



## Child Care Program Policies and Procedures

We welcome you and your child to the Child Care Program sponsored by the Golf Maine Park District. This program is a cooperative venture between the Golf Maine Park District and East Maine School District No. 63. The Park District hires and supervises the staff and is responsible for the overall daily operation of the program. The School District houses the program and provides custodial services. Child care will be held on school days at Apollo, Mark Twain or Stevenson Schools and only children enrolled in these schools are eligible for our child care program. School addresses and child care phone numbers to be used after 4:00 p.m. are:

Apollo School	10100 Dee Road	847-827-2965
Mark Twain School	9401 Hamlin Ave.	847-296-5332
Stevenson School	9000 Capitol Drive	847-803-9347

You may also call our Dee Park Office at 847-297-3026, ext. 211

### **PHILOSOPHY:**

The Golf Maine Park District Child Care Program provides a safe, secure and pleasant environment for children in kindergarten through sixth grades whose parents are not able to be home during the before and after school hours. A working parent will have the assurance of knowing exactly where their child is and that he/she is receiving well-rounded, supervised care in a quality program. The program is designed to be relaxed and recreational versus educational, however, there is a quiet time each day where studying, homework, reading and education are encouraged and during playtime, our program provides a variety of structured and unstructured activities each day including arts and crafts, sports and games, reading, creative play, board games and other fun activities. Our caring staff is sensitive and flexible to the needs of the parents as well as to the physical and emotional needs of the children.

### **HOURS AND FEES:**

We provide 'before school' care from 7:15 am to 8:30 am and 'after school' care from 3:00 to 6:00 pm which accommodates the needs of most 1<sup>st</sup>-6<sup>th</sup> graders. An extended day care program for kindergartners is also provided. Register for the program(s) that best meet your child care needs. For 1st through 6th graders, it could be either the Before School or After School Program, or both. And for kindergartners, you may need one, two or three of the programs. Following is a summary:

- Enrollment/registration is per two-week session.
- Each session begins on the payment due date. The Payment Schedule is shown on Page 7.
- Minimum/Maximum Enrollment Requirement: 10/50 per program per school.
- School Improvement/Early Dismissal Days are already included in the fees for After School Care and Kindergarten Extended Care as discussed on Page 3.

### **Regular Before & After School Program:**

#### **Before School Care (K-6th Graders) - 7:15 am-8:40 am:**

Before school care is provided at all three (3) schools from 7:30 a.m. until 8:30 a.m. when school begins. The cost for this program is \$50.00 per two-week session.

#### **After School Care (K-6th Graders) - 3:00 pm-6:00pm:**

After school care is provided at all three (3) schools and begins immediately after school until 6:00 p.m. The cost for this program is \$85.00 per two-week session.

### **Kindergarten Extended Care Program - 11:30 am-3:00 pm:**

Provides afternoon child care from 11:45 am until 3:15 pm for kindergartners attending morning school at East Maine School District's **Apollo, Mark Twain and Stevenson Schools**. This program is available for kindergartners who attend all three (3) schools but is **held at one site - Apollo School**. Kindergartners attending Mark Twain and Stevenson Schools will be bused to Apollo School when school ends. The cost for this program is \$110.00 per two-week session. If child care is also needed before school in the morning or after 3:15 in the afternoon, you may also enroll your child in our regular before and after school program. See *below for more information*.

### **Kindergartners Attending Morning School:**

If care is needed from 7:15 am to 8:30 am, the child will be enrolled in the Before School Program where he/she attends school. When school is over at 11:30 am, the Apollo students will remain at Apollo and go to the child care site. The students at Mark Twain and Stevenson will be bused to Apollo School and be placed in the afternoon child care program (they will eat lunch at Apollo). If care is needed after 3:00 pm, the child can be enrolled in the After-School Program (3:00-6:00 pm) at Apollo School. Parents must pick children up at Apollo School since bus service is not available to take them home. Parents may enroll their child in one or all of the following programs depending on needs:

Before School Care	7:15 am -8:30 am	\$50.00 per 2-week session (At child's school)
Kindergarten Care	11:30 am-3:00 pm	\$110.00 per 2-week session (At Apollo School)
After School Care	3:00 pm -6:00 pm	\$85.00 per 2-week session (At Apollo School)

-A minimum enrollment of 10 children (per school) is required in the Afternoon Kindergarten Care Program.

-The fee for Afternoon Kindergarten Care includes the transportation (bus) from the child's school to Apollo School.

-**Lunch.** You may purchase lunch passes for the School District's lunch program. If not, please send a sack lunch for your child.

### **School Improvement/Early Dismissal Days:**

There are six (6) School Improvement Days (early dismissal) throughout the school On these days, school will end around 11:30 am and our after school child care program will be held at Apollo School until 6:00 pm. School District 63 will bus the children at Mark Twain and Stevenson to Apollo School when school ends. **Please Note! You must pick up your child from child care at Apollo School. No bus service will be provided to take the children home!**

Also, the school's lunch program will not be available on early dismissal days so **children must bring a sack lunch and a beverage**. For an additional fee of \$5.00, Golf Maine will provide a lunch that consists of a sandwich (cheese or peanut butter & jelly), chips, cookie and juice. If you do not wish to purchase the park district's lunch, please make sure you send a sack lunch for your child (or we will provide their lunch and bill you for the fee.)

*For those students who are enrolled in our regular After School Care or Afternoon Kindergarten Care programs, the hours from 11:40am - 3:15pm on these days are already included in your current fees.*

### **PAYMENT POLICIES:**

1. A deposit is also required upon registration each school year. The deposit is equal to one session's payment amount for each program enrolled in. (If enrolled in Before School Care only, the deposit is \$50.00; After School Care only, the deposit is \$85.00; and if enrolled in Before & After Care, the deposit is \$135.00. If enrolled in Kindergarten care the deposit is \$110.00. If enrolled in all three, the deposit is \$245.00). *Your deposit will be used for your last payment of the current school year. A new deposit will be required for the next school year.*

2. Payment for school year Child Care **must** be paid every other Monday. (If a holiday falls on a Monday, payment is due on Tuesday.) **If payment is not received on time, the district after one late payments reserves the right to unenroll the child from the program and refuse admittance into our program.** Your child will be taken to the school office and you or someone on your emergency list will be called to pick-up your child. **Child Care fees are computed based on the total number of school days**, therefore, **do not deduct any money for less than a five-day week or for non-attendance for any reason**, including short term unscheduled school closures. Credit will **not** be given for absences except in the case of an illness exceeding more than 3 days and a doctor's note will need to be provided.

Checks or money orders are to be made payable to the **Golf Maine Park District** with your child's name written in the bottom left-hand corner. Payments may be given to Child Care Supervisors at each Child Care location or at the Park District office, 9229 Emerson, Des Plaines, IL 60016. A \$30.00 charge will be incurred for a non-sufficient funds (NSF) check.

3. If you need to change your Child Care schedule for personal reasons (including vacations), you must provide the Park District **written notification (including the date and your signature)** at least **two weeks** prior to the date of the change. To be eligible for a fee adjustment, changes must be for a minimum of one week. **Verbal conversations with Child Care staff or office personnel concerning changes are not considered valid.**

4. **Afternoon Kindergarten Care ends at 3:00 p.m. and After School Child Care ends at 6:00 p.m.** Depending on which program your child is in, if you arrive to pick up your child after 3:00 pm (for Afternoon Kindergarten Care) or after 6:00 p.m. (for After School Care), **you will be charged a late fee of \$15.00 per every 15 minutes you are late.**

5. Golf Maine Park District reserves the right to change/increase fees at any time it is deemed necessary.

#### **SIGN IN/SIGN OUT SHEETS:**

When you pick-up or drop-off your child, you must personally come into the center, sign the attendance sheet and notate the time. Sign your full name **clearly** in the appropriate space. The staff cannot dismiss any child without a parent/guardian or other authorized person signing the child out. This may seem inconvenient, but for the child's protection, we need to know where every child is at all times. Children are not allowed to write on the attendance sheets which are permanent Park District records.

#### **ABSENCES:**

If your child is going to be absent from Before School Child Care, it is not necessary for you to let us know. Since you must personally sign in your child in the morning, if your child does not show up, it is assumed your child is in your care. **However**, if, for any reason, your child is going to be absent from the After-School Care Program or Afternoon Kindergarten Care, it is MANDATORY that you notify the Park District office at 297-3000, ext. 114 between 9:00 a.m. and 3:00 p.m. A phone call to the school office **does not eliminate the need** to call the Park District office. If your child is expected at After School Child Care and does not arrive, the following steps will be taken in the order shown:

1. Park District office is notified.
2. Parents are contacted at work.
3. Emergency contacts are called.
4. Police Department is notified.

If your child is located during any of the four steps, the sequence stops. If your child is absent and you fail to notify the Park District on more than 3 occasions, your child may be unenrolled from the program.

### **AUTHORIZATION FOR PICK-UP:**

Only those persons authorized on the Child Care Registration Form may pick-up a child. WE WILL NOT RELEASE ANY CHILD TO AN UNAUTHORIZED PERSON UNDER ANY CIRCUMSTANCES. If your child is to be picked-up by someone other than an authorized person, **you must notify the Park District office in writing at least 24 hours before. Changes will not be accepted by phone.** This is for your child's protection, so your full cooperation is necessary. If this person is to continue picking up your child, you must add them to your Emergency List at the Park District office. For your child's safety, individuals not known to us will be asked to provide some means of identification, preferably a photo ID.

Children will not be released to anyone who is visibly incompetent or whose behavior is suspicious in any way. In this case, a designated emergency person will be called. If the individuals on your emergency contact list cannot be reached, the Police Department will be called.

If you are late picking up your child and no one on your authorization list can be reached, the Police Department may be called.

### **EMERGENCY SCHOOL CLOSING:**

In the event that the school has an emergency closing (due to weather, mechanical difficulties, etc), the Child Care program at the school **will be canceled**.

### **SUSPECTED ABUSE OR NEGLECT:**

In accordance with the procedures set forth in the Illinois Abused and Neglected Child Reporting Act any Park District employee having reasonable cause to believe that a child may be an abused or neglected child will immediately report the matter to their supervisor. Proper authorities will be notified.

### **HEALTH ISSUES:**

1. It is the parent's responsibility to ensure that their child's health is adequate for his/her participation in the program. A child who shows signs of illness should be kept home for his/her own welfare as well as for the protection of the other children. The Child Care staff has the authority to refuse any child who shows signs of illness. In such cases, the Child Care staff's judgment is final.
2. If a child becomes ill while at Child Care, the parent will be promptly notified and asked to pick-up their child **immediately**. If they cannot pick-up their child, someone from the emergency list will be contacted.
3. If your child is exposed to a communicable disease, you **must** notify us immediately so that the other parents can be notified.
4. If the school requires a doctor's note for re-entry, the Park District **must also be provided with a copy of that note**.
5. Park District staff **will not administer medications** of any kind to your child.
6. If your child is injured and requires more than basic first aid, the following steps will be taken:
  - a. 911 will be called and the injured child will be transported by paramedics to the closest hospital.
  - b. Contact parent or guardian. If unavailable, then:
  - c. Contact persons listed on the Emergency List.

You are responsible for all medical charges incurred. Authorization for program staff to secure emergency medical care for your child and your commitment for payment thereof is part of your registration agreement. Park District employees are **not permitted** to transport children in their automobiles.

## **SNACKS:**

Please make sure your child eats breakfast before arriving at Before School Child Care Program. Children in the Kindergarten Child Care Program must bring a sack lunch or purchase their lunch from the school's lunch program. Daily snacks are provided in After School Care only. We try to involve the children in the selection and preparation of snacks. If your child has any dietary restrictions, please indicate it on the Child Care Registration Form.

## **VALUABLE ITEMS:**

Your child should not bring valuable items from home. We are not responsible for any items your child brings to the Child Care Program or for lost or stolen personal property.

## **BEHAVIOR AND DISCIPLINE:**

This policy has been adopted by the Park District for all of its activities. In keeping with our program goals, we strive to provide positive, pleasant and fun experiences in a safe, secure environment for all of our participants, therefore, certain rules are necessary to ensure everyone's safety and enjoyment. The purpose of discipline is to help a child develop self-control and to learn to assume responsibility for his/her own actions. We use only positive statements and reinforcement to redirect negative behavior. Rules are consistent with those of the school. The Park District's behavior code is as follows. Participants shall:

1. Show respect to all participants and staff.
2. Refrain from using foul language.
3. Not disturb or hurt others verbally or physically.
4. Show respect to equipment, supplies and facilities.
5. Not place him/herself or anyone else in a dangerous situation.

A Caring, positive approach will be used regarding discipline. The Park District staff will review rules and explain consequences at the beginning of each program. Each situation that arises will be evaluated on its own merit. If a participant exhibits inappropriate actions, the following general guidelines will be followed:

1. A warning is given.
2. The second time a rule is broken, the Child Care staff will give the child a "time-out" (an average of 1 minute x child's age; 7 years = 7 minute "time-out"). The child will also be required to write the rule that they have broken and what could happen. Depending on the situation, the child may lose a special privilege.
3. The third time a rule is broken, we will discuss the situation with the parent and try to solve the problem. A follow-up letter will also be sent to the parent to be signed and returned.
4. A second written notice regarding continued inappropriate behavior will initiate an immediate conference between parent, child and Child Care personnel.
5. Your child will automatically be dropped from the Child Care Program when a third notice of inappropriate behavior is received.

The exception to the above process will be if a child physically endangers the safety of a staff person or another child. That child's parents will be called immediately and the child's participation in the program will be terminated.

## **QUESTIONS AND CONCERNS:**

Please feel free to call at any time if you should have any questions or concerns. Our main administrative office is located at Feldman Recreation Center, 8800 Kathy Lane, Niles, IL 60714 and our other office is at Dee Park, 9229 Emerson, Des Plaines, IL 60016. Our phone number is (847) 297-3000, ext. 114. We look forward to a great year!

Sophia Bubaris - Child Care Coordinator

Stacey Greenfield - Recreation Superintendent