

BEYOND *the* BELL

**Before and After School
Program
2023-2024**

Parent Handbook

Huntley Park District, 12015 Mill St., 847-669-3180

Table of Contents

Welcome to Beyond the Bell

Beyond the Bell Hours	3
Contact Info.....	3

General Information

Absentee Procedures.....	4
Early/Late Pickups and Drop Offs.....	4
Items to bring/not bring.....	4
Personal Items and Electronic Devices	4
Snacks.....	5

Health, Safety, and Medical Information

ePact.....	5
First-Aid Procedures	5
Sick Procedures.....	6
Environmental/Medication Accommodations.....	6
Medication Procedures.....	6
Allergies/Asthma Procedures	6
Inclusion Requests.....	6

Trip Information

Playgrounds	7
-------------------	---

Behavior Management Policy

Code of Conduct.....	7
Discipline Procedures.....	7

Payment Information.....	8
--------------------------	---

Drop Off and Pick-up Procedures.....	8-9
--------------------------------------	-----

Welcome to Beyond the Bell

Beyond the Bell (BtB) is for school-aged children who are currently enrolled and attending school in kindergarten through 5th grade at District 158 schools.

Beyond the Bell is a recreation-based childcare program providing arts, crafts, sports, and other recreational activities to keep children safe and engaged while under our supervision. By combining unstructured and structured activities it provides participants with an opportunity to adapt and explore. This program is not licensed or regulated by DCFS.

Morning BtB Hours

Monday - Friday- 6:30a-school bell time

After School BtB Hours

Monday - Friday- school bell time-6:00p

BtB locations:

Reed Road Campus- Cafeteria and Gymnasium

Chesak Elementary

Martin Elementary

Square Barn Campus- School Classroom and Gymnasium

Conley Elementary (program will be held at Mackeben)

Mackeben Elementary

Leggee Elementary- Cafeteria and Gymnasium

BtB Contacts & Phone Numbers

Registration Office – Payments, Billing, Registration

Phone: (847) 669-3180 ext. 1

Email: info@huntleyparks.org

Reed Road Campus

Chesak Elementary

Phone: (847) 652-0426

Email: chesak@huntleyparks.org

Martin Elementary

Phone: (847) 343-1330

Email: martin@huntleyparks.org

Square Barn Campus

Mackeben Elementary

Phone: (847) 514-2894

Email: mackeben@huntleyparks.org

Conley Elementary

Phone (847) 514-2894

Email: Conley@huntleyparks.org

Leggee Elementary

Phone: (847) 514-6612

Email: leggee@huntleyparks.org

Recreation Manager

Erin Upshaw

Phone: (224) 650-6920

Email: eupshaw@huntleyparks.org

Youth Coordinator

Jessica Oddo

Phone: (847) 515-2965

Email: joddo@huntleyparks.org

PROGRAM CALENDAR

Beyond the Bell follows the D158 School Calendar. When school is not in session, Beyond the Bell is not offered.

The Huntley Park District does offer additional programs on days off as a separate registration and fees. For the early release days, BtB will be able to accommodate the schedule change.

GENERAL PROGRAM INFORMATION

Enrollment is open to any child in kindergarten through fifth grade, who attends one of the Elementary Schools listed above and provided the program can meet the needs of the child. Enrollment is on a first come first serve basis, however, a waitlist will be started and enrolled when available.

Participant Information Updates

If at any time the participant or parent/guardian's telephone number, address, or other pertinent information changes, please notify the Registration Office. Please update your ePACT information to reflect all updates.

Attendance

If your child will not be attending, PLEASE reach out to your site supervisor.

- You can do so via text, call or email.
- If you do not inform staff of an absence for the afternoon care, a \$10 fee will be applied to your household account.

Absentee Procedures

For any absences, please call or text the **Onsite Supervisor phone number or email the site email.**

Please also contact your school office and your child's classroom teacher.

In your message, please provide the following information:

1. Your first and last name
2. Your child or children's first and last names
3. What school do they go to?
4. What is the reason for the absence that day?

Late Pick-up- Updated Procedure

Please make sure to pick up your child promptly by 6:00p for After School BtB and sign them out. After 6:05p, parents will be billed for \$1.00 per minute thereafter. Participants whose parents are habitually late (more than 5 times) may be removed from the program. Huntley Police will be contacted at 6:30p if the child is not yet picked up and communication is not received/returned. If you are going to be late, please call and inform the staff.

Proper Attire for BtB

Children may be outside daily for outdoor play. Please send your child with appropriate clothing for the weather. During winter months we recommend sending your child with a sweatshirt, pull over, or additional layers of clothing as different activity levels may influence if they feel warm or cold throughout the day.

What not To Bring to BtB

Toys are not permitted, and other personal belongings should remain at home as much as possible. Please ask the staff for direction if there is a specific item, you'd like your child to bring. Staff may have designated days for such items; you will be provided with that information in advance.

Personal Items and Electronic Devices

Children that have electronic devices such as tablets, cell phones, and gaming devices, may bring them and it will be up to staff discretion. Generally, except for school-related work, this will be at the very beginning or the very end of the day during the drop off and pick up times. Items may not be shared. Children are responsible for keeping track of their device. Huntley Park District is not responsible for lost or stolen devices.

If your child is to bring such items, the following rules apply:

1. No chargers allowed
 - Outlets are limited and may not be available for use.
2. Child's name should be on everything (device itself, games, accessories, cases, etc.)
3. If the child's school-issued device doesn't already have their name on it, they should put a piece of tape on it and label it with their first and last name.
4. All items must remain in child's backpack when not in use.
5. Devices and games may not be shared with other participants.
6. If your child has a cell phone, he/she must keep it in their backpacks. If you need to reach your child during the program, please contact the site supervisor phone.

If electronic devices start to cause disturbances, staff may eliminate electronic time.

Personal items that should not be brought to BtB include, but are not limited to the following: skateboards, toys, sporting equipment, pets, or any weapon or violence-related item. Participants will be required to put their personal belongings in their backpacks when not in use. Please put your child's first and last name on everything.

Snacks

We provide a snack every afternoon.

BtB is not "peanut free." Please inform staff if your child has a peanut allergy and fill out an *Allergy Action Form* and we will make an appropriate accommodation.

If your child requires medication at mealtimes, you must provide a *Permission to Dispense Medication Form* so staff can monitor and administer medication appropriately. Children may not take medication without this form. Do not send medication with your child. You can drop off medication at the front desk at the REC Center. **Forms should be completed via ePact.**

Photographs

Photos and video footage are periodically taken of people participating in Park District activities, attending a class or event, or using District facilities or property. Please be aware that by registering for an activity, participating in an activity, attending an event, or using District facilities or property, you authorize the District to use these photos and video footage for promotional purposes in District publications, advertising, marketing materials, brochures, event flyers, social media, and the District's website without additional prior notice or permission and without any compensation to you. All photos and videos are property of the District.

Our BtB program will be using a photo share app called Homeroom. Pictures are viewed only by invite. Staff will send the info out to parents. This is a fun way to see what the kids are up to.

Soliciting/Babysitting

Staff is not permitted to babysit children who are enrolled in the Beyond the Bell Program. This includes weekend, holidays, and evening hours. Staff is prohibited from purchasing items from the children. Parents are not permitted to solicit goods or services during program hours and/or on Park District property.

HEALTH, SAFETY, AND MEDICAL ACCOMODATIONS

ePACT

ePACT is a tool used by organizations and families to securely collect reliable and up-to-date information for all its members that can be accessed easily in cases of emergencies, big or small. You will receive an email with a link from ePACT on behalf of HPD. The information **MUST** be completed before your child starts the program. This ensures better preparedness for all members of this organization. The Huntley Park District will be using ePact to gather medical information, emergency contact and alternate pick-up people, BtB sign-in/out and more! You will receive this at the time of registration in your email confirmation. Our staff will follow-up as necessary to ensure that this information is completed. Through ePACT you will also find all medication, allergy, and asthma action forms.

First Aid Procedures

In cases of minor injury, the staff will administer simple first aid and document the incident. Parents won't be notified for all minor incidents that occur, staff will treat and resume activities; however, if you ever have any questions about first aid please speak with your respective Site Supervisor. Generally, parents will be notified for more serious injuries and illness that interfere with participation for an extended period of time. For more serious injuries requiring medical attention, the staff will call 911 and contact the parent(s) immediately. If neither parent can be reached, the staff will try to reach the emergency contact person specified in the ePact system. Keep all contact information up to date via Rec Trac and ePact.

Sick Procedures

Since we are unable to take care of a sick child, we ask that you be especially aware of impending illness. Parents will be called to come pick up their child if the child is vomiting, has a fever, or diarrhea. Staff is required to report any cases of communicable diseases to the local board of health. Such reports shall include the name and home address of any individual in the program known to have or suspected of having a communicable disease.

Please do not send a sick child to BtB! If you are not sure please keep your child home and contact your child's physician for additional guidance.

Head Lice

Please assist us with reducing the risk of contracting head lice by following these few simple guidelines below:

1. Remind your child to not share combs/brushes.
2. No sharing hats.
3. Check your child's head daily.
4. Notify the Site Supervisor immediately if problem exists.
5. Begin treatment right away. (Recreation Manager can provide written information on treatment of head lice.)

Environmental/Medical Accommodation Procedures

Special accommodations include conditions that require emergency medications. This can include, but is not limited to, diabetes or severe allergies which require insulin or an Epi-pen. If the request along with the needed documentation is not presented to the Park District in a timely manner, participation within the activity can be delayed or denied. Submit a completed *Permission to Dispense Medication Form* on ePact. The Huntley Park District will review and seek any clarification as needed to ensure the accommodation is met. Timeliness of all the information is important.

Medication Procedures

The Huntley Park District recognizes that participants may require the consumption or administration of both prescription and non-prescription medications to maintain health. We require you to fill out the *Permission to Dispense Medication Form* before any medication will be accepted. These forms should be completed before the first day of attendance of the child and can be found on your [ePact Portal](#). Medicine should be brought to the BtB and given to a Site Supervisor. Do not give medication to the activity leaders. Medication will be secured and administered by the staff daily.

Allergies/Asthma

If your child has a severe allergy (nuts, bee stings, etc.) and/or if there is a prescribed EpiPen, please complete an *Allergy Action Plan*. If your child has Asthma and may need to use an inhaler at BtB, please complete and *Asthma Action Plan*. These forms can be found in ePact, on our website, or at our registration office.

Inclusion Request Procedure

If you believe a one-on-one aide is needed to support an individual within a Huntley Park District activity

you can indicate that when you register. When registering online you will be asked the question “Does the participant have a special need?” This question is used for a variety of requests including one-on-one aides, medication needs, allergy needs, or other special accommodation. When you answer this question, this will prompt a staff person to reach out to you (or if you are a returning customer since Spring 2020) we will check our database for existing communication. Please indicate this need on your ePact account with more information. An accommodation will be considered after a conversation with the parents of the participant. If necessary, medical notes and a formal assessment by our partner agency Northern Illinois Special Recreation Association, may be necessary to determine what sort of accommodation is needed. Some of the supports available can be, but are not limited to a one-on-one aide, sign language interpreter, rule modification, or supply adaptation. We ask that participants give us at least two weeks prior to the activity starting, more if possible, to best evaluate and accommodate your need. All participants must meet the Essential Eligibility Guidelines explained on the previous page. We offer a recreation-based program, and our staff are trained to assist, redirect, refocus, and help individuals participate in the activities offered in our program. Our staff are not clinically licensed or certified and accommodations are based on the abilities of our staff to work with the needs of the participant. We will work with parents in the initial evaluation and on an ongoing basis if there are concerns about appropriate care. We want to ensure that your child is in the best place for their respective needs. Unfortunately, depending upon the level of personal care needed, our staff may not be the most qualified for your individual situation.

TRIP INFORMATION

Use of Playgrounds

Huntley Park District has a variety of playgrounds on site. BtB participants will use the playgrounds while under the supervision of staff. Staff supervise their interactions and ensure proper rules are being followed, children are using the equipment as intended and staff is available to respond to any injuries should they occur.

BEHAVIOR MANAGEMENT POLICY

All participants are expected to exhibit appropriate behavior. The following guidelines have been developed to help make children’s programs safe and enjoyable for all participants. Additional rules may be developed for specific programs as deemed necessary by staff. Any rules, directives, or orders from local, state, or federal officials, implemented either temporarily or permanent, for the safety of participants and employees must be followed.

Huntley Park District insists that all participants comply with the following basic behavior code. All participants shall:

1. Show respect to all participants, staff, and volunteers.
2. Follow program rules and take direction from staff.
3. Refrain from using abusive or inappropriate language.
4. Refrain from threatening or causing bodily harm to self, other participants, or staff.
5. Show respect for equipment, supplies and facilities.
6. Not possess any weapons.

Discipline

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual’s situation. The Huntley Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

Procedures

Upon registration or entry into the program, the parent/guardian should be solicited for any information regarding special accommodations needed for the participant. If any of these special accommodations are behavior-related, the parent/guardian should be contacted for information about any behavior modification programs in place at school or home. Attempts should be made to utilize these in the program. Also, the inclusion coordinator from the Special Recreation Association (SRA)

should be contacted for guidance. Documentation should be maintained regarding any problem behaviors, special accommodations, and behavior modification programs.

If any participant exhibits inappropriate actions, the following guidelines should be followed:

Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:

- First occurrence: Verbal warning
- Second occurrence: Time-out. (Approximately one minute per age.)
- Third occurrence: Loss of Privilege. Conduct Report given. Parent/guardian notified.
- Three Conduct Reports: The Recreation Manager will contact a parent or guardian to request a meeting (in person or over the phone as necessary) to discuss disciplinary problems and solutions.

NOTE Any violent, physical or threatening actions may receive an immediate conduct report and may result in a suspension from the program. The Park District reserves the right to suspend/dismiss a participant whose behavior endangers the safety of themselves or others, continues to violate program rules (intentionally or unintentionally) and/or if inappropriate behavior does not stop.

PAYMENT INFORMATION

Beyond the Bell Fees

Beyond the Bell program fees will be charged monthly on the 15th of the month. Participants will not be allowed to attend the program if session balance is not paid in full. Please see our [website](#) for more details.

Cancellations/Refunds

All cancellations must be made in writing by completing the Refund Request Form, <https://www.huntleyparks.org/cancellation/>. No verbal cancellations will be accepted. No refunds will be issued after the start of the BtB billing cycle unless accompanied with a medical note. No refunds or credits will be given for days your child does not attend BtB. We are unable to prorate fees for days missed to illness, vacation, behavior suspensions, etc. If cancelling out of the BtB program, please make your request in writing at least 7 days prior to the next billing cycle, \$50 of your initial payment is non-refundable.

Beyond the Bell Tax Information

Beyond the Bell and Camp Programs are recreation activities, but depending on your circumstances the cost of the program may qualify as childcare for a tax deduction. If you and your tax advisor decide you can use this, the tax ID number is 36-26-14811. Please retain your receipts for tax purposes. The Huntley Park District does NOT send out a tax statement. If you need a copy of your monthly receipts you may go online and view/print your payment history.

How do I login online? Go to <https://webtrac.huntleyparks.org/wbWSC/webtrac.wsc/wbsplash.html>

1. Enter your Username & Password
2. Scroll over MY ACCOUNT near top of page and click on Childcare Statement (found under Reports)
3. You will see a column of Your Household Receipts with receipt numbers and dates, click to view and print individual receipts.

I do not have a Username or Password, how do I receive one?

- Contact the HPD Registration Office at 847/669-3180 ext. 1 and request to have a username and temporary password emailed to you.

DROP OFF AND PICK UP PROCEDURES

Beyond the Bell Program is offered at Chesak, Leggee, Mackeben and Martin Elementary Schools in

District 158. Conley students will be dropped off and picked up at Mackeben. Staff will transport them to and from the school.

All parents MUST indicate in ePACT who their authorized pick-up persons are and provide a recent photo of these individuals in the account. Staff will not release children to anyone other than individuals that you authorize through this account.

CONLEY AND MACKEBEN DROP OFF AND PICK UP PROCEDURES

*ALL Conley and Mackeben students will be dropped off and picked up at Mackeben. At this time, the program will be held at Mackeben.

Call the school site phone upon arrival, (847) 514-2894.

Drop Off - Curbside

1. Parents shall pull up to the eastern most access road (near cafeteria) that is closest to Square Barn Rd. (Note this is not the main parking lot, but the next entrance east of this). Proceed to Door #2. Please be vigilant of other service vehicles that may be in the vicinity and do not block their access. Drops offs should occur no later than 8:05 AM, otherwise, please go to car rider line at school.
2. Staff will greet you at your vehicle and check-in your child
3. Should you wish to speak with the staff, please stay in your vehicle, call the direct phone number to have them come to speak with you.

Pick-up - Curbside

1. Parents shall pull up to the same entrance, Door #2 on the eastern access road (cafeteria)
2. Staff will greet you at your car, confirm your identity, and check out your child.
3. Please have a photo ID ready and make sure your Pickup List is up to date in ePACT.

CHESAK AND MARTIN DROP OFF AND PICK UP PROCEDURES

Call the school site phone upon arrival, Chesak - (847) 652-0426, Martin- (847) 343-1330.

Drop off- Curbside

1. Parents shall pull up to the main entrance of Martin and Chesak.
2. Staff will greet you at your vehicle and check-in your child
3. Should you wish to speak with the staff, please stay in your vehicle, call the direct phone number to have them come to speak with you.

Pick up- Curbside

1. Parents shall pull up to the main entrance
2. Staff will greet you at your car, confirm your identity, and check out your child.
3. Please have a photo ID ready and make sure your Pickup List is up to date in ePACT.

Please have a photo ID ready and make sure your Pickup List is up to date in ePACT.

LEGGEE DROP OFF AND PICK UP PROCEDURES

Call the school site phone upon arrival, (847) 514-6612.

Drop Off- Curbside

1. Parents shall pull up to the main entrance of Leggee Elementary.
2. Staff will greet you at your vehicle and check-in your child.
3. Should you wish to speak with the staff, please stay in your vehicle, indicate that you need to speak with a staff person.

Pick Up- Curbside

1. Parents shall pull up to main entrance.
2. Staff will greet you at your car, confirm your identify, and check out your child.
3. Please have a photo ID ready and make sure your Pickup List is up to date in ePACT.