

CRYSTAL LAKE PARK DISTRICT

EXTENDED time

PARENT

HANDBOOK



MISSION STATEMENT

Extended Time (E.T.) is a unique, inclusive service operated by qualified, experienced staff. With a mix of independent and organized activities, we provide the children opportunities to make appropriate choices. Extended Time fosters growth and development of perseverance, curiosity and responsibility.

PROGRAM DESCRIPTION

Activities planned at Extended Time include inside/outside play, group games, arts and crafts.

E.T. staff are available to work in conjunction with teachers and can provide extra guidance with homework. A homework table is available at each site for this purpose.

As a working parent it is often difficult to arrange for after school activities. Our program allows your children to participate in after school on site activities such as Park District afterschool basketball (4th & 5th Grade Girls and Boys), Park District programs, scouts and tutoring without having to arrange transportation to these activities.

Extended Time is DCFS license exempt based on the program being held at D47 school buildings which is regulated by the State Board of Education.



CRYSTAL LAKE PARK DISTRICT
EXTENDED
Time

1 E. Crystal Lake Avenue
Crystal Lake, IL 60014
Tel: 815.459.0680 Fax: 815.477.5005
crystallakeparks.org

Extended Time Recreation Supervisor
Sam Thompson, 815.459.0680 x 1220
sthompson@crystallakeparks.org

Extended Time Billing
Nicole Zeller, 815.459.0680 x 1233
nzeller@crystallakeparks.org

Colleen Collis	Glacier Ridge	815.355.0962	ccollis@crystallakeparks.org
Susan Willis	Husmann	815.355.6527	swillis@crystallakeparks.org
Kelly Demann	West/South	815.355.6593	kdemann@crystallakeparks.org
Kat Batton	North	815.355.1367	kbatton@crystallakeparks.org
Donna Dalton	Coventry/Canterbury	815.355.6359	ddalton@crystallakeparks.org
Kari Brummitt	Indian Prairie	815.355.7097	kbrummitt@crystallakeparks.org
Gina Smak	Woodscreek	815.355.6558	gsmak@crystallakeparks.org

**ALL ET COMMUNICATION IS RECEIVED THROUGH
A MONTHLY E-NEWSLETTER**

VIRTUAL BACKPACK
Go to crystallakeparks.org

Site Contact Information
Printable Copy of Monthly E-Newsletters
Emergency Form Sign Up Link
Parent Handbook



UPDATED 2-24

ADMISSION

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 a family registration form and a \$50 non-refundable registration fee per child is required.
- 5.

STATEMENT OF NON-DISCRIMINATION

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

EMERGENCY FORMS

You will receive a notice from campdoc.com, our new online emergency form method. 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 continue with the program. If you are having trouble accessing campdoc.com, you can email help@campdoc.com or call (734) 636-1000.



CampDoc.com

ACCOMMODATIONS

The Extended Time program provides reasonable accommodations to all participants as requested. If a parent or participant needs assistance in the program, please contact Sam Thompson, Recreation Supervisor at 815.459.0680 x1220, at least two weeks prior to the program start date to discuss reasonable accommodations.

Note: Individual Education Plans (IEP) or (BIP); a master plan of goals and objectives for children with disabilities is not mandated by law in a recreational setting. There will be every effort made to accommodate all participants in Extended time, however, the Participant Behavior Code of Conduct must be followed to ensure everyone's safety and enjoyment.

OPERATING PROCEDURES

HOURS OF OPERATION

The Extended Time program currently meets Monday-Friday at 7 sites in District #47 elementary schools (Canterbury/Coventry, South/West are combined sites)

MORNING SESSION

Parent/guardian needs to sign-in the child each and every morning.

- Extended Time meets before school from 6:15 AM –8:45 AM.
- Breakfast is served from 7:30-8:00 AM. (see next page for details)
- If your child does NOT show up, we will assume he or she will not be at E.T. that day. Please call us so that we know for sure.
- Parent/guardian needs to sign the child in each and every morning.
-

AFTER SCHOOL

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



CLOSING TIME

ET closes 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 **\$1.00** per minute thereafter, charged on your next bill. After 6:20 PM, if we have not had contact from a parent, a responsible party from your emergency contact form will be contacted to pick up your child. If no one is available from your emergency contact form, the police will be called and your child will be taken into protective custody until a parent or guardian can be located.

In case you are late and no one is at the ET 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.
3. **CONSISTENT LATENESS WILL RESULT IN BEING DROPPED FROM THE PROGRAM.**

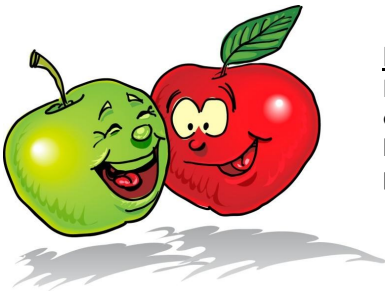
OPERATING PROCEDURES

NO SHOW POLICY

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

- In the event your child is unable to attend, you are **REQUIRED** to phone your child's site, **BEFORE 3:30 PM** (afternoon session)
- When we take attendance and your child is not there as expected, we will contact the primary parent/guardian. If we have not heard from a parent/guardian and are unable to reach an alternate emergency contact, **THE POLICE WILL BE CALLED.**

Failure to contact us 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 children enrolled in E.T.



BREAKFAST/SNACK

Breakfast consists of cereal, yogurt, milk and/or juice. Snacks consist of a choice between fruit, cheese and crackers, pretzels and an occasional treat.

ILLNESS OR AFTER SCHOOL ACTIVITY

If your child goes home sick during the day or has an after-school activity, **PLEASE** let us know. If a child does not show up 15 minutes after his/her scheduled arrival time at ET, we will begin to call the emergency contact list.



OPERATING PROCEDURES

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 and Spring Breaks. If there is enough interest, ET will be offered from 6:15 AM-6:15 PM. No buses will run. Please send a sack lunch and drink with your child on these days.

SNOW/COLD DAYS

When schools close for inclement weather days, ET does not operate in the schools. 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/guardian will need to come inside the building to sign out their child.



Tornado Watch-A tornado watch is in effect when conditions are prime for a tornado to form. 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/guardian arrives to pick up the child(ren) while there is a tornado warning, we recommend the parent and child(ren) stay in the shelter. If the parent/guardian wants to take the child(ren), they must sign the child(ren) out prior to taking them from ET.

OPERATING PROCEDURES

IN-SERVICE AND INSTITUTE DAYS

1. Parents are required to sign-up for in-service days and institute days at your site (at least one week in advance), so we 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 on our plans for each trip.
4. All of our ET staff are needed on the field trips. If you elect not to have your child go on the field trip, other child care arrangements need to be made.
5. Please have your child wear their ET shirt on ALL field trip days.
6. Additional money is optional, but allowed on field trips, unless other noted in the newsletter. We ask that it be limited to \$10. Your child is responsible for his/her own money.
7. Field Trips are available to 3 day, 5 day, AM, PM & AM/PM ET students

ILLNESS GUIDELINES

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 of the child make 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 or 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.



CHILD CODE OF CONDUCT

We believe that an ET employee's role is one of a strong leader helping the children grow toward self-discipline and self-direction. We employ cool down periods as a means of calming the child down and then conversing with him/her.

If 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 ET Program.
5. Depending on the severity of an incident, a participant can be removed, immediately.
6. ET follows District #47 guidelines.
7. Sexual harassment is illegal and against the policies of the Park District.



PARENT CODE OF CONDUCT

As adults, we serve as role models for the children in our program. If you should have a concern, please address that concern in a calm and appropriate manner. The E.T. program has set forth a policy of zero tolerance of work place violence, physical force, harassment, intimidation or abuse of power or authority. Should a situation occur within the program due to inappropriate actions by parents/guardians that causes excessive time spent by staff, **action will be taken and the individual may be removed from the program and cited for trespassing.**

Firearms are not allowed on Crystal Lake Park District or School District 47 properties.

CUSTODIAL ISSUES

The obligation of staff is to ensure a safe and fun environment for your child. We do not have the ability to resolve custody issues or to be mediators. We understand that children may come from a situation where parents are separated, divorced or currently seeking a divorce. These situations result in various custodial arrangements. The Park District is not able to interpret or make rules relating to custody agreements. This is the responsibility of the custodial parties. The party registering the participant will designate who is authorized to pick up and drop off the participant and that authorization will be for all program times.

The Park District will not be responsible for enforcing time constraints relating to visitation. If custodial issues are in dispute, causing any uncertainty as to which parent is entitled to pick up the child, the Park District asks that you refrain from registering the child until such issues are resolved. If such issues arise once a child has been registered in a program, the Park District expects them to be resolved immediately. If the issue is not resolved immediately, the Park District will consider whether the child may continue to participate in the program. Any court orders from one custodial party to specifically remove the custodial rights of the other party must be submitted to the Park District prior to the child's participation in the program. Be sure to allow at least four full business days to review this paperwork.

PARENT COMMUNICATION

- Contact information for Extended Time available on page 2 of this handbook.
- An e-newsletter with upcoming events and announcements will be emailed each month and available in the Virtual Backpack section of crystallakeparks.org
- Parents of new students will receive this handbook and a school calendar upon starting the program.
- We appreciate open communication with parents and encourage you to share your comments and suggestions with the ET Site Directors or Sam Thompson, Recreation Supervisor 815.459.0680 x1220 or Kurt Reckamp, Superintendent of Recreation Programs & Facilities, 815.459.0680 x1216.
- Parents will have the opportunity to evaluate the program twice a year with an online survey tool.

FEE, BILLING AND PAYMENT

FEES

Extended Time fees include: supervision, Winter and Spring Breaks, extended Institute Day hours, Early Release days, field trips and admission fees, AM breakfast and an after school snack.

BILLING POLICY

Extended Time bills and child care tax statements are sent to the email address attached to your household and will generate from vsimail@crystallakeparks.org. You may view and print your child care tax statement from our website. If you do not have a user name and password, call our Administration Office and our staff will create a temporary one for you. If you set up a household online, it will NOT connect to the existing household. Fees are paid monthly on the 1st of the month. Fees paid later than the 10th of the month will incur a late fee of \$25 per child and your child is no longer eligible to attend. ET attendance may resume upon FULL payment of your child's bill. All payments for Extended Time can be mailed to or dropped off at the Administrative Office, 1 E. Crystal Lake Avenue. You may pay online or sign up annually for an automatic charge which is processed on the 15th of each month (or the first business day thereafter).

PAYMENT

The parent/guardian who registers the child in the program is responsible for making sure that payments are received by the first of each month and for providing program information to all parties who have an interest in the child.

- Payments are taken in advance. If your child misses a full calendar month (1st day of the month through the last day of the month), a credit form will need to be completed. Credits must be requested in writing and applied during the same month. We will not accept credits over the phone. Site supervisors cannot accept credits or payments.
- If the child needs to withdraw, a credit form needs to be completed and submitted to the Park District Admin. Bldg. or you can send an email to sthompson@crystallakeparks.org. Until the form is returned to the Park District, credit will not be processed.
- If the child misses a week here or there, the regular rate applies. Staff, supplies, meals and busses are purchased in advance based upon enrollment.
- Schedule changes are on a monthly basis. For example, if you go from a 5-day to a 3-day program, the new rate would start with the new month. If you switch from the 3-day program to the 5-day program, the new rate is effective immediately. All requests for changes to the Extended Time program must be submitted in writing to the billing bookkeeper for processing.
- Please contact Nicole Zeller at 815.459.0680 x1233 with billing questions.

CRYSTAL LAKE PARK DISTRICT EXTENDED TIME 2023-2024 MONTHLY FEES

	1 CHILD	2 CHILDREN
3 MORNINGS	\$200	\$160
5 MORNINGS	\$300	\$240
3 AFTERNOONS	\$237	\$189.60
5 AFTERNOONS	\$345	\$276
3 MORNINGS & 3 AFTERNOONS	\$362	\$289.60
5 MORNINGS & 5 AFTERNOONS	\$560	\$448
3 MORNINGS & 5 AFTERNOONS	\$520	\$416
5 MORNINGS & 3 AFTERNOONS	\$512	\$409.60
PUNCH PASS Limited Punch Passes at each school	\$445	\$445

ALL FEES INCLUDE EARLY RELEASE, INSTITUTE DAYS AND HOLIDAY BREAKS

SCHOLARSHIP ASSISTANCE

Scholarships are based on financial need. For more information regarding scholarship assistance contact Heidi Stolt, Manager of Recreation Programs at hstolt@crystallakeparks.org or 815.459.0680 x 1213.

**CRYSTAL LAKE PARK DISTRICT'S
EXTENDED TIME PROGRAM
IS AN COOPERATIVE EFFORT WITH**

