

# **The Centre of Elgin Afterschool Program**



## **Parent Information Handbook 2022-23**

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

**Please contact Rachel Jachowske, Youth/Teen Supervisor, at [Jachowske\\_r@cityofelgin.org](mailto:Jachowske_r@cityofelgin.org) prior to starting the program.**

# Afterschool Program 2022-2023

## Parent Information Handbook & Registration Forms

### Mission Statement

The Afterschool Program provides a safe environment for supervised 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 \$18 per day fee. Partial week option (3-days) is \$21 a day.**

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

- **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.**
- Payments will be scheduled to automatically charge your credit card on the 1<sup>st</sup> of the month for each future month of the program. An automatic billing authorization form must be completed.
- 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

**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 [Jachowske\\_r@cityofelgin.org](mailto:Jachowske_r@cityofelgin.org).**



## 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 Afterschool 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 224-325-9317 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

- This year communication of any illness will be necessary for our program to continue. We all will be a part of keeping our participants and staff members healthy and well. It is important that parents report to the instructor or program supervisor, any communicable/contagious illnesses/diseases immediately so that other parents may be notified of possible exposure. Examples include but are not limited to: chicken pox, whooping cough, pink eye, lice infestation, along with COVID-19 and its symptoms. In certain cases of a communicable disease, children must present a doctor's note before returning to class. Please inform your child's counselor and Rachel Jachowske regarding an illness via email and/or voicemail.
- For the protection of all of the children and staff, ill children must remain home. Children must stay home until they are symptom free for at least 24 hours.
- Symptoms that restrict school attendance are below:
  - Fever of 101 degrees (F) or higher. Children must be fever free without medication for at least 24 hours before returning to school.
  - Severe or persistent cough and/or sore throat.
  - Runny nose with green or yellow discharge.
  - A rash or hives (unless cleared by a doctor's note).
  - Vomiting or has vomited within 24 hours.
- First aid supplies are available at the program site.
- If your child becomes ill or hurt while in the program, parents will be called and child will need to be picked up immediately. 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 The Afterschool Program, 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 The Afterschool Program 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 participant's action or behavior continues, this is noted in writing and a behavior letter is sent home to the parents
3. Dismissal from Program: After previous warnings, The Afterschool 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 The Afterschool Program without any previous oral or written warnings. **Participants will not receive a refund for days missed due to disciplinary reasons.**

## Suspensions

- Suspensions are rare in the 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.
- NO REFUNDS will be granted for any type of suspension.
- Suspensions can range from 1 to 10 school days.
- A plan of action will be made upon the child's return from suspension to handle any future behavioral problems.
- 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	Swimming	Craft	Rock Climbing	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

### **Snacks**

We are currently working with the Northern Illinois Food Bank to provide an afternoon snack each day. 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.

### **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.**