

After School Recreation Program “ASR”

Dear Parents/Guardians,

The York Center Park District would like to take this opportunity to welcome you and your child to the York Center Park District’s After School Recreation Program. ASR is designed to create a fun, imaginative, and safe environment for your child during the school year. In this handbook you will find an explanation of the program, our policies and procedures, and much more useful information for you and your child to use as we navigate through the year. If at any time you have questions or concerns about the ASR program or their activities, please feel free to call the York Center Park District Office at (630) 629-0886.

Please read this booklet carefully and review the park district rules with your child(ren). The booklet provides you with important information and activities your children will be involved in throughout the year.

Thank you for your participation in our ASR program. We are looking forward to seeing many returning faces and well as making new friends.

PROGRAM OVERVIEW

Introduction:

The York Center Park District has developed these programs to serve the residents and non-residents in response to a need for after-school care. We recognize that this service is vital to working parents in our community and we take this responsibility very seriously and with great joy. We have the opportunity to provide a safe, educational, social and enjoyable environment for your children.

Eligibility:

The programs are open only to children who are in Kindergarten through fifth grade at the following schools: Stevenson, York Center, Westmore, & Ardmore.

Staff-Child Ratio:

There will be one staff member or more for every eight children. The staff provides a beneficial and enjoyable experience for each participant.

Program Schedule:

ASR runs from afternoon dismissal at 2:30pm until 6:00 PM on regular attendance days. For early dismissals, holidays and institute days follow the District 45 calendar. All Day Camp will be available those days provided the minimum number of participants is met.

Transportation:

After school, children will be picked up from their schools, seat belted into the Park District bus or transit and transported to York Center Park District.

REGISTRATION INFORMATION

Children may be enrolled in one to five days per week. There is a one-time non-refundable registration fee of \$25, for each family.

ePact Information: The York Center Park District requires that ePact Emergency Information and waivers be completed on each child. You will be asked to complete these forms upon registering your child for the program. If any pertinent information should change, please log into your ePact and change the information as well as let the office know.

ASR Fee

Regular Dismissal Day: \$17.00/day

Early Dismissal Day: \$24.00/day

****PAYMENT IS DUE by FRIDAY at 5PM for the following week!****

This policy is to ensure the quality of our program and most importantly the safety of your children. If you do not have your child signed up and payment in ON TIME, your child WILL NOT be picked up from school. We need to have an attendance sheet ready, so that we can notify all of the schools. The only exceptions will be made in the case of extreme emergency.

Registration:

We offer registration over the phone Monday through Friday during business hours 9:00am – 5:00pm. So please plan accordingly. We are online too. Register online at ycpdfun.com.

Refunds:

NO REFUNDS and NO CREDITS, unless we have over a week's notice of days not being attended.

Inclement Weather Days:

If the school is closed early without advance notice (due to bad weather), the program will not be held. We follow District 45. Parents should make arrangements in advance for such emergencies, and make sure their children know where they are to go.

Late Fee: If you pick up your child after 6:00 PM you will be charged \$5.00 for every five minutes you are late. Any parent picking up a child late will first receive a verbal warning if it is no later than 15 minutes. Thereafter, you will be charged every time you are late.

ABSENCE, ILLNESS, AND INJURY

Absence: Any time your child will not be able to attend the program, whether due to illness, vacation, etc., please notify the school and the York Center Park District office. Staff needs to know in advance who will be attending to make sure they are taken off the pick-up list. There are no refunds or credits given for any absences.

Illness and Injury: In cases of communicable diseases such as covid, measles, mumps, chicken pox, please notify the York Center Park District so the instructors can notify the other parents. Children with colds, sore throats, flu, etc., should stay at home for the protection of all involved. If a child develops symptoms of illness during the program, he/she will be separated from the group and their parents will be notified to pick up the child. A child should not return to the program until he/she is able to engage in a full program of indoor and outdoor activities or has a doctor's note to return.

Medicine Policy: If your child is required to take any medication, you must complete the medication section in your ePact. Under no circumstances will the child be able to carry or hold his/her own medication.

First Aid Policy: First Aid will be administered if necessary and an ambulance will be called if needed. An accident report will be completed for each incident and must be signed and reviewed by a parent/guardian.

Insurance Policy: York Center Park District does not provide medical insurance coverage for individuals who participate in our programs or use our facilities. To do so would make programs and user fees prohibitive.

OTHER IMPORTANT INFORMATION

Refreshments: The Park District will be providing snack during ASR and all day camps. If your child has severe allergies, you can provide the snack for your child. All children are encouraged to bring water bottles with their name on it.

Lost & Found: We have a lost and found for all the programs. If you have lost anything, please ask the front desk. The York Center Park District is not responsible for lost or stolen items. All unclaimed items in the lost and found at the end of the year will be donated to goodwill.

What Not to Bring: Please do not send your child with any personal toys or belongings from home, especially valuable items such as video game systems, tablets (unless school related), AirPods, etc. These items are not allowed in our ASR program.

Questions: The instructors welcome and encourage any and all questions or comments about your child or the program. Questions and comments concerning the program can be directed to the Program Supervisor. If your child has any conditions that we need to be aware of, please let us know so we can set them up to succeed in our programs. If you have questions about registration, please contact the front desk at (630) 629-0886.

YORK CENTER PARK DISTRICT BEHAVIORAL POLICY

It is the mission of the York Center Park District to provide safe and wholesome programs in well-maintained parks and facilities for our residents and guests. In order to provide the best experiences possible, the Park District has adopted rules and policies that help create and maintain a positive environment. The Behavior Policy is one of such policies that help mitigate and manage conflicts should they arise. When participating in any program or service, the Park District asks that patrons comply with this policy

Behavior Guidelines

Participants, observers, and staff are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make Park District programs safe and enjoyable for all. Additional rules may be developed for particular programs as deemed necessary by staff.

- Disrespectful attitudes and actions to counselors and other participants will not be tolerated.
- Participants should follow program and facility rules and take direction from staff
- Refrain from threatening the safety and wellbeing of one's self, other participants or staff. Make any violent statements or violent imagery.
- Refrain from disparaging remarks to include comments against an individual's race, creed, color, sex, sexual orientation, gender identity, religion, national origin, age, marital status or disability.
- Refrain from abusive or foul language.
- No theft of personal items from another camper, staff member, or YCPD property.
- No destruction of YCPD property, other campers or staff property.
- No possession of any weapons.
- Refrain from causing bodily harm to self, other participants or staff.
- Participants will not display any aggressive behavior, (i.e. hitting, punching, slapping, running away, kicking, and biting)
- Fighting, hitting, swearing, etc. WILL NOT BE TOLERATED.
- Any other behavior deemed inappropriate by the staff will result in warnings and/or disciplinary actions

Behavior Issues

If program staff encounters behavior issues with any participant, he/she will first attempt to resolve that problem with the child. If this fails, the Program Supervisor will be consulted, followed by the parents. If the problem persists, the program staff may ask the child to be dismissed from the program. NOTE: Three strikes and the child is out of the program. Please discuss the rules with your child. Every parent is required to read the enclosed form to his or her child, sign it and return it with the other forms. NO REFUNDS WILL BE GIVEN IF YOUR CHILD CAN NO LONGER ATTEND THE PROGRAM.

Disciplinary Actions & Consequences

1. Any or all incidents of inappropriate behavior will be documented regardless of how minor or major. The program leaders keep a written record of rule breaking and will notify you of such occurrences.

2. Disciplinary actions are listed below. Staff reserves the right to use any actions fitting the severity of the situation:

- A verbal warning
- A supervised time-out from the program.
- A written behavioral report.
- A written Strike Report (Any egregious behavior or repeated inappropriate behavior) A total of 3 Strikes will result in dismissal from the program
- A suspension from the program or facility for a period of 1-30 days, depending on the severity of the offense. When determining the timeframe of suspension, staff should consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
- Dismissal from the program or facility. If inappropriate behavior persists or the behavior completely disrupts a program or facility, removal may be necessary.
- Some other options may be discussed with the guardian if warranted, such as a limited/reduced timeframe that participant is allowed to attend the program.

Termination of Participation

The York Center Park District reserves the right to terminate the participation of any individual in any Park District program, event, facility, or park for disruptive behavior or if it is considered by the Park District that the continued participation of the individual is not in the best interest of the participant, the District, or others who are involved with the program, event, facility, or park.

**Please discuss these rules/consequences with your child(ren)
and on the next page sign, date and return.**

York Center Park District Behavioral Policy

I have discussed the rules/consequences of the Behavioral Policy with my child(ren).

Participant(s)'s Name

Date

Parent's Signature

Date
