

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



## **Parent's Manual 2019-2020**

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630-513-4331





Dear Parents,

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

Using the transportation services of Spare Wheels 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 5<sup>th</sup> 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](mailto:tkrawczyk@stcparks.org)

## **PROGRAM INFORMATION**

### **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.

### **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 their Before the Bell site.

Before the Bell rooms:

- Pottawatomie Community Center: Multipurpose Room 3
- Bell Graham Elementary: Community Room

### **HEALTHY STUDENTS ONLY, PLEASE**

In the event that your child is ill, we request that he/she be kept at home. If your child has a temperature of 100 degrees or higher, he/she should remain out of activities for 24 hours after the temperature has returned to normal without the use of medication. Children taking antibiotics for a communicable disease should remain home for 24 hours after the initial dose before returning to activities. If he/she becomes ill during Baker Station, you or your emergency contacts will be called and requested to pick up your child.



### **(NO) ABSENCE REPORTING**

Absences for the Before the Bell program do not need to be reported to their sites. If your child is not present before their bus leaves it is the drop-off person's responsibility to bring their participant to school.

### **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.



## TRANSPORTATION

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



Route (PCC)	Estimated Departure	Schools
1	7:35	Richmond
2	8:00	Wild Rose, Anderson
3	8:10	Lincoln, Munhall
4	8:25	Davis
<b>BELL GRAHAM</b>	<b>8:15</b>	Wasco, Ferson Creek

## COMMUNICATION WITH STAFF:

Before the Bell parents are always welcome to talk to the Before the Bell staff at drop off to share any feedback, questions or concerns. Taylor Krawczyk, Before the Bell Supervisor can be reached at 630-513-4331 or [tkrawczyk@stcparks.org](mailto: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). To check if Before the Bell is cancelled, or visit the District's website at [www.stcparks.org](http://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.

## 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.

## **ADDITIONAL INFORMATION**

### **NO SCHOOL DAYS**

If there is a scheduled No School Day, all day care will be held at Pottawatomie Community Center. District 303 does not provide transportation for Baker Station on a scheduled No School Day. Hours 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. **Additional registration is required for No School Days.** 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

### **Drop-Off & Pick-up Procedure for No School Days**

On No School Days, parents must escort their child into the Pottawatomie Community Center. No School Day 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.

## **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 may be suspended until payment is corrected. Continued non-sufficient funds will result in the cancellation of your program participation without refund.

### **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.**

## **PROGRAM INFORMATION**

Before the Bell is held Monday through Friday, 6:30 – 8:30am at Pottawatomie Community Center, 8 North Avenue, St. Charles, IL 60174 and at Bell Graham Elementary School.. Children may be dropped off at any time during the program hours. This program is for children that attend kindergarten through 5<sup>th</sup> grade in CUSD 303.

## **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



## YOUTH PARTICIPANT BEHAVIOR GUIDELINES

In order to maintain a safe and enjoyable environment, Park District staff enforces a strict discipline policy designed to preserve a healthy program experience for all concerned. Behaviors which endanger the safety and security of the child or others may result in skipped steps and/or suspension from the program. The following infractions will constitute the use of the discipline procedures listed below. **This list is not inclusive of all possible offenses:**

1. Harming one's self, such as, but not limited to:
  - Leaving designated grounds and/or group without permission
  - Physical damage to self
  - Possession, use or transfer of alcohol, illegal drugs, tobacco products including matches and lighters
  
2. Harming others, such as, but not limited to:
  - Fighting and/or other aggressive behavior
  - Throwing objects
  - Possession or use of weapons: knives, glass, sharp objects, etc.
  - Hitting or kicking others
  - Verbal abuse and/or profanity
  - Endangering the safety of others
  - Exposure of private areas to others
  
3. Damage of property:  
Note: Parent/guardian will be responsible for ANY damage caused by his/her participant.
  - Vandalism
  - Tantrums resulting in damage to property
  - Breaking, damaging or destroying property
  - Theft - taking any item that does not belong to the child

**DISCIPLINE PROCEDURES:** If your child has trouble following the participant behavior guidelines, the following discipline procedures will take effect. There will be NO REFUNDS for missed days due to disciplinary infractions.

If a child displays an offensive behavior, the following steps will be taken:

- Removing the child from the incident or activity, talk with them about the situation, behavior redirection 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 offensive behavior continues after the time-out; the following will occur:

- **1<sup>st</sup> Offense:** A Participant Behavior Report will be written and must be acknowledged and signed by the parent/guardian and the participant at pick-up time.
- **2<sup>nd</sup> Offense:** The participant will be suspended for one day. The suspension will be in effect the first day following the offense. The supervisor will notify the parent/guardian.
- **3<sup>rd</sup> Offense:** The participant will be suspended for three days. The suspension will be in effect the first day following the offense. The supervisor will notify the parent/guardian and schedule a conference to discuss behavior management and whether the child can meet participant expectations with or without accommodations.
- **4<sup>th</sup> Offense:** The participant will be suspended for one week. The suspension will be in effect the first day following the offense. The supervisor will notify the parent/guardian and schedule a conference to discuss behavior management and whether the child can meet participant expectations with or without accommodations.
- **5<sup>th</sup> Offense:** The participant will be dismissed from the remainder of the program. The supervisor will notify the parent/guardian.

**IMPORTANT:** Depending on the situation and the degree of the offense, a program participant may be temporarily or permanently dismissed from the program following any offense. The supervisor will notify the parent/guardian and schedule a conference to discuss behavior.





# PARTICIPANT BEHAVIOR REPORT

Date: \_\_\_\_\_ Program: \_\_\_\_\_

Participant: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Time of Infraction: \_\_\_\_:\_\_\_\_ am/pm Location of Infraction: \_\_\_\_\_

Behavior Infraction:

\_\_\_\_\_  
\_\_\_\_\_

Description of Incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action Taken: Verbal Warning \_\_\_\_\_

10-Minute Time Out \_\_\_\_\_

Behavior Report \_\_\_\_\_

Offense # (circle): 1 2 3 4 5

Suspension \_\_\_\_\_ # of days

**Parent/Guardian: Please sign this document to indicate an understanding of the events that have occurred.**

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_