



ST. CHARLES PARK DISTRICT • RECREATION DEPARTMENT

8 North Avenue • St. Charles, IL 60174 • Ph: 630-513-6200 • Fax: 630-513-9304 • stcparks.org

Dear Parents,

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

Baker Station is a cooperative venture between the St. Charles Park District and St. Charles Community Unit School District 303 (CUSD303). The Park District is responsible for the administration of the program, D303 houses Baker Station at Bell-Graham, Davis, Ferson Creek, Munhall, Wasco 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.

We 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 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 us via email or phone.

We look forward to a great school year.

Sincerely,

Angela Coppola
Before and After School Program Coordinator
acoppola@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

Table of Contents

REGISTRATION, PAYMENT OPTIONS AND REFUND	4
Registration.....	4
Program Options.....	4
Withdrawals and Re-Enrollment.....	4
Payment Options.....	4
Refund Policy	4
Monthly Fees	5
Payment FAQ	5
SCHOOL SITES.....	6
SAFETY INFORMATION	7
ePACT (Emergency and Medical Information Form)	7
Special Accommodations	7
Dispensing Medication Procedures.....	7
Accidents and Injuries	7
Child Abuse Reporting	7
Emergency/Back-Up Driver and Authorization for Pick-Up.....	8
Behavior and Discipline Policy	8
DROP-OFF & PICK-UP PROCEDURES.....	8
Pick-Up Procedure*	8
Late Pick-Up Procedure.....	8
GENERAL PROGRAM INFORMATION	9
Transportation.....	9
School Closing/Program Cancellation.....	9
Reporting Absences	10
Healthy Students Only	10
What to Bring (Daily).....	10
Electronic Device Policy	11
Physical Activity.....	11
Snack	11
Homework	11
Clothing/Lost and Found	11
NO SCHOOL DAYS.....	12
Drop-Off Procedure for No School Days	12
YOUTH PARTICIPANT BEHAVIOR GUIDELINES	13
PARTICIPANT BEHAVIOR REPORT.....	15
BAKER STATION - TENTATIVE DAILY SCHEDULE	16

REGISTRATION, PAYMENT OPTIONS AND REFUND

Registration

All participants must register for the Baker Station program through the St. Charles Park District. A non-refundable deposit may be due a time of registration. All emergency paperwork must be completed through ePACT prior to your child attending. Baker Station registration is limited due to availability of space and a 1:10 staff to participant ration, therefore **Baker Station IS NOT a drop-in program.**

Program Options

Participants may choose to attend 2, 3, 4 or 5 days per week. If attending any less than 5 days per week, the days every week must remain consistent. Baker Station can no longer accommodate switching days per week. In the event you need to increase your days per week, this option is subject to availability per day. Participants may make a *permanent* reduction in days per week. Reduction in days is subject to a \$10 change fee. Contact registration supervisor, Cori Hedlund at chedlund@stcparks.org, to make any registration change requests.

Withdrawals and Re-Enrollment

Participants may withdraw from the program at any point during the school year. There is no cancellation fee for program withdrawals. Re-enrollment in the Baker Station program is subject to availability at that site. Participants may not re-enroll within 30 days of withdrawal. A non-refundable program deposit will be required at time of re-enrollment.

Payment Options

1. Pay the full activity registration fee at the time of registration.
2. Choose to have monthly payments, full activity fee divided by the number of payments (10), automatically withdrawn from your bank account. Monthly payment information is required at the time of registration. Payments will generally occur on the 1st of each month beginning in August and continuing through May.
 1. Electronic Check Payment (ECP)
Monthly payments will be automatically debited from your checking or savings account.
 2. Credit Card Authorization (CCA)
Monthly payments will be automatically charged to your credit card:
Visa, Mastercard, Discover, or American Express.

Refund Policy

- Refunds will be granted, if a valid physician's written excuse or proof of relocation out of the area is submitted. Refunds will be pro-rated based upon the remaining number of days in session.
- The park district reserves the right to review and make the final decision on all refunds.

If CUSD303 is canceled for emergency situations due to unforeseen circumstances, Baker Station refunds for days missed will be processed as a household credit to your account, in a timely manner. Payment plans may be paused for pro-longed closures.

Refunds will not be granted for:

- Snow/inclement weather school cancellations. Due to District 303 extending the school year, Baker Station will also be extended one day.

Monthly Fees

Check the current St. Charles Park District program brochure for annual fees. If beginning the program after the start date, fees will vary.

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.

Payment FAQ

When is the first payment due?

At time of registration you will need to inform the Park District staff if you choose to participate in the EFT program. The first program payment will be on August 1 or at time of registration if a deposit is required.

When will withdrawals from my checking account take place?

EFT program transactions are scheduled to be debited on or immediately following the 1st of each month. Debits begin in August and end in May.

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.

SCHOOL SITES

Bell-Graham School

Includes Bell-Graham

Contact: bellgraham@stcparks.org or 630-774-1462

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 community room and has access to the gym and outside playground.

Davis School

Includes Davis & Richmond students

Contact: davis@stcparks.org or 630-675-1674

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.

Ferson Creek School

Includes Ferson Creek

Contact: fersoncreek@stcparks.org or 630-327-5847

38W160 Bolcum Road, St. Charles, Illinois 60175

Located at the corner of Bolcum & Burr Roads

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

Munhall School

Includes Munhall, Lincoln and Anderson students

Contact: munhall@stcparks.org or 630-675-1667

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.

Wasco School

Includes Wasco students

Contact: wasco@stcparks.org or 331-228-0493

4N782 School Street, Wasco, IL 60183

Located south of RT 64

Baker Station meets in the cafeteria and has access to the gym and outside playground.

Wild Rose School

Includes Wild Rose students

Contact: wildrose@stcparks.org or 630-675-1671

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.

SAFETY INFORMATION

ePACT (Emergency and Medical Information Form)

Parents/guardians must provide Medical, Emergency and Authorized Pick-up information for their child prior to your child attending Baker Station. A link to provide your child's information will come from ePACT Network following your program enrollment.

Special Accommodations

Along with other area park districts, the St. Charles Park District works in collaboration with Fox Valley Special Recreation Association (FVSRA) to make reasonable modifications in compliance with the Americans with Disabilities Act (ADA) for any individual with a disability that registers for programming. To request modifications, please contact us at least two weeks in advance of the child's start date. For more details, call 630-513-6200.

Dispensing Medication Procedures

Strict policies have been established for dispensing medication to participants. These steps must be taken if a participant is required to receive medication while in the program. This includes restrictions for cough drops, vitamins, pain relievers and over the counter or prescription drugs.

Parents/Guardians are required to complete a *Medication Dispensing Form* via ePACT for all medications to be administered to participants by park district staff or the participant themselves.

Prescription Drugs / EpiPen-Controlled by Instructor

- Parent/Guardian will provide the park district staff with the child's medication in the original container with prescription label that includes patient's name, physician's name, pharmacy name, name of medication and complete dosage information. The proper dosage for the day should be sent in the original container each day.
- Medication will be stored in a secure area and at a temperature consistent with the package instructions. If the program is held outside, staff will carry the medication with their emergency kit.

Inhaler-Controlled by child for self-administration

- Medication must be in the original container with prescription label that includes patient's name, physician's name, pharmacy name, name of medication and complete dosage information.

Accidents and Injuries

Staff are trained to treat minor cuts, bruises, and provide other simple first aid care. In the event of a serious injury (including protruding broken bones, uncontrollable bleeding, bleeding from the head, etc.), staff will call 9-1-1 to request emergency assistance. While a staff member attends to your child, another staff member will notify a parent or guardian, and if neither can be reached, an emergency contact person.

Child Abuse Reporting

Park District staff 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.

Emergency/Back-Up Driver and Authorization for Pick-Up

Emergency Contact: One authorized pick-up person must be available ASAP, if your child becomes ill during program time. We strongly encourage each participant to have one Authorized Pick-Up person within 20 minutes of program site.

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: All authorized pick-up persons must be at least 16 years of age and must be listed as authorized in ePACT. 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.

Behavior and Discipline Policy

Discipline is the ongoing process of helping children to develop inner controls and assume responsibility for their own actions. We accomplish this by setting and enforcing consistent and clear rules, limits, and consequences prior to and as part of any disciplinary action. Staff will use positive statements to redirect behavior. Participants will have a reasonable opportunity to resolve their own conflicts, with staff intervention as needed. A strict behavior guideline (see *Youth Participant Behavior Guidelines*) has been set to ensure the safety of staff and participants. Some behaviors may result in immediate dismissal.

DROP-OFF & PICK-UP PROCEDURES

Pick-Up Procedure*

When Baker Station is at the school sites, a staff member will sign them in when they arrive for the day. When picking up your child you must walk up to the designated door for the school 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, if they are not listed as an Authorized Pick-Up Person through ePACT. In an emergency, an email can be sent to the Baker Station Coordinator to authorize someone not listed on the pick-up form to pick up your child. The Baker Station staff will ask for identification upon pick-up.

**District 303 administration policy dictates all school doors remain locked. Parents will have to contact Baker Station staff within the building to pick-up their child. 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 minute, a \$1 late fee will be charged per minute. (i.e. If you are 12 minutes late, you will be charged \$12.) 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 have the final say 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, your child will be dismissed from the Baker Station program.**

GENERAL PROGRAM INFORMATION

Transportation

Children who attend St. Charles Community Unit School District 303 and are registered for Baker Station will receive transportation on District 303 busses. District 303 does not provide transportation for Baker Station on a scheduled “No School Day”.

School Closing/Program Cancellation

Emergency Closing Information will be distributed in these locations:

Emergencyclosingcenter.com

D303.org

Television & radio news programs

Park District Rainout Line – 331-234-3265 ext. 3



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 D303 cancels after school activities due to weather, Baker Station hours may be effected. Parents will receive notification of modified hours through ePACT.

If CUSD303 is canceled for emergency situations due to unforeseen circumstances, Baker Station refunds for days missed will be processed as a household credit to your account in a timely manner. Payment plans may be paused for pro-longed closures.

Reporting Absences

If your child will be absent on a day they would normally attend Baker Station, you need to email your site directly or email the Baker Station Coordinator, ALL absences must be reported by 12:30pm 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**. There are no refunds or credits issued for days missed.

Healthy Students Only

Each student is expected to have completed the DAILY CUSD303 Self-Certification screening measures, before attending school. No participants will be able to attend Baker Station if they have been sent home from school for any reason (medical or behavioral), removed from school (doctor appts., etc.) or did not attend school that day for any reason.

- If a child seems to be running a fever or appears sick during program, we will request that they be picked up immediately. A child is to be fever-free and/or vomit-free for 72 hours before returning to the program.
- We also ask that you be considerate of other children and staff and keep your child home if they show signs of illness, such as uncontrolled coughing or sneezing, runny noses (not due to allergies), diarrhea, stomach issues, or rash.
- Paramedics (9-1-1) will be called to handle serious injuries. If your child needs emergency medical care, we will accompany them and a parent/guardian must meet us at the medical facility as quickly as possible.
- A child must receive appropriate treatment, depending on the condition, before returning to the program and may require a medical release from a physician before returning.

Please know we will be closely following and enforcing the sick policy guidelines. No refunds will be granted for missed days due to illness.

What to Bring (Daily)

Bring:

- 2 masks (to be worn at all times)
- Additional snack – if one pre-packaged snack will not be sufficient for your child
- Homework and/or reading material (book, magazine, etc., for quiet time)
- Sneakers (for physical activity in gymnasium and outdoor space)
- Activity from home to be used during quiet time
- Towel or small blanket for sitting outside or on ground
- A great attitude! Kids are challenged to make new friends, learn new skills, and practice positive behavior.

Do Not Bring:

- Electronics (cell phones, video games, electronic devices, etc.)

Baker Station is not responsible for any lost, stolen or broken items.

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, iPads, smart watches, hand held video game units and computers. Participants with a CUSD-issued Chromebook or iPad will be able to complete homework with these devices.

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 have your child dressed 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. The same school rules that apply during the school day for indoor and outdoor play will apply during Baker Station hours.

Snack

Baker Station will provide one pre-packaged snack in the afternoon for everyone. If your child has any dietary restrictions, please indicate these in ePACT. You may choose to provide a snack that meets your child's needs or additional snack for your child if one snack is not sufficient.

Homework

One of our primary responsibilities is to ensure the health and well-being of our students. In order to achieve this, scheduled quiet time will be provided to all students. All students will be required to engage in quiet activity during this time. Students will be encouraged to do homework but will not be required to do so. Children will be expected to work independently, but help is available from the staff. **Baker Station staff will not force children to do homework.** Your child may not always finish all their homework during the after-school program. Parents will maintain full responsibility for ensuring accuracy and completeness of all assignments.

Clothing/Lost and Found

Weather permitting, we will go outside on a daily basis. 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.

NO SCHOOL DAYS

If there is a scheduled No School Day, a childcare program will be held at Haines Gymnasium or Pottawatomie Community Center. District 303 does not provide transportation on scheduled No School Days. Hours of care 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.

No School Days follow the current District 303 school calendar. Refer to the current St. Charles Park District program brochure or website for registration codes and cost.

Holidays when child care is NOT Offered

Labor Day

Election Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

New Year’s Day

Memorial Day

IMPORTANT: There is a separate registration, available for No School Days, Winter Break & Spring Break Baker Station. These days are **not included** in any of the Baker Station After School program fees. Students enrolled in these breaks will attend Baker Station at Haines in the gymnasium and multipurpose rooms, 305 S 9th St.

Drop-Off Procedure for No School Days

On No School Days, parents must escort their child into Haines. Baker Station will meet in the multi-purpose rooms. 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.



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:

- **1st 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.
- **2nd 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.

- **3rd 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.
- **4th 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.
- **5th 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:

BAKER STATION - TENTATIVE DAILY SCHEDULE

The daily schedule and order of events is subject to change and may vary from day to day for each site. 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.

Snack

Children will wash hands and have snack.

3:15-3:45 p.m.

Homework / Quiet Time

Children complete homework or have free/quiet time, read book, draw, etc.

3:45-4:15 p.m.

Outside Time

Participants will have free time outside and participant in group games

4:15-5:15 p.m.

Instructor Led Activities

Participants will participate in instructor led activities (crafts, gym activities, etc.)

5:15-6:00 p.m.

Free Time

Remember, you may pick-up your child at any time during the program by calling your site's phone number.