concept in each child.

The success of our program is due to the active involvement of parents. The childcare staff and parents share observations, insights, and concerns regarding their child. Open communication by the BASE staff and our parents is the key to a successful outcome for each family.

The Administration and Supervision of the program is by the Park District of La Grange.

Inclusion Services

Inclusion involves a variety of supports to meet the needs of different participants. The need for support for an individual can vary from program to program, season to season. Needs and resources will be assessed to determine the appropriate support for the participant within the program. Inclusion support may come in the form of: observations, program modifications, visual aids & sensory tool kits, training and inclusion aides.

The Park District of La Grange Before and After School Program partners with SEASPAR (South East Association for Special Parks and Recreation) to make every effort to provide participants with varying abilities reasonable accommodations. Should your child be in need of inclusion services, please follow these steps:

- Parent/Guardian of the participant, at the time of program registration, must mark the “special accommodations” box on the registration form.
- Once the registration form is submitted, the Park District of La Grange will contact the Parent/Guardian and direct them to complete the INCLUSION INTAKE FORM online.
- Based on the information received, SEASPAR and the Park District of La Grange will develop and prepare an Inclusion Support Plan to determine the appropriate level of support needed to create a successful environment for the participant.
- Communication between SEASPAR, the Park District of La Grange and the family continues throughout the process.

Please note, if the “special accommodations” box is not marked at the time of registration, the Park District of La Grange and SEASPAR cannot guarantee inclusion accommodations can be made prior to the first day of the program. Based on the information received on the Inclusion Intake Form, the participant may not be able to participate in the program until an inclusion aide is secured. A minimum 3-week notice is needed to secure inclusion aides.

****The Park District of La Grange staff is NOT responsible for diaper changing or toileting participants.**

BASE Daily Routine

In the BASE program, the children range in age from Kindergarten through 8th grade. The children may be divided into groups according to activity and age. Each activity is presented in a way that takes into consideration the development levels of all children. The program includes opportunities for children to participate in sports/recreation, arts, crafts, storytelling, science, STEM, cooking projects, and music activities in small and large groups, indoors and outside.

A typical day may include:

Before School

Arrival
Breakfast
Clean-up
Games/Puzzles
Reading/Quiet Activities
Art Projects
Gym Time
Clean-up

After School

Arrival
Snack
Outdoor Play/Gym Time
Arts/Crafts
Music/Games
Homework Time
Literacy Time
Cooking Projects (on hold)
Clean- Up

**Menus and daily activity schedules are posted at each school.

Admission and Policies

The BASE program is open to all children who are enrolled in a District 102 school or at St. Francis Xavier. The children of District 102 and St. Francis Xavier employees are also eligible.

BASE consists of 2 components: Before School Care and After School Care. The program follows the District 102 and St. Francis Xavier School calendar.

The BASE program at each school opens at 7:00 a.m. and closes at 6:00 p.m. by the school clock. In order to maintain safety and security standards, every child enrolled in BASE is **REQUIRED** to be signed in and out each day. A child **MAY NOT** sign him or herself in and out. A parent/Guardian must be signing the children in and out daily.

A child will be released only to his/her parents/guardian or to a person listed on the BASE Program Release Form. The form will be kept by the program site-leader in each child's personal file. In the event that someone else will pick up your child, you must notify the BASE staff in writing. Please ensure the person picking up your child has a photo I.D with them when picking up your child.

Registration, Payments, and Schedules

A non-refundable registration fee is required each year. The registration fee helps cover initial costs and supplies. Registration for the upcoming school year will be offered in the spring each school year. The pre-registration form and payment are due upon registering your child. We do experience wait lists, if you want to secure your spot, we recommend registering as soon as possible.

A one-time schedule will need to be submitted the beginning of the school year before students attend the BASE program. This will be the schedule the site leaders will adhere to unless parents advise differently. The teachers will receive a monthly list of who will be attending BASE each day/week. It is of the utmost importance you let the site leader know if your child will be absent from the BASE program. If a scheduled student does not report to BASE after school, the site leader will notify the office to page the child in the school. If the child does not respond, the parents will be called. If BASE is unable to reach the parents, we will start calling the persons listed on the emergency/permission release form.

Each BASE program closes at 6:00 p.m. A late fee will be charged to your account if a late pick-up occurs. The late fee is to be paid the day of the occurrence. If the late pick-up is abused, after 3 late pick-ups, dismissal from the program may be the end result.

Medication and Emergency Procedures

In general, medications will not be dispensed by the BASE program during the before and after school hours. Exceptions must be discussed with the program manager.

The parent of a child who becomes ill during the hours of the BASE program will be notified. In case of an injury or illness during BASE, we will comfort the child, call the parents or guardian. If the injury is of a serious nature and we cannot reach the parents, guardians, or emergency contacts, we will call the paramedics. Note: Illness policy as stated by the school applies to BASE as well. Fever free for 24 hours.

Changes in Phone Numbers, Email and Emergency Contacts

It is critical that you maintain current phone numbers, emails for yourself and anyone on your pick-up list. If any information changes, you will need to update your ePACT accounts.

Discipline Policy:

Our discipline policy is to help foster your child's self-control and respect for others, property, and to help your child realize the consequences of his/her actions. The BASE site leader will make it clear to each child what the expectations are and the consequences of not following the rules. BASE discipline procedures will be reviewed with the students at the beginning of the school year and reviewed when necessary. A copy of the discipline policy is attached to this handbook.

The site leaders will communicate any inappropriate behaviors with parents. We will work together with the parents, teachers, and BASE staff to help the child be successful at BASE.

BASE Expectations

1. No verbal or physical abuse/bullying
2. No damage to school or personal property
3. Respect others

The communication between the site leader and the parent is of utmost importance. Our policy is to address the issue immediately. The child will be removed from the activity for a limited amount of time, the site leader will give a report to the parent, and if the behavior continues, a conference with the parent, the site leader, and the program manager will need to be scheduled. If the inappropriate behavior continues or becomes excessive and after intervention the behavior has not changed, the child will be dismissed from the program.

BASE Phone Numbers:

Forest Road (708) 215-6420

Cossitt (708) 215-6205

Ogden Ave. (708) 215-6610

Congress Park (708) 215-6064

Barnsdale School (708) 215-6829

SFX School (312) 914-6575

Program Manager (708) 588-2233

Email: leannahartung@pdlg.org

Program Supervisor (708) 588-2234

Email: melissaseaberg@pdlg.org

Before and After School Student Discipline Report

Dear BASE Parents,

As part of the BASE program, we communicate to parents our concerns about students' conduct at the BASE program. The purpose of this report is to inform you of a disciplinary incident involving your child. We appreciate your cooperation in reinforcing the disciplinary action in speaking to your child regarding their responsibility for maintaining appropriate behavior.

Child's Name: _____ Date: _____

Undesired Behavior:

_____ Disrespectful comments to/about another person (child/staff)

_____ Bullying, threatening others

_____ Kicking, hitting, tripping, spitting

_____ Fighting

_____ Use of vulgarity, profanity, improper language

_____ Untruthful with program staff

_____ Stealing

_____ Disrespectful in manner, gesture, speech

_____ Refusal to listen to BASE staff member

_____ Possession of a weapon (knife, gun, razorblade, sling shot, brass knuckles, chains, ice pick, daggers, pens/pencils if intended to harm another student, pepper spray/chemicals or any object that the Park District of La Grange justifies as a weapon)

_____ Other

Before and After School Student Discipline Report Continued

Action Taken:

- ___ Time away from the group
- ___ Re-directed to a different activity
- ___ Verbal Warning
- ___ Written Warning 1
- ___ Written Warning 2
- ___ Site leader, parent, child conference
- ___ Suspension 1-4 days based on the severity of the
incident/behavior
- ___ Suspension 1 week (5 days)
- ___ Social worker, parent, program manager, and child conference
- ___ Dismissal from the BASE program

We reserve the right to immediately dismiss any child from the program due to excessive behavior. If a child is involved in fighting, the parent will be called for immediate pick up of their child.

Specific Details:

Parent/Guardian Signature: _____

Date: _____

Site leader Signature: _____ Date: _____

Program Manager Signature: _____ Date: _____

Reminders

*Late pick up fees-\$1.00 per minute per child. Any late fees must be paid **the day of occurrence at the Park District**

* If your child is signed up for BASE and will not attend, please call your child's BASE location to notify the staff of the change

* No credit or refunds are given for missed days/weeks

* You must sign your child/ren in and out everyday

* No cell phones, toys or electrical devices are allowed at the BASE program

*No outside food is allowed

*The children are engaged in many activities while in the BASE program. If you need to relay a message to your child, please speak with the BASE site leader, they will be happy to pass along any information needed.

*After 3 late notice pick-ups, you may be dismissed from the program.

***Any verbal profanity or verbal abuse used by a parent will warrant dismissal from the program**

****Homework time is offered; however, it is not required. We encourage the children to do their homework, but we cannot force them to complete their assignments.**

The BASE program welcomes your participation and support. You may contact your BASE site-leader or contact the Program Manager at any time.

Please feel free to view the Park District BASE website for information. This includes, registration forms, lesson plans, menus, newsletters, BASE phone numbers, and any other information you may need. www.pdlg-base.org

Amendments and Notice:

We may amend or change the guidelines rules, and fees without prior notice to you. We will post notice of changes at the BASE program, in an email to parents and in newsletters. We do follow all guideline set by the CDC, IDPH, ISBE, School District 102 and St. Francis Xavier School.

FAQ's

Do I pay for BASE if there is no school? You do not pay for the week of Thanksgiving, Winter Break, or Spring Break. We offer specialty camps for these weeks.

How do I pay for BASE? You are billed on the 10th of each month.

Can my child sign themselves in and out each day? No, a parent/legal guardian or an approved pick-up person must sign the students in and out each day.

What do I do if I have a schedule change? You will notify your site-leader at your BASE location with any schedule changes. If your child will not be attending, you must notify the site leader that your child will be absent for the day.

What if I have changes in who will be picking up my child? You will notify your BASE location site leader.

Handbook

2023-2024 School Year

Dear BASE Parents~

In accordance to the DCFS standards for our license exempt status, this letter is to inform all of our families that the BASE program is not licensed, we are exempt. The program is not licensed however we do follow the DCFS guidelines.

The Park District of La Grange conducts background checks on all employees, the employees must comply and sign the child abuse and neglect forms through the Illinois Department of Health Services that states they are a mandated reporter.

The staff must complete specific training hours each year to comply with The Park District and IDHS standards.

If you have questions pertaining to this, please feel free to email or call us at any time.

leannahartung@pdlg.org or melissaseaberg@pdlg.org

708-588-2233

Thank you,

Leanna Hartung

Program Manager