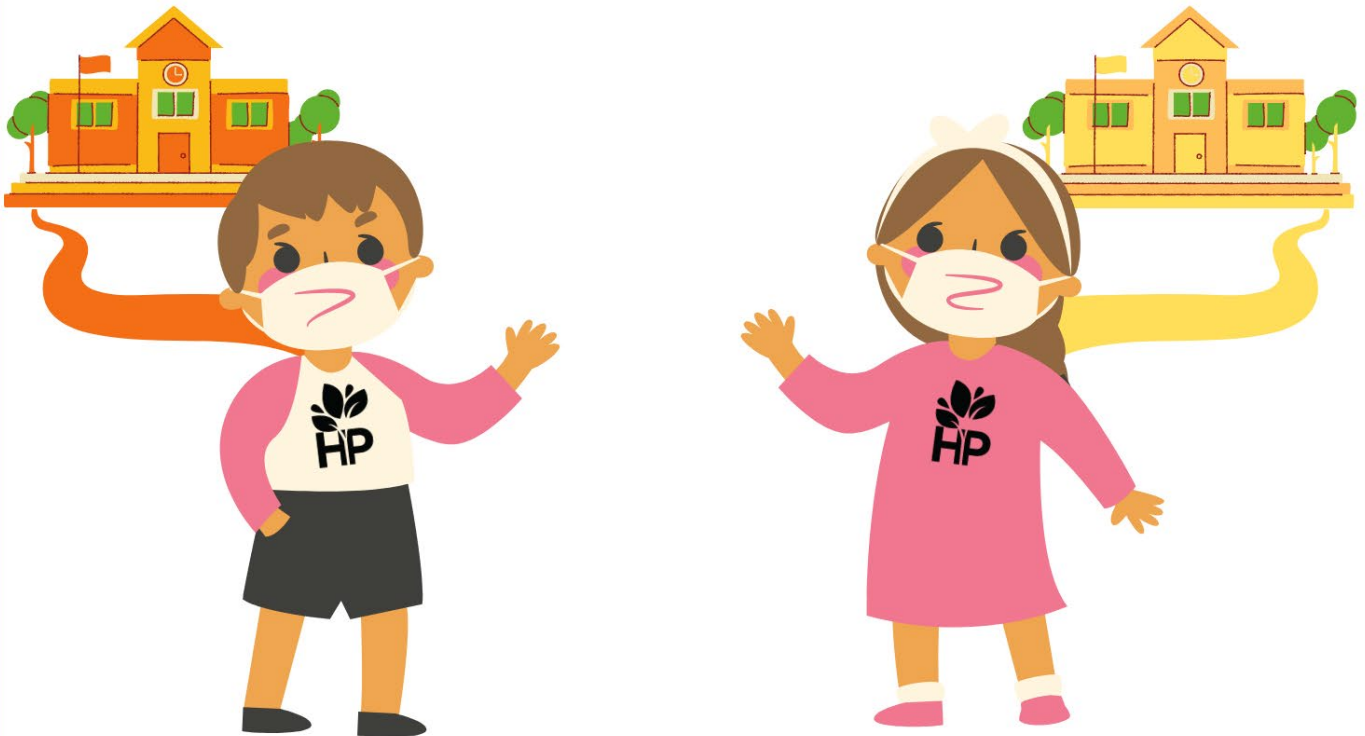


# EXTENDED TIME

PARENT HANDBOOK



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## WELCOME TO EXTENDED TIME!

Extended Time Program (ET) is for school-aged children who are currently enrolled and attending school in Kindergarten through 5<sup>th</sup> grade at District 158 schools.

Extended Time 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 ET Hours

Monday - Friday 6:30a-school bell time

### Extended Time Hours

Monday - Friday school bell time-6:00p

### ET locations:

#### **Reed Road Campus-Martin Elementary**

Chesak ET & Martin ET will be combined at the Martin location in the cafeteria and gymnasium of the school.

#### **Square Barn Campus-Mackeben Elementary**

Mackeben ET & Conley ET will be combined at the Mackeben location in the cafeteria and gymnasium of the school.

#### **Square Barn Campus-Mackeben Elementary**

Leggee ET will take place in the cafeteria and gymnasium of Leggee Elementary.

## ET Contacts & Phone Numbers

### **Registration Office - Payments, Billing, Registration Status**

Phone: (847) 669-3180 ext. 1

Email: [info@huntleyparks.org](mailto:info@huntleyparks.org)

### **Reed Road ET**

Phone: (847) 343-1330

Email: [martin@huntleyparks.org](mailto:martin@huntleyparks.org)

### **Square Barn ET**

Phone: (847) 514-2894

Email: [mackeben@huntleyparks.org](mailto:mackeben@huntleyparks.org)

### **Leggee ET**

Phone: (847) 514-6612

Email: [leggee@huntleyparks.org](mailto:leggee@huntleyparks.org)

### **Recreation Supervisor**

Meredith Johnson

Office: (847) 515-2578

Email: [mjohnson@huntleyparks.org](mailto:mjohnson@huntleyparks.org)

Primary supervisor of program. If onsite supervisor cannot address your needs, please contact Meredith.

## CALENDAR OF EVENTS

When school is out for a scheduled day off ET is not held but other alternatives are available at an additional fee. There will be no ET from March 29-April 2 due to Spring Break. Spring Break Camp available with additional registration.

## TRANSPORTATION TO/FROM ET (Reed Road & Square Barn Campuses)

Each morning, AM ET participants at the Reed Road campus must be dropped off at Martin Elementary no later than 8:10 AM. Students who attend school at Chesak Elementary will be walked to school by ET staff members at 8:15 AM. Students at Chesak who participate in PM ET will check in with ET staff at Chesak and will be walked to Martin Elementary. All parent pick-ups in the afternoon will take place at Martin Elementary. In the event of inclement weather, children may stay at Chesak and you will be notified.

Each morning, AM ET participants at the Square Barn campus must be dropped off at Mackeben Elementary by 8:05 AM. Students who attend school at Conley Elementary will be walked to school by ET staff members at 8:10AM. Students at Chesak who participate in PM ET will check in with ET staff at Conley and will be walked to Mackeben Elementary. All parent pickups in the afternoon will take place at Mackeben Elementary. In the event of inclement weather, children may stay at Conley and you will be notified.

Any morning drop offs after the time above will need to enter the normal car rider drop off line at school. Children should dress for the weather be prepared for the possibility of walking through rain.

## GENERAL PROGRAM INFORMATION

### 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. (Phone number on page #3)

### Absentee Procedures

We are required to keep detailed attendance and when children are not present a parent should report the absence and the reason why. For any absences, please call the **Onsite Supervisor phone number or email the site email no later than 8:00a for morning ET and no later than Noon for PM ET. 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

Please make sure to pick up your child promptly by 6:00p for After School ET and sign them out. After 6:10p, 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, you must call your and inform the staff.

### Proper Attire for ET

Participants **must** wear a face covering on at the time of check in. **Face coverings should be two layer and should not be a neck gaiter or bandana per CDC guidance.** Please, keep in mind that your child will be involved in all kinds of play, some of which will involve messy materials. Clothing should allow for active games each day. Gym shoes/sneakers should be worn/brought each day.

Children may be outside daily to walk from school to ET or 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.

Additionally, without the use of water fountains due to the ongoing Covid-19 pandemic, reusable water bottles are required for each ET participant.

### What not To Bring to ET

Other than required items such as backpacks, no other fabric items should be brought to the program. 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. This will be very limited this year since sharing and cleaning is more of a challenge.

### 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 as to what times they may be used. 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. For the health and safety of children in the program, these items may not be shared. Children are responsible for keeping track of their device and may not share it with other participants. 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 (except for school-issued device chargers).
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 to 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 will evaluate the situation and the Program Supervisor may restrict the use of them for a specified length of time or indefinitely.

Personal items should not be brought to ET. Personal items 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. Remind your child to NOT leave these items sitting out in the open. Please put your child's first and last name on everything. Specifically, fabric items such as blankets and stuffed animals are not permitted. They may only bring essential fabric items such as their towel, a backpack, and a jacket.

### Snacks

We provide a snack and beverage every afternoon.

ET 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. **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.

### Soliciting/Babysitting

Staff is not permitted to babysit children who are enrolled in the Extended Time 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.

### Visitors/Parents

If you have a specific need or request, please speak with your respective Site Supervisor. Otherwise, parents and visitors will be kept to an absolute minimum to reduce potential exposure.

## 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. 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, ET 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. Visit the ePact for Families page for more information, training videos, etc. <https://epactnetwork.freshdesk.com/support/home>. You will also find all medication, allergy, and asthma action forms on ePact.

### First Aid Procedures

In cases of minor injury, the staff will administer simple first aid and logged. 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. Please be certain to keep all telephone numbers on file with the Park District and ePact current. We encourage you to be accessible as reasonably possible when your child is at our program. Specifically, a pick-up person should be available within a very short time period.

### 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. **They will also be sent home if exhibiting any currently recognized symptoms of COVID-19 as defined by the CDC and IDPH.** You must take your child home if they exhibit signs or symptoms of illness or when their needs require prolonged individual staff attention. The staff are 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 ET! If you are not sure please keep your child home and contact your child's physician for additional guidance.**

**Please see Page 12 for the daily health assessment.**

### Head Lice

Please assist us with this 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 Supervisor 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 of which these conditions require insulin or an Epi-pen. The If the request along with all 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 ET and given to a Site Supervisor or a Recreation 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 ET, please complete an *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. For activities such as Summer Camp and Before and After School you will also indicate this need on your ePact account with more information. An accommodation will be considered after a conversation with the parents of the participant and 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. ET 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 are available to respond to any injuries should they occur. Participants will wash their hands before and after playground use. Due to the open nature of playgrounds and areas with narrow passageways, children must wear masks while using playgrounds.

## **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 Supervisor 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**

### Extended Time Fees

Extended Time program fees will be charged monthly on the 1<sup>st</sup> of the month. Participants will not be allowed to attend ET if session balance is not paid in full. Please see our [website](#) for more details.

### Cancellations/Refunds

All cancellations must be made in writing. No verbal cancellations will be accepted. Refunds will only be given to those cancellations made at least 7 days prior to session start date. No refunds will be issued after the start of the ET session unless accompanied with a medical note. No refunds or credits will be given for days your child does not attend ET. We are unable to prorate fees for days missed to illness, vacation, behavior suspensions, etc. If cancelling out of the ET program, please make your request in writing at least 7 days prior to the next billing cycle.

**Should your child have any absences due to exposure to COVID-19 by themselves or others in direct contact with them we will refund any days missed with a medical note.**



### Extended Time Program Tax Information

The Extended Time 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.

## EXTENDED TIME CARE DROP OFF AND PICKUP PROCEDURES

Extended Time Care Program is offered for the Spring of 2021 at Mackeben, Martin, and Leggee Elementary schools at School District 158. Students that attend Conley and Chesak schools will be walked to Mackeben and Martin respectively. All parent drop offs and pickups will occur at Mackeben, Martin, and Leggee.

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.

Prior to all drop offs, parents must review and evaluate their child(ren)'s health. By dropping off your child to the Extended Time program, you are affirming that your child does not meet the criteria listed on the [Participant Self-Assessment](#). Note, that participation in our self-assessment does not supersede any health assessments or procedures required of you by School District 158. These must still be followed.

Curbside drop off and pick-up will be offered to reduce traffic entering and exiting the building to minimize the spread of germs.

### Inclement weather

1. When weather is inclement (heavy rain or lightning), drop off and pick up will be moved just inside the designated entrance to this building. If you don't see a staff person when you arrive, please park and follow this procedure.
2. Parents should park, put a mask on, and proceed to the entrance.
3. A table will be setup just inside the door to facilitate the drop off / pick-up.
4. In some instances when weather is such that we cannot walk the children from Conley or Chesak, there is a plan to house them at those buildings and you will be notified if the drop off or pick-up location changes via ePact.

## MACKEBEN DROP OFF AND PICK-UP PROCEDURES

### Drop Off

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 #6. 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, indicate that you need to speak with a staff person and wear a mask during the conversation.

### Pick-up

1. Parents shall pull up to the same entrance, Door #6 on the eastern access road (cafeteria)
2. Staff will greet you at your car, confirm your identify, and check out your child.
3. Observe the information above about inclement weather days.

## MARTIN DROP OFF AND PICK-UP PROCEDURES

### Drop Off

1. Parents shall pull up to the main entrance of Martin Elementary. Drops offs should occur no later than 8:10 AM (For Chesak students), otherwise, please go to the 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, indicate that you need to speak with a staff person and wear a mask during the conversation.

### Pick-up

1. Parents shall pull up main entrance.
2. Staff will greet you at your car, confirm your identify, and check out your child.
3. Observe the information above about inclement weather days.

## LEGGEE DROP OFF AND PICK-UP PROCEDURES

### **Drop Off**

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 and wear a mask during the conversation.

### **Pick-up**

1. Parents shall pull up main entrance.
2. Staff will greet you at your car, confirm your identify, and check out your child.
3. Observe the information above about inclement weather days.



## Participant Self-Assessment Health Questionnaire for Wellness Screen Related to COVID-19

The Huntley Park District is committed to the safety of employees, customers, and community during the COVID-19 pandemic. Employees and customers will be required to self-assess using these questions each day prior to coming on-site. If the answer is “yes” to any question, (which pertains to you or the child in your care participating in a Huntley Park District Activity) please do not come on-site to prevent the spread of illness. Additionally, participants should notify the program supervisor of their absence and the reason for the absence.

The symptoms listed below are those currently provided by the CDC as signs or symptoms associated with the COVID-19 disease.

- Do you have a fever of 100.4 degrees Fahrenheit or higher?
- Do you have a cough?
- Do you have a sore throat?
- Have you been experiencing difficulty breathing or a shortness of breath?
- Do you have muscle aches?
- Have you had a new or unusual headache (e.g., not typical to the individual)?
- Have you noticed a new loss of taste or loss of smell?
- Have you been experiencing chills or rigors (i.e., a sudden feeling of cold with shivering accompanied by a rise in temperature)?
- Do you have any gastrointestinal concerns (e.g., abdominal, pain, vomiting, diarrhea)?
- Have you tested positive for COVID-19 in the last 14 days?
- Is anyone in your household displaying any symptoms (as listed above) of COVID-19?
- To the best of your knowledge, in the last 14 days, have you come into close contact\* with anyone who has tested positive for or been diagnosed with COVID-19?
- Does the participant have a suspected or diagnosed case of COVID-19?
- Is any member of your household awaiting the results of a pending COVID-19 test.

By coming to Huntley Park District activities, you acknowledge that you have in fact conducted this self-assessment for yourself and/or the child(ren) in your care and the results are true and accurate to the best of your current knowledge.

**\*Close contact is defined by CDC as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.**