



## Before and After Care Handbook School Year 2021-2022

### Work without Worry

For the times you can't be there yourself, Hollis Park District supports your efforts to nurture the healthy growth of your children. The purpose of the **Before and After Care Program** is to provide quality care for the children of the Illini Bluffs School District. Our program is set up to enhance a child's development socially, intellectually, emotionally, physically and creatively.

### Age Appropriate Experiences

Well Trained, caring staff members give your child the consistent, positive attention they need. Hollis Park District builds upon the children's natural desire to learn new things and become more self-reliant.

### Program Hours

**Program hours:** 6:30-8:00am and 3:00-6:00pm (Early dismissal days are 11:30am-6:00pm)

**Address:** Illini Bluffs Grade School 9611 S. Hanna City Glasford Rd. Glasford, IL 61533

**Phone:** 309-389-4682

### Enrollment & Admission Policy

All participants must be enrolled at Illini Bluffs School District and complete the Before & After School program registration form. All families must be signed into the Hollis Park District online system at [www.hollispark.org](http://www.hollispark.org) and click on the orange **Online Registration** button. Parents/Guardians will need to sign up for the days they want their child/children to attend and pay online or send a check with their child. Any previous balance for Before & After Care will need to be paid in full by Friday, August 20, 2021. Failure to pay the fees could result in your child/children being unable to attend the Before and After Care program.

### Attendance

Parents must complete the program registration form **and** Hollis Park District online account before attendance is allowed.

Children should arrive between 6:30a-7:45am. Children should be picked up by 6:00pm.

**Parents picking up their child after 6:00pm will be charged \$1.00 for every minute past 6:00pm.**

If your child has not been picked up within a ½ hour of closing or if no other arrangements have been made, referrals to outside agencies including the police department may be made. It is the sole responsibility of the parent to see that their child is picked up by closing time.

## Arrival and Departure

Parents will not need to leave their vehicle for drop off. They will follow the signs to the designated drop off/pick up area by the Before and After Care door. A BAC staff member will meet the families at this area and check the students in each day. Each day of the week student screening will occur curbside using the district approved screeners. If a student is cleared for entry to the program, they must wear a cloth or disposable mask during program participation and transitions.

On the first day of fall program, staff will provide each family with (2) two place cards that display the last name of the enrolled student(s). A place card must be displayed on the dash when dropping off/picking up the student(s) for quick identification.

Parents will not need to leave their vehicle for pick up. Upon arrival, the parent will call the BAC room 389-4682 and a staff member will bring the student to the pickup area. The place card will need to be displayed for pick up. If the place card is not displayed, a photo id will be required. **ONLY THOSE LISTED ON YOUR AUTHORIZED PICK UP LIST MAY PICK UP YOUR CHILD/CHILDREN.** In emergency situations please speak with the director.

## Parent Information:

**We will be following the same protocols that Illini Bluff School District #327 has implemented for the school year.**

## Meals/Snack Time

- Students will wash hands before participating in any meal/snack time.
- Staff will wash hands and wear gloves for distribution of food items.
- Snack areas will be sectioned off to allow for proper social distancing, with utensils and napkins provided.
- Sharing of food will be prohibited.
- No outside snacks will be allowed.

Before and After Care Program will be operating in the Before and After Care Room, Elementary Cafeteria, or other large space as needed and outdoor play areas as appropriate based on the number of students present.

To ensure safety and student wellness the program design will adhere to CDC guidelines. Materials and supplies provided within the program will also be modified to meet these guidelines.

Cleaning Procedures: Utilizing sanitizing products provided by the school custodial department, the schedule of cleaning & sanitizing will be increased for all areas used during the program.

Please check your child/children's bag for notes, schedules and calendars for BAC. A calendar will be posted in the classroom and on the Illini Bluffs website: [www.illinibluffs.com](http://www.illinibluffs.com) and the Hollis Park District website: [www.hollispark.org](http://www.hollispark.org)

If at any time you have questions or comments please do not hesitate to contact the director Cheryl Cluney by email [ccluney@ib327.com](mailto:ccluney@ib327.com) or call the BAC room 389-4682. After Care includes an afternoon snack, homework help and active play indoors or when the weather is appropriate outdoors.

**Medication Policy:**

Prescription medicine will be given providing the ailment is not contagious and the medicine is a current prescription date, physician's name, the prescription number and the drug store/pharmacy name. Over the counter medication must be labeled with the child's name, date and instructions. A note from the physician must accompany over the counter medication before it can be administered.

**Illness Policy:**

If Children have any of the following conditions they will not be allowed to participate in the Before and After Care Program:

- a. Illness which prevents the child from participating comfortably in their program activities.
- b. Illness, which calls for greater care than the staff can provide without compromising the health and safety of other children.
- c. Rash combined with a fever over 101 degrees Fahrenheit (oral) or 100 degree (auxiliary).
- d. Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of severe illness.
- e. Diarrhea (4 or more in a day).
- f. Vomiting 2 or more times in the previous 24 hours, unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration.
- g. Mouth sores associated with child's inability to control their saliva until the child's physician or the local Health Department state that the child is noninfectious.
- h. Rash with fever or behavior change, unless a physician has determined the illness to be non-communicable.
- i. Purulent conjunctivitis (pink eye) until 24 hours after treatment has been initiated.
- j. Impetigo, until 24 hours after treatment has been initiated.
- k. Strep Throat (Streptococcal Pharyngitis) until 24 hours after treatment has been initiated and until the child has been without a fever for 24 hours.
- l. Head Lice, until the morning after the first treatment and the child is NIT free.
- m. Scabies, until the morning after the first treatment.
- n. Chicken Pox (Varicella) until at least six days after the onset of the rash and the pox must be scabbed over.
- o. Whooping Cough (Pertussis) until 5 days of antibiotic treatment has been completed.
- p. Mumps, until nine days after onset of Parotid Gland.
- q. Measles, until four days after the disappearance of the rash.
- r. Symptoms that may be indicative of one of the serious communicable diseases.
- s. Any individual who tests positive for COVID-19 or who shows any signs or symptoms of illness must stay home. In accordance with state and federal guidance, school community members who are sick should not return to school until they have met criteria to return. CDC and IDPH guidelines for school community members who are suspected of having COVID-19, whether they were tested or not, state that 72 hours must elapse from resolution of fever without fever reducing medication and 10 days must pass after symptoms first appeared. Any individual who shows symptoms will be immediately separated from the rest of the school population. Individuals who are sick will be sent home. When interacting with students or staff who may be sick, school nurses and personnel will follow CDC guidelines and precautions. Our schools will have a designated area to quarantine any individuals who are experiencing symptoms and may be awaiting pick up/evaluation

***PLEASE be sure that all emergency names and phone numbers are kept current.***

**A NOTE TO PARENTS:**

Please keep in mind that when your child comes to the program ill, it can affect not only the other children and staff but also their families. Please be considerate of other families and do not bring a sick child to the program. Sick children must be picked up within an hour of the initial phone call.

**Emergency Medical Care:**

Prompt service will be obtained in emergency situations by calling 911. If it is not an emergency, but the child is hurt, proper first aid attention will be given. The parent will be notified, if need be, by the director.

All cost of emergency care is the responsibility of the parent. By signing the information verification forms at the end of the handbook, the parent agrees to pay these costs and also hold harmless the center, its staff, and its agents for any illnesses, injuries or treatment thereof.

**Personal Belongings:**

Children should not bring personal toys to the program. Before and After Care program is not responsible for any damaged or missing toys. All extra clothing needs to be marked with the child's name.

**Child Guidance Practices:**

When discipline problems arise, the child will be talked to using positive statements (ex: that is a block, it is used for building. As opposed to Don't throw the blocks.) If the problem is not resolved by simple, positive redirection, the child may be removed from the activity to "time-out" (no more than one minute per year of the child's age), during which time the child can regain their control and reflect on the problem. At the end of the time out, the staff will discuss with the child their behavior, why it is a problem, options, consequences and choices. For example: "I understand that you were angry with Jimmy. What are some things you could do when you are angry?" All possibilities will be examined and consequences discussed. "You could hit. We're not allowed to hit here, though so you are in time out. You could use words to tell Jimmy that you are mad and why; maybe you could work it out. You could ask a staff to help, etc. What would be a good choice next time?" Positive/good decisions will be praised whenever possible.

A Behavior Reports will be completed when the behavior hurts other children, adults or property or is dangerous to the child's wellbeing. A parent will be required to sign the Behavior Report. The parent will be given a copy of the report. A child who is destructive or hurting themselves or others may be asked to stay home for a period of time. This will be clearly stated on the Behavior Report. Temporary removal from the program will only be used when safety is an issue. The goal of this program is to teach each child self-control and personal responsibility.

The Hollis Park District's Before and After Care program is in the building of the Illini Bluffs School District which is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigations.

**Release and Withdraw**

The Before and After Care program reserves the right to release your child from the program if we determine the program does not meet your child's needs or that your child is unduly hindering the other children's opportunities in the program. This will only occur in extreme situations in which we feel that the child cannot benefit from the program. Parents will be given two (2) week's notice if this situation occurs and assistance in finding a more suitable environment.



## Acknowledgement of Receipt of Hollis Park District Before and After Care Handbook

Date \_\_\_\_\_

I have received my copy of the Hollis Park District Before and After Care Handbook which outlines the policies of the Hollis Park District Before and After Care program. I will familiarize myself with the information in this booklet and understand that it constitutes the program policies of Hollis Park District Before and After Care Program and that I am governed by it.

Since the information in this booklet is necessarily subject to change without notice at the sole discretion of Hollis Park District, it is understood that any changes in the policies as listed herein that may be made by Hollis Park District may modify, supersede or eliminate the policies in this booklet, provided that the associates are notified of such changes through the usual channels.

Name of Child/Children: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

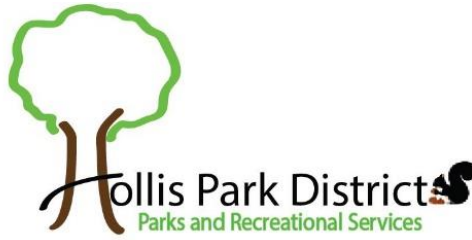
Signature of Parent/Guardian: \_\_\_\_\_

Date Received: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Please sign both sides and return to BAC Staff





## Before and After Care Program Payment Agreement

I, \_\_\_\_\_ agree to a schedule of payments for my child/children or  
*Parent/Guardian's Name*

My dependent(s) \_\_\_\_\_ for Before and After Care  
*Child/Children's Name*

***Program services at either the Daily Rate, Weekly Rate or Early Dismissal Rate to be paid at the end of each week.***

Arrangements may be made with the director to pay the fees on or before the last day of each month. Payments may be made online or with a check made out to the Hollis Park District. I understand that if I have difficulty making these payments, I can re-negotiate by submitting in writing a reduced proposed amount to be paid monthly then meeting with the Program Director to complete a new contract. I further understand that failure to abide by the terms of this agreement will result in collection procedures being followed to the full extent and could result in my child/children being unable to attend the Before and After Care Program.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director's Signature

\_\_\_\_\_  
Date