

# **The Centre of Elgin Afterschool Program**



## **Parent Information Handbook 2018-19**

**All Info *MUST* be complete & returned before the first day your child begins the program.**

**Please contact Brett Lind, Youth/Teen Supervisor, at [lind\\_b@cityofelgin.org](mailto:lind_b@cityofelgin.org) prior to starting the program.**



# The Centre Afterschool Program 2018-2019

## Parent Information Handbook & Registration Forms

<u>Course #</u>	<u>Month</u>	<u>Full /3 Day</u>	<u>Fees</u>	<u>Reg. Deadline</u>
SU1803631	August	Full Month 3 Day/wk	\$195 (\$15/day) \$18/day	August 11 August 11
SU1803632	September	Full Month 3 Day/wk	\$270 (\$15/day) \$18/day	August 30 August 30
SU8033633	October	Full Month 3 Day/wk	\$300 (\$15/day) \$18/day	September 29 September 29
SU1803634	November	Full Month 3 Day/wk	\$285 (\$15/day) \$18/day	October 30 October 30
SU1803635	December	Full Month 3 Day/wk	\$225 (\$15/day) \$18/day	November 29 November 29

### **3 day monthly fees will vary depending on which 3 days are selected.**

Payments will be due on or before the registration deadline for each month. A late fee of \$25 will be assessed on all payments received after the registration deadline. Monthly fees will be adjusted based on the program coordinator's discretion under the following circumstances:

1. If you would like to begin childcare midway through a given month, the fee will be prorated to the amount of remaining days in the month. Start date will be determined by program director.
2. If you know prior to the registration deadline that you will not need child care for certain weeks in a given month; you may pay for only the weeks that the child will be there. This exception is not for individual days, only if your child will be out of the program for 1 full week or more in a month.
3. If your child is ill for an extended period of time (1 week or more) in a given month.

***Under all circumstances, you must contact the Program Coordinator, Brett Lind, at 847-531-7017 for approval. These exceptions will be made under the Program Coordinator's discretion.***

### **Mission Statement**

- A. The Centre of Elgin Afterschool Program provides a safe environment for supervised after school fun, learning, and growth. We build character and teach skills through a variety of activities.

### **Registration**

- A. Registration forms must be completed by the parent and/or legal guardian of the child. All forms must be filled out completely and returned to The Centre of Elgin, Youth/Teen Coordinator prior to the first day your child will begin the program.
- B. **Payment must be made prior the registration deadline each new month to guarantee space for your child.**
- C. Parents must confirm all change in address, phone numbers, emergency contacts, health issues or other information. All information on file must remain current.
- D. Failure to abide by the rules of the program, code of conduct, facility rules, **repeated failure to pick up your child at the scheduled time**, non-payment of fees, or any situation that endangers the health, well-being or safety of others are reasons for immediate dismissal from the program. **No refunds will be granted in cases of dismissal.**

## Payments

- A. **Payments must be made in full before your child can attend the program. Refunds will not be given for sick or unused days.**
- B. Payments will be due on or before the registration deadline for each month. A late fee of \$25 will be assessed on all payments received after the registration deadline, no exceptions.
- C. Payments may be made at the Main Courtesy Desk at The Centre of Elgin or online at [www.centreofelgin.org](http://www.centreofelgin.org). A receipt will be given upon payment. All checks may be made payable to The City of Elgin.
- D. The Centre of Elgin reserves the right to discontinue services immediately if payment is delinquent.

## Important Reminder

- A. **If your child is registered for the Afterschool Program for any given day, and for some reason cannot attend, it is important to notify the Youth and Teen Coordinator at 847-531-7017 or [lind\\_b@cityofelgin.org](mailto:lind_b@cityofelgin.org).** The buses run on a tight schedule and it is important to know who is attending the program and who needs to be picked up each day.



## Daily Check Out

- A. All children must be signed out daily on the attendance sheet by an authorized person 18 years of age or older. If a sibling is 16 or 17, the parent or guardian will need to provide a letter stating that it is okay for them to pick up the child. Please complete the accurate time and read the comment box for any important messages.
- B. Staff may not recognize everyone authorized to pick up your child. Please make them aware that staff will ask for **photo identification** before releasing the child.
- C. **The After School Program ends at 6:00 p.m. SHARP!** Children must be picked up promptly. We realize that there may be occasional circumstances which may make parents late. In this case, please use the following procedures:
  - Parents must call the afterschool staff at 847-531-7041 or 847-531-7046 to notify them if they will be late and their approximate time of arrival
  - Late fees will be applied to all campers who are picked up after the 6:00 p.m. **The late fee will be \$5 for 1-10 minutes late and an additional \$1 per minute for any time after 10 minutes.** Late fees are to be paid **by check only** at the time the child is picked up or before they return to camp.

The goal with the late policy is to encourage communication between the staff and parents/guardians. Staff also have families and may have other scheduled plans after work. Your cooperation and courtesy is appreciated. If parents are more than 45 minutes late, and we have not been contacted, the police will be notified. Repeated (over 5) late pick-ups may jeopardize your child's eligibility for the afterschool program.

## Health Policies

- A. Participants who become sick while attending the program will be separated from the group and placed with an adult. **Parents will be called immediately to pick up their child. A child should be fever free for 24 hours before returning to the program.**
- B. First aid supplies are available at the program site.

- C. If your child becomes ill or hurt while in the program, parents will be called. If the parent cannot be reached immediately, the emergency contact will be called. If the emergency warrants, 911 will be called immediately prior to the parents being contacted to ensure the health & safety of your child.

### **Prescription Drug Policy**

If your child should require a prescription drug while at camp, the following must be followed: **The prescription must be in a bottle marked with the child's name, doctor's name, date, directions for administering the medication, the prescription number, drug store or pharmacy. A medication form must be filled out.**

### **Non-Prescription Drug Policy**

Any non-prescription drugs that must be taken while at camp will be administered only with written Doctor's permission. The non-prescription drug must be labeled with the child's name and dated on the bottle. Please ask your doctor to write instructions on a prescription pad and sign it if we are to give non-prescription medication at camp.

### **Discipline**

To ensure an enjoyable and safe program, the City of Elgin has developed a Code of Behavior which progresses from verbal reprimand to possible removal of the child from the program. We feel these guidelines are fair and appropriate for the program. The City of Elgin reserves the right to expel any individual from participation in this program for any reason.

#### **Code of Behavior**

1. **Oral Reprimand**: The camper is spoken to by the counselor and verbally warned.
2. **Written Letter of Warning**: If the camper's action or behavior continues, this is noted in writing and a behavior letter is sent home to the parents
3. **Dismissal from Camp**: After previous warnings, Camp Supervisor will talk with parents about dismissal/suspension. The final step is only necessary to ensure the well-being of other campers. Depending on the severity of the behavior, children may be dismissed from camp without any previous oral or written warnings. **Participants will not receive a refund for days missed due to disciplinary reasons.**

### **Suspensions**

- A. Suspensions are rare in the Afterschool Program; however, they will begin immediately. This implies that a child may be suspended one day and not admitted the next day. We believe that consequences for inappropriate actions need to be as near to the action as possible.
- B. NO REFUNDS will be granted for any type of suspension.
- C. Suspensions can range from 1 to 10 school days.
- D. A plan of action will be made upon the child's return from suspension to handle any future behavioral problems.
- E. If a child continually chooses inappropriate behavior that results in multiple suspensions, we reserve the right to expel the child from the program.

## Program Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
2:30 – 3 pm	Drop Off/Free Time				
3 – 4 pm	Snack/Homework Quiet Time/Games				
4 – 5 pm	Gym	Craft/Library	Rock Climbing	Swimming	Movie Day
5 – 6 pm	Pick Up/Free Time				

### Free Swim

Campers will swim at Adventure Island in The Centre of Elgin on Thursdays. We encourage everyone to swim so it is important that campers bring their swimming suit, towel, and a bag to put wet clothes in when we return to the program. For their safety each child will take a swim test prior to their first day of swimming. This will help the staff determine if your child will be allowed to swim in the deep water. Children failing to pass the swim test will be restricted to swim in water no deeper than chest high. Children will be allowed to retest at a later time if they do not pass.

### Snacks

We are currently working with the Northern Illinois Food Bank to provide an afternoon snack each day. Snack service will start Tuesday, September 4. Please pack a snack each day in August. **Children will not be allowed to use the vending machines while at the program.**

### Movies

All movies shown on Fridays will be rated PG or G.

### Days Off Programming

When school is out due to U46 Institute Days, holidays or breaks The Centre of Elgin will offer “Kids Day Off” programs from 7 a.m. to 6 p.m. These programs are separate from the After School Program and children must be registered in each separate “Kids Day Off” program to ensure attendance. Please contact our Main Courtesy Desk at 847-531-7000 or the Program Coordinator at 847-531-7017 for more information on our Days Off Programming and Spring & Winter Break Camps. Registration deadlines for all programs are one (1) week prior to the start of the program. Please register accordingly to ensure your child’s participation.

### Anti-Bullying Policy

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.

**At The Centre Afterschool Program, bullying is inexcusable, and we have a firm policy against all types of bullying. We work together as a team to ensure that children gain self-confidence, make new friends, and go home with great memories.**



**Medical Information**

Please list all allergies:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is camper presently taking any medication? \_\_\_\_\_ If yes, name of medicine and condition being treated \_\_\_\_\_

Will medicine be taken while child is at camp? \_\_\_\_\_

What times will medicine be taken? \_\_\_\_\_

Does child have diabetes, epilepsy, hyperactivity, heart conditions or any other medical/emotional condition that his/her counselor should know about?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of physician \_\_\_\_\_ Phone Number \_\_\_\_\_

**Permission to attend field trips**

I give my child permission to attend field trips scheduled by the staff. I understand that I will be notified in advance of the trip location. I am aware that the location and date of the field trips are subject to change. I also am aware that my child could be asked to stay home from a field trip for disciplinary reasons. If I choose not to send my child on a field trip, I will still be responsible for full payment of the session and finding alternate child care.

\_\_\_\_\_  
Signature of parent/guardian

**Photo Policy**

City of Elgin Staff will periodically take photos of program participants. These photos may be used in our publications, seasonal brochures, advertisements, and on our website. If you wish for your child to not have his or her photo taken, please notify the Afterschool Staff.

**Program Waiver**

WAIVER: I hereby agree and understand, in exchange for good and valuable consideration, including but not limited to the services and access provided with my membership, the receipt and sufficiency of which are hereby acknowledged, that I (or to the extent I am signing on behalf of any of my family members including but not limited to minor children) assume and acknowledge the risks inherent in the above-mentioned activities, and further agree to the fullest extent permitted by law to indemnify, defend, waive and hold the City of Elgin, its officials, officers, employees, agents, independent contractors or any other related person or entity, harmless from and against any and all liability, claims for damages, causes of action, judgments or suits to which I or my family members, heirs or assigns may otherwise be entitled, resulting from my or my family member's membership and/or participation in the above program(s).

I further understand that no hospitalization, health or accident insurance coverage has been provided with this registration. I hereby consent to any above-listed minor or other person's participation in any programs provided for hereby and consent to emergency medical treatment for any such minor or other person. I further hereby warrant and represent that I have legal parental or other lawful authority to so consent and register any such aforementioned minor or other person. I further warrant and represent that I am fluent in the English language and have read and understand all of the provisions of this form. To the best of my knowledge, there are no physical or other conditions which may interfere with my participation or the participation of any minor or other person for whom I am signing this waiver and registration in this program or which may unreasonably endanger any other person. I also acknowledge and hereby agree to abide by the City of Elgin's refund/cancellation policy. In that event that the duty to defend provisions of this paragraph are invoked, counsel for the City of Elgin's defense shall be of the City of Elgin's choosing. The provisions of this waiver shall survive any termination and/or cancellation of any affected person's membership. **In the event that this waiver is submitted unsigned or altered, registration in the above mentioned activity will not be allowed.**

Parent/Adult Signature \_\_\_\_\_ Date \_\_\_\_\_