



St. Charles Park District's  
Before School Care  
Parent Handbook  
2021-2022



**ST. CHARLES PARK DISTRICT • RECREATION DEPARTMENT**

8 North Avenue • St. Charles, IL 60174 • Ph: 630-513-6200 • Fax: 630-513-9304 • [stcparks.org](http://stcparks.org)

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Dear Parents,

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

Using the transportation services from Community Unit School District 303 (CUSD303), the St. Charles Park District will provide before school care, in a few of the elementary schools based on program registration.

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 and are fully supervised. If at any time you have any questions, concerns or suggestions, please feel free to contact us via phone or email.

Sincerely,

Angela Coppola  
Before and After School Program Coordinator  
[acoppola@stcparks.org](mailto:acoppola@stcparks.org)  
630-513-4383

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## REGISTRATION, PAYMENT OPTIONS AND REFUNDS

### Registration

All participants must register for the Before the Bell 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. Before the Bell registration is limited due to availability of space and a 1:10 staff to participant ration, therefore **Before the Bell IS NOT a drop-in program.**

### 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 Before the Bell program is subject to availability at that site and transportation. Participants may not re-enroll within 30 days of withdrawal. A non-refundable program deposit may 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 1<sup>st</sup> 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, Before the Bell 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, Before the Bell will also be extended one day.

### Monthly Fees

Check online registration for the most up-to-date 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 1<sup>st</sup> 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 & Wasco

Contact: 630-774-1462

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

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

**Haines Gymnasium**

Includes Anderson, Davis, Ferson Creek, Lincoln, Munhall, Richmond & Wild Rose

Contact: 630-327-6071

305 South 9<sup>th</sup> Street, St. Charles, Illinois 60174

Located at 9<sup>th</sup> & Indiana Streets – Entrance in parking lot behind building (door 10)

**Transportation Departure Times:**

<b>Before the Bell Location</b>	<b>School</b>	<b>Bus Departure Time*</b>	<b>Route #</b>
Bell Graham	<b>Bell Graham</b>	<b>N/A</b>	<b>N/A</b>
Bell Graham	<b>Wasco</b>	<b>7:20</b>	
Haines	<b>Anderson</b>	<b>7:25</b>	11
Haines	<b>Davis</b>	<b>7:35</b>	28
Haines	<b>Ferson Creek</b>	<b>7:21</b>	35
Haines	<b>Lincoln</b>	<b>7:30</b>	57
Haines	<b>Munhall</b>	<b>7:30</b>	57
Haines	<b>Richmond</b>	<b>7:35</b>	28
Haines	<b>Wild Rose</b>	<b>7:33</b>	29

**\* Participants must be dropped off no later than 10 minutes prior to their departure time**

## 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

## GENERAL PROGRAM INFORMATION

### Drop-off Procedure

Drop off will begin at 6:30am. Parents will need to call their site's specific phone number and a Before the Bell staff member will meet your child at your car with the ePACT sign in sheet, then walk your child into the building. It is the parent's responsibility to escort their child to school if dropping off later than your child's bus departure time.

### Transportation

Before the Bell participants registered for services at a school different from where they will be attending, will receive transportation on District 303 busses to their school from their Before the Bell location. District 303 does not provide transportation for Before the Bell on a scheduled "No School Day".

#### Transportation Departure Times

Before the Bell Location	School	Bus Departure Time	Route #
Bell Graham	<b>Bell Graham</b>	<b>N/A</b>	N/A
Bell Graham	<b>Wasco</b>	<b>7:20</b>	
Haines	<b>Anderson</b>	<b>7:25</b>	11
Haines	<b>Davis</b>	<b>7:35</b>	28
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Haines	<b>Lincoln</b>	<b>7:30</b>	57
Haines	<b>Munhall</b>	<b>7:30</b>	57
Haines	<b>Richmond</b>	<b>7:35</b>	28
Haines	<b>Wild Rose</b>	<b>7:33</b>	29

**\* Participants must be dropped off no later than 10 minutes prior to their departure time**

### 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. Angela Coppola, Before and After School Program Coordinator, can be reached at 630-513-4383 or [acoppola@stcparks.org](mailto:acoppola@stcparks.org).

### 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.

### 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**, Before the Bell 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, Before the Bell will also be extended one day.

If D303 delays school opening due to weather, Before the Bell may be effected. Parents will receive notification of modifications through ePACT.

If CUSD303 is canceled for emergency situations due to unforeseen circumstances, Before the Bell 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.

#### *Healthy Students Only*

- 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.***

## **(NO) Reporting Absences**

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 or notify your child's school and Baker Station if not planning to attend all day.

## **What to Bring (Daily)**

### Bring:

- 2 masks (to be worn at all times)
- Homework and/or reading material (book, magazine, etc., for quiet time)
- 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.)

Before the Bell 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.

## **Snack**

Before the Bell will provide a light, healthy snack options in the morning 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.

## **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 Before the Bell 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. Before the Bell 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 Before the Bell program fees. Students enrolled in these breaks will attend Baker Station at Haines in the gymnasium and multipurpose rooms, 305 S 9<sup>th</sup> 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 multipurpose 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:

- **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:

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