

The Centre of Elgin Afterschool Program



Parent Information Handbook 2011-12

All Info *MUST* be complete & returned before the first day your child begins the program.

Please contact Brett Lind, Youth/Teen Coordinator, at 847-531-7017 prior to starting the program.



The Centre Afterschool Program 2011-2012

Parent Information Handbook & Registration Forms

<u>Course #</u>	<u>Month</u>	<u>Full /3 Day</u>	<u>Fees(r/nr)</u>	<u>Reg. Deadline</u>
10137	February	Full Month	\$270/284	January 28
10140	February	3 Day	\$221/232	January 28
10138	March	Full Month	\$242/254	February 26
10141	March	3 Day	\$170/179	February 26
10686	April	Full Month	\$285/300	March 30
10688	April	3 Day	\$204/214	March 30
10687	May/June	Full Month	\$328/344	April 28
10689	May/June	3 Day	\$255/268	April 28

Payments will be due on or before the registration deadline for each month. A late fee of \$25 will be assessed on all payments received after the registration deadline. Monthly fees will be adjusted based on the program coordinator's discretion under the following circumstances:

1. If you would like to begin childcare midway through a given month, the fee will be prorated to the amount of remaining days in the month.
2. If you know prior to the registration deadline that you will not need child care for certain weeks in any given month; you may pay for only the weeks that the child will be there. This exception is not for individual days, only if your child will be out of the program for 1 full week or more in a month.
3. If your child is ill for an extended period of time (1 week or more) in a given month.

Under all circumstances, you must contact the Program Coordinator, Brett Lind, at 847-531-7017 for approval. These exceptions will be made under the Program Coordinator's discretion.

Mission Statement

- A. The Centre of Elgin Afterschool Program provides a safe environment for supervised after school fun, learning, and growth. We will take part in a variety of activities including homework time, swimming, rock climbing, arts & crafts, sports, games, movies, and more.

Registration

- A. Registration forms must be completed by the parent and/or legal guardian of the child. All forms must be filled out completely and returned to The Centre of Elgin, Youth/Teen Coordinator prior to the first day your child will begin the program.
- B. It is recommended that parents set up an appointment with the Youth/Teen Coordinator to complete registration process and confirm program payment. **Payment must be made prior the registration deadline each new month to guarantee space for your child.**
- C. Parents must confirm all change in address, phone numbers, emergency contacts, health issues or other information. All information on file must remain current.
- D. Failure to abide by the rules of the program, code of conduct, facility rules, repeated failure to pick up your child at the scheduled time, non-payment of fees, or any situation that endangers the health, well being or safety of others is reason for immediate dismissal from the program. No refunds will be granted in cases of dismissal.

Payments

- A. **Payments must be made in full before your child can attend the program. Refunds will not be given for sick or unused days.**
- B. Payments will be due on or before the registration deadline for each month. A late fee of \$25 will be assessed on all payments received after the registration deadline, no exceptions.
- C. Payments may be made at the Main Courtesy Desk at The Centre of Elgin or online at www.cityofelgin.org. A receipt will be given upon payment. All checks may be made payable to The City of Elgin.
- D. The Centre of Elgin reserves the right to discontinue services immediately if payment is delinquent.

Important Reminder

- A. **If your child is registered for the Afterschool Program for any given day, and for some reason can not attend, it is important to notify the Youth and Teen Coordinator at 847-531-7017.** The buses run on a tight schedule and it is important to know who is attending the program and who needs to be picked up each day.



Daily Check Out

- A. All children must be signed out daily on the attendance sheet by an authorized person 18 years of age or older. If a sibling is 16 or 17, the parent or guardian will need to provide a letter stating that it is okay for them to pick up the child. Please complete the accurate time and read the comment box for any important messages.
- B. Staff may not recognize everyone authorized to pick up your child. Please make them aware that staff will ask for **photo identification** before releasing the child.
- C. **The After School Program ends at 6:00 p.m. SHARP!** Children must be picked up promptly. We realize that there may be occasional circumstances which may make parents late. In this case, please use the following procedures:
 - Parents must call the afterschool staff at 847-531-7041 or 847-354-0764 to notify them if they will be late and their approximate time of arrival
 - Late fees will be applied to all campers who are picked up after the 6:00 p.m. **The late fee will be \$5 for 1-10 minutes late and an additional \$1 per minute for any time after 10 minutes.** Late fees are to be paid **by check only** at the time the child is picked up or before they return to camp.

The goal with the late policy is to encourage communication between the staff and parents/guardians. Staff also have families and may have other scheduled plans after work. Your cooperation and courtesy is appreciated. If parents are more than 45 minutes late, and we have not been contacted, the police will be notified.

Health Policies

- A. Participants who become sick while attending the program will be separated from the group and placed with an adult. **Parents will be called immediately to pick up their child. A child should be fever free for 24 hours before returning to the program.**
- B. First aid supplies are available at the program site.
- C. If your child becomes ill or hurt while in the program, parents will be called. If the parent cannot be reached immediately, the emergency contact will be called. If both parties are unavailable, 911 will be contacted to transport the child needing care. If the emergency warrants, 911 will be called immediately prior to the parents being contacted to ensure the health & safety of your child.

Prescription Drug Policy

If your child should require a prescription drug while at camp, the following must be followed: **The prescription must be in a bottle marked with the child's name, doctor's name, date, directions for administering the medication, the prescription number, drug store or pharmacy.**

Non-Prescription Drug Policy

Any non-prescription drugs that must be taken while at camp will be administered only with written Doctor's permission. The non-prescription drug must be labeled with the child's name and dated on the bottle. Please ask your doctor to write instructions on a prescription pad and sign it if we are to give non-prescription medication at camp.

Discipline

To ensure an enjoyable and safe program, the City of Elgin has developed a Code of Behavior which progresses from verbal reprimand to possible removal of the child from the program. We feel these guidelines are fair and appropriate for the program. The City of Elgin reserves the right to expel any individual from participation in this program for any reason.

Code of Behavior

1. Oral Reprimand: The camper is spoken to by the counselor and verbally warned.
2. Written Letter of Warning: If the camper's action or behavior continues, this is noted in writing and a behavior letter is sent home to the parents
3. Dismissal from Camp: After previous warnings, Camp Supervisor will talk with parents about dismissal. The final step is only necessary to ensure the well being of other campers. Depending on the severity of the behavior, children may be dismissed from camp without any previous oral or written warnings. **Participants will not receive a refund for days missed due to disciplinary reasons.**

Suspensions

- A. Suspensions are rare in the Afterschool Program; however, they will begin immediately. This implies that a child may be suspended one day and not admitted the next day. We believe that consequences for inappropriate actions need to be as near to the action as possible.
- B. NO REFUNDS will be granted for any type of suspension.
- C. Suspensions can range from 1 to 10 school days.
- D. A plan of action will be made upon the child's return from suspension to handle any future behavioral problems.
- E. If a child continually chooses inappropriate behavior that results in multiple suspensions, we reserve the right to expel the child from the program.

Program Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
2:30 – 3 pm	Drop Off/Free Time	Drop Off/Free Time	Drop Off/Free Time	Drop Off/Free Time	Drop Off/Free Time
3 – 4 pm	Snack/Homework Quiet Time	Snack/Homework Quiet Time	Snack/Homework Quiet Time	Snack/Homework Quiet Time	Snack/Homework Quiet Time
4 – 5:15 pm	Gym	Swimming	Rock Climbing	Swimming	Movie Day
5:15 – 6 pm	Pick Up/Free Time	Pick Up/Free Time	Pick Up/Free Time	Pick Up/Free Time	Pick Up/Free Time

Free Swim

Campers will swim at Adventure Island in The Centre of Elgin. Swimming is not mandatory and will be determined by parental permission. Campers should bring their swimming suit, towel, and a bag to put wet clothes in when we return to the program. For their safety each child will take a swim test prior to their first day of swimming. This will help the staff determine if your child will be allowed to swim in the deep water. Children failing to pass the swim test will be restricted to swim in water no deeper than chest high. Children will be allowed to retest at a later time if they do not pass.

Snacks

Children should bring their own snacks daily to the program.

Movies

All movies shown will be rated PG or G.

Days Off Programming

When school is out due to U46 Institute Days, holidays or breaks The Centre of Elgin will offer “Kids Day Off” programs from 7 a.m. to 6 p.m. These programs are separate from the After School Program and children must be registered in each separate “Kids Day Off” program to ensure attendance. Please contact our Main Courtesy Desk at 847-531-7000 or the Program Coordinator at 847-531-7017 for more information on our Days Off Programming and Fall, Spring & Winter Break Camps. Registration deadlines for all programs are one (1) week prior to the start of the program. Please register accordingly to ensure your child’s participation.

2011/2012 Afterschool Program Enrollment/Emergency Information Form

Child's Name _____ Gender _____ Birthdate _____

Age _____ Grade _____ School _____
First Last

Address _____ City _____ Zip _____

Home Phone _____ Mother's Name _____

Email Address _____ Father's Name _____

Mother Cell Phone _____ Father Cell Phone _____

Mother Work Phone _____ Father Work Phone _____

Mother Business Name & Address _____

Father Business Name & Address _____

Child's primary residence/physical custody is with: Mother Father Both

Emergency Contact in case parent/guardian cannot be reached:

1) Name _____ Phone _____

2) Name _____ Phone _____

Emergency Contacts Other Than Parent/Guardian Authorized to Pick Up My Child

I, _____ authorize The City of Elgin to release my child to the following person(s). No changes to this list will be effective unless given in writing. I understand that persons on this list may be required to show and ID prior to the release of any child. I further waive and release the City of Elgin, its employees, agents, volunteers, boards and commissions from and against any and all liability of whatsoever nature arising out of or in connection with any person being permitted to pick up my child. **Signature** _____

	Name	Address	Phone	Relationship
1				
2				
3				
4				
5				

Medical Information

Please list all allergies:

Is camper presently taking any medication? _____ If yes, name of medicine and condition being treated _____

Will medicine be taken while child is at camp? _____

What times will medicine be taken? _____

Does child have diabetes, epilepsy, hyperactivity, heart conditions or any other medical/emotional condition that his/her counselor should know about?

Name of physician _____ Phone Number _____

Permission to attend field trips

I give my child permission to attend field trips scheduled by the staff. I understand that I will be notified in advance of the trip location. I am aware that the location and date of the field trips are subject to change. I also am aware that my child could be asked to stay home from a field trip for disciplinary reasons. If I choose not to send my child on a field trip, I will still be responsible for full payment of the session and finding alternate child care.

Signature of parent/guardian

Permission to watch G and PG rated movies

I give my child permission to watch G and PG rated movies while at the afterschool program.

Signature of parent/guardian

Photo Policy

City of Elgin Staff will periodically take photos of program participants. These photos may be used in our publications, seasonal brochures, advertisements, and on our website. If you wish for your child to not have his or her photo taken, please notify the Afterschool Staff.

Code of Conduct

The Centre of Elgin Afterschool Program will incorporate the “**Character Counts**” pillars into our daily activities. These pillars, which are also a part of their education and used within U-46 are: trustworthiness, respect, responsibility, fairness, caring and citizenship. The pillars will be incorporated into the code of conduct for the program.

Respect each other by:

- a. Being tolerant of differences
- b. Using good manners, not bad language
- c. Be considerate of each other’s feelings
- d. Deal peacefully with anger, insults and disagreements
- e. Follow the “Golden Rule” and treat others as you want to be treated

Care for one another by:

- a. Being attentive while another is speaking
- b. Encouraging others rather than putting them down
- c. Keeping negative comments to yourself when they can be hurtful
- d. Not using abusive language
- e. Respecting each other’s personal space

Be responsible by:

- a. Thinking before you act
- b. Be accountable for your choices
- c. Leaving your area as clean or cleaner than it was when you arrived
- d. Learning ways to respect the environment

Be fair by:

- a. Being a good sport and following rules to all games and activities
- b. Admitting when you have made a mistake
- c. Taking turns and sharing games, supplies and equipment
- d. Doing your fair share everyday

Be a good citizen by:

- a. Cooperating with your friends
- b. Get involved in your neighborhood and school
- c. Be a good neighbor
- d. Obey laws & rule – Respect Authority
- e. Protect the environment

Show you are **trustworthy** by:

- a. Being reliable
- b. Being honest in all you do
- c. Having the courage to do the right thing
- d. Doing what you say you will do

Expect consequences when you choose not to follow the Code of Conduct.

I find the above Code of Conduct acceptable and reasonable. I will support and encourage my child to abide by it.

Parent/Guardian Signature

Child’s Signature

