



Extended Time Program
2018-2019

A Before and After School Recreation Program



Parent Handbook

2018-2019 Calendar of Events



August 15	School Starts Grades 1-12
August 16	School Starts -Early Childhood and Kindergarten Students
September 3	Labor Day – NO SCHOOL, NO ET OR SCHOOL’S OUT DAYS
October 5	Institute Day – NO SCHOOL OR ET <i>(School’s Out Activity Day available at the HPD REC Center for an additional fee.)</i>
October 8	Columbus Day – NO SCHOOL OR ET <i>(School’s Out Activity Day available at the HPD REC Center for an additional fee.)</i>
November 19	Conferences - NO SCHOOL OR ET <i>(School’s Out Activity Day available at the HPD REC Center for an additional fee.)</i>
November 20	Conferences - NO SCHOOL OR ET <i>(School’s Out Activity Day available at the HPD REC Center for an additional fee.)</i>
November 21	Non-Attendance Day - NO SCHOOL OR ET <i>(School’s Out Activity Day available at the HPD REC Center for an additional fee.)</i>
November 22 & 23	Thanksgiving Holiday Break – NO SCHOOL, NO ET OR SCHOOL’S OUT DAYS
December 24 & 25	Christmas Holiday – NO SCHOOL, NO ET OR WINTER BREAK CAMP
December 26-28	Winter Break - NO SCHOOL OR ET <i>(Winter Break Camp available at the HPD REC Center for an additional fee.)</i>
December 31	Winter Break - NO SCHOOL OR ET <i>(Winter Break Camp available at the HPD REC Center for an additional fee.)</i>
January 1	New Year Holiday – NO SCHOOL, NO ET OR Winter Break Camp
January 2-4	Winter Break - NO SCHOOL OR ET <i>(Winter Break Camp available at the HPD REC Center for an additional fee.)</i>
January 21	Dr. Martin Luther King’s Birthday – NO SCHOOL OR ET <i>(School’s Out Activity Day available at the HPD REC Center for an additional fee.)</i>
February 14-15	Non-Attendance Day – NO SCHOOL OR ET <i>(School’s Out Activity Day available at the HPD REC Center for an additional fee.)</i>
February 18	Presidents’ Day – NO SCHOOL OR ET <i>(School’s Out Activity Day available at the HPD REC Center for an additional fee.)</i>
March 25 - 29	Spring Break – NO SCHOOL OR ET <i>(Spring Break Camp available at the HPD REC Center for an additional fee.)</i>
April 19	Institute Day - NO SCHOOL OR ET <i>(School’s Out Activity Day available at the HPD REC Center for an additional fee.)</i>
May 27	Memorial Day - NO SCHOOL, NO ET OR SCHOOL’S OUT DAYS <ul style="list-style-type: none">• Last day of School – if all 5 emergency days are used

WELCOME...to Extended Time!

The Extended Time Program is a quality before and after school recreation program operated by the Huntley Park District in (conjunction with) Consolidated School District #158. The program is designed to provide a recreational service for families in the community in an environment that is safe and stimulating. The participants enjoy indoor and outdoor free play, arts and crafts, games and activities and homework time.

This parent handbook has been prepared to provide information regarding the ET program. Please read it carefully. If you have any questions, feel free to contact Heather Matteson, Recreation Supervisor – ET and Day Camp @ (847)669-3180 ext. 316 or via email: heather@huntleyparks.org.

Program Location & Contact Information

Drop-Off and Pick-Up Locations

Chesak: Use Main Entrance—Program is located in the Cafeteria

Leggee: Use Main Entrance—Program is located in the Cafeteria

Martin: Use Main Entrance—Program is located in the Cafeteria

Mackeben: Use Door 2 (left side of building, pull into the side parking/drop-off lot) Program is located in Room A117 & the Cafeteria

Conely: Use door 28 (right side of building, pull into the side parking/drop-off lot) Program is located in Room A117

Heineman & Marlowe – Held in the South Classroom at the Huntley Park District REC Center

If your child is going to be ***absent from extended time, if there will be an alternate pick –up person or if you are going to be late*** picking up your child, you must contact the staff at the appropriate location. For all other questions, issues and/or concerns, please call the Youth Recreation Manager at (847) 669-3180 ext. 316 or email heather@huntleyparks.org.

The following are the Park District Extended Time site cell phone numbers & email addresses.

School Site	ET Phone #	ET Email Address	School Office #
Chesak	(847) 652-0426	ChesakET@gmail.com	(847) 659-5700
Leggee	(847) 514-6612	LeggeeET@gmail.com	(847) 659-6200
Martin	(847) 343-1330	HannahMartinET@gmail.com	(847) 659-5300
Mackeben	(847) 514-2894	MackebenET@gmail.com	(847) 659-3400
Conley	(847) 514-1332	ConleyET@gmail.com	(847) 659-3700
HPD REC Center Heineman & Marlowe MS	(224)760-4590	HeinemanMarloweET@gmail.com	(847) 659-4300
			(847) 659-4700

Policies and Procedures

General Policy

Enrollment is open to any child in Kindergarten through fifth grades (who live within the School District 158 boundaries) ***provided the program can meet the needs of the child.*** Enrollment is on a first come, first serve basis and a wait list will be started once the available space is filled.

Statement of Nondiscrimination

Enrollment in the program shall be granted without discrimination with regard to sex, race, color, creed or political belief.

Philosophy of Program

The program is designed to allow children to participate in before and after school recreational programs and gain new experiences. It is very important not to totally structure the program, as children need a chance to unwind, relax, and play with their peers. The Extended Time Program will offer both structured and unstructured activities each day. Activities will include arts, sports, games, creative play, board games, etc. After school, any child who needs to do homework will have a quiet area available. The staff will make every effort to provide areas for individual needs.

Location

Sites currently available for this program serving school District #158 are Leggee, Mackeben, Conley, Martin and Chesak Elementary Schools. All District #158 policies and rules apply to the Extended Time program.

Transportation

Transportation is not included within the ET program with the exception of planned field trips during School's Out Activity Days. Children will arrive at their designated school site (after school) by walking within their own school. Children attending the AM ET program must be dropped off and signed in by an authorized adult.

Time

The before school program runs from 6:30 a.m. until the start of school. After school starts immediately after school until 6:00 p.m. An extended program runs from 6:00pm to 6:30pm at an additional cost.



Wait List

If the program is full, additional registrations will go on a wait list. If a space opens up in the program, participants on the wait list will be contacted to see if they still want to attend the program. Generally, participants are taken off the wait list and added to the program on a first come basis.



Information Updates

If at any time the participant or parent/guardian's telephone number, address, or other pertinent information changes, please notify the Site Supervisor.

Inclusion Request Procedure

If an ADA accommodation is needed to support an individual within any Huntley Park District program, an explanation should have been detailed on the registration form at the time of registration. An accommodation can be made for any individual based on their IEP goals and/or diagnosis. Some of the supports available can be, but are not limited to a 1:1 aide, sign language interpreter, rule modification or supply adaptation. If you need assistance and you did not explain this on the registration form contact the Recreation Supervisor-ET/Camp as soon as possible. They will in turn contact the Northern Illinois Special Recreation Association (NISRA) and a review of the request will occur.

ENVIRONMENTAL/MEDICAL ACCOMMODATION REQUIREMENTS & 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 Huntley Park District must be notified in advance of any conditions that can affect an individual and the proper medical protocols must be followed as explained in this handbook. If the request along with all needed documentation is not presented to the Park District in a timely manner, participation within the program can be delayed or denied. Submit a completed Permission to Dispense Medication waiver as well as a medical plan. 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 to ensure participation.

School's Out Activity Days

On the dates that school and ET is not in session the Park District may offer a **School's Out Activity Day** that is held at the HPD REC Center (*please refer to the ET Calendar of Events and the HPD brochure for more details*) at an additional cost. This may include a special program or field trip. Detailed information about each day will be available through a parent letter prior to the scheduled activity date.

Absences

If your child is enrolled in the PM program and going to be absent, ***you must notify us and the school.*** Phone numbers for each ET site are on page 2. Parents of children who are enrolled in the AM session **do not** need to call. If it's a planned absence please inform the Extended Time Staff in advance. We must receive a phone call no later than 15 minutes before the child is scheduled to arrive. **If for any reason your child will not be attending the ET program and we do not receive a call, a \$5.00 no call charge (per incident) will be added to your account.** If your child does not arrive at the designated site **after school**, the staff will track down the child through the school and transportation department. If your child can't be located; you will be called. Please be advised, the Extended Time staff is not responsible for your child until they are checked in.

Toys/personal property from home

Children are not allowed to bring personal items to ET other than those which are school related. Personal items include, but are not limited to the following: skateboards, cell phones, hand held video games (PSP, DS, tablets, etc.), iPods/MP3 players, toys, sporting equipment, pets or any violence related item. If personal items are brought to ET, children will be instructed to keep them inside their backpacks. Parents/guardians will be informed of dates when exceptions to this rule apply. The Huntley Park District is not responsible for any damage to personal property that occurs during Extended Time hours.

Snacks

The children will be served an afternoon snack and drink daily between 3:00-4:00pm. If your child/children have any dietary restrictions or allergies, be sure to indicate it on the ET registration form.



Emergency First Aid Procedures

In cases of minor injury, the staff will administer simple first aid and will notify the parents at the time of pick-up. For more serious injuries requiring medical attention, the staff will call 911 and contact the parent(s). If neither parent can be reached, the staff will try to reach the emergency contact person specified on the camper's application form.

Please be certain to keep all telephone numbers on file with the Park District current.



Health Care Policies and Procedures

Since we are unable to take care of a sick camper, 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 temperature, or diarrhea. You must take your child home if we feel that s/he needs to see a doctor, is contagious, or requires prolonged individual staff attention which interferes with the safety of the remaining members. **The counselor 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 camp!**

Head Lice

Any child who is found to have head lice/nits will be sent home immediately and will not be allowed to return to the program until his/her head is free of lice/nits. Please assist us with this problem by following these few simple guidelines below:

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

Medication

The Huntley Park District recognizes that program participants will, on occasion, require the consumption or administration of both prescription and non-prescription medications to maintain health. We require you to fill out the medical disbursement form available at the REC Center/ ET Site **before any medication will be accepted.** These forms should be completed **before the start of the ET program.** Medicine should be brought to the ET site and left with Site Supervisor. **Do not give medication to the Activity Leaders.** Medication will be secured properly everyday.

If your camper has a severe allergy (nuts, bee stings, etc.) and/or if there is a prescribed EpiPen, please complete an **Allergy Action Plan.** If your camper has Asthma and may need to use an inhaler at camp, please complete an **Asthma Action Plan.**

Parental involvement

Cooperation with all policies and procedures is imperative. Parent letters and ET Monthly Newsletters will go home periodically to inform you of upcoming events. All comments, questions, and/or concerns should be directed to the Youth Recreation Manager.

Refunds and Credits

No refunds or credits will be issued due to illness or vacations. Special requests will be given consideration on an individual basis.

No Extended Time and School Closing

We do not run the program when school is closed for holidays and days of non-attendance. When school is canceled (or dismissed early) due to snow or other reasons, the before and after school program will also be canceled. There will be no credit given.

The ET program follows District #158 school closures. In the event there is no school, ET will not be held.

Drop-Off and Pick-Up

A program participant must be in attendance during the school day in order to participate in ET that same day. Once a child has been picked up by a parent/guardian from ET, the child may not return that day.

Each child participating in AM ET must be walked into the building and signed in. We cannot accept children until the program start time.

When you pick up your child you must enter the building, sign the roll sheet, and write down the time. The staff cannot dismiss any child without a parent or guardian coming in to sign the child out. Participants will only be released to an authorized adult with photo ID. If you need to have someone that is not on the participant's registration form pick up, please fill out a *Child Pick-Up Authorization Form*.

Late Pick-Up

The programs end at 6:00pm (or 6:30pm if signed up for additional time). ***Parents must sign out when they are leaving the location with the child, not when they arrive.*** Any parent leaving after 6:00pm/6:30pm will be charged a late fee of \$1.00 (***per child***) per minute. The ***staff will determine the actual late arrival/departure time.*** If late pick-up becomes habitual, (more than 4 times) the cost for the 6:30pm program will automatically be added to your account. If late pick up continues, (2 additional times) the child will be dropped from the program. Children who are still not picked up 15 minutes after their scheduled time will be turned over to the Huntley Police Department for supervision. If you are going to be late, you must call the staff.

Code of Conduct

The Park District Staff has implemented a code of conduct policy for all of our camp programs. These rules apply to all participants and parents/guardians. The following are the rules that all participants will need to follow in a joint effort to make the camp experiences positive and successful for all everyone enrolled in the camp programs. Parents/guardians and children alike are asked to read over these guidelines and sign this form before attending camp/ET.

- **No bullying, verbal or physical abuse, threatening, obscene, disrespectful or physical violence will be tolerated.**
- **All threats and threatening behavior will be taken seriously and reported to the proper authorities.**
- **Participants must show respect to all staff, participants, all property, equipment and facilities.**
- **There may be no physical contact, verbal or physical harm towards any participants.**
- **Participants may not place themselves or others in dangerous situations through actions or behavior.**
- **No weapons or items that may be used as weapons may be brought to the program.**
- **Participants may not leave the program area without permission.**
- **Participants are responsible for their actions and belongings (Bags, jackets, school supplies, items brought from home with permission, etc.)**
- **No refunds will be issued for suspensions or suspended days of camp.**

Discipline Policy

It is our philosophy for discipline to teach participants to take responsibility for their own actions. We try to accomplish this through using specific directions, redirecting a child, positive reinforcements, motivation and through leading by example. Since each participant may have different ways of learning, several methods may be used.

- **1st Offense** – Verbal Warning (depending on the severity, several warnings may be given).

- **2nd Offense** – A behavior report will be filled out and filed with the Youth Recreation Manager and the parents/guardian. The parents will be required to sign the report, which will remain in the participants file. The staff will work with the participant and parents to correct the behavior. (This may be issued immediately, without warnings for serious infractions).
- **3rd Offense** – Suspension- the participant will be suspended from the program for one to three days. The suspension will be in effect immediately or the first day following (depending on the severity). The first time will be for one day and the second time for up to three days. The parent will be notified by a Site Supervisor or the Youth Recreation Manager. Upon return from a three day suspension, if behavior continues, the Youth Recreation Manager may permanently suspend a participant from the Extended Time Program. Depending on the situation and the degree of the offense, the participant may be permanently dismissed from the program following the issuance of a behavior report.

At Extended Time, we hold a “Zero Tolerance to Violence” policy. A participant that is physically or verbally abusive to another participant, volunteer or Park District staff will be immediately suspended without any prior warning. No bullying, verbal abuse, threatening or physical violence towards Park District staff or any participant will be tolerated. All threats and threatening behavior will be taken very seriously and will result in an immediate suspension and possible dismissal from the program.

Immediate Dismissal

The park district reserves the right to dismiss a participant (without any previous warning) whose behavior endangers the safety of him or others.

1. Any child who harms himself 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 ET site will be removed from the 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 park staff member, will be immediately dropped from the program. No exceptions will be made.
4. Any child who brings a weapon to Extended Time (consistent with all school rules).
5. A child may be suspended immediately, without previous written notice for a serious offense.

Physical violence is not tolerated in this program.

Code of Conduct-Parental

Parents are expected to follow the program rules and treat the staff and with respect. ***All program, staff issues, comments, or concerns should be directed to the Youth Recreation Manager, not the staff.*** If a parent (or anyone who picks up) is verbally abusive towards staff, the child will be removed from the program. This includes sarcasm, criticism, negative comments, yelling and/or screaming directed at staff and/or other parents. The police will be called to remove any parent who appears to be out of control. Please be respectful to all school/HPD patrons, staff and other parents.

Communication with Schools

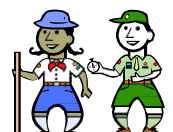
The Huntley Park District works closely with the School District staff at times we may ask for assistance from school teachers and administrators. Please inform the Park District staff if there are any problems your child has at school that will affect behavior during the Extended Time Program. Please keep us informed of any concerns so we can be sensitive to your child’s needs.

Enrollment/Change in program

Extended Time Staff reserves the right to cancel programs as deemed necessary because of insufficient registration. Your monthly fee will change according to the program chosen. If space is not available, changes may be denied. Changes on registration forms should be directed to the Recreation Supervisor – ET and Day Camp via written form as soon as possible, to have information up to date. ***Maximum 2 changes per year before a charge of \$25.00 is applied per change.***

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 time staff in writing prior to the scheduled activity. If we do not receive a request, the child will not be released. The person in charge of the extracurricular activity is responsible for bringing the child back to the extended time program once the activity is over. No credit will be given.



Suspected Abuse or Neglect

Any Extended Time personal 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 Youth Recreation Manager. The Youth Recreation Manager will notify the proper authorities in accordance with the Abused and Neglected Child Reporting Act.

Parents/Visitors at Extended Time

Parents and/or visitors are not permitted to remain with their children during the Extended Time hours or attend the Field trips. We do not allow non-park district employees around the children during Extended Time. All the Extended Time staff has undergone criminal background checks. This rule is for the safety of the children and will be enforced.

Soliciting/Babysitting

Staff is not permitted to baby sit children who are enrolled in the Camp and/or 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.

Photographs

Pictures may occasionally be taken of the ET participants throughout the school year. These pictures are used for historical and marketing purposes and will remain on the property of the Huntley Park District. By registering for the Extended Time Program, you have granted us permission to use your images. If you do not wish to have your child photographed, please make sure you have checked the appropriate box on the bottom of the ET Registration Form.

Website Information

The Huntley Park District website, www.huntleyparks.org, is your 24/7 information source on everything the Park District has to offer. The home page will let you know the status of various programs and you can download the seasonal brochure and various forms, contact personnel, view upcoming events and find information about our parks, facilities and recreational programs. The ET Parent Handbook and ET Monthly Newsletter will be posted under the Extended Time section.

Withdrawal/Cancellation from program

Written notice of withdrawal from the Extended Time Program must be submitted to the Youth Recreation Manager. You will be charged a 15% cancellation fee for withdrawing or canceling all or any portion of the program. *Extra fees may be assessed depending on when the child is withdrawn.*

All requests must be submitted in writing to the Youth Recreation Manager. There is a 30 day waiting period before a refund check will be sent out. All monies due the Park District will be deducted from any refund.

Payments Information: You Will Not Receive a Bill

The following payment options are available:

- 1. PREFERRED METHOD—Automatic Withdrawal—Complete an Installment Billing Form and have your payments automatically withdrawn from your checking or credit card account on the 15th of each month.**
2. Online—Contact the Registration Desk to setup a Household Account.
3. Check by mail (payable to Huntley Park District. 12015 Mill St, Huntley IL. 60142)
4. Credit, cash, check in person at the park district REC Center.
5. Credit card over the phone—call (847)669-3180 ext. 0.

Supervisors are not allowed to accept payments. Families will be billed on the 15th of each month prior and payments are due by the 25th. **If payment is not received by the 1st of the month, the child will be removed from the program.** There is a 24 hour waiting period before your child can return to the program after payment is received.

Retain your receipts for tax purposes. The Park District does not provide year end statements.

Extended Time & Summer Camp Tax Information

The Extended Time and Summer Camp Programs are recreation programs but depending on your circumstances the cost of the program may qualify as child care 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 to copies of your monthly receipts and have a household account, you may go online and view/print you payment history.**

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

- Enter your Username & Password
- Scroll over MY ACCOUNT near top of page and click on REPRINT A RECEIPT
- 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. 0 and request to have a username and temporary password emailed to you.

ET PAYMENT CALENDAR

Payments are calculated by the total number of school days divided by 9. If you are enrollwed in AUTOMATIC WITHDRAWL your payment will be deducted from your account on the 15th of each month.

Each payment amount is the same – here is the billing schedule:

# of Payme	Billed On	Due By	Covers these months
1	Due at time of Registraion		August/September
2	September 15	September 25	October
3	October 15	October 25	November
4	November 15	November 25	December
5	December 15	December 26	January
6	January 15	January 25	February
7	February 15	February 25	March
8	March 15	March 25	April
9	April 15	April 25	May/June