

St. Charles Park District's After School Care

Baker Station



**Parent's Manual
2018-2019**



Dear Parents,

I would like to take this opportunity to welcome you to the Baker Station After School Program.

The Baker Station After School Program is a cooperative venture between the St. Charles Park District and St. Charles Community Unit School District 303. The Park District collects registration fees, hires, trains and supervises the Baker Station staff and is responsible for the daily administration of the program. District #303 houses Baker Station at Bell-Graham, Davis, Ferson Creek, Lincoln, Munhall, Richmond and Wild Rose schools and provides transportation using District 303 buses.

Baker Station is designed to meet the needs of children in Kindergarten through 5th grade. Arts and crafts, healthy snacks, indoor and outdoor play, active and quiet games are offered under the supervision of qualified, caring staff. Ample quiet time is also scheduled for homework and reading.

I hope the following handbook will assist you in becoming familiar with Baker Station and how the program operates. Please take a few minutes to read over the handbook and become familiar with the information and procedures.

It is our goal to provide a quality after school program where the participants feel safe, stay active and are fully supervised. We look forward to this school year to offer more extracurricular activities during the program to benefit your child. If at any time you have questions, concerns or suggestions, please feel free to contact me between the business hours of 1-6pm.

I look forward to a great school year.

Sincerely,

Ursula Bulgarelli
Baker Station Coordinator
St. Charles Park District
ubulgarelli@stcparks.org
630-513-4383

Taylor Krawczyk
Before the Bell, Baker Station, Special Events & Teen Camp Supervisor
St. Charles Park District
tkrawczyk@stcparks.org
630-513-4331

ELETRONIC FUND TRANSFER PROGRAM

Knowing how difficult it is to pay one lump sum for a yearlong program, the Park District offers the Electronic Funds Transfer (EFT) program to better serve its program participants. Many people register for more than one program within the same month. For example, registration for preschool classes, sports leagues and a variety of other programs provided by the Park District may begin at the same time. Paying for more than one of these programs during the same month may feel like a financial burden instead of a life enriching opportunity for you and/or your children. The EFT program may save you time with its convenience. It will also save you the stress of making lump sum payments or worrying about making payment deadlines.

IMPORTANT INFORMATION

When is my initial payment due?

When you first pay for this program, you will be asked to pay the non-refundable \$50 deposit for the program. At the same time you will need to inform the Park District staff if you choose to participate in the EFT program.

When will withdrawals from my checking account take place?

EFT program transactions are scheduled to be debited on or immediately following the 15th of each month. Debits begin in August and end in April.

Non-Sufficient Funds

If the District receives a report of non-sufficient funds, meaning funds were not available in your account to cover the amount owed, you will be charged \$25 and your program participant will be suspended until payment is corrected. Continued non-sufficient funds will result in the cancellation of your program participation without refund.

MONTHLY FEES

For Bell Graham, Davis, Ferson Creek, Lincoln, Munhall, Richmond and Wild Rose: Check the current St. Charles Park District program brochure for current fees.

FEDERAL CHILD CARE TAX I.D. #

The St. Charles Park District has federal tax I.D. # for childcare – Baker Station.

The tax I.D. # is: 36-6006441

If you need a printed statement of the total amount you have paid for Baker Station (for tax purposes) please call 630-513-6200. We will need the name of your child and what Baker Station site they attend.

Please allow 5 working days to receive your statement.

BAKER STATION REGISTRATION

Parents must complete a registration form for the entire school year of Baker Station. This must be on file at the St. Charles Park District prior to the start of your child attending the after school program to ensure proper record keeping and to secure transaction of payments. Completed registration forms and payments will not be accepted at school sites. You may register and pay for Baker Station either by mail, on-line, fax or in person.

1. Mail in registration

Complete the registration form, emergency paperwork, enclose payment (check, cash or credit card) and mail to: Pottawatomie Community Center, 8 North Avenue, St. Charles, Illinois 60174.

2. Fax registration

Complete the registration form, emergency paperwork, payment (credit card) must be included, and fax to Pottawatomie Community Center at 630-584-9172.

3. In person

Complete the registration form, emergency paperwork and submit payment (check, cash or credit card) at: Pottawatomie Community Center, 8 North Avenue

4. On line

On line registration, payment and emergency paperwork can be done on line at www.stcparks.org

Payment for Baker Station can be made with:

- Cash
- Check – made payable to St. Charles Park District
- Credit Cards – American Express, Visa, MasterCard or Discover accepted

Session Dates

Baker Station follows the St. Charles Community Unit School District 303 school calendar. See current activity guide for current dates.

PROGRAM OPTIONS – 2, 3, 4 or 5 DAYS

Bell Graham, Davis, Ferson Creek, Lincoln, Munhall, Richmond and Wild Rose

Baker Station is held Monday through Friday, 3-6pm. Children may be picked up at any time during the program hours. This program is for children that attend kindergarten through 5th grade. Participants may choose to attend 2, 3, 4 or 5 days per week. The number of days should remain as consistent as possible in order to keep accurate records and to know the number of children attending the program each day.

SPECIAL ACCOMMODATIONS

Along with other area park districts, the St. Charles Park District is a member of the Fox Valley Special Recreation Association (FVSRA), which provides support for individuals with disabilities. If your child has a special need or you would like to request reasonable accommodations in accordance with the Americans With Disabilities Act, please contact us with least two weeks in advance of the child's start date. For more details, call 630-584-1055.

SCHOOL SITES

Bell-Graham School - includes Bell-Graham and Wasco students

4N505 Fox Mill Boulevard, St. Charles, Illinois 60175

Located off of North Avenue (Rt. 64) three miles west of Randall Road.

Baker Station meets in the multipurpose room and has access to the gym and outside play area.

Davis School - includes Davis & Richmond students

1125 South 7th Street, St. Charles, Illinois 60174

Located at 7th & Horn Streets

Baker Station meets in the gym and has access to the outside playground. On occasion, Baker Station will move out of the gym and into the community or music room to accommodate other programs.

Ferson Creek School - includes Ferson Creek

38W160 Bolcum Road, St. Charles, Illinois 60175

Located at the corner of Bolcum & Burr Roads

Baker Station meets in the lunchroom and has access to a kitchen, the gym, and outside play area.

Lincoln School - includes Lincoln and Anderson students

211 S 6th Ave, St. Charles, Illinois 60174

Located at 6th Ave between Illinois and Indiana Ave

Baker Station meets gym and has access to an outside playground. On occasion, Baker Station will move out of the gym and to another location in the school.

Munhall School - includes Munhall and Norton Creek students

1400 South 13th Avenue, St. Charles, Illinois 60174

Located at the east end of Ronzheimer Street

Baker Station meets in the cafeteria and has access to the gym and outside playground. On occasion, Baker Station will move out of the cafeteria and into the art room or gym to accommodate other programs.

Richmond School - Richmond & Davis students

300 S. 12th Street, St. Charles, Illinois 60174

Located South of 12th St and Oak St.

Baker Station meets in the cafeteria and has access to the gym and outside playground. On occasion, Baker Station will move out of the cafeteria and to another location in the school.

Wild Rose School - Wildrose students

36W730 Red Haw Lane, St. Charles, Illinois 60174

Located east of Randall Road

Baker Station meets in the cafeteria and has access to the gym and outside playground. On occasion, Baker Station will move out of the cafeteria and to another location in the school.

TRANSPORTATION

Children who attend St. Charles Community Unit School District 303 and are registered for Baker Station will receive transportation on District 303 busses.

Children who attend private school may also participate in the Baker Station program; however they must provide their own transportation. District 303 does not provide transportation for Baker Station on a scheduled “No School Day”.



NO SCHOOL DAYS

If there is a scheduled No School Day, Baker Station will be held at the Pottawatomie Community Center. District 303 does not provide transportation for Baker Station on a scheduled No School Day. Hours of Baker Station for a scheduled “No School Day” will be 6:30am-6pm. Children need to bring a lunch and drink. Children are required to dress appropriately as they will play outside, weather permitting. There are no refunds or credit if you do not attend a scheduled No School Day of Baker Station.

If you enrolled in the 5-day program, you do not need to register additionally for these days. If you are attending for 2, 3, or 4 days, then you are required to register in advance for each No School Day. No School Days follow the current District 303 school calendar. Reference the current St. Charles Park District program brochure or website for registration codes and cost.

Holidays Baker Station and No School Day Programs are NOT Offered

Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
New Year’s Day
Memorial Day

IMPORTANT: There is a separate registration, available per day for Winter Break & Spring Break Baker Station. Winter Break and Spring Break Baker Station are **not included** in the fee for 5-day students. Students enrolled in these breaks will attend Baker Station at the Pottawatomie Community Center, 8 North Avenue.

COMMUNICATION WITH THE BAKER STATION SITES

If you need to get a message to an individual Baker Station site, please call 630-513-4383. We will forward the message to the site. The Park District uses cell phones to communicate with the Baker Station staff at the sites.

SNOW/INCLEMENT WEATHER CLOSINGS



For weather-related school closing announcements, listen to the following AM radio stations: WMRO (1280), WRMN (1410), WGN (720), and WAUR (108 FM). If Baker Station is cancelled, a recorded phone call will be made to each participant’s home. You may also visit the District’s website at www.stcparks.org for updates. Or, you may call the Pottawatomie Community Center at 630-513-6200.

If District 303 schools are closed due to snow/inclement weather **for the complete school day**, Baker Station will also be **CLOSED**. Please plan to make alternate arrangements for your child. A refund will not be issued for snow/inclement weather school cancellations. Due to District 303 extending the school year, Baker Station will also be extended one day.

IF YOUR CHILD WILL BE ABSENT

If your child will be absent on a day they would normally attend Baker Station, please call the Pottawatomie Community Center 630-513-6200 or email Ursula Bulgarelli, Baker Station Coordinator at ubulgarelli@stcparks.org ALL absences should be reported by 2:30pm on the day of your child's absence. The St. Charles Park District and Baker Station staff does not receive this information from the individual school sites.

When you call, please tell the person answering the phone that you would like to report an absence for Baker Station. Give them your child's name and the Baker Station site they attend. Staff will record this information at the front desk. The individual Baker Station sites will call in for absences when staff arrives for the day. There are no refunds or credits issued for days missed.

HEALTH

In the event that your child is ill, we request that he/she be kept at home. If he/she becomes ill during Baker Station, you or your back-up driver will be called and requested to pick up your child.



DROP-OFF & PICK-UP PROCEDURES

Drop-Off Procedure

On No School Days, parents must escort their child into the Pottawatomie Community Center. Baker Station will meet in the multi-purpose room. Staff must confirm children are registered for the day prior to accepting the children into the program. Parents will sign-in their child by indicating the child's name and arrival time. Under no circumstances are children to be dropped off in the parking lot and allowed to sign-in without their parent present. At the end of the day, parents must come into the building and sign-out their child.

Pick-Up Procedure*

When Baker Station is at the school sites, your child will sign themselves in when they arrive for the day. When picking up your child you must enter the Baker Station site and sign them out. Anyone other than a parent/guardian or the designated back-up driver(s) will not be allowed to pick up your child. An exception to the rule can be made if written notice is submitted to allow another person to pick up your child. You may email Ursula Bulgarelli at ubulgarelli@stcparks.org. In an emergency, a call can be made to the St. Charles Park District office to authorize someone not listed on the pick-up form to pick up your child. The Baker Station staff will ask for identification from anyone not on the authorized form that is picking up your child.

**District 303 administration policy dictates all school doors remain locked. Parents will have to contact Baker Station staff within the building to gain access. These procedures are for the protection of your children. With their safety in mind, we may refuse to release a child to anyone if they are obviously impaired or in any way incapable of driving.*

Late Pick-Up Procedure

Baker Station ends at 6pm daily. We ask that you make every effort to have your child picked up on time. If you are late picking up your child, a daily late fee will be charged. You will be billed for the late fee. You will have one week from the date of the late arrival to remit payment.

- For the first 5 minutes you are late, a \$5 late fee will be charged. For each additional five minutes, a \$2 late fee will be charged. (i.e. If you are 12 minutes late, you will be charged \$9.) Time is based on the Baker Station clock.

- Exceptions will be made due to uncontrollable circumstances (i.e. car accident, death, illness). Baker Station staff and the Park District's Recreation Supervisor shall be the sole judge of what constitutes an uncontrollable circumstance.
- If a parent/guardian does not arrive for pick up after 90 minutes and staff has not been able to speak with a parent/guardian and/or all other contacts have been exhausted, the Police Department will be notified.
- **If late pick-up becomes habitual, you risk your child being dismissed from Baker Station.**

BACK-UP DRIVER/AUTHORIZATION FOR PICK-UP

Back-up driver: In the event that you are running late and will not be able to pick up your child by 6pm, we ask that you have a back-up driver. This should be a person that you can depend upon to pick up your child at the Baker Station site by 6pm. If you foresee that you won't be at the Baker Station site by 6pm, it is your responsibility to call the backup driver and arrange to have your child picked up.

Authorization for pick-up: Only those persons authorized in writing on the emergency information sheet or back-up driver form may pick up a child. We cannot release a child to an unauthorized person. If you plan to have your child picked up by someone other than an authorized person, it is necessary to notify Baker Station staff in writing.

CHILD ABUSE REPORTING

Park District staff member are mandatory reporters of suspected child abuse. Proper care of children includes providing clean, weather appropriate clothing, proper nutrition, bathing, sleep, patience and lots of love.

CHANGE OF DAYS

If you need to change the days or number of days that your child attends Baker Station, please call 630-513-4383 or e-mail ubulgarelli@stcparks.org. We would appreciate a 24-hour notice of any changes so we can notify District 303 transportation and the Baker Station site.

START DATE

Your child may start Baker Station two business days after we receive your registration, emergency paperwork and payment for the program. This is necessary to get your child's registration form processed, emergency information forms completed and to the site and also to notify District 303 transportation. We suggest that you email your child's teacher informing them that the child will be attending Baker Station. In the email you should include the child's full name, start date, Baker Station location and the days attending Baker Station.

PHYSICAL ACTIVITY

The after-school program is sensitive to the fact that children are in need of physical activity after school. Therefore, each day will have time set aside for recreation. Please dress for the weather. During this time we may also play games in larger groups. The focus of the physical activities will be on having fun and being active. Students will follow the same rules on the playground and in the gym after school that they follow during the school day.



SNACKS

Baker Station will provide a light, healthy snack in the afternoon for everyone. If your child has any dietary restrictions, please indicate these on the medical form. You may choose to provide a snack that meets your child's needs. If you wish to send a special treat for the Baker Station site, please send something that is pre-packaged. Pre-packaged snacks are easier to distribute and allow Baker Station staff to check ingredients in the event a participant has a dietary restriction or food allergy.

HOMEWORK

We support the idea that homework is the child's responsibility and that homework habits should be developed and supported in the home. However, one of our primary responsibilities is to ensure the health and well-being of our students. In order to achieve this, a scheduled quiet time will be provided to all students. All students will be required to engage in a quiet activity during this time. It is hoped that all or most students will take advantage of this time to complete homework tasks. Students will be encouraged to do homework during this quiet time but will not be required to do so. The children will be expected to work independently, but help is available from the staff. **It is not the responsibility of the Baker Station staff to force children to do their homework.** Your child may not always finish all their homework during the after-school program but they can work on it during the time provided. Parents will maintain full responsibility for ensuring accuracy and completeness of all assignments.



CLOTHING/LOST AND FOUND/TOYS



Weather permitting, the children in Baker Station will go outside on a daily basis, so please dress your child appropriately. Jackets, hats, mittens, backpacks, etc. should be clearly labeled with your child's name and school. Items left at the individual Baker Station sites that are found and turned in will be kept there until claimed. We strongly encourage children to leave all toys and electronic games at home as they can get lost, stolen or broken. Baker Station is not responsible for items that are lost, stolen or broken.

Please Bring

- Homework and/or reading material (book, magazine, etc., for literacy time)
- Sneakers (for physical activity in gymnasium and outdoor space)
- A great attitude! Kids are challenged to make new friends, learn new skills, and practice pro-social behavior.

Please Do Not Bring

- Toys from home (please see "Lost and Found" policy).
- Electronics (cell phones, video games, electronic devices, etc.)

We have many toys, games and activities for children to enjoy while at Baker Station.

ELECTRONIC DEVICE POLICY

For the purpose of establishing this policy, an electronic device is defined as any mechanical or electrical device that is capable of playing, recording, storing, or transmitting sounds, images or data. Examples of these types of devices include cell phones, iPods, MP3 players, CD players, radios, media players, PDA's, hand held video game units and computers.

- Electronic devices will not be permitted for use during Baker Station or a "No School Day". Repeated violations of this policy will subject the student to progressive disciplinary action as outlined in the behavior policy.



BEHAVIOR & DISCIPLINE

It is the District's goal to provide students with the skills, structure, and guidance that will enable them to make responsible decisions about their behavior. A behavior problem is disruptive behavior and affects the group as a whole. There is ZERO tolerance for physical violence and bullying behaviors. Safety and behavior expectations are reviewed with all participants. Staff will redirect a child's behavior; separate from challenging situations or influences; remind a child of rules and recognize them for making good choices. Please take immediate action to curb behavior problems you are made aware of before they become unmanageable.

If a child has a behavior problem the following steps will be taken:

- Removing the child from the incident or activity, talk with them about the situation, behavior and choices made. "Time out" or removing child from activity for a cool down time followed by discussion with staff to be sure the child understands the unacceptable behavior and what would be a better choice.
- Parents will be informed of a situation if the problem is repeated, involves disrespect and/or violence or anger.

If behavior continues after the time-out; the following should take place:

- **1st Offense:** A behavior write up form will be written and must be acknowledged and signed by the parent/guardian as well as the participant upon pick-up of the participant
- **2nd Offense:** The participant will be suspended for one Baker Station day. The suspension will be in effect the first school date following the offense. The supervisor will notify the parent/guardian.
- **3rd Offense:** The participant will be suspended for five school days. The suspension will be in effect beginning the first school day following the offense. The supervisor will notify the parent/guardian and schedule a conference to discuss the behavior.
- **4th Offense:** The participant will be suspended for two weeks. The suspension will be in effect beginning the first school day following the offense. The supervisor will notify the parent / guardian and will schedule a conference to discuss the behavior.
- **5th Offense:** The participant will be dismissed from the remainder of Baker Station year. The supervisor will notify the parent/guardian.

In an effort to ensure the proper handling of discipline problems and corrective discipline procedures for certain situations, the following guidelines have been established.

This list is not inclusive of all offenses:

Minor Offenses

- Back talking to staff
- Not listening to directions
- Name calling/teasing
- Being disruptive/loud
- Antagonizing/starting trouble
- Bringing items that are not necessary
- Picking/play fighting/or wrestling
- Going through other's belongings

Major Offenses

- Fighting/pushing/kicking
- Foul language
- Going to unauthorized areas
- Throwing objects (sticks, rocks, wood, etc.)
- Endangering the safety of others
- Destroying school or park district equipment
- Lying/deceiving/stealing
- Endangering the safety of others
- Exposure of private areas to others

The corrective procedure is as follows:

Minor & Major Offenses

Oral Warning

Time Out

1st Offense: Written Warning & Time Out

2nd Offense: Written Warning & 1-Day Suspension *

3rd Offense: 1-Week Suspension & Parent Conference *

4th Offense: 2-Week Suspension & Parent Conference *

5th Offense: Expulsion from Program **

* Suspension is for program days and starts the next program day. Weekends and holidays do not count.

** Expulsion from the program is for the calendar school year. A child who has been expelled from the program may request to be allowed back into the program after a short assessment period of 90 days.

IMPORTANT: Depending on the situation and the degree of the offense, a program participant may be permanently dismissed from the program without following the general corrective procedure pattern. If a behavior or situation is out of control, disrespectful, hurtful to oneself or others, or dangerous and parent assistance does not help, a written notice will be given to the parents. This behavior letter will be used as a last resort for negative behavior. This is considered the most serious form of behavior communication. The behavior letter process should be taken seriously.

ST. CHARLES PARK DISTRICT BAKER STATION

Tentative Daily Schedule

Below is an outline of an average schedule for Baker Station. The daily schedule and order of events is subject to change and may vary from day to day. In general, the following schedule will be followed. The schedule may change to accommodate other activities or room assignments.

- | | |
|-----------------------|--|
| 3:00-3:15 p.m. | Arrival / Free Time
Children enter the designated area, sign-in, wash hands |
| 3:15-3:30 p.m. | Afternoon Snack
Bathroom break, wash hands, eat provided snack & drink |
| 3:30-4:15 p.m. | Homework / Quiet Time
Children complete homework or have free/quiet time, read book, draw, etc. |
| 4:15-5:00p.m. | Large Motor OR Craft Activity
Indoor/outdoor activities – weather permitting
Outdoor playground, Sidewalk chalk, snow paintings |
| 5:00-6:00p.m. | Free Choice Time
Art, silly putty, board games, puzzles, legos, coloring, etc. |

Remember, you may pick-up your child at any time during the program.

