



EXTENDED CARE PROGRAM PARENT HANDBOOK 2023-2024

CONTACT INFORMATION

REGISTRATION: Hampshire Park District Administration Office
182 S. State Street.
P.O. Box 953
Hampshire, IL 60140
847.683.2690

REPORTING ABSENT CHILDREN, BUS OR PICK-UP CHANGES*:

Call Hampshire Township Park District 847-683-2690

Email etc@hampshireparkdistrict.org

Send a message on Brightwheel. If no response within 15 minutes,
follow up with a phone call.

**must report to the school office AND ETC program before 12 p.m.*

PROGRAM SUPERVISOR: Kim Johnson



224-365-9354



847-683-2690



etc@hampshireparkdistrict.org

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Participation Requirements & Expectations

Safety Policies and Procedures

Supervisory Staff

The children are supervised by both adult and youth staff members who have been trained for their positions. Activities are planned for inside, in the gym, and outside. All activities are well supervised by staff and require the participants to obey the rules set by the staff for the activity.

Suspected Abuse or Neglect

Any Extended Care staff and Program Supervisor having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child shall immediately report the matter to the Program Supervisor. The Program Supervisor will notify the proper authorities in accordance with the Abused and Neglected Child Reporting Act.

Parents/Visitors at Extended Care

Parents and/or visitors are not permitted to enter the building during the Extended Care hours. This rule is for the safety of the children and will be enforced. All the Extended Care staff has undergone criminal background checks.

Soliciting

Staff is prohibited from transporting children in their personal vehicles. Staff is prohibited from purchasing items from the children. Parents are not permitted to solicit goods or services during program hours.

Operating Policies and Procedures

Transportation

Transportation to and from the designated school site is provided by parents.

Enrollment Policy

Enrollment is open to any child in Kindergarten through Fifth grade (who live within the School District #300 boundaries) *provided the program can meet the needs of the child*. Children transported to their home school from another school cannot be signed in by Hampshire Township Park District staff for after care. An adult 18 years or older responsible for the student is required to bring them into the school and sign them in.

ADA Compliance/Special Needs

The Hampshire Township Park District complies with the Americans with Disabilities Act by making reasonable accommodations for children with disabilities. The Hampshire Township Park District also belongs to the Northern Illinois Special Recreation Association (NISRA) to help make reasonable accommodations for children with special needs. It is the parent's responsibility to notify the Program Supervisor if special services or accommodations are requested. All accommodation requests must be submitted at least 1 month prior to the start of a program and will be assessed on an individual

basis. If your child has an IEP and/or 504 plan, please communicate that with the Extended Care Program staff to ensure successful inclusion into the program. Due to privacy laws, the school is not allowed to share IEP/504 details with the Extended Care Program staff.

Location

Sites currently available for this program serving School District #300 are Hampshire Elementary School, Gary D. Wright Elementary School, and Big Timber Elementary School.

Hours of Operation

For Morning Care Attendees: 6:30 a.m. until 7:55 a.m.

For Morning Care Attendees on Late Start Days: 6:30 a.m. until 7:55 a.m. care will be provided by the Hampshire Township Park District. After 7:55 a.m., the child must be enrolled in School District #300's morning care program.

For Half Day After School Care Attendees: begins at 2:15 p.m. dismissal until 3:45 p.m. with a grace period until 4:00 p.m.

For Full Day After School Care Attendees: begins at 2:15 p.m. dismissal until 5:30 p.m.

Signing In/Signing Out your child

It is the responsibility of the parent to check their child in for morning care, and out for after care using the Brightwheel app.

Drop Off/Pick-up Procedure

- When picking up or dropping off a child the, parent must use the QR code on the Brightwheel app to sign their children in and out at each location. The staff cannot dismiss any child without a parent or guardian using the app to sign their child in or out. **Under no circumstance will children be released to walk home on their own from after care.**
- **We do not release children to minors without prior written notice from a parent. A photo ID may be requested at pick-up.** Upon arrival, the staff will ask your child to stop what they're doing, clean up, and prepare to leave. Parents are not permitted to enter the Extended Care Room with their child. This rule is for the safety of the children and will be enforced. If you have a Court Order (Order of Protection), please provide the Program Supervisor with a copy for our records immediately.

Late Pick-up

Half Day Attendees: Any child picked up (signed out) after 4:00 p.m. will be charged a late fee of \$14.00 (per child).

Half Day Punch Pass Attendees: Any child picked up (signed out) after 4:00 p.m. will be required to use an additional Half Punch Pass beginning 4:01 p.m.

Full Day Attendees: Any child picked up (signed out) after 5:30 p.m. will be charged a late fee of \$14.00 (per child) for the first 5 minutes (5:30-5:35 p.m.). Beginning 5:36 p.m., an additional \$1.00 per minute, per child, will accrue. After three late pick-ups, the child will be dropped from the program.

If you know that you are going to be late for pick-up, call the staff or send a message on Brightwheel, and arrange for someone on your alternate list to pick up your child.

If a parent/guardian has **not** called to report a late pick-up, the following procedure will be followed by staff:

- At 5:30 p.m. staff will begin calling parents/guardians first. If there is no answer a message will be left.
- Next, each name on the alternate pick up list will be called. If there is no answer from any contact, police assistance will be requested.
- **It is very important that all your personal phone numbers and emergency contact information is kept current and up to date.**

Days of Attendance Schedule

Week days for 3 or 4 day attendance are chosen at the beginning of the year. Participants are allowed one schedule change per school year and must be requested 72 hours before the first of the month (for example, September 1st) that is to be changed, for billing and scheduling purposes. There are no rebates/discounts for holidays or days off of school. The monthly fee is based on the program cost over a ten -month period. Any additional changes will be charged. The first schedule change will be made free of charge. Any schedule change after the first will be done for a \$25 fee.

Absences

If your child is enrolled in the Extended Care program and going to be absent, **you must notify the Extended Care staff as well as the school.**

Hampshire Township Park District Office (before Noon) call 847-683-2690, email etc@hampshireparkdistrict.org, or send a message on Brightwheel. If no response within 15 minutes via email or Brightwheel, follow up with a phone call. Any messages received after 12 noon regarding a schedule change cannot be honored. Staff will do their best, however, late notice of a change cannot be guaranteed.

If for any reason your child will not be attending the Extended Care Program and we do not receive a call, email, or Brightwheel message, a \$14.00 No Notification Fee (per incident) will be charged to the card on file for Extended Care billing. If your child does not arrive at the designated site after school, the staff will notify the school's front office that the child did not arrive at ETC. The school's front office will find the child and bring them to the ETC program. If your child is not located, you will be called. Please be advised, the Extended Care staff is not responsible for your child until they are checked in, and in our care.

Schedule Change – Bus or Pick-up

Schedule changes of a bus/car rider or pick-up must be made no later than 12:00 p.m. (noon) on regular attendance days. **If we receive notice after 12:00 p.m. (noon) that your child will not be attending the Extended Care Program, a \$14.00 Late Schedule Change Fee (per incident) will be charged to the card on file for Extended Care billing.** If staff is not notified of this change in time, we cannot guarantee we can accommodate the change and will hold the child in our program.

School District Late Start Days and Non-Attendance Days

A list of non-attendance days can be found on the 2023-2024 District #300 calendar. On those dates that are scheduled "non-attendance days", Extended Care may be offered through a Holiday Camp if enough requests are received. On dates listed as scheduled "Late Start Days", before school care will be held by the Hampshire Township Park District from 6:30 a.m. until 7:55 a.m. for morning care attendees. To receive care from 7:55 a.m. until 10:00 a.m., the child must be enrolled in the Late Start Childcare Program through District #300.

School Closing & Extended Care Closings

When the school is closed due to inclement weather or an emergency, the Extended Care Program is also closed. When school is canceled due to snow or other reasons, the before and after school

program will also be cancelled. When school is dismissed early due to snow or other reasons, the before and after school program will also be cancelled. Emergency days are already accounted for in the program and therefore will not be refunded. When school has a late start with regular dismissal, due to inclement weather, the before school program will be canceled and after school care will remain open. Please call our Rain-Out Line: 847-558-7872 extension 5 or download the Rain-Out Line app for updates. We will communicate any program cancellations via Brightwheel once we have received notification from District #300.

Personal Property from Home

If your child wishes, they may bring a small toy to Extended Care. They will have to play with that toy at their seat, not on the floor with Extended Care toys. Cell phones and smart watches are not permitted at Extended Care. The Hampshire Township Park District is not responsible for lost or damaged personal property that occurs during Extended Care hours.

Activities/Homework

The Extended Care Program will offer both structured and unstructured activities each day. There will be outside time; please dress your child appropriately for the weather. Staff will assist, when possible, with homework, however, it is not the responsibility of the staff to teach the child. It is the parent's responsibility to verify that all assignments have been turned in from the day.

Snacks

Due to the high number of participants who have food allergies, the Hampshire Township Park District will NOT provide snacks. You may send your child to the Extended Care Program with a snack. **NO SHARING OF FOOD IS ALLOWED.** Any food allergies or special food concerns your child has must be indicated in writing on the registration forms. It is the parent's responsibility to request this form from the Program Supervisor to make any updates throughout the year if information changes.

THE EXTENDED CARE CLASSROOM IS A PEANUT AWARE ZONE. This means that special accommodations will be made for any child with a peanut allergy.

Parental Communication

Parental cooperation with all policies and procedures is imperative. Please refer to Rain-Out Line for program changes/cancellations on page 5. Please alert Kim Johnson, Program Supervisor, at etc@hampshireparkdistrict.org of any changes in email addresses. All comments, questions, and/or concerns should be directed to the Program Supervisor at etc@hampshireparkdistrict.org.

School Problems

Any difficulties your child has at school will most likely affect his/her behavior during the Extended Care Program. Please keep staff informed of any concerns you may have so we can be sensitive to your child's needs.

Change in Program

Extended Care Staff reserves the right to cancel programs as deemed necessary because of insufficient registration. A minimum of 20 children enrolled are required to offer a program. Before Care (a.m.) is considered one program. Full Day After Care is considered one program. Half Day After Care is considered one program. If any school fails to meet the minimum (20) required for a program to run, combining programs from 2 schools may occur.

Parental Code of Conduct

Parents are expected to follow the program rules and treat the staff with respect. **All program, staff issues, comments, or concerns should be directed to the Program Supervisor; NEVER the staff.** If a parent (or anyone who picks-up) is verbally abusive towards staff, the parent will no longer be allowed to pick up the child from the program. If multiple offenses occur, the child will no longer be allowed to attend the Extended Care Program. This includes sarcasm, criticism and/or negative comments directed at staff and/or other parents. The police will be called to remove any parent who does not abide by this Parental Code of Conduct.

Withdrawal/Cancellation from Program

Notice of withdrawal from the Extended Care Program must be submitted to the Program Supervisor. This must be submitted by email communication. It is important to notify the Program Supervisor as soon as possible. If your child will not be attending the Extended Care Program for longer than a one-month period, please contact the Program Supervisor to arrange schedule accommodations.

Extracurricular After School Activities

Children may take part in before/after school activities at their school (i.e. Brownies, Scouts, Clubs, etc.). The parent is responsible for notifying the Extended Care staff **in writing (email)** prior to the scheduled activity. **If we do not receive a request, the child will not be released to the activity supervisor.** The person in charge of the extracurricular activity is responsible for bringing the child to the Extended Care Program once the activity is over.

Health Policies and Procedures

Medication

Occasionally medication must be given during our program hours. In such cases, the administering of medication is subject to prior consulting with the Program Supervisor. A medical disbursement form must be filled out and signed by a parent before we can administer medication. It is the parent's responsibility to request this form from the Program Supervisor and return it completed before the student participates in the program. **All required medication must be given to the Program Supervisor by the parent. The medication must be in a properly labeled original container.**

Injuries

(Extended Care staff is CPR trained & certified)

If your child is injured while in our care and requires more than basic first aid, the following steps will be taken:

1. We will call 911. The injured child will be transported by ambulance to the local hospital or emergency center. A Park District staff member will meet the parent/guardian at the hospital.
2. We will attempt to contact the parent/guardian. If a parent/guardian is not available, we will then attempt to contact the alternate contact(s). It is the parent's responsibility to notify the Program Supervisor with any informational changes to keep paperwork current.

Illness

If a child has a temperature of 99.8 or above, vomiting and/or diarrhea, they will NOT be permitted to attend the Hampshire Township Park District Extended Care Program.

If a child becomes ill at Extended Care, parents/guardians will be notified and asked to pick-up their child immediately. **THE CHILD MUST BE PICKED UP WITHIN 20 MINUTES OF BEING NOTIFIED.** Prior to pick-up, the ill child will be removed from the activity area, made to feel comfortable, and isolated with a staff member until pick-up. A child sent home from Extended Care due to illness will not be permitted back into the program without being fever free, and no vomiting or diarrhea for 24 hours or a doctor's note certifying that they are able to return. If your child has lice, please do not send your child to Extended Care until after the first treatment.

Behavior and Dismissal Policies

Behavior

Every child is expected to use appropriate language towards other program participants and the staff. There will be no hitting, biting, fighting, swearing, spitting or kicking. Children must listen to and respect the Extended Care staff at all times. If a child is suspended from school they will also be suspended from the Extended Care Program.

Anti-Bullying Policy

The Hampshire Township Park District will NOT tolerate Bullying in our programs! If a participant in our Extended Care Program intimidates other participants in such a way that they feel threatened at any time, immediate dismissal from our program may result.

Harassment and intimidation are serious, and will not be tolerated. Bullying acts include; verbal conduct that creates a hostile environment by substantially interfering with a participant's opportunities, or with a participant's physical or physiological well-being. Bullying can also be motivated by a perceived personal characteristic such as race, national origin, gender identity, religion, disability, or is threatening and seriously intimidating. Please report alleged bullying incidents that occur immediately to the Program Supervisor, Kim Johnson. She may be reached at 847-683-2690 or cell 224-365-9354 or etc@hampshireparkdistrict.org.

Immediate Dismissal

The Hampshire Township Park District reserves the right to dismiss a participant (without any previous warning) whose behavior endangers the safety of oneself or others.

1. Any child who harms oneself or another child including but not limited to **physical and/or verbal abuse** will be removed from the program. **No exceptions will be made.**
2. Any child who runs away from the staff and/or the Extended Care site will be removed from the Extended Care Program. If the child leaves the site and the staff cannot convince the child to return, the police will be called. The staff is not permitted to leave the site.
3. Any child, who physically abuses any Hampshire Township Park District staff member, will be immediately dropped from the program. **No exceptions will be made.**
4. Any child who brings a weapon to Extended Care (consistent with all school rules).
5. A child may be suspended immediately, without previous written notice for a serious offense.
6. Child must be able to maintain personal hygiene: washing hands, and applying hand sanitizer.
7. Child should be able to use the bathroom facilities independently.

Physical violence is NOT tolerated in the program.

Payment Policies and Procedures

Billing

Staff will bill at the beginning of each month (for the participation of the current month) for the monthly fee in full. The monthly fee is based on the yearly fee divided by 10 months and does not change each month depending on the number of school attendance days in that month. The payment will be drafted automatically if you have signed up for auto-pay on the 1st day of the month, on the first business day after the 1st of the month if it falls on a weekend or holiday. It is the parent's responsibility to update all credit card/debit card information to current cards. **If a transaction is rejected due to no fault of Hampshire Township Park District, a \$10 service fee will be assessed.**

If you are paying manually by cash or check, payment in full is due no later than the 15th of the month.

If full payment is not received by the 15th of the month, a \$25 late payment fee will be added to the balance due.

New program participants starting between the 1st-15th of the month will pay the full month's fee. After the 15th of the month (September-May), participants will pay ½ of the monthly fee. Fees will be paid at time of registration, and will not be prorated.

Refunds and Credits

All refund requests must be submitted to the Program Supervisor. There may be a 30 day waiting period before a refund check will be sent out due to the board meeting schedule. All monies due to the Hampshire Township Park District will be deducted from any refund. Once you register for the program and have signed up for auto-billing, no refunds or partial refunds will be issued unless the child is removed from the program and it is approved by the Program Supervisor. If you wish to remove your child from the program, a 72 hour notice must be given to stop the auto-billing process. Refunds, if approved, do require payment of a \$5 processing fee.

Monthly rates for ETC

Hampshire Township Park District Extended Care Program uses a flat rate for monthly billing. The payment is based on ten monthly payments spread over the school year. The fee remains the same each month and will not change. **The days selected for Extended Care, on the registration form, must remain the same each week.**

Siblings receive a 10% discount. 5% paid in full discount for the school year (only if paid at the start of the school year).

See rate chart on the next page.

Before School Care Fee Schedule (6:30 a.m. - 7:55 a.m.)
2023-2024 School Year

5 Days
\$204

Half Day After School Care Fee Schedule (dismissal - 4:00 p.m.)
2023-2024 School Year

5 Days	4 Days	3 Days
\$204	\$179	\$146

Full Day After School Care Fee Schedule (dismissal - 5:30 p.m.)

5 Days	4 Days	3 Days
\$330	\$285	\$224

Punch Pass

Full Day Punch Pass - \$260 for 10 punches

Half Day Punch Pass - \$140 for 10 punches

48 hours: Punch passes must be purchased at least 48 hours prior to the first use. A notice of 48 hours in advance of a Punch Pass use is required in writing (email) to verify date and time of the request being made so the child may be put on the schedule.

Uses: A Punch Pass cannot be purchased for a single use (one punch). Punch Passes can be shared between siblings. Once a punch pass date is requested, it will be marked as used on the day(s) that are reserved for use. Once the Punch Pass date has been requested, it cannot be refunded. Punch Passes are non-refundable if not used by the end of the school year.

After school activities: Half Day Punch Passes can be used for Care needed after an After School activity (Choir, Snapology, etc.). A minimum of 48 hour notice is required **in writing** (email) stating that your child will be attending Extended Care after their activity.

No sibling or paid in full discounts are applicable to Punch Passes.

Cancellation, Returned Checks & Discounts

- All requests for refunds on accounts must be directed to Kim Johnson at Hampshire Township Park District office (847-683-2690 **EXT:204**)
- The family registration fee is non-refundable.
- There is a \$30.00 fee for checks returned for insufficient funds. After the second returned check, cash payments only will be accepted.
- Siblings receive a 10% discount.
- 5% paid in full discount on flat rate fees only and only at the beginning of the school year.

The parent who registers the child is responsible for providing program information to all parties who have an interest in the child (parents, step parents etc.). **The parent who registers the child in the program is responsible for payments.**

Tax ID Number

Extended Care is a child care program. The cost of the program may qualify for a tax deduction. If you and your tax advisor decide you can use this, **the Tax ID Number is 36-65-07668**. Please retain

your receipts for tax purposes. You may request copies of your payments. Copies can be emailed or picked up at the Hampshire Township Park District office.

Registration Fee

By registering a child for the Extended Care Program, the parent/guardian agrees to make the following payment:

- **\$70.00 resident/ \$100.00 non-resident annual one time and non-refundable registration fee per family** to cover clerical and administrative fees.
 - Paying by check or cash, please contact the ETC Supervisor, Kim Johnson, to arrange payment.
 - Parent/guardian understands that the child will not be able to attend ETC if their account is not in good standing at the end of each week.

Upon registration, each family is asked to agree to the following and choose a payment option.

Payment Options

OPTION # 1 – Credit/Debit Card (Please complete the Automatic Payment Authorization Form)

Parent/guardian agrees to store a valid credit card number at the Hampshire Township Park District office and have the card charged monthly for the balance due. VISA, MASTERCARD or DISCOVER CARD will be accepted. If you use a debit card it will be processed as a credit card. If for any reason your card is denied (other than fraud), a \$10 service fee will be charged and a valid credit card must be submitted for payments. Use of another debit/credit card will not be permitted if your card is denied more than once. At this point, you must pay by check or cash. If payment is not received by the 15th of the month, a \$25 late payment fee will be added to the balance due.

A statement will be emailed to you monthly. A valid email address must be on file.

OPTION # 2 - Check

Parent/guardian agrees to make payment in person with a check at Hampshire Township Park District office at 390 South Avenue. A month's deposit of the enrollment option chosen is required for the check option at time of registration. Each month's payment is due by the 1st of the month to maintain enrollment. If for any reason payment is not received by the 15th of the month, a \$25 late payment fee will be added to the balance due.

The school site cannot take payments.

At no time will any account be allowed to owe any funds. If this occurs, you will be notified and your child will not be able to attend ETC until the balance due has been satisfied.