

**St. Charles Park District's
Before School Care**



Parent's Manual

2018-2019



Dear Parents,

I would like to take this opportunity to welcome you to Before the Bell.

Using the transportation services of Sparewheels Transportation, the St. Charles Park District will provide before school care, in the safe, familiar and centralized location of Pottawatomie Community Center.

Before the Bell is designed to meet the before school needs to children in Kindergarten through 5th grade. Indoor active and quiet activities are offered under the supervision of qualified, caring staff. Time and space are also provided for homework and reading.

I hope the following handbook will assist you in becoming familiar with the operations of Before the Bell. Please take a few minutes to read over the handbook and become familiar with the general information and daily procedures.

It is our goal to provide a quality before school program where participants feel safe, stay active and are fully supervised. If at any time you have any questions, concerns or suggestions, please feel free to contact me at 630-513-4331.

Sincerely,

Taylor Krawczyk
Before the Bell & Baker Station Program Supervisor
St. Charles Park District
tkrawczyk@stcparks.org

ELETRONIC FUND TRANSFER PROGRAM

Knowing how difficult it is to pay one lump sum for a year long 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 initial payment towards the program. At the same time you will need to inform the Park District staff are you choosing 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.

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

The monthly fee for Before the Bell is \$223.

FEDERAL CHILD CARE TAX I.D. #

The St. Charles Park District has federal tax I.D. # for childcare – Before the Bell.

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

If you need a printed statement of the total amount you have paid for Before the Bell (for tax purposes) please call 630-513-6200. **Please allow five (5) working days to receive your statement.**

BEFORE THE BELL PROGRAM REGISTRATION

Parents must complete a registration form for the entire school year of Before the Bell. 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. You may register and pay for Before the Bell 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. Online

Online registration, payment and emergency paperwork can be completed online at www.stcparks.org

Payment for Baker Station can be made with:

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

Session Dates

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

PROGRAM INFORMATION

Before the Bell is held Monday through Friday, 6:30 – 7:45am at Pottawatomie Community Center, 8 North Avenue, St. Charles, IL 60174. Children may be dropped off at any time during the program hours. This program is for children that attend kindergarten through 5th grade.

TRANSPORTATION

Children who attend Before the Bell will receive transportation from Sparewheels Transportation to their D303 designated school. Busses will depart Pottawatomie Community Center at varying times to ensure all Before the Bell children arrive at school on time.



The bus routes will be divided into 5 routes:

Route	Departure	Schools
1	7:35	Richmond
1A	8:00	Wild Rose, Ferson Creek, Bell Graham
2	8:05	Lincoln, Munhall, Norton Creek
3	8:20	Anderson
4	8:25	Davis

NO SCHOOL DAYS

Before the Bell tuition does not include all day care on a No School Day. If your child needs all day care on a No School Day additional registration is required. No School Day care is held at Pottawatomie Community Center from 6:30am -6pm.

Children need to bring a lunch, drink and are required to dress appropriately as they will play outside, weather permitting. Reference the current St. Charles Park District activity guide or website for registration codes and fees. The following are holidays in which Before the Bell is NOT offered:

Holidays Before the Bell & No School Day Programs are NOT Offered:

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

COMMUNICATION WITH STAFF:

Before the Bell parents are always welcome to talk to the Before the Bell staff at the time of drop off with any feedback, questions or concerns. Taylor Krawczyk, Before the Bell Supervisor can be reached at 630-513-4331 or tkrawczyk@stcparks.org during business hours, Monday – Friday, 8am-4pm.

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 Before the Bell is cancelled, or visit the District's website at www.stcparks.org for updates. You may also 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**, Before the Bell will also be **CLOSED**. Please plan to make alternate arrangements for your child(ren). A refund will not be issued for snow/inclement weather school cancellations. Due to District 303 extending the school year, Before the Bell will also be extended one day.

IF YOUR CHILD WILL BE ABSENT

If your child will be absent from Before the Bell please email Taylor Krawczyk, Before the Bell Supervisor at tkrawczyk@stcparks.org. ALL absences should be reported by 6:30am on the day of your child's absence. 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 Before the Bell, you or your back-up driver will be called and requested to pick up your child.



DROP-OFF & PICK-UP PROCEDURES

Drop-Off Procedure

Curbside drop off will be offered from 6:30-7:30am, where a Before the Bell staff member will meet the child at your car with the sign in sheet and walk the child into Pottawatomie Community Center.

After 7:30am, parents must escort their child into the Pottawatomie Community Center, multipurpose rooms for sign in.

START DATE

Your child may start Before the Bell 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 and to notify Sparewheels transportation.

CHILD ABUSE REPORTING

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

BREAKFAST



Before the Bell will provide a light, healthy breakfast in the morning for everyone from 6:30-7:15am. If you wish for your child to receive breakfast, please drop off your child before 7:15am. If your child has any dietary restrictions, please indicate these on the medical form. You may choose to provide a breakfast that meets your child's needs. Pre-packaged snacks are easier to distribute and allow Before the Bell staff to check ingredients in the event a participant has a dietary restriction or food allergy.

WHAT TO BRING TO BEFORE THE BELL:

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 Before the Bell.

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 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:

Staff will:

- Remove the child from the incident or activity, talk with them about the situation, behavior and choices made. "Time out" or 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 warning letter 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 Before the Bell 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 Before the Bell. 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.