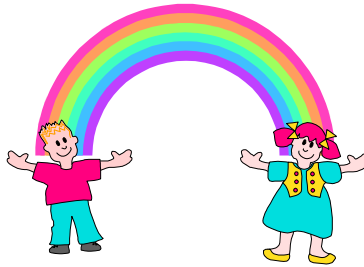


# **Deerfield Park District**

## **After School Club**

**2007-2008**

## **Parent Handbook**



**School Days 3:05 – 6:00 p.m.**

Please call (847) 945-0650 before 2:30 p.m. to report absences.

## 1. **Philosophy and Goals**

The Deerfield Park District and Deerfield School District #109 have joined forces to provide a quality after-school care program for children in grades K-5 in a convenient, safe location. The philosophy of the After School Club is to provide your child a warm, nurturing environment that encourages individual choice while allowing interaction with peers.

Experienced staff will provide your child with quality supervision and a wide range of fun and exciting activities each day. By utilizing a variety of areas, children may decide to do a quiet activity by themselves, be involved in an active program, or quietly pursue homework. Special emphasis will be placed upon gearing the program to each child's energy and age level. The After School Club aims to be a special place where your child can find enjoyment, security, trust, and individual growth. The program will meet every full day of school from 3:05-6:00 p.m.

## 2. **Registration**

You may register for After School Club during the registration times listed in the Deerfield Park District Spring/Summer recreation program brochure. The program is open to any child in afternoon kindergarten through fifth grade attending Deerfield Public Schools. The program is offered from 2 to 5 days a week and program fees vary according to the number of days a week your child attends. The first half of the program fee is due by **June 18, 2007** while the second half of the program fee is due by **December 3, 2007**.

If you need to increase or reduce the number of days your child will attend After School Club, you must notify the Park District prior to the beginning of the next month. If this policy is followed, a refund will be issued for a reduction of days.

## 3. **Description of the daily program**

The program will be both flexible and structured. There will be periods of free play when children may select activities, and there will be some staff oriented activities such as story time, crafts, and/or games. There will be small group and

individual experiences as well. Each day will include a time in the gym or outdoor play for large motor development. A typical daily schedule could run as follows:

3:10-3:30	Arrival of children, snack and attendance.
3:30-4:00	Outdoor time with a choice of unstructured play on the playground equipment or organized play in a game setting such as kickball. Choice of structured activities such as crafts, art, etc...
4:00-5:45	Free choice/individual choice – homework, play with puzzles, etc.
5:45-6:00	Quiet time and general clean up.

The daily program's goal is to provide experiences that will promote the individual child's growth and well-being. The staff will make every effort to minimize activities that encourage long waiting periods before participation or excessive competition.

#### 4. **Location**

The After School Club will be held at Kipling, Walden, Wilmot, and South Park schools. We will try to obtain our own classroom space in each of these schools, however due to the high demand yet limited amount of space at some schools, After School Club may be held in the hallway. In all school locations the After School Club will have access to a gymnasium or multi-purpose room space for large gross motor activities.

#### 5. **Dismissal Policies**

Only those persons authorized in writing may pick up a child. If you plan to have your child picked up by someone else it is necessary to notify the site director in advance in writing. (either a note from yourself, or fill out the ASC early release form) If the staff does not recognize a person who comes to pick up your child we will ask the individual for photo identification.

A child may not walk or ride a bicycle home unless we have a letter from the parent giving permission and a dismissal time.

**After School Club ends at 6:00 p.m.** All children **must** be picked up by our closing time. **Excessive tardiness in picking up your child may result in dismissal from the program.**

Once a child leaves the After School Club, he or she may **not** return to the After School Club for the day. Should a child need to return to After School Club at the conclusion of a PTO program, the After School Club Director must be notified. Children are responsible for themselves as they travel to and return from any PTO Enrichment Program. Please provide your child's site director with a copy of their enrichment schedule during the first week of After School Club.

## 6. **Admission Requirements**

Children must be enrolled in afternoon kindergarten through fifth grade in the Deerfield School District. Children shall be admitted and discharged under circumstances that ensure protection of their own and other children's physical and emotional well being. Each child must have on file an emergency form that lists all work and local, emergency contact phone numbers by the first day of After School Club, August 29, 2007. If phone numbers change during the school year, please update them with you After School Club director. Allergies and special limitations should also be listed on this form.

## 7. **Schedule**

Because we use Deerfield Public School buildings, we will follow the district's schedule. The program will provide service every full school day of District 109's school year beginning **Wednesday, August 29, 2007**. The program will **not** be offered on District 109 in-service days, institute days, holidays, half days, conference days, breaks or semester vacations. On a few of these dates, the Park District will offer a separate program as a special event. You must register for these dates through the Park District. A description of these dates is located in the Park District's seasonal brochure. **In the event of a**

**snow day or an early dismissal due to the weather, there will not be any After School Club.**

The After School Club does not operate as a drop-in program and children must not attend on the days which they are not registered. **If you should wish to change days for which you are registered to attend, you must have prior approval from the Director. Accommodation will be made only if space availability exists.**

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<p><b>After School Club</b>  <b>2007-2008 Program Schedule</b></p>
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<b>Day</b>	<b>Date</b>	<b>Purpose</b>
Tuesday	8/29	Opening Day of A.S.C.
Monday	9/3	*Labor Day - No ASC
Thursday	9/13	No School- No A.S.C.
Monday	10/8	*Columbus Day – No ASC
Wednesday	10/24	*Half Day – No ASC
Wednesday - Friday	Nov 21 - Nov 23	*Thanksgiving Break– No A.S.C.
Monday – Friday	Dec. 24 – Jan. 4, 08	*Winter Break – No A.S.C.
Friday	1/18	*Half Day – No ASC
Monday	1/21	*M.L.K. Holiday – No A.S.C.
Monday	2/18	*Presidents Day – No ASC
Wednesday	2/27	*Half Day – No A.S.C.
Monday	3/3	*Casmir Pulaski Day
Friday – Friday	March 21 - March 28	*Spring Break – No A.S.C.
Monday	5/26	Memorial Day – No A.S.C.
Friday	6/6	Last day of A.S.C. (tentative)

\* Indicates dates on which the Park District will offer special activities as part of its School's Out Program. You must register separately for this. For specific

information on these programs, please check the seasonal brochures or call (847) 945-0650.

## 8. **Absences**

If your child will not be attending the After School Club program for his/her assigned day, the office **(847-945-0650) must be notified before 2:30 p.m.** A parent of guardian must call in case of absences. **Do not rely on the child or siblings to make the call or relay the message.** There will be no pro-rating of fees due to non-attendance.

## 9. **Provisions for Emergency Medical Care, Treatment of Illness or Accident**

### **A. Policy Regarding Dispensing Medications:**

Necessary medications may be administered if a Medication Distribution Form is completed and returned to the After School Club Site Director. These forms are available by calling the Park District office at (847) 945-0650.

### **B. Accident/Illness/Emergency Procedures**

In the event an accident, illness, or emergency occurs with your child, the following steps will be instituted.

1. Parents will be contacted.
2. If a parent is not available, then a relative/friend as noted on your emergency information form will be notified.
3. In the event of injury that necessitates more than basic first aid, your child will be transported by ambulance to Highland Park Hospital. Ambulance costs will be the responsibility of the parents.

If you have an urgent message, you may reach your child's After School Club site by calling the Park District office at (847) 945-0650 and we will relay the message to the After School Club Site-Director. Each site will be issued a Nextel in the event that you need to reach a Director after 5:00 p.m. You will be given a list of the Director's Nextel

numbers, but we ask that you only contact a Director if your message is urgent.

#### 10. **Personal Belongings**

We recommend that personal belongings not be brought to the After School Club, as staff will not be held responsible for it. The After School Club follows the same policies as District 109 regarding game boys and roller shoes, they will not be allowed at the ASC.

Children will play outdoors when the weather permits. On snowy days dress children appropriately for the weather conditions, and remember to send extra mittens, boots, gloves, socks, etc.

Lost and found items will be kept with the After School Club supplies. If a child has lost a belonging, please Lost and found items will be kept with the After School Club supplies. If a child has lost a belonging, please send a note with your child describing the article. If we have it, the item will be returned.

#### 11. **Insurance Coverage for Children**

The Deerfield Park District does not carry medical or accident insurance for program participants. The cost would make program fees prohibitive. Please review your personal health insurance plan to be certain that your family has proper coverage.

#### 12. **Code Of Conduct**

The Deerfield Park District reserves the right to suspend, expel, or deny participation in any program, event or facility to any person whose behavior materially interferes or disrupts the quality and/or enjoyment of those aforementioned offerings by other participants, or whose behavior materially interferes or disrupts the ability of staff to conduct or manage the activities or facility.

A child's parent or guardian will be notified of the first incident; the second incident shall require the presence of a parent at a meeting

with the instructor and a Park District administrator/supervisor; a third incident may result in the expulsion or suspension of the child from the program, event, or facility.

If a child engages in behavior(s) which may result in bodily harm to others, an immediate meeting with the parent may be called. If such behavior warrants it, immediate suspension or expulsion may result. Temporary suspension from participation due to misconduct will not entitle participant to a refund.

### **13. Photo Permission**

Our Staff may take pictures at the After School Club program to use in our brochure and other publicity. Most people are delighted to see themselves or their family members in our promotional materials. Photographers from newspapers or television may take pictures on occasion. We welcome the coverage, and hope you do too. In fact, it is frequently how you learn what is happening at the Park District. If, however, you prefer your family members' pictures not be taken and used to promote our programs please call the park district at (847) 945-0650.