

The Centre of Elgin Afterschool Program



Parent Information Handbook 2019-20

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 prior to starting the program.



The Centre Afterschool Program 2019-2020

Parent Information Handbook & Registration Forms

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. All registrations require a meeting in person or via phone with the Recreation supervisor (847) 531-7017 to approve school for pickup and to set up a monthly payment plan with credit or debit card. 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.
- B. **Monthly fees will be charged on the 1st of the month. First month payment will be due at the time of registration. Full week option is based on a \$15 per day fee. 3 day/week option is based on a \$18 per day fee.**
- 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. **First month fees must be made in full before your child can attend the program. Initial payment must be made with program coordinator. Refunds will not be given for sick or unused days.**
- B. Payments will be scheduled to automatically charge your credit card on the 1st of the month for each future month of the program. An automatic billing authorization form must be completed.
- C. The Centre of Elgin reserves the right to discontinue services immediately if payment is delinquent. A \$25 fee will be added to payments that are returned.

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.** 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 or cash 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	Drop Off/Free Time	Drop Off/Free Time	Drop Off/Free Time	Drop Off/Free Time
3 – 4 pm	Snack/Homework Quiet Time/Games	Snack/Homework Quiet Time/Games	Snack/Homework Quiet Time/Games	Snack/Homework Quiet Time/Games	Snack/Homework Quiet Time/Games
4 – 5 pm	Gym	Craft/Library	Rock Climbing	Swimming	Movie Day
5 – 6 pm	Pick Up/Free Time	Pick Up/Free Time	Pick Up/Free Time	Pick Up/Free Time	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 2. 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.