

School Age Care
Parent Handbook
2020-2021



The Norridge Park District's Early Care and Preschool Academy

Located in Leigh School

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The Norridge Park District's
Early Care & Pre-School Academy
"Committed to Quality Care"

SCHOOL AGE CARE PARENT HANDBOOK

SERVICES AVAILABLE

The purpose of this Handbook is to describe the recreational *Before and After School Care* programs for school-age children (K-6) offered by Norridge Park District's Early Care & Pre-School Academy (the "Academy"). In the summer (June through August) the Academy also offers recreational activities and care for children ages 5 through 12, which service is also explained in this handbook.

Please note: A variety of other programs for ages 2 through 12 are also available to children and their families. If you would like information on the *Early Care* and *Preschool* Programs offered by the Academy please contact the office during office hours.

MISSION STATEMENT

The School Age Program's Mission is to meet the developmental needs of enrolled children and the societal needs of their parents by providing top quality care in a safe and nurturing environment, while taking time for fun.

PHILOSOPHY

The Academy's Philosophy rests on its commitment to aid and assist in each child's individual growth and development through developmentally appropriate practices, including play. It is through play that a child can master abstract concepts and acquire cognitive, social-emotional, language, cultural awareness and motor skills in a non-threatening environment. At the Academy we believe each child is unique, with his/her own individual strengths, and the environment created at the Academy offers each child the opportunity to develop his or her own individual differences and skills. We recognize and accept the family as the child's primary caregiver and teacher, and seek a partnership with each child's family as we help lay a foundation for his/her future.

ADMINISTRATION

The Academy is licensed by the Illinois Department of Children & Family Services ("DCFS"). The Norridge Park District's Board of Park Commissioners sets policies for the School Age Program in accordance with DCFS licensing standards and the School Age Program's Mission and Philosophy. The Academy's administrative staff, composed of the Superintendent, Assistant Superintendent, and Programs Coordinator, enforces these policies and creates procedural guidelines for staff, children and families.

HOURS OF OPERATION

The Academy operates between the hours of 6:30am until 6:00pm, Monday through Friday. The Academy's office operates between the hours of 8:00am until 5:45pm, at which time enrollment questions, registrations and payments are taken.

STAFF CREDENTIALS

All Academy staff meets or exceeds the current licensing requirements set by DCFS. Full time staff is composed of Master, Bachelor and Associate's degreed teachers who specialize in Early Childhood Education and/or Elementary Education. Early Childhood Teachers have either: a minimum of 60 credit hours from an accredited college or university with six semester hours in courses related directly to child care and/or child development from birth to age six ; or 1 year experience with 30 semester hours and 6 credit hours in child care or child development ; or carries DCFS approved credentials such as a CDA (Child Development and Associate Credential). School Age Workers (Group Leaders) require a high school diploma, must be at least 19 years of age and have either: 30 semester hours of credit from an accredited college or university with six semester hours related to school age child care, child development, elementary education, physical education, recreation, camping, or other related fields; or has 1560 clock hours of experience and six semester hours related to areas noted above; or has 3120 clock hours of relevant experience. All Early Childhood Assistants, School Age Assistants, and Inclusion Aides must have a high school diploma or GED. School Age Assistants and Inclusion Aides must be at least 5 years older than the oldest child in the program group. Many of our assistants are enrolled in college or have experience in, or related to, child care and development. All lead and support staff are certified in First Aid and CPR and participate in regular training to update and enhance their skills.

SCHOOL AGE PROGRAM SCHEDULES

Children enrolled in the School-Age Care program may attend according to their elementary school schedule. Before Care, After Care and Before & After Care is available for your convenience. Transportation is provided to and from the area's local elementary schools. See the Academy's office personnel for the current list of schools being served.

Please note: Full day care is available on all school institute days, open for business holidays, breaks and summer recess. An additional charge is applicable for these services. Please check with the Academy's office personnel for the fee schedule and reservation information.

ADMISSIONS & ENROLLMENT POLICY

The Academy accepts any eligible child whose needs can be met in its setting with or without reasonable accommodation. In all cases children must be able to participate and substantially benefit from the program without risk to themselves and/or others.

Listed below are the steps taken for every child upon enrollment:

- If the situation warrants, the child is placed upon a waiting list until a slot is available.
- Once a slot becomes available the parent may register the child.
- All the necessary forms must be filled out and turned in at least 24 hours prior to the start date, along with the family's security deposit.
- Placement is assigned.
- The child enters the program on a trial basis.
- Parents are kept aware of the child's adjustment during this trial period.
- The child is accepted into the program after an initial transition period, not to exceed 28 days.

Please note: Any child who, after attempts have been made to meet the child's individual needs, demonstrates inability to benefit from the type of care offered by the Academy, or whose conduct is detrimental to himself/herself or the group, shall be discharged from the facility. At that time appropriate referrals to other agencies or facilities will be made to the parents.

Non-Discrimination Policy

No parent or child shall be unlawfully discriminated against with respect to the child's admission to, or participation in, Academy programs.

Statement of Confidentiality

All children's files are kept strictly confidential. Information will not be released to any person, organization or agency without the signed, written consent of the child's parent or legal guardian unless otherwise required by law, or permitted by law in connection with any legal proceeding.

Every employee/volunteer of the Norridge Park District's Early Care and Preschool Academy must sign a Confidentiality Statement. This statement notes that every staff person must maintain in confidence all information relating a child and/or family or situation relating to a child and/or family. Specifically this means that: we will not discuss any information pertaining to a child and/or family with anyone other than the appropriate individuals (i.e., staff, supervisor, program director, or director); we will not discuss any information pertaining to a child and/or family in public, or in areas where discussions may be overheard by unauthorized persons; and we will immediately report all incidents, accidents, or injuries no matter how minor to the program director or supervisor if they affect the safety of any child, staff, or volunteer. Parents seeking outside resources or agencies to evaluate, service or support their child within our program will sign a Release of Information statement before staff will share information about the child. All personal information in a child's enrollment file is kept in the office with access limited to the office staff and/or the teaching staff in an as needed basis; all emergency information, observations, checklists, portfolios, and report forms for individual children are kept in a secure location in the classroom with access limited to the teaching staff. Parents/guardians may have access to their individual child's enrollment information and/or classroom assessments at any time. Information regarding a child's special dietary needs, allergies and/or health concerns will be discreetly posted for the classroom staff's knowledge only.

REGISTRATION REQUIREMENTS FOR SCHOOL AGE CARE PROGRAM

- The School Age Care Program accepts children in Kindergarten through Sixth Grade.
- At the time of registration a \$50.00 nonrefundable registration fee is required. All paperwork will be issued at the time of registration. The registration fee will hold a slot for exactly two weeks. If your child does not enroll within two weeks, an additional registration fee will be required in order to hold the slot. **NO REFUNDS ARE GIVEN** on registration fees. If your child drops from the program and returns at a later date, you are required to reregister your child with another \$50.00 fee.
- 24 hours before your child's start date all the enrollment paperwork is due. This includes the completed physical (Kindergarten/6th), and up to date immunizations.
- 24 hours before your child's start date a security deposit equal to one week's tuition is due. Security deposits are credited only when a week's written notice of intent to drop from the program has been given to the Academy's office personnel.

- All children must be enrolled a minimum of two days per week. Children enrolled less than five days per week must maintain a consistent weekly schedule. Days may be added based on availability, with advance notice and when applicable, an additional fee.
- Parents are responsible for payment whether or not their child is in attendance.
- 20% discount is given to every additional familial child enrolled in the same program.

Please note: *Parents of children with disabilities, requiring reasonable accommodations in order to participate successfully in a program, or children with special medical needs are requested to notify the Academy at least 28 days prior to their child's enrollment, in which case the registration fee will hold a slot for 28 days.*

Family Orientation

As part of the registration process, a short orientation will be presented. Families are encouraged to make an appointment to review key policies and procedures as well as tour the facility and meet staff. In September an orientation booklet is distributed to all registered families with a calendar, routine, and updated program information.

CHILDREN WITH DISABILITIES

It is the policy of the Academy not to unlawfully discriminate against otherwise qualified children on the basis of physical or mental disability. The Academy will make reasonable accommodations to permit qualified children with disabilities to participate in the Academy's programs.

Notice/assessment of disability

The Academy recognizes that meeting the needs of a child with disabilities requires an interactive process to assess the child's needs in terms of the nature and appropriateness of the program, to determine any reasonable accommodations that may be necessary in order for the child to be able to participate successfully in the program, and to communicate and attempt to resolve any issues that arise with respect to the child's participation following enrollment, and welcomes constructive dialogue. This process generally will include Academy staff, the child's parents, staff of West Suburban Special Recreation Association (the agency that serves as the Academy's primary resource on children with special needs and inclusion assistance), and medical and/or clinical professionals providing services to the child, and if and as appropriate professionals from the child's school. For this reason, parents must notify the Academy whenever possible at least 28 days prior to their child's enrollment if their child has a disability which may require an accommodation for the child to participate fully and successfully in the program. Parents should at this time advise the Academy's administrative staff of the disability and any accommodation the parents believe, or the child's medical provider or other consulting professional has advised, may be necessary to meet the child's needs with respect to the program.

Please note: The Academy reserves the right to defer a child's start date in the program if sufficient notice of disability is not provided to allow the Academy to responsibly assess the child's needs as related to the program, and any accommodations which may be required to facilitate the child's successful participation in the program.

Procedure

The Park District belongs to the West Suburban Special Recreation Association (WSSRA) and relies on this organization's resources to help Academy staff provide the least restrictive environment for children with disabilities consistent with the fundamental nature of the Before and After School Care programs. The following procedure is followed by the Academy to achieve this goal:

1. WSSRA will be contacted for input and observation of the disabled child prior to enrollment in the program.
2. A parent/Academy conference will be scheduled and the following points will be covered:
 - a. The parent's experience with the child as it relates to the disability.
 - b. Whether the child has been medically and/or educationally evaluated to determine whether or not there is a disabling condition, and if so, its extent.
 - c. The parent's suggestions for possible reasonable accommodations to permit the child to successfully participate in the program.
 - d. Staff's suggestions for possible reasonable accommodations to permit the child to successfully participate in the program.
3. If the child has not been previously medically or educationally evaluated, the child's parents will be requested to obtain a written diagnosis as to the child's disabling condition and the medical or educational provider's suggested reasonable accommodations necessary to allow for the child's successful participation in the program in view of the fundamental nature of the program and the services provided by the Academy.
4. The parent's refusal or failure to provide the written medical or educational (IEP) opinion within a reasonable period of time, and to authorize appropriate Academy staff to speak with the medical or educational provider for necessary clarifications and/or additional information, as such staff deems necessary in order to responsibly evaluate the accommodations that may be needed, may require denying the child enrollment and the parent will be so advised.
5. After receipt of the medical and/or educational opinion, staff recommendations and WSSRA assessment, there will be a follow-up staffing between appropriate Academy staff, and if deemed necessary or advisable by Academy Administrative staff, WSSRA staff, and the child's parents to evaluate any reasonable accommodations and whether the child's needs can be met without fundamentally altering the nature of the program offered by the Academy.
6. If it is determined, with or without a trial period, that the child cannot successfully participate in the program, with or without a reasonable accommodation, the parents will be advised and appropriate referrals made.

Please note: If the Academy staff determines that an enrolled child may have a disability, whether or not previously identified, which is interfering with the child's successful participation in the program, the child's parents will be notified in writing and a conference scheduled. At the parent-staff conference the parents will be requested to engage in the interactive process, as set out above, to determine if there is a disability which is interfering with the child's successful participation in the program and, if so, whether the Academy can meet the child's needs with or without a reasonable accommodation.

CHILDREN WITH SPECIAL MEDICAL NEEDS

Many children have special medical needs such as asthma, diabetes, and seizure disorders. To assist the Academy in its efforts to meet your child's special needs, whenever possible parents

must notify the Academy at least 28 days prior to their child's enrollment if their child has specific medical needs. Parents should at this time advise the Academy's administrative staff of the child's medical needs and any special training or devices necessary to meet the child's needs. If it is determined, with or without a trial period, that the child cannot successfully participate in the program without altering the fundamental nature of the program, the parents will be advised and appropriate referrals made.

Please note: The Academy reserves the right to defer a child's start date in the program if sufficient notice of special medical need is not provided to allow the Academy to adequately prepare for the safe care of the child.

CHILDREN WITH ALLERGIES

Food or environmental allergies must be documented by your child's health care professional. A Medical Exception Statement for Food Substitution form signed by your child's physician must be on file before alternative foods or beverages can be brought in for meal service for your child. Reasonable accommodations will be made to maintain areas used by children who have allergies to dust mites or to components of furnishings or supplies according to the recommendation of health professionals. If it is determined, with or without a trial period, that the child cannot successfully participate in the program without altering the fundamental nature of the program, the parents will be advised, and appropriate referrals will be made. *****PLEASE NOTE:** The Academy is a **PEANUT SAFE ZONE**, peanuts and peanut products are not served or allowed into the program. It should be recognized that this will reduce but not totally eliminate the risk of accidental exposure.

TUITION/FEES/CHARGES

Tuition Payments

- Parents are billed according to their child's schedule given at the time of registration.
- Parents are responsible for payment on a weekly basis.
- All tuition payments are due on Monday of the current week, however payments will be taken up until Friday without penalty.
- Payments can be made in advance, however if a payment is late, an additional charge of \$10.00 per child will be assessed every week payment is not made. This includes parents on subsidy. *Service will be suspended for families more than two weeks behind on payments until the account is brought up to date.*
- Payments can be made in cash, check, and money order, Visa, Discover or MasterCard.
- Parents may pay in person weekly or participate in the Tuition Express automatic payment program. Contact office for Tuition Express application.
- Part-time enrollment is considered to be 2 through 4 days. The Academy does not permit part-time hourly enrollment. Parents are allowed to increase or decrease days based on slot availability and advance notice. Tuition will be amended to reflect any changes.
- Parents whose children attend part-time are not allowed to swap days.
- Full tuition is due for scheduled program days whether or not your child is in attendance. This includes holidays.
- **CREDIT IS NOT GIVEN FOR ABSENCES, ILLNESSES, OR HOLIDAYS.** (see page 8)

IMPORTANT: *In the extreme instance that payment has not been received over a two week period and prior arrangements have not been made, service will be denied. Accrued late fees for non-payment or late pick-ups will automatically be deducted from your child's next tuition payment.*

NSF (Not Sufficient Funds) Charges

The NSF fee is \$25.00 and will be applied to:

- All NSF checks;
- Declined credit cards or insufficient funds in checking or savings accounts attached to the Tuition Express automatic payment account.

Recovered monies are taken in cash or credit card, in person, payment only.

Please note: If the Academy receives three NSF checks or Tuition Express NSF/credit card declinations in a 12 month period from an individual/family, that family will be put on a CASH OR CREDIT CARD in person only payment plan.

Additional Child Discount

Additional child discounts are given to families with more than one child enrolled in the same program. This discount will be applied to the child/children with the lesser tuition fee or the older child/children at the rate of 20%.

Subsidized Care Clients (ILLINOIS ACTION FOR CHILDREN)

The Academy accepts subsidy payments from the state.

- To determine eligibility the parent is instructed to call Action for Children and inquire about the program and obtain the proper paperwork. It is the state's determination whether or not a family is approved for subsidy (by income qualifications).
- If approved, the Academy requires the client to pay the difference between what the state pays and what the District charges for tuition. This will be significantly different than the determined "parent co-payment" issued by the state.
- The amount owed will differ from month to month based on the amount of service days in a given month. The Academy distributes the monthly charges at least one week prior to the beginning of a new month. Any questions can be forwarded to the office.
- It is the parent's responsibility to complete redetermination paperwork to maintain their subsidy. When the subsidy expires without a new approval full tuition fees will be applied to your account immediately.
- Subsidy clients are also responsible for keeping a security deposit on file equal to one week's full tuition, based on the child's schedule, at the regular rate (not the subsidy rate). The security deposit goes toward the child's last week of care.
- All clients, including subsidy clients, are charged an additional rate for care on days when their child's school is closed. All clients, including subsidy clients, are also subject to late fees for past due tuition. For rate information, please visit the office.

Residency Status

In order to be considered a resident of Norridge, the enrolling family must provide a minimum of two forms of identification. The first form must be a valid Illinois driver's license with an in-district address (see the Academy office for address listings). The other form must be a current utility bill, credit card bill, lease agreement, mortgage payment, etc. At the time of enrollment if the family cannot provide all necessary forms of identification, non-resident rates will be applied. If a family subsequently provides the proper documentation, resident rates will be applied at that time. No back dated credit will be given in these circumstances.

Residency Update

From time to time, at least annually, the Academy will require each family to resubmit their proof of residency and fill out a new set of enrollment forms for each of their children attending the Academy. If it is determined by this update, or from information obtained from any other source, that a family who originally qualified for resident rates is no longer resident, non-resident rates will be charged back dating to the beginning of the child's most recent enrollment.

Security Deposit

- A security deposit equal to one week's tuition is required prior to each child's start date.
- The security deposit will be credited to the child's last week of enrollment **only when a written notice has been given** to the Academy's office personnel at least **one week in advance**. Security Deposits are not refunded. If we do not receive written notice, the deposit is lost.
- Every August the tuition increases at which time the child's security deposit must increase to reflect the higher rates.

Vacation Credit

- Vacation credit is given to every School Age Care family (*excluding summer only enrollees*) who has been enrolled for a minimum of **three months**. At that time a one-week credit is earned.
- If a School Age family has been enrolled at the Academy for more than **6 months**, a second vacation credit is given. Families can receive up to two weeks credit per year to use.
- Vacation credits must be taken in full week increments.
- Children cannot be in attendance during the week vacation credit is taken.
- Vacation credits cannot be held over. If they are not taken, you lose them.
- Vacation credit extends and renews from September 1 through August 31.

Late Charges

The Academy closes at 6:00pm exactly. Late pick-up fees go into effect at 6:01pm. The Academy frowns upon late pick-ups and therefore enforces a strict policy to deter such tendencies.

IMPORTANT: *A neglect report will be made at the local police station and forwarded to DCFS for a child whose parent is over 45 minutes late without any telephone contact with Academy Staff. Please see the section on procedures for "Arrivals & Departures" for additional information on this policy.*

Late Pick-up Charges accrue as follows:

\$5.00 from 6:01 until 6:10pm.

\$2.00 per minute from 6:11pm and thereafter.

OBSERVED HOLIDAYS

The Norridge Park District observes the following holidays: Labor Day, Thanksgiving Day & the Friday after, Christmas Eve, Christmas Day, New Year's Day, Memorial Day, Fourth of

July & Staff Institute Day (in August). The Academy is closed on these days. Full tuition is due for all holidays, the staff's institute day and any early dismissals.

HOLIDAY AND HALF DAY CARE RESERVATION FORMS

We require parents to complete a monthly reservation form for half day and full day care. When you reserve days in advance and turn in your forms in a timely manner we are able to plan staff coverage as well as order the correct quantity of food for the meal services.

- Please make sure you read and complete each month's reservation form when you get it, each elementary school has its own unique schedule.
- Your account will be billed during the week in which full/half day care is provided. (Rates are available in the office)
- If we did not receive a reservation for your child and do not have the needed staff your child will not be able to receive care for that day.
- If we can accommodate you without a reservation a \$15.00 late reservation will be applied to your account.
- If your child does not attend a day you have reserved, you will be charged \$10.00 for a full day and \$5 for a half day.
- On half days, lunch and snack will be served. On full days, breakfast lunch and snack will be served.

EMERGENCY CLOSINGS

It is Academy policy to offer care at all scheduled times under normal circumstances. However, some things are beyond our control, such as power outages, lack of heat, lack of water, and/or severe weather conditions. In case of an emergency that necessitates the closing of the Academy during hours of operation, parents will be contacted to come pick-up their child immediately. In case an evacuation needs to occur, children will be transported to the Park District Recreation Building, 4631 N. Overhill Ave., in Norridge where parents will be contacted to come and pick up their child immediately. Staff will remain until the last child goes home.

Please note: If, in the event of an emergency, the Academy does not open tuition will not be charged. If the Academy has to close once it has opened for business (due to circumstances beyond our control) full tuition will be assessed.

Hotline Phone Number

In the event of inclement weather conditions or other emergency, please contact the Academy's hotline for up-to-date information on whether the Academy is open.

The Academy's Emergency Hotline Number is: (844) 845 8157

We also participate in the Emergency Closing Center. Check your local radio, television or go online to www.EmergencyClosings.com for up to date information.

KEEPING YOUR CHILD'S INFORMATION CURRENT

It is extremely important that your child's enrollment information be kept up-to-date. If any of the following information should change, at any time, please notify the Academy's office personnel as soon as possible:

- Your Place of Employment
- Any of Your Phone Numbers at Home or of Emergency Contacts
- Your Address

- Names, Addresses, Phone Numbers of Authorized Persons who pick up your child
- Any Changes in Your Child's Enrollment Schedule
- Any Changes in Marital Status, Custodial Agreements or Order of Protection
- Residency Status

CUSTODIAL AGREEMENTS

The Academy endeavors to respect the rights of all parents to participate in the growth and development of their child or children. It is Academy policy that all staff remains neutral in cases of divorce or separation of enrolled children's parents. In the instance of a family divorce or separation, the Academy requires that the custodial parent maintain with the Academy at all times, a copy of the most current custodial agreement and/or court order. The Academy will attempt to adhere to, and fully cooperate with, the procedures set forth in such agreement and/or court order so as to maintain a stress free environment for all children and to lessen the burden on staff.

Please note: The Academy reserves the right to suspend, refuse or discontinue service to any child in instances where the custodial agreements and/or court orders presented regarding such child are ambiguous or conflicting, directions given by parents regarding custody are frequently changing, undue burden is placed on staff or where a parent or parents engage in conduct when present at the Academy which the administrative staff of the Academy determine is detrimental to the program or to other children in the program.

DAILY ARRIVALS & DEPARTURES

All children arrive and depart the Academy through the designated Academy entrance. Please ring the bell and identify yourself by name.

Illness

A daily pre-admission screening is conducted by Academy staff to determine if a child has any obvious symptoms of illness. Please see the section headed "Illness and Exclusion" for additional information on this policy.

Daily Sign-In/Sign-Out

It is required that every child be signed in and signed out on a daily basis. Sign sheets are located in every program room. Any child arriving **before their program room is opened** or leaving after **their program room has been closed** can be signed in/out at the Academy's office counter. There is always an administrator on duty at the office counter from 6:30 a.m. until the last child leaves at 6:00 p.m.

Please note: The parent agrees that the Park District shall have no responsibility or liability for any child dropped off by a parent without accompanying the child to the Academy office or to the child's program room and signing him/her in.

Drop Off/Before School Care

1. Enter through the designated entrance.
2. Escort your child to his/her program room.
3. Sign your child in.
4. Exchange greetings with the staff.
5. Help your child hang up his/her belongings.

6. Remind your child to wash his/her hands, and assist if necessary. Hand-washing is a DCFS requirement of all children upon arrival.
7. Exchange good-byes with your child and staff.

Pick Up/After School Care

1. Enter through the designated entrance.
2. Walk to your child's program room; check his/her file folder for important information.
3. Sign your child out.
4. Acknowledge to the staff you have arrived and will be leaving with your child.
5. Supervise your child to the car.

Emergencies

The Academy understands that emergencies occur. However, it is **essential** that the Academy be immediately informed if you are unable to pick up your child on time. A phone call will help alleviate any anxiety your child may have, and our staff may be able to assist by calling someone from your pick-up list to come and get your child for you.

Please note: It is extremely important that emergency contact information for your child be kept up to date.

Absences

In response to heightened alerts concerning missing children and the introduction of the Amber Alert System, the Academy has incorporated a strict policy for parents to follow when their child will be absent from the program. If a child does not arrive at the Academy when scheduled after school, the Academy will make attempts to contact that child's parent inquiring as to his/her whereabouts. If the child does not attend a scheduled after-school program, and an immediate family member cannot be reached, the Academy will contact the child's elementary school to ascertain whether the child attended school on that day. If the school verifies the child was in school, the Norridge Police Department will be called in for assistance. **IMPORTANT: *The Academy re-emphasizes its longstanding request to parents to notify the Academy if their child will be absent from a scheduled program. If a parent habitually fails to notify the Academy that their child will be absent from a scheduled program, as required by these policies, the Academy reserves the right to suspend or expel the child from the program.***

"No-Show" Procedure

If a parent, or other authorized person, does not arrive to pick up a child at the scheduled time and the Academy has not been informed of an emergency necessitating such no-show the following procedure will be followed:

- The late pick-up fees, will go into effect immediately; from 6:01pm – 6:10pm \$5.00 thereafter \$2.00 per minute.
- After ten minutes have passed, staff will begin to telephone all contacts on record for the child, beginning with the parents, then the three emergency contacts listed on the enrollment form, and lastly all persons on the child's authorized pick-up list;
- If none of these persons can be contacted within 45 minutes of the scheduled pick-up time, police assistance will be sought.

Please note: The Academy reserves the right to suspend, refuse or discontinue service to any family with **three or more** late pick-ups within a one-month period.

IMPORTANT: *The Academy reemphasizes the importance of having up-to-date emergency contact numbers on file for your child.*

Neglect report

If a parent, or other authorized person, is over 45 minutes late for the scheduled pick-up of their child and has failed to make telephone contact with the Academy informing staff of the delay, the child will be considered to be in a state of neglect and the proper authorities will be called. A neglect report will be made at the police station and forwarded to DCFS.

OUT OF THE ORDINARY PICK-UP

The Academy staff will not release a child to any person, whether related or unrelated to the child, who has not been authorized by the parent or parents to receive the child. If someone other than those authorized must pick up your child for any reason, the Academy must be notified of such an occurrence **in writing** (a written note of consent faxed to the Academy will suffice), followed by a telephone call from a Academy staff member to the parent at a telephone number on file at the Academy. The Academy will not accept notification of any changes in pick up or emergency contact information over the phone. **The note must include the following information: The adult's full name, the adult's address as it appears on his/her photo ID, and a signed permission from the child's parent authorizing the parent's consent to allow this person to pick up their child.**

Please note: A parent or other authorized person must be contactable at a telephone number previously provided to the Academy to confirm any out of the ordinary pick-up. The Academy will NOT release a child without speaking directly to a parent or other authorized person.

Proper identification required

Persons not known to the staff will be required to provide a current, valid, photo ID (driver's license, photo ID card issued by Illinois Secretary of State or other photo identification to establish identity) at the time of pick up. A child will not be released to any person not listed on the consent form, or any person without the proper identification.

Please note: No one under the age of 16 will be allowed to pick up children.

Parents/Guardians "Under the Influence"

The Academy subscribes to a stringent drug and alcohol policy. If a parent or guardian is suspected or shows any signs of being under the influence of drugs and/or alcohol, the staff will discuss with that parent an alternative pick-up person for the child. As advocates for the children under our care, we want to ensure their safety at all times. It is our hope that the parent will be cooperative, but in the event he or she is not, we will call the Norridge Police Department for assistance.

Park District Employees

Employees of Norridge Park District are prohibited from picking-up children from the Academy other than their own. No Norridge Park District employee will be permitted to be placed on a parent's authorization list.

PARKING

Street and lot parking are available to parents. Please refrain from parking on Giddings, as it is designated resident parking only. Please adhere to all local parking signs and ordinances. Please understand that the asphalt strip parallel to the front door and Courtland Avenue is an official fire lane and is not to be used for parking. Anyone not adhering to the parking procedures is subject to warnings and parking tickets.

Please note: Do not leave your car running with purses, children or valuables unattended.

SUPERVISED RECREATION

The Academy houses self-contained program rooms that are large, colorful and well equipped. Children enrolled in the School-Age program have an opportunity to unwind after school, go outside, eat a snack, visit with friends, complete their homework (with assistance getting started) and have fun with the materials and supplies provided in each program room. Emphasis is placed on non-structured activities, supervised by group leaders. Children have choices and opportunities to select activities to play alone or within a group of friends. At specific times during the day homework time is assigned as well as structured activities for the large group. Group leaders write activity plans, which are then reviewed by the Academy's administrative staff. Every month the children have an opportunity to learn and participate in thematic activities that are considered enriching and extra-curricular to the program's daily routine.

OUTDOOR PLAY

The Academy has an outdoor playground, courtyard and front field that the children utilize on a daily basis. In addition, group leaders may choose to take a walk around the neighborhood for outdoor exercise. If a child is well enough to be in care, he or she is well enough to go outside. The children stay indoors when it is raining, if there is a wind chill factor below zero degrees, and/or if it is an Ozone Alert day. From time to time, group leaders will send home a reminder indicating what clothing is needed for outdoor play.

ATTIRE

Children should be dressed according to the season. Whatever the weather, children should be dressed in durable, comfortable play clothes so that they can move freely and not worry about ruining their attire. Remember children may be sitting in the grass, playing in the sand, running through sprinklers, painting and sweating! Therefore, children should wear clothes that they are allowed to get dirty. Gym shoes are highly recommended for all age groups. Dress shoes, sandals (including jelly shoes and flip-flops) and the like, are not recommended for safety reasons. Children are asked not to wear long dangling earrings, necklaces or other jewelry that could get caught during play or injure the child or another child in the program. All clothing should be labeled with the child's name so misplaced items can be returned to their rightful owners.

Please note: It is recommended that the child's name not be displayed on the exterior of the child's clothes or belongings.

VALUABLES & WHAT NOT TO SEND

We insist that guns, harmful toys, large amounts of money, valuable jewelry, expensive clothing, handheld electronic games/gadgets or any other items of value, never be brought to the Academy. Trading Cards (Pokemon, Baseball) of any kind are not allowed. These items should be left at home. Books, children's C.D.s are easily shared and are most welcome.

Please note: Children may bring in age appropriate games for the computer which must be rated E for everyone. No teen or adult rated games are allowed. Also, movie DVDs or video tapes must be rated G or PG to be shown.

CELL PHONES: Children must keep cell phones turned off and in their backpacks. Parents can reach children by calling the center office.

LOST & FOUND

Lost items are turned into the Academy's main office. If your child misplaces something, stop by the Academy office to check the lost and found. The Norridge Park District's Pool also has a lost & found and many misplaced children's items may be found there during the summer months. Any unclaimed items are cleaned out monthly and given to charity.

Please note: The Academy will not accept responsibility for any child's item that is lost, broken, misplaced, stolen or loaned to other children and/or staff.

ILLNESS & EXCLUSION

The Academy seeks a partnership with parents in the effort to keep all children healthy and free from contagious disease. Health practices at the Academy are designed to minimize illness and include specific procedures regarding sanitation, hand washing and the exclusion of sick children. These procedures have been designed according to the DCFS licensing standards and in conjunction with the Cook County Health Department. Children do become ill, often at unpredictable and inconvenient times. Working parents often feel stressed when children are ill. If we work together we can minimize illnesses and stress levels. While none of us like to think about children becoming ill, now is the time to make arrangements for sick child care, knowing that illnesses will develop until your child's immunity system is built up. All information about a child's health and/or medical condition is kept strictly confidential.

Illness Policy

All children attending a program at the Academy must be in good health. If symptoms of illness are present at home, you should not bring your child to the Academy. Please notify the Academy when your child is ill so we can be alert to similar symptoms in other children. The Academy is required to report certain illnesses to the health department. Every day upon arrival, all children will be screened by their group leader for any obvious signs of illness. If symptoms of illness are present, the child care staff will determine whether they are able to care for the child safely, based on the apparent degree of illness. If your child appears symptom free upon arrival, but symptoms develop later on during the day, staff will determine whether or not childcare can continue. Any child who is suspected of being ill or becomes ill, shall be immediately isolated from the group in the Academy's main office and will need to be removed from the facility by a parent as soon as possible, optimally within one hour. In the event a parent cannot pick up his/her child in the suggested time frame, staff will call those listed on the enrollment form authorized to assume this responsibility for you.

Exclusion Guidelines

Mildly ill children, who can participate in all activities normally, do not need to be routinely excluded. This could include a child with a cold. However, in order to prevent the spread of disease, children will be excluded from care until the symptoms or conditions listed below are resolved or until evaluation by a physician determines that the child can return to the Academy.

- Fever, including low grade, a change in behavior (irritable, restless or listless), and/or symptoms of an illness. **A fever is considered a temperature over 99 degrees.**
- Loose stools (diarrhea) with two or more episodes.
- Vomiting with two or more episodes within the previous 24-hour period.
- Evidence of severe illness such as lethargy, unusual sleepiness, prolonged crying, obvious discomfort, difficulty breathing, uncontrollable coughing, wheezing, and/or poor appetite.
- Mouth sores or ulcers.
- Head Lice
- Any illness which prevents the child from participating comfortably in program activities.

Please note: Children sent home with a fever are required to stay home until they are fever free for 24 hours.

Illnesses that require a doctor's note in order for the child to return to care

Any child suffering from any of the following conditions will not be permitted to return to the Academy without a doctor's note authorizing their return:

- Conjunctivitis (pink eye) with discharge.
- Rash (sometimes) associated with other signs of illness, fever or change in behavior.
- A specific contagious disease such as whooping cough, strep throat, scabies, chicken pox, mumps, measles, ringworm, impetigo, scarlet fever, etc.
- A child who has received stitches.
- A child who has broken a bone.
- A child who underwent surgery of any sort.
- A child who has injured their teeth in any way.

Many illnesses/injuries require exclusion for 24 hours after treatment has begun unless a physician authorizes an earlier return. Other illnesses/injuries may require a longer time frame of exclusion, such as chicken pox. Major illnesses/injuries and specific contagious diseases need a doctor's note, releasing the child in order to return to the Academy.

Please note: The Academy will not accept a child back into the program who was sent home with a suspected serious illness/injury without a doctor's release.

Written Notification

The Academy notifies all families in writing of any illness that may be present in their child's program room, specifying the date of illness, symptoms to watch for and the incubation period.

Emergency Medical Attention

The Academy's emergency medical procedure is extremely conservative in order to protect as many children as possible. If your child becomes acutely ill or sustains a major injury while in our care and requires medical attention the Academy staff will call for paramedic help to transport the child to the local hospital. A designated staff member will accompany the child. Parents will be notified to proceed to the hospital's emergency room by the Academy's office

personnel. An accident/incident report will be completed and placed in the child's file. The child's group leader will make a follow-up phone call to the child's home the same evening of the occurrence.

Please note: At the time of registration all parents must sign a consent form authorizing the Academy to administer emergency medical treatment. Your signature on the enrollment form gives the hospital permission to care for your child.

Accident reports

Every time a child gets hurt, however slight the injury, an accident report is prepared by the group leader. If the injury is serious (injury to head, wound that is bleeding, a bite, or a deep cut requiring stitches) the parents will be notified immediately. All accident reports must be signed by the child's parent and become part of the child's permanent record.

Please note: If a parent refuses to sign an accident report, his/her child will not be allowed back into the program until the report is signed.

MEDICATION

The Academy only administers medication for life maintenance purposes, such as insulin for a diabetic, an "epi-pen" for a specific allergic reaction, or an inhaler for an asthmatic. A written note confirming such a condition is required from your physician. Medications that are vital to a child's health, such as an asthma inhaler, diabetes medication, or epi-pen for severe allergic reactions are kept in the program room secured in the first aid bag or in a locked cabinet. All other medication is kept in the Academy office and stored under lock and key. In order for medicine to be administered to a child in need of maintenance medication, a release form must be signed by the parents and kept on file in the Academy's office. Medication must be in its original container and all prescription medications must be labeled with the full pharmacy label. Please see the Academy's administrative staff if you have any questions.

Please note: No other forms of medication will be administered by the Academy staff. This includes all over the counter medication as well as prescription antibiotics. Please consult with your physician regarding alternative medications, such as 12-hour antibiotics or suspension liquids that do not have to be taken while your child is in our care.

FIRST AID

For minor cuts, bumps, bruises, scrapes, etc., the staff administers first aid and completes an accident report form. Keep in mind the Academy's first aid procedures are very basic. Soap, water, Band-Aids and ice packs are the only forms of treatment allowed. All Academy staff is certified in First Aid and CPR.

Topical Products

Any topical product, such as sunscreen and insect repellent, must be approved by the parent in writing prior to use on a child.

INSURANCE

The Academy meets all published DCFS requirements for insurance coverage. All children enrolled at the Academy are covered under public liability insurance. It is expected that costs for medical treatment will be covered under the parent's health insurance.

FOOD & NUTRITION

All children enrolled in the School Age Program receive breakfast between 7:30 a.m. and 8:00 a.m. and an afternoon snack between 2:30 p.m. and 4:15 p.m. if present at the Academy at these times. During full-time and holiday care, all children present for mealtimes will be served breakfast, hot lunch and an afternoon snack. All food is provided by the Academy. All parents receive monthly menus listing all foods served. Every meal and snack is prepared according to USDA requirements. From time to time group leaders may ask parents to bring in foods from home for a theme-related celebration. Please be aware that any food items brought in need to be store or bakery bought and sealed within the original package. Homemade treats are not allowed and cannot be accepted. The Academy operates "family style" meals, which includes children in every aspect of the meal, including set-up, serving when appropriate and clean up to the best of their ability.

Meal substitutions

All food is provided by the Academy. The only exception to this rule is if a physician has signed off on a health condition, indicating the child cannot eat the food provided by the Academy and must bring their own food from home. Any food brought from home for an individual child must be clearly labeled with that child's name and cannot be shared with other children. This policy is strictly enforced by the Academy. The physician's note is required at the beginning of every enrollment period and it must indicate a legitimate health reason as to why the child need's home food. The note will be held on file for the season and must be renewed every season. We will not accept chips, candy or cookies as part of a substituted meal; please send a sandwich, protein, and vegetables and fruit.

IMPORTANT: *Please inform your child's group leader if your child suffers from a food allergy. (see page 6)*

BIRTHDAY CELEBRATIONS

In consideration of our School Age participants with food allergies or sensitivities and to support the fight against childhood obesity, we ask that all in-class birthday celebrations be non-edible. We will celebrate your child's special day with a birthday crown, poster, and/or special card and the group will sing the "Happy Birthday" song. Optional non-edible birthday celebration suggestions: donate a favorite book to the classroom with your child's name inside; donate an educational game or toy to the classroom; give out age appropriate stickers, pencils, or erasers. Please note, cakes, cookies, or candies will not be accepted for distribution in the classroom and will be returned to the parent.

DISCIPLINE & DISMISSAL POLICY

Our goal is to meet the needs of the child within our existing program and resources. The staff at the Academy work hard to prevent behavioral problems by arranging the program room environment so children are able to work in small groups and have a large choice of activities. Each program room is divided into a minimum of seven separate activity centers. These activity centers give children the freedom to choose and the ability to experience success through self-direction. Staff members are trained to direct behavior along appropriate channels. Predictable limits are established to help the children understand the consequences of inappropriate behavior. Children are encouraged to use their words and not actions, to solve problems. Once they are able to properly verbalize their feelings they can learn to work positively through strong emotions. Academy staff act as role models and employ ample praise for appropriate behavior.

Please note: All parents and every staff member sign a statement of understanding in regard to the Academy's Guidance and Discipline Policy, included as part of your child's enrollment package, so that a clear understanding exists between both parties.

Discipline policy posted in each program room

In each program room the discipline policy is posted and followed as appropriate and practicable under the circumstances presented according to these steps:

First: Verbal reminder of the rules.

If that doesn't solve the problem...

Second: Redirection to another activity.

If that doesn't deter the behavior...

Third: Time-out, not to exceed one minute per year of the child's age.

If that fails to correct the behavior...

Last: Incident Report that must be signed by parent at pick up.

Minor Incidents

When a minor incident, including an isolated instance of the use of mildly inappropriate language not directed at another child or staff person, occurs within the program room the group leader will follow the discipline policy above as appropriate and practicable under the circumstances presented, and give children the opportunity to explain themselves. Verbal cues and constant positive reinforcement will be used as appropriate. Should a minor incident become repetitious the group leader may use a brief time-out. During a time-out the child is set aside from the group and asked to sit in a "thinking" chair. At this time the group leader discusses with the child the reasons why he/she was placed in time-out. The child is never left completely alone while in time-out and is always kept in full view of the group leader.

Major Incidents

Group leaders will notify the Academy administrative staff of any incident involving aggressive and/or violent behavior by a child, such as an act of cruelty, intimidation bullying, biting, kicking, punching, hitting, using obscenities and verbal threats of physical harm, whether directed at another child or a staff member, lewd conduct, intentional destruction of property, or behavior that puts the child himself/herself at risk of physical harm. Any problematic behavior, including minor incidents that become chronic, frequent or intense will also be brought to the attention of the Academy administrative staff by group leaders. The child's parents will be notified by Academy administrative staff of incidents with an immediate phone call and an incident report will be prepared for the parent's signature at the time of pick up.

Dismissal procedure

If a child continues to exhibit problematic behavior after staff has followed the above discipline policy, or the child's behavior constitutes a major incident determined by Academy administrative staff to be of sufficient severity to warrant immediate dismissal, the dismissal procedure shall go into effect. During the entire dismissal process the Director of Parks & Recreation will be kept informed. The Director of Parks & Recreation and the District's Board of Park Commissioners have worked together, in conjunction with the Academy's administrative staff, to develop this policy. It is with their support that the Academy will continue its efforts to

protect the physical and emotional well-being of children in the program, and to keep every child in care safe and free from harm.

Except in instances of conduct by a child determined by Academy administrative staff to be of sufficient severity to warrant immediate dismissal, the following guidelines will be followed in implementing the dismissal procedure:

1. The parents will be kept informed of their child's problematic behavior through incident reports and/or parent contacts.
2. In order to determine a workable solution to the problem the Academy's administrative staff will call for a multidisciplinary staffing. Input shall be obtained from all persons including parents and staff who have worked or are currently working with the child in a significant capacity. If the parent chooses not to attend the staffing, he/she will be notified of the meeting's outcome. A summary of the staffing and any recommendations made will be filed in the child's cumulative enrollment folder.
3. If the child continues to exhibit the behavior which led to the staffing described above, the child will be escorted to the Academy office. The parents will be notified and asked to come pick up the child for the remainder of the day. A staffing will again be scheduled between the staff, administration and child's parents. Expectations and rules will be reiterated at the staffing with notice that if the child exhibits the problematic behavior again the child will be put on suspension from the program.
4. If the problematic behaviors occur again the child will be suspended from the program for a minimum of two days to a maximum of two weeks. The severity of the child's actions will determine the amount of time the child serves suspension.
5. Upon the return of the child, if another incident occurs, the Academy will terminate the child's enrollment in the program. Parents will be required to sign the dismissal report.
6. If it is determined that it is in the child's best interest to terminate enrollment, the child's parents needs will be considered by planning with the parents to meet the child's needs when he or she leaves the Academy, including referrals to other agencies or facilities.
7. The date of the child's last day will be given to the parents with as much advance notice as possible under the circumstances.
8. If the problematic behavior exhibited by the child involves repeated major incidents, or a single major incident determined by Academy administrative staff to be of sufficient severity to warrant immediate dismissal, the child may be dismissed immediately. In such an event, reasons for the dismissal will be presented clearly, in written form and approved by the Academy Superintendent and forwarded to the Executive Director of the District. The child's parents will be asked to sign the written dismissal report and will be provided with a copy. The written dismissal report will also be placed in the child's cumulative enrollment folder.

Incident reports

An incident report is written for all major disciplinary incidents, as described above, as well as any out of the ordinary occurrence in the child's day (such as the need to change clothing, losing a tooth, etc.). The staff member who prepared the incident report then brings the situation to the attention of the Academy's administrative staff. When deemed necessary, the child's parent is notified with a phone call to explain why an incident report had to be written. It is the District's policy that the child's parent must sign the report at the time of pick up,

acknowledging the fact that he/she has read the report and has been made aware of the situation. Signed incident reports become part of the child's permanent record.

Please note: If any parent refuses to sign an incident report, his/her child will not be allowed back into the program until the report is signed.

Guidance policy

It is the Academy's philosophy and policy that corporal punishment of children in the program is unacceptable. The Academy does not condone the use of abusive or profane language or threats of physical punishment directed at an enrolled child.

Violence policy

In the event any parent(s) threaten(s), is violent or harmful to their child, to another child, or a staff member, or other parent at the Academy or to property at the Academy, such an occurrence is grounds for immediate termination of services from the Academy. The Academy adheres to a strict, zero tolerance policy concerning any type or situation of violence involving parents.

Elementary School Suspension

If your child is suspended from his or her elementary school for any reason, the Academy will not provide care.

RE-ENROLLMENT POLICY

Re-enrollment of a child, who has been dismissed from the program, may be possible, based on an individualized assessment. If a parent wishes to re-enroll his or her child after the child has been terminated from the program a **written** letter of intent must be sent to the Academy's Superintendent which includes an explanation of why the parent believes the child should be permitted to re-enroll. At that time a review committee (consisting of the Academy's administrative staff, the Academy's established committee person from the District's Board of Park Commissioners, the Director of Parks & Recreation and, in the case of a child with a disability the persons described as participants in the interactive process discussed in the section captioned "Children with Disabilities" on page 4 will be convened to research and discuss the matter in depth. The review committee will determine whether to re-enroll the child. Each case will be considered on an individualized basis. Factors that may be considered include whether there has been a verifiable significant positive change in the child's inappropriate behavior since leaving the program, such as a demonstration of such improved behavior by the child's behavior in an other program and setting similar to the Academy program, or by the opinion of a professional with appropriate expertise, whether the child's parents have been and will be cooperative in acknowledging their child's inappropriate behavior and assisting in correcting it, and such other factors as are determined reasonable and appropriate under the circumstances. At the time of re-enrollment (if permitted) any special requirements will be outlined to the parent regarding the child's transition back into, and continuation in, the program.

PARENT INVOLVEMENT

The Academy acknowledges that our families work for a living, and this is why their children are enrolled in school age care. From time to time the Academy sponsors special events that request parent involvement, such as fundraising events, meetings, and/or performances. We

do our best to hold these to a minimum, and as a result, hope for 100% (or close to it) participation.

Open Door Policy

The Academy subscribes to an "open door" policy in which parents are encouraged to visit their children at any time of the day. Please refer to your child's program room's daily schedule to select the best time for your visit, depending upon what it is you wish to observe.

Informal Conferences

Group leaders are available for informal conversations regarding your child's well being at various times throughout the day. If need be, a phone call or short visit can occur. However, if you have a concern regarding your child, we recommend scheduling a specific meeting between you and your child's group leader.

Parent Correspondence File

Every month the Academy distributes "Kid-Bits", a newsletter highlighting the events and activities provided to children the month before. In addition to the newsletter, all parents receive monthly menus for all meals served at the Academy. From time to time notes and flyers go home, in an effort to keep all parents up-to-date and informed of Academy doings. All correspondence from the office is placed in the child's file folder, located in the file organizer on the wall directly outside each program room.

Parent Input

Parents are also encouraged to share concerns, questions, thoughts, or ideas at any time with staff or Academy administration. A suggestion box located in the hallway near the office is also available for parent use.

Fundraising

Twice a year the Academy fundraises in an effort to cut down on operating costs that are passed on to families. We encourage 100% participation of all families in order to make our efforts a success. All proceeds from the events go towards the children's program rooms. The annual fundraisers are scheduled in the fall and spring. The top selling child receives a week's free tuition (see the office for details). The top selling program room receives a party.

FIELD TRIPS

School Age Trips are planned for the children at an additional fee. Trips typically take place during the winter break, spring break and as part of the summer program. School Age parents have the option of requesting alternate care if they do not want their child to participate in a trip. Depending upon the number of children participating in a particular trip, parents may be asked to help out as chaperones.

TRANSPORTING CHILDREN

The Norridge Park District utilizes two 15-passenger childcare busses to transport school age children to and from school. Each bus is equipped with seat belts. Children are required to sit and wear a seat belt while the bus is in transit. The childcare busses are also used to transport

children to and from the Norridge Park District Community Park for recreational activities as well as for field trips.

CHILD ABUSE & NEGLECT POLICY

All Academy personnel, regardless of position, are mandated reporters of any suspected child abuse and/or neglect, in accordance with Illinois state law. The Academy is required to have a written policy indicating compliance with the law. A child is considered neglected if he or she is not provided with adequate food, clothing, medical attention or protection. If any of these conditions are suspected, the Academy is required to file a report with DCFS. It is not the place of staff to determine if a child is or is not being abused and/or neglected, but rather only to report the suspected abuse and/or neglect to the proper authorities. Failure to report any suspected child abuse and/or neglect can result in criminal charges being brought up against the Academy and any involved staff members. If any staff member observes signs of suspected abuse and/or neglect, the staff person must indicate this in a written observation and immediately report the findings to the Academy's administrative staff. A staff member will seek to inform the parent/guardian of the situation and try to secure cooperation when a report must be filed to DCFS. The parent or guardian's explanation of the child's situation will be recorded along with the staff member's observation. The observation will be immediately reported to DCFS with or without parent involvement. If a parent or family refuses to talk with the staff about the child's situation, or a child does not attend school after inquiries have been made, an additional report to DCFS will be made.

IMPORTANT: If a parent shares with the staff his/her concern that he/she may be abusing their child, the staff will work to help the parent receive the appropriate services and will support the family in reporting the situation to DCFS.

SUMMER CARE

- During the summer season the children participate in activities at the Academy and at the Park District. Activities include swim lessons, athletics, arts and crafts, free play, field trips, and special event days.
- Many activities occur during the morning hours. We ask that all children arrive to the Academy no later than 9:00am, or by 8:00 a.m. if the child wants breakfast.
- All children arrive at the park no later than 9:30am and remain until lunchtime.
- All children eat lunch at the Academy.
- Children return to the park on designated days for open swim time. Check with your child's group leader regarding specific schedules.
- Many of the procedures parents have been following throughout the school year remain the same in the summer.
- Children who arrive after their group has left for the park must be taken to the park by their parents. Parents need to locate their children's group and sign them in with the staff.
- Sign in and out procedures remain the same no matter what location you are dropping off or picking up at.

Please note: A child will not be accepted from or released to a parent/guardian while in transit.

Scheduled Activities

The School Age Program walks to the park every morning, weather permitting for a swim lesson and playground or athletic games. They are transported back to the Academy before noon to eat lunch and depending on their schedule for the day, either get ready for open swim time at the park or participate in planned activities at the academy. On swim days the children are transported back to the park for open swim time. Check your child's calendar for designated swim days. Field trips are part of the scheduled activities, parents will receive information and permission forms prior to each trip, if a child does not participate in a trip optional care will be provided.

Inclement Weather

All children will remain at the Academy if the weather is inclement. If the weather should turn while the children are at the park, they will be transported back to the Academy immediately. On days when the weather exceeds 95 degrees and/or an "OZONE ALERT" has been issued, all children will be transported to the pool for swim activities only. The children will remain indoors at the Academy for the rest of the day.

Summer Dress Code

Parents may want to send along a hat for protection from the sun. Each child will receive a Norridge Park T-shirt at the start of the program. Shirts must be worn on all scheduled field trips. All towels, bathing suits, underwear and clothing need to be labeled with your child's first and last name. All children are required to wear their bathing suit under their clothing every day, as they attend a swim lesson daily. Clean underwear and a towel should be brought to the Academy packed in the child's tote bag.

Sun Block & Insect Repellant

At the beginning of the summer season all parents will receive a consent form allowing the use of sun block and/or insect repellant for topical application. Each child is required to bring in a spray bottle of sun block (at least SPF 15) and/or insect repellent; the staff will assist children with application from the community bottles. Children with allergies or skin sensitivity can request application of a specific brand sent by parent.

Swimming

It is the policy of the Norridge Park District's Pool to remain open if the weather is 65 degrees or higher. The decision whether to enter the pool for swim lessons is decided by the pool staff. The decision is usually made 30 minutes before the children's scheduled swim time and after weather conditions have been assessed. If lightning is spotted any time during the day, the pool is closed immediately and will not reopen until all occurrences of lightning have stopped within a 15-minute time frame.

Pick Up at the Pool

If a parent wishes to pick up his or her child during open swim, he or she must come to the pool and ask the gate cashier to page the child and group leader. The group leader will accompany the child to the main gate and the proper sign out procedures will be followed before releasing the child. A child will not be released to any adult without proper consent for release. An adult who is unfamiliar to the staff will be asked for identification.

Concession Wednesdays

Every Wednesday while at the pool, the children are allowed to bring money for concession items. Please do not allow your child to bring large amounts of money to the pool. Please plan accordingly considering most items for sale range from \$1.50 - \$5.00.

Additional Summer Rules and Regulations

- No one may leave the park grounds without a staff member unless a parent or guardian has picked-up and signed-out the child.
- The Norridge Park District prohibits the use of tobacco, alcohol, drugs, firearms, etc., on the park grounds. If a child participates or is suspected of participating in such activities, he or she will be immediately discharged from the program.

STATEMENT OF UNDERSTANDING

At the time of enrollment you must sign a statement of understanding indicating your intent to read and adhere to all policies in the parent handbook, and any subsequent amendments. From time to time policies are reviewed, added or changed. If so, an addendum is issued to all families to attach to their existing handbook.

School Age Parent Handbook
INDEX

A

Absences	11
Accident Reports	16
Action for Children (Subsidy)	7
Additional Child Discount	7
Administration	1
Admissions	2
Attire	13

B

Birthday Celebrations	17
-----------------------	----

C

Child Abuse and Neglect	22
Children w/ Disabilities	4-5
Children w/ Special Medical Needs	5-6
Confidentiality	3
Custodial Agreements	10

D

Daily Arrivals & Departures	10-11
Daily Sign In and Out	10
Disabilities	4-5
Discipline & Dismissal Policy	17-19

E

Emergency Closings	9
Emergency Pick Up	11
Emergency Medical Attention	15-16

F

Family Orientation	4
Field Trips	21
First Aid	16
Food & Nutrition	17
Fundraising	21

G

Guidance Policy	20
-----------------	----

H

Holidays	9
Hotline	9
Hours of Operation	1

I

Illness & Exclusion	10-14
Insurance	16
Incident Report	19
Inclement Weather	23

L

Late Pick Up Charges	8
----------------------	---

M

Meal Substitution	17
Medication	16
Mission Statement	1

N

NSF Charges	7
Non-discrimination Policy	3

O

Open Door Policy	21
Orientation	4
Outdoor Play	13
Out of the Ordinary Pick-up	12

P

Parent Communication	21
Parent Input	21
Parent Involvement	21
Parent Under the Influence	12
Parking	13
Philosophy	1

R

Registration Requirements	3-4
Re-enrollment Policy	20
Residency	7-8

S

Services Available	1
School Age Program Schedules	2
School Suspension	20
Security Deposit	8
Staff Credentials	2
State of Neglect	22
Statement of Understanding	24
Subsidized Care	7
Summer Care Policies	22-24

T

Transporting Children	22
Tuition/Fees/Charges	6-8

V

Vacation Credit	8
Valuables	14
Violence Policy	20

W

What Not to Send	14
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Addendum Attached

DCFS Summary of Licensing Standards
For Day Care Centers.

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