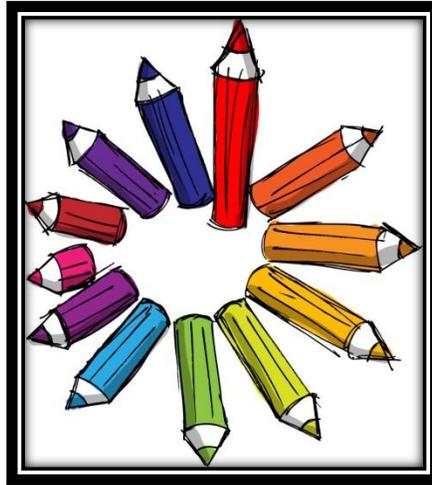

AFTER-SCHOOL RECREATION HANDBOOK 2019 – 2020



Wilmette Park District Early Childhood Center

3000 Glenview Road, Wilmette, IL 60091



Olga Miklasz, Early Childhood Supervisor
(847) 920-3910 • omiklasz@wilpark.org



After-School Recreation Absence Voice Mailbox
(847) 256-9634, Option 3 – before 2:30pm
(847) 256-9686 – after 2:30pm



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PURPOSE

The Wilmette Park District **After-School Recreation (ASR) Program**, located in the Wilmette Park District Community Recreation Center, 3000 Glenview Road, Wilmette, will provide a protected, home-like environment for children in grades kindergarten through sixth, for parents who work and are not able to be at home during after-school hours. The program is offered to children in Wilmette School District #39, Wilmette parochial schools and Avoca West School.

Our purpose is to provide a program that enables children to have a choice of structured or unstructured activities.

The **After-School Recreation Program** is administered by employees of the Wilmette Park District. Day to day operations are under the supervision of the Early Childhood Program Coordinator and are staffed by qualified teachers and teacher aides.

PHILOSOPHY

The philosophy of the **After-School Recreation Program** is to provide a program that will permit working parents/guardians the opportunity to enroll their children in a quality after-school program instead of worrying about their welfare. A working parent/guardian will be confident that they know exactly where their child is and know he/she is enjoying a well-rounded, supervised program.

The **After-School Recreation Program** is designed to allow children to gain new experiences. It is very important not to totally structure the program like school because children need a chance to unwind, relax and play with their peers after a day in school. Indeed, the program will offer some structured and some unstructured activities each day. A multitude of activities will be offered to the children (i.e., arts and crafts, sports and games, drama, creative play, board games). Any child who needs to do homework may do so during a scheduled quiet time or regular program.

The staff is aware that some children are keyed-up after school and need to run off their tension while others need a quiet place to relax. The staff will guide and support that the individual needs of each child are met.

DAILY PROGRAM

- ◇ **Arrival Time:** Children arrive, are checked in, and put away their belongings. They will have a few minutes to unwind from school and visit with friends.
- ◇ **Snack Time:** Children will receive a daily snack, including juice, milk or water.
- ◇ **Free Play:** Children have a choice to play board games, creative play, do homework, or read a book. Weather permitting, we will go outside for playground and organized games, such as kick ball or soccer. We may stay out longer on nice days.
- ◇ **Group Activity:** Each day, in addition to free play, children will have a choice to participate in a group activity. Activities being offered can be, but are not limited to arts and crafts, organized games, and STEM activities.
- ◇ **Quiet Work/Reading Time:** On regular school days, Mondays through Thursdays, each class participates in 30-minutes of quiet work or reading. Staff is available to assist children with their homework assignments.

AFTER-SCHOOL RECREATION SCHEDULE

This schedule is subject to change due to weather and season changes.

- 3:15 – 3:55pm**..... Bus arrival (time varies based on when each school bus arrives)
- 3:15 – 4:00pm**..... Indoor activities and snack
- 4:00 – 5:00pm**..... Outdoor time (until November, when daylight savings time ends, then 4:00 to 4:30)
- 4:00 – 5:00pm**..... Outdoor time if the temperature is above 20°F (with wind chill)
- 4:00 – 5:00pm**..... Indoor play (If temperature is below 20°F)
- 5:00 – 5:45pm**..... Homework time (Mondays – Thursdays)
NO HOMEWORK TIME ON FRIDAYS. (They get extra playtime on Fridays.)
- 5:45 – 6:00pm**..... All remaining children are escorted to room 123 where they wait to be picked up.

DISCIPLINE

In our After-School Recreation Program, discipline is viewed as teaching the child. This consists of both setting consistent limits and enforcing the limits, if necessary. The child is given guidance through such positive reinforcement as praise and special recognition.

As a staff, we work towards strengthening each child's self-confidence and self-esteem, making them feel good about themselves and taking responsibility for their own behavior. Positive relationships are encouraged, as well as developing trust.

When a conflict arises, children are given the chance to talk about what happened and how they feel. This will help them to use words, rather than physical action.

If a situation occurs in which the child needs to take some time out from an activity to calm down, it will be no longer than one minute per year of age. This is not viewed as punishment, but as an opportunity to practice self-control.

As a staff, we feel these methods are both effective and most respectful to the children. Given respect, children feel an important part of the group and have a sense of self-reliance.

CONDUCT POLICY

The Wilmette Park District reserves the right to suspend, expel or deny participation in any program, event or facility to any person whose behavior materially interferes with, or disrupts the quality of those offerings, the enjoyment of them by other participants, or the ability of staff to conduct or manage the activities or facility. If a child engages in behavior which poses a threat or bodily harm to him/herself or to others, an immediate meeting with the parent/guardian may be called. If such behavior warrants it, immediate suspension or expulsion may result.

ELECTRONICS POLICY

After-School Recreation is designed to be an engaging and enriching after school experience for children. Electronics from home such as cell phones, iPads/iPods, and video game devices are not allowed (except under special pre-approved circumstances). School-issued iPads may be used for homework only. The Park District is not responsible for lost electronic devices.

ENROLLMENT

The Wilmette Park District After-School Recreation Program admits children without regard to sex, creed, race, color, ethnic origin or disability.

Requirements:

- 1) The child must be in a grade between kindergarten and sixth at the time of enrollment.
- 2) Parents/Guardians must complete enrollment and emergency information online.
- 3) Permission to Escort form (if child will be attending classes). This is done each session.
- 4) Medication Consent and Dispensing Information (if needed)

HOURS OF OPERATION

The After-School Recreation Program is open Monday through Friday, from 2:40 to 6:00pm. It follows Wilmette School District 39 days off. On school days off, we offer a program from 8:00am to 6:00pm, during which special activities will be available (except during winter and spring breaks). **Winter Camp, Spring Break Camp, and After-Camp Recreation are separate programs run by the general recreation department and will be available during vacation times for an additional fee.** Please see the Wilmette Park District's *Explore!* for information.

- ❖ After-School Recreation will have a **Meet-and-Greet Open House on Wednesday, August 28.**
This is not a drop-off event. On that day, parents and children may visit the ASR classroom between **4:00 and 6:00pm.**
- ❖ **Bus transportation** will begin on the first full day of school, **Thursday, August 29.**

SPECIAL PROGRAMMING

■ **After-School Recreation will provide optional special programming (for an additional fee) from 8am to 6pm on the following dates:**

- | | |
|---|---|
| <input type="checkbox"/> September 30 – Rosh Hashanah | <input type="checkbox"/> January 20 – MLK Jr. Day |
| <input type="checkbox"/> October 9 – Yom Kippur | <input type="checkbox"/> February 17 – Presidents' Day, |
| <input type="checkbox"/> October 14 – Teacher Institute Day | <input type="checkbox"/> April 10 – Good Friday |
| <input type="checkbox"/> November 7 – Conferences | <input type="checkbox"/> April 24 – Conferences/Professional |
| <input type="checkbox"/> November 8 – Conferences | Development Day |
| <input type="checkbox"/> November 25, 26, 27 – District 39 Off | |

■ **After-School Recreation will provide optional special programming (for an additional fee) at the respective school dismissal times on Early Dismissal Days:**

- October 31**
- January 31**
- April 23** (Grades K-4)

■ **After-School Recreation will be closed and will NOT provide programming on the following days:**

- August 28** (Open House, 4 – 6pm)
- September 2** – Labor Day
- November 28 & 29** – Thanksgiving Break
- December 23 through January 3** – Winter Break
- March 23 through March 27** – Spring Break
- May 25** – Memorial Day

REGISTRATION FOR SPECIAL PROGRAMMING DAYS

<u>PROGRAM ID #</u>	<u>DAY OFF</u>	<u>DATE</u>	<u>REGISTRATION DEADLINE</u>	<u>TRIP DESTINATION</u>
929073-01	Rosh Hashanah	Sept. 30	Sept. 20	Action Territory
929073-02	Yom Kippur	Oct. 9	Oct. 1	Lambs Farm
929073-03	Teacher Institute Day	Oct. 14	Oct. 4	Just for Fun Skate
929073-04	Early Dismissal	Oct. 31	Oct.21	Pizza & Movie at CRC
929073-05	Parent-Teacher Conferences	Nov. 7	Oct. 30	Junior Ninja Warriors
929073-06	Parent-Teacher Conferences	Nov. 8	Oct. 31	Pump it Up
929073-07	Professional Development Day	Nov. 25	Nov. 15	Classic Bowl
929073-08	Thanksgiving Break	Nov. 26	Nov. 16	Sky High
929073-09	Thanksgiving Break	Nov. 27	Nov. 17	Centennial Ice Skating
929073-10	Martin Luther King, Jr. Day	Jan. 20	Jan. 10	Lincolnshire Theater
929073-11	Early Dismissal	January 31	Jan. 21	Pizza & Movie at CRC
929073-12	President's Day	Feb. 17	Feb. 7	Go Bananas
929073-13	Good Friday	April 10	April 1	Funtopia
929073-14	Early Dismissal	April 23	April 13	Pizza & Movie at CRC
929073-15	Parent-Teacher Conferences	April 24	April 14	Heller Nature Center

After-School Recreation ends on Wednesday, June 10, 2020.

Note: In the event that the Wilmette Park District Community Recreation Center has to close due to severe weather conditions, parents/guardians will be informed by the Center staff. **We will not make-up days or refund for closures due to weather or other emergencies.**

PAYMENT SCHEDULE

PAYMENTS WILL BE DEDUCTED ON THE 20TH OF EACH MONTH FROM AUGUST THROUGH APRIL.

The After-School Recreation payment schedule is as follows:

❖ 3 Day Program – at CRC (Class codes range from 929340-01 to 929340-06)

	<u>Annual</u>	<u>Monthly</u>
Resident	\$2,828	\$292
Non-resident	\$3,530	\$370

❖ 5 Day Program – at CRC (Class codes range from 929341-01 to 929341-06)

	<u>Annual</u>	<u>Monthly</u>
Resident	\$4,718	\$502
Non-resident	\$5,861	\$629

***Your deposit is non-refundable after June 1, 2019.**

Payments will be collected on the 20th of each month, August through April. Payments must be received by the due dates in order for a child to participate in the program. Inability to collect fees will result in suspension from the program and/or a frozen account for all Park District programming. Additionally, a \$20 late fee may be charged for each late payment. The deposit is non-refundable after June 1, 2019.

Early withdrawal will result in forfeiture of all tuition paid plus the \$200 security deposit. Any unpaid tuition will be due immediately. Written notification of withdrawal is required at least two weeks before student's last day of attendance. For tax purposes, a childcare statement is available in the household account.

Full days off and early dismissal activities require separate registration and will incur an additional fee. The fee for children who are scheduled to attend on that day of the week will be charged an additional \$22 per day. Children who are not registered to attend on that day of the week will be charged \$51 per day. **Fees are to be paid upon registration.**

EMERGENCY PROCEDURES

An Enrollment Application/Emergency Information form for each family is maintained so that we are able to reach you if necessary. It is your responsibility to keep this information current. Please let the office know any time a phone number or the names of people on your child's emergency list changes.

At least one staff member who is trained in first aid/CPR is present at all times. Any child who is injured or ill will receive immediate care. If the situation is serious, the Coordinator or Supervisor will call the paramedics immediately and then notify the parents/guardians. If the Coordinator or Supervisor is unable to reach a parent/guardian, names will be called in the order found on the emergency card. If necessary, the child will be taken to the nearest hospital in the company of a staff member, and arrangements will be made to meet the parents/guardians at the hospital.

Staff will administer first aid on a limited basis for minor accidents, such as scrapes, bloody noses, bumps, etc. You will be asked to sign a form giving the Wilmette Park District staff permission to apply ice, to assist in cleansing a wound, or to apply a bandage.

Any child who becomes ill during the program will immediately be isolated from the group. The Coordinator or Supervisor will call to notify the parent/ guardian and request that the child be picked up immediately. If a parent/guardian is unavailable, someone listed on the emergency list will be called. A child who has become ill **must** be picked up within 45 minutes after notification.

REPORTING ABSENCES

Reporting Absences: If your child will be absent from ASR, we ask that you leave a message in the **After-School Recreation Absence Mailbox** at **(847) 256-9634, Option 3**, by **2:30pm** on the day your child is absent. **It is of the utmost importance to let us know if your child will not be attending so that we know your child is safe at another location.**

Please remember that when staff has to spend time locating an absent child, it takes them away from the children who have arrived at the program. **If we have to locate your child, you will be charged a fee of \$1 per call, due on the next day your child attends the program.**

MEDICATION

Parents/Guardians must sign a form stating that Wilmette Park District staff is authorized to administer any medication.

- Prescription medication may be given to a child in the After-School Recreation Program when authorized by a written medication form. All medication must remain in the original container indicating the child's name, the type and date of the prescribed medication, amounts, time of dosage and physician's name.
- Over-the-counter drugs can only be administered if parents have filled out and signed a medication form. The child's name and date must be clearly marked on the medication container.

ILLNESS

Please report contagious illnesses (chicken pox, strep, etc.) directly to Olga Miklasz at omiklasz@wilpark.org. We notify all parents/guardians if any child has developed a contagious illness and share the symptoms they need to watch for.

In order to help keep all children healthy, we insist that no child with a fever of 100°F or more, rash, severe diarrhea, vomiting, an actively running nose or a hacking cough be allowed at the Center. Please keep your child home until the symptoms are gone for 24 hours, **without the use of fever-reducing medication.**

ARRIVAL

Each school day, PM Kindergarten Enrichment students will arrive at 2:40pm and bussed students will arrive between 2:40 and 4:15pm by either Park District or School District buses. After-School Recreation staff will meet the children at the entrance to the Community Recreation Center and then go to the After-School Recreation rooms (106, 120, 121, 122, 123, 127, 129, 200, 202, 204, and 206). Room assignments will be available on the first day of After-School Recreation but may change on the full days of care.

PICK UP

Children may depart from the program any time the parent/guardian, or person authorized by the parent/guardian, arrives at the site. **Whoever picks up the child must 1) come inside the facility or 2) meet the child on the playground during outdoor time to sign out the child.** The sign out consists of signing your name and what time the child leaves the site. Staff will not allow children to leave with someone who has not been authorized by the parent/guardian. Additionally, the Center cannot release a child to meet a parent in the parking lot. Staff may ask for identification if they are unfamiliar with the person picking up the child.

Normally, all the children will be back in their ASR classroom between 4:30 and 5:15pm, depending on the weather and time of year. **All children will gather in Room 123 by 5:45pm.** We recommend that you park in the west lot to pick up your child from the Early Childhood wing. Please do not park in a fire lane. If you do and your car is ticketed, the Wilmette Park District assumes no responsibility.

If you are going to be late picking up your child, please call the After-School Recreation Coordinator, at (847) 251-6599 so we can prepare your child and arrange for his/her care. **If your child is not picked up by 6pm, parents/guardians will be charged a late fee of \$10 for every ten minutes after 6:00pm, beginning at 6:01pm. The fee must be paid immediately to the person in charge. If the child is picked up late more than three times, late fees will be doubled. If parents continue to be late, the child may be dropped from the program.**

CLASS/REHEARSAL TRANSFERS

If your child is enrolled in another program in the Community Recreation Center during After-School Recreation hours, the staff will see to it that your child gets to class; however, you must inform staff, in writing with a Permission to Escort form, of the times and dates. **No child will be taken to class unless we have the required form. Because After-School Recreation ends at 6pm, staff will be unable to transfer students to 6pm classes or rehearsals.**

RELEASE OF INFORMATION

Any information pertaining to children enrolled in the After-School Recreation Program and their families is strictly confidential, unless parents have given written consent to release information.

BIRTHDAYS

If you wish to bring a treat for your child's birthday, you may do so; however, please do not send candy or other high sugar treats. Nutritious treats such as fruit and plain bakery items are preferred so that we maintain healthy eating habits. The Cook County Department of Health does not allow us to serve home-baked goodies. Therefore, all treats should be **nut-free**, store-bought and in their **original, unopened container**.

PARENT/GUARDIAN COMMUNICATION

Ongoing communication between parents/guardians and staff is extremely important to help make your child's experience a positive one. Teachers will inform parents/guardians daily of how their child's day has gone, and parents/guardians are asked to share any information pertaining to their child and family that is of importance to the staff. Knowing when something significant has happened makes us aware of ways in which to help your child.

PEST MANAGEMENT PLAN SUMMARY

It is the policy of The Wilmette Park District Early Childhood Center to incorporate Integrated Pest Management (IPM) procedures for control of structural and landscape pests. Pests will be managed to reduce any potential human health hazard or to protect against a significant threat to public safety; prevent loss or damage to Park District structures or property; prevent pests from spreading in the community or to plant and animal populations beyond the site; and enhance the quality of life for students, staff and others.

The choice of using a pesticide will be based on a review of all other available options and a determination that these options alone are not acceptable or not feasible. Selected non-chemical pest management methods will be implemented whenever possible. It is the policy of this Park District to utilize IPM principles to manage pest populations adequately. The full range of alternatives, including no action, will be considered. When it is determined that a pesticide must be used to meet important management goals, the least hazardous material will be chosen.

This Park District takes the responsibility to notify students' parents/guardians and our staff of upcoming pesticide treatments. Notices will be posted in designated areas at the Community Recreation Center and sent home with students.



Wilmette Park District AFTER-SCHOOL RECREATION CALENDAR 2019 – 2020

***ASR begins with an Open House on Wednesday, August 28 from 4:00 – 6:00pm.
Transportation to ASR will begin on Thursday, August 29.***

2019

Wednesday, August 28	4pm – 6pm ASR Open House
Thursday, August 29	2:40pm – 6pm <i>First full day of ASR</i>
Monday, September 2	Closed Labor Day
Monday, September 30	8am – 6pm District 39 off, Rosh Hashanah
Wednesday, October 9	8am – 6pm District 39 off, Yom Kippur
Monday, October 14	8am – 6pm District 39 off, Institute Day
Wednesday, October 31	10:30am – 6pm District 39 Early Dismissal
Thursday, November 7	8am – 6pm District 39 off, Parent-Teacher Conferences
Friday, November 8	8am – 6pm District 39 off, Parent-Teacher Conferences
Monday, November 25	8am – 6pm District 39 off, Institute Day
Tuesday, November 26	8am – 6pm District 39 off, Thanksgiving Break
Wednesday, November 27	8am – 6pm District 39 off, Thanksgiving Break
November 28 & 29	Closed Thanksgiving Break
December 23 – January 3	Closed Winter Break (<i>ASR resumes on 1/6/20</i>)

2020

Monday, January 6	<i>ASR resumes</i>
Monday, January 20	8am – 6pm District 39 off, MLK Jr. Day
Friday, January 31	10:30am – 6pm District 39 Early Dismissal
Monday, February 17	8am – 6pm District 39 off, President's Day
March 23 – 27	Closed Spring Break (<i>ASR resumes on 3/30</i>)
Friday, April 10	8am – 6pm District 39 off, Good Friday
Thursday, April 23	10:30am – 6pm District 39 Early Dismissal (Grades K-4)
Friday, April 24	8am – 6pm District 39 off, Parent-Teacher Conferences
Monday, May 25	Closed Memorial Day
Wednesday, June 10	<i>Last Day of ASR</i>