

Crystal Lake Park District's **EXTENDED TIME** Child Care Program



***A Cooperative Effort
By***



CRYSTAL LAKE PARK DISTRICT

**An IAPD/IPRA
Distinguished Agency**

Grow Up With Us!!



Revised 3/11



Parent Handbook

FEES INCLUDE:

- Supervision, extended Institute Day hours, transportation to and from Kindergarten, and field trips, AM breakfast and an after school snack, and field trip admission fees.
- Fees are paid monthly on the 1st of the month. Fees paid later than the 25th of the month will incur a late fee of \$25 and your child is no longer eligible to attend. E.T. attendance may resume upon FULL payment of your child's bill.

All payments for Extended Time need to be mailed to or dropped off at the Administrative Office, One East Crystal Lake Avenue, in the provided self-addressed envelopes.

BILLING POLICY:

- **Payment** - You will receive 9 bills this year. There are 37 weeks of school. We have taken the total number of weeks added in the Institute Days and divided this by 9 equal monthly payments. The parent who registers the child in the program is responsible for making sure that payments are received by the first of each month. The parent who registers the child is also responsible for providing program information to all parties who have an interest in the child (parents, step-parents, etc.).
- **Credits** - You pay in advance. If your child misses a full calendar month (1st day of the month through the last day of the month), you will need to fill out the credit form that we provide. Credits must be requested and applied during the same month. (Credits will not be carried over from month to month.) We will not accept over the phone credits. Site supervisors cannot accept credits or payments and have no billing information. Their only responsibility is to concentrate on your child's safety and enjoyment.
- We are saving a spot for you, if you need to withdraw, you need to complete a credit form. You will be responsible for payment until this is completed.
- **Miscellaneous** - If your child misses a week here or there, you are responsible for your regular rate. We hire staff, buy supplies, pay for breakfast, snacks and bussing according to how many are signed up for the program.
- Schedule changes are on a monthly basis. For example, if you go from a 5-day to 3-day program, your new rate would start with the new month.
- Scholarships are available on a first come, first served basis and are based on financial need.
- If you have any questions, please contact Sandra or Susanne at 459-0680, ext. 220, or 215, respectively.

**Crystal Lake Park District Extended Time
Monthly Fees 2011-2012**

Grades 1 Through 5	Number of Children	Fee
5 Day Before School	1 Child	\$249.00
5 Days Before School	2 Children	\$415.00
5 Days Before School	3 Children	\$640.00
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5 Days After School	1 Child	\$297.00
5 Days After School	2 Children	\$514.00
5 Days After School	3 Children	\$781.00
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5 Days Before & After School	1 Child	\$514.00
5 Days Before & After School	2 Children	\$901.00
5 Days Before & After School	3 Children	\$1293.00
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3 Days Before School	1 Child	\$163.00
3 Days Before School	2 Children	\$284.00
3 Days Before School	3 Children	\$354.00
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3 Days After School	1 Child	\$198.00
3 Days After School	2 Children	\$328.00
3 Days After School	3 Children	\$474.00
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3 Days Before & After School	1 Child	\$326.00
3 Days Before & After School	2 Children	\$558.00
3 Days Before & After School	3 Children	\$807.00
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Kindergarten	Number of Children	Fee
5 Days AM or PM	1 Child	\$606.00
5 Days AM or PM	2 Children	\$1063.00
5 Days AM or PM	3 Children	\$1517.00
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3 Days Am or PM	1 Child	\$364.00
3 Days AM or PM	2 Children	\$656.00
3 Days AM or PM	3 Children	\$939.00
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Grade School & Kindergarten	Number of Children	Fee
5 Days 1 Before/1 Kindergarten	2 Children	\$787.00
5 Days 2 Before/1 Kindergarten	3 Children	\$891.00
5 Days 1 After/1 Kindergarten	2 Children	\$826.00
5 Days 2 After/1 Kindergarten	3 Children	\$969.00
5 Days 1 Before & After/1 Kindergarten	2 Children	\$996.00
5 Days 2 Before & After/1 Kindergarten	3 Children	\$1361.00
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3 Days 1 Before/1 Kindergarten	2 Children	\$474.00
3 Days 2 Before/1 Kindergarten	3 Children	\$741.00
3 Days 1 After/1 Kindergarten	2 Children	\$514.00
3 Days 2 After/1 Kindergarten	3 Children	\$787.00
3 Days 1 Before & After/1 Kindergarten	2 Children	\$617.00
3 Days 2 Before & After/1 Kindergarten	3 Children	\$1002.00
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5 Days 3 Before & After/1 Kindergarten	4 Children	\$1898.00
5 Days 3 After/1 Kindergarten	4 Children	\$1380.00
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Junior Leaders		Fee
		\$63.00
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Punch Pass		Fee
		\$358.00

Extended Time Program Parent Handbook



The Extended Time program (E.T.) is a quality, low-cost program operated by the Crystal Lake Park District in conjunction with School District #47. E.T. is designed to provide child care services for the family and the community in an environment that is safe and stimulating.



**One East Crystal Lake Avenue
Crystal Lake, IL 60014
815/459-0680, Ext. 220 or Ext. 215
815/477-5005 (fax)
www.crystallakeparks.org**



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*Grow Up
With Us!!*

Extended Time child care is a program which provides activities designed to meet the interests, abilities and needs of the children enrolled.



Parent Communication

1. A newsletter and calendar with upcoming events and announcements will be handed out each month.
2. Parents of new students will receive this handbook and a school calendar upon starting the program.
3. We appreciate open communication with parents and encourage you to share your comments and suggestions with the E.T. Director or the Park District office.
4. Parents get the opportunity to evaluate the program twice a year.



Extended Time Site Phone Numbers

Glacier Ridge	459-0221
Husmann	477-5012
West	477-5013
North	477-5015
Canterbury	477-5016
Spoerl Park	459-9380
Indian Prairie	477-5017
Woods creek	356-3141



Code of Conduct

We believe that an E.T. employee's role is one of a strong leader helping the children grow toward self-discipline and self-direction. We use cool down periods as a means of calming the child down and then conversing with him/her. If an unacceptable behavior continues, we will do the following:

1. Talk to the parents or guardian.
2. Write an incident report.
3. After three incident reports the child will be suspended from the program for an appropriate amount of time.
4. If upon return, the behavior continues, the child will be removed from the E.T. Program.
5. Depending on the severity of an incident, a participant can be removed, immediately.
6. E.T. follows District # 47 guidelines.
7. Sexual harassment is illegal and against the policies of the Park District. Sexual harassment involves (a) making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of employment, or (b) making submission to or rejection of such conduct the basis for employment decisions, or (c) creating an intimidating, offensive, or hostile working environment by such conduct.

Any employee who believes that the actions or words of a supervisor, fellow employee, volunteer, intern, vendor, elected official, or any other person involved with the Park District, constitutes sexual harassment has a responsibility to report or complain as soon as possible first to the appropriate supervisor, Director of Parks and Recreation, or to the Crystal Lake Board of Commissioners, in that order.

All complaints must be documented in writing and investigated promptly and in as impartial and confidential a manner as possible by the supervisor or Director, or Board of Commissioners. If an employee is not satisfied with the handling of the complaint, or the action taken by the supervisor, then the employee should bring the complaint to the attention of the Director, or subsequently to the Board of Commissioners. In all cases, the employee is to be advised of the supervisor's, Director's, or Board of Commissioner's findings and conclusions.



Admission Policies

GENERAL POLICIES:

1. Enrollment is open to any child in grades K-5 provided the program can meet the needs of the child. Maximum age of child not to exceed 11 years old.
2. The child must be attending a District #47 school.
3. Enrollment is on a first-come, first-serve basis. A waiting list will be started once the available space is filled.
4. Each year an emergency information form and the first month's tuition will constitute registration. This will be applied to your first month of tuition. (\$25 of this is non-refundable.)

STATEMENT OF NONDISCRIMINATION:

Enrollment in the program shall be granted without discrimination with regard to sex, race, color, creed, or political belief.

EMERGENCY FORMS

Emergency forms need to be filled out at the beginning of each school year. Anyone without a completed emergency form will not be allowed to stay with the program.

Americans with Disabilities Act (ADA)

The Crystal Lake Park District is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). The Park District will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Park District aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Park District. If you require a special accommodation, please contact Jack Sebesta, Superintendent of Recreation at (815) 459-0680, ext. 216.



Operating Policies

The Extended Time program currently meets at the nine District #47 elementary schools, Grand Oaks and Spoerl Park, Monday through Friday.

MORNING SESSION:

The parent needs to sign-in the child each and every morning.

- Extended Time meets before school from 6:15 AM to 8:45 AM.
- Breakfast will be served from 7:30-8:00 AM.
- If your child does NOT show up, we will assume he or she will not be at E.T. that day. Please try to give us a call so we know for sure.

KINDERGARTEN:

- Kindergarten meets from 6:15 AM -12:30 PM and 11:30 AM - 6:15 PM
- The buses will transport the children to and from their schools to Spoerl (Manor) Park or Grand Oaks. Parents must supply their child's lunch and drink. Breakfast and snacks are provided.

AFTER SCHOOL:

- Extended Time meets from 3:30 PM to 6:15 PM
- The children walk from their classrooms to the school cafeteria.
- The parent/guardian needs to sign the child out each and every afternoon.

If your child goes home sick during the day or has after school activities, PLEASE let us know. If a child does not show up 15 minutes after his or her scheduled arrival time at E.T., we will begin calling people from your emergency list.

Please call us so we don't worry!



Health Requirements

For each child's protection, the following health regulations will be required.

1. The child care staff has the authority to refuse any child who shows signs of illness. In such cases, the child care staff's judgment is final.
2. It is the parent's responsibility to verify that their child's daily health is adequate for his/her participation in the program before bringing him/her to the school. A child who shows signs of illness should be kept at home for his/her own good as well as for the protection of other students.
3. If a child becomes ill or injured while at the site, the parent will be notified promptly. The staff will follow the directions stated on the emergency information form concerning your physician and others who are to be notified if a parent or guardian is unavailable. If an ambulance is called, an E.T. staff member will ride with the child to the hospital.
4. If your child is exposed to a communicable disease, you must notify us immediately so that incubation dates can be verified and/or the health of all children concerned can be protected.

Please do not send your child to ET if they display any of the symptoms below, as they may indicate a real illness:

- Temperature above 100 F in the morning.
- Diarrhea, where more than one abnormally loose stool has occurred in the last 24 hours.
- Vomiting anytime after 6 pm the preceding evening.
- Severe coughing where the child gets red or blue in the face or the child makes a high-pitched croupy or whooping sound after he or she coughs.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Pinkeye (conjunctivitis), evidenced by tears, redness of eyelid lining and irritation, followed by swelling and discharge of pus.
- Infected skin patches that are crusty, bright yellow, dry or gummy.
- Any contagious disease, like chicken pox, measles, mumps, mono, etc.
- If an antibiotic has been given for an ear infection or sore throat, wait 24 hours before sending a child back to school.
- Severe itching of the body or scalp could indicate the presence of lice.
- Severe sore throat or trouble swallowing.
- Constant running nose.

When validated, keeping children home from ET when sick prevents the spreading of disease, so that all kids in the class will be healthier and miss fewer school days.



Activities

Children may participate in a variety of activities offered at our E.T. sites. Indoor and outdoor learning experiences will be provided, active play as well as time to relax, read, do homework or participate in quiet activities. Children will have opportunities to learn and grow by expressing themselves through play experiences such as:

- Arts and crafts materials; such as beading, painting, play-doh, craft sticks, drawing and coloring.
- Enjoying quiet times with stories, books, videos, manipulative materials and table games.
- Participating in organized games and sports.
- Utilizing play equipment.
- Increasing one's intellectual abilities by participating in appropriate age-level activities.



Health Requirements

MEDICATION: In order for medications to be administered, the Education Code states that the school must receive:

- A. A written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken.
- B. A written desire that we assist the pupil in taking the medicine. The medication must be delivered to the school in the original container as delivered by the pharmacy to the parent.
- C. Ask your doctor or pharmacist for another container with a label on it.
- D. We will log in our book when medicine is given.
- E. All medicine is secured in a lock-box.



Operating Policies

NO SHOWS:

We are expecting your child to be at his/her E.T. site as registered.

- In the event that your child is unable to attend, you are **REQUIRED** to phone your child's site, **BEFORE 3:30 PM** the day of, to let us know.
- When we take attendance and your child is not there as expected:
 - A. We will check with school front office staff, as well as, your child's teacher to verify any unexpected changes in your child's regular schedule
 - B. We will call you; if we **DO NOT** receive a return phone call from you or alternate emergency contacts by 4:15 PM and still have not located child-we will then call the police.

Failure to do so will result in a billed service charge of \$10. The second offense will receive a \$15 service charge and the third offense will receive a \$20 service charge and the possibility of being dropped from the program. Searching for your child takes our staff away from other E.T. program children.

HOLIDAYS: Extended Time is cancelled on the following holidays:

- Labor Day
- Columbus Day
- Thanksgiving Break (Thursday and Friday)
- Christmas Eve and Christmas Day
- New Year's Eve and New Year's Day
- President's Day
- Memorial Day

There will be a sign up sheet for Winter & Spring Breaks. If there is enough interest, E.T. will be offered from 6:15 AM to 6:15 PM. No buses will run.

- Please send a sack lunch and drink with your child on these days.



Operating Policies

CLOSING TIME:

Closing is promptly at 6:15 PM. There will be a late charge when a child is picked up after closing time in the amount of \$10 up to 6:20 PM and \$1 for every minute thereafter, charged on your next bill. After 6:30 PM, if we have had no contact from a parent a responsible party will be contacted to pick up your child. If no one is available from your emergency form, the police will be called and your child will be taken into protective custody until a parent /guardian is located. *Consistent lateness will result in being dropped from E.T.

In case you are late and no one is at the E.T. site:

1. Contact the people on your emergency form first to verify whether or not any of them have your child.
2. Call the police if you cannot locate your child.

SNOW DAYS:

When schools close for snow days, E.T. is unable to operate.

- Listen to STAR 105.5 FM for school closings.
- Additional days will be added in June

SEVERE WEATHER:

Lightning-If lightning is seen or thunder is heard, children will be kept indoors and will not be allowed outside until 30 minutes after the last sighting of lightning or sound of thunder. If it is lightning and/or thundering at dismissal time, the parent will need to come inside to sign their child(ren) out.

Tornado Watch-A tornado watch is in effect when conditions are good for a tornado to form. Our staff will monitor the weather radio and weather conditions when we are under a tornado watch.

Tornado Warning-A tornado warning is in effect when a tornado has been sighted. All children and staff will take shelter immediately. If a parent comes to pick up their child(ren) while we are under a tornado warning, we recommend the parent and child(ren) stay in the shelter. If the parent wants to take the child(ren), they must sign the child(ren) out prior to taking them from E.T.



Operating Policies

INSERVICE AND INSTITUTE DAYS:

1. Parents are required to sign-up for in-service and institute days at your site (at least one week in advance), so we can have proper staffing ratios.
2. Please have your child bring a sack lunch and drink, if lunch is not provided on the field trip.
3. Your monthly newsletter will give you details of our plans for each trip.
4. All of our E.T. Staff are needed on the field trips. If you elect not to have your child/children go on the field trip, other child care arrangements need to be made.
5. Please have your child wear their E.T. shirt on ALL field trip days.
6. Additional money is optional, but allowed on field trips, unless otherwise noted in the newsletter. We ask that it be limited to \$10. Your child is responsible for his/her own money. A fanny pack works nicely.



Personal Articles

Students are not allowed to bring toys, sporting equipment, or pets to school unless prior permission has been given. Children are discouraged from bringing large sums of money or valuable items to school which might be stolen or damaged. All items that are brought must be clearly labeled. Neither the Park District nor the program are responsible for any item that is lost, stolen or damaged. Items such as screw drivers, metal nail files, lighters and/or matches are not allowed on school property. The Crystal Lake Park District follows District follows District 47's Zero Tolerance policy on weapons.