

**Veterans Park District
Parents Packet
After School Care
ASC**



This Parent Packet supersedes any policies, procedures, or guidelines that have come before it.

Mission Statement

Veterans Park District is committed to enhancing the quality of life of our residents by offering the best in recreational and leisure services.

Program Philosophy

Veterans Park District's After School Care program is one that promotes a positive learning environment in a recreational setting. Learning through play has a lasting impact on individuals.

Registration & Finances

• **Registration:**

Families must complete a child registration packet each school year. This must be on file at the Veterans Park District prior to the start of your child attending the After School Care Program to ensure proper record keeping, and to secure both you and your child's information.

- Initial registration and must be made in person at Grant Park Recreation Center.
 - There will be a 1 day waiting period for processing purposes.
- Following sessions may be paid over the phone or in person via credit, check, or cash
 - Discover, Master, and Visa accepted

• **Sessions:**

Each month of After School Care (August – June) is considered a session. Veterans Park District follows the Community School Districts' calendars. Payment for each session must be made prior to the 1st of each month to ensure your child is picked-up.

• **Program Options:**

After School Care is held Monday through Friday from 3:00 to 6:00p. Children may be picked up any time during program hours, but no later than 6:00p. This program is for students that attend afternoon kindergarten through 6th grade. Participants may choose to attend 3, 4, or 5 days per week. A monthly schedule must be submitted to the ASC Coordinator in writing prior to the beginning of each session. The number of days and specific days per week a child attends needs to remain as consistent as possible in order to keep accurate records of the children attending.

- Flat rate fees will be determined for any family choosing to utilize a 3 or 4 day option.

After School Care Facilities

Grant Park Recreation Center
44 W. Golfview Drive
Northlake, Illinois 60164
(708) 343-5270

Bulger Park
1601 Hirsch Street
Melrose Park, IL 60160
(708) 343-5270

Staff Organization

- Afterschool Coordinator
- Afterschool Care Aides

Tentative Daily Schedule

- Pick up after school
- Snack at Grant Park (3:45p.m)
- Homework Help/ Quiet Time (3:45 – 4:45p.m.)
- Gym/Playground/ Rec. Time (5:00 – 6:00p.m.)

Contacting the Veterans Park District

- The best way to contact the Park District in regards to the After School Care program, or for any reason, is to call the Grant Park Recreation Center at 708-343-5270.
 - For more specifics on the ASC program contact current Coordinator: Keith Trowbridge at the above number - or ktrowbridge@veteransparkdistrict.org
- In case of emergency, and the ASC Coordinator is not available, please contact the Director of Recreation. (708) 343-5270
- **Suggestions:** All suggestions and inquiries must be made to the Afterschool Coordinator in written form. Informing the VPD Front Desk Staff does not guarantee that your needs will be met immediately. Please write a letter to Keith Trowbridge or send an email to ktrowbridge@veteransparkdistrict.org if you have any suggestions or inquiries.

Program Enrollment Minimums and Maximums

In keeping with the State Guidelines for Child Care; the ratio for children to instructor will be kept at a 10:1 ratio. The minimum each instructor will care for is 5 children and the maximum is 10.

- A minimum of 3 children must maintain enrollment in the program for transportation to be provided from the school.

Lost or Misplaced Items

Veterans Park District is not responsible for any lost, misplaced, or stolen items while your child is at After School Care. We do provide a Lost & Found but can not guarantee that any lost items will be recovered.

Payments and Refunds

Payments must be made before each session begins.

- Parents will be notified that their child will not be picked up for the After School Program unless payment is received before the session begins.
- Price Adjustments will not be made due to any occurrences that are out of our control:
 - Sick Days
 - Personal Vacations or Pick-Ups
 - Inclement Weather (No ASC in session)
 - Unexpected School Closing (No ASC in session)
 - Holidays or No School Days (No ASC in session)
- Veterans Park District DOES pick-up your children on scheduled half-days or early dismissals.
 - Please pack a sack lunch on these days
- Request for **refunds** must be made prior to the start of a program. No refunds will be allowed once the program begins.

For Tax Purposes, the Veterans Park District ID# is 36-3427653

Behavior Policy

Please review our Behavior Policy with your child or children. If your child or children is involved in conduct that is deemed unacceptable, it will be handled by the After School Coordinator first, if a resolution can not be achieved, we will then proceed according to the Behavior Policy. **No refunds will be allowed if your child is expelled from the program.**

Authorization for Pick-Up (Sign out for Safety)

You must sign the Authorization for Pick up in order for your child to be transported from their school to the After School Program site.

Sign In / Out Procedures

Attendance will be taken by the after school care aides each day. Children will be released **only to those persons listed on the Sign out for Safety form**, which you filled out at the time of registration. Please make sure that everyone who is listed will be available to pick up your child at the end of the day. **Everyone listed must have a current and working phone number.**

Cancellations

The park district reserves the right to cancel programs due to insufficient registration or causes beyond its control.

- In the event that the program is cancelled on any particular day due to circumstances beyond the control of the park district, we will make every effort to call the telephone numbers that you have provided us, to inform you of the cancellation(s).

ABSENCES!

If your child will not be attending the after school program, you must call the Administration Office at (708) 343 – 5270 by 2:00 p.m. so that we may inform the Afterschool Coordinator of the child’s non attendance for that given day.

- If your child is expected to be in attendance, but is not present (based upon confirmation with school staff) at pick-up, we will assume you have made other arrangements - did not notify the Park. For safety and accountability purposes, it is important to communicate your children’s whereabouts with us!

Late Pick up Policy

Every effort must be made to pick your child up at the end of the program. We understand that unforeseen situations due occur. If you are aware of this prior to the end of the program, it is your responsibility to contact the person(s) you have on your Sign Out for Safety Form. If the situation arises, you do not have ample time to contact one of your alternates, and you must call the facility to make the staff aware of your situation - Late fees may be applied. A flat rate of \$15 will be applied for each time your child is up to 5 minutes late.

Snacks

Veterans Park District will provide a small snack during the program. If your child has any food allergies you should make sure that these are noted at the time of registration. Parents are encouraged to provide their children with a snack, should they feel what the Park provides is not sufficient. In attempt to encourage a healthy lifestyle, the children will have a healthy snack day multiple times per session.

* We do allow the children to visit the vending machines on Fridays. However, we highly discourage junk food and soda, because it tends to distract the children from doing their homework and also leads to children not sharing or sharing too much. This provides a distraction to the program.

Help make our program a success:

Let us know what information we did not cover, so that the next time we can make your transition into the After School Care Program as smooth as possible.

Medical Information

We are naturally concerned about your child’s safety. Please indicate, when registering, any and all special medical problems or allergies, including food allergies, your child may have, so we can make the staff aware of these needs.

1. Illness

If your child is ill or has a fever, we discourage their participation. If a child becomes ill during the program, a parent/guardian will be notified and asked to pick up the child. If the parent is unavailable, the emergency contacts will be called. Your child must be fever free for 24 hours before returning to the program.

In case of contagious disease, please notify the Main Office immediately. All parents will be notified as soon as possible. **A doctor’s note must be handed in at the Main Office upon your child’s return to the program.**

2. Injuries

If your child is hurt during the after school program, an injury report will be filled out and given to you to sign at the end of the day.

3. Medial Emergencies

If your child is injured and requires more than just basic first aid the following steps will be taken:

- a. Staff will call 911
- b. The parent or guardian will be contacted
- c. If parent or guardian is not available then the person(s) listed as emergency contacts will be called
- d. The injured child will be taken by paramedics to the nearest hospital. You will be responsible for the emergency medical charges for all services rendered. Your authorization for program staff to secure emergency medical care and your commitment for payment thereof is part of your registration agreement. Park District employees are not permitted to transport injured parties in park or private vehicles.

Veterans Park District will not be responsible for situations that may arise due to false information given at the time of registration.

I have read and agree to adhere to the policies, procedures, requirements, and provided information found in the above Parents Packet, which include: registration, finances, contacting the park, program enrollment, lost or misplaced items, refunds, absences, late policy, and medical information.

Child (Print): _____ Parent Name _____ Initial: _____

Date: _____ *Please sign and return this portion to ASC Staff!*

