

# Welcome to the Frankfort Square Park District BAS program!

Hello BAS Parents,

Thank you for choosing the Frankfort Square Park District BAS program. This school year will be filled with a variety of fun activities. Our first priority is the safety of all the participants while ensuring positive and exciting experiences.

It is very important that parents read all of the information included in this packet to ensure that you and your child will make a smooth transition into our BAS program. Attached to the back of this manual you will find several important forms that must be completed and returned to the park district prior to your child's first day of BAS.

If you have any questions or concerns throughout the course of our school year, please feel free to contact us at 815-483-5241 BAS cell phone or 815-469-3524 FSPD Park District office. You can text or call our BAS cell phone to notify us if your child will not be there. BAS staff only have this cell phone on hand when children are present. Those hours are when school is in session from 6:30-8:30am and 2:30-6:30pm. We are looking forward to a great year with you and your child.

Sincerely,

The BAS Staff



## **Program Information**

The goal of the Before and After School (BAS) program is to provide a safe and nurturing program for children from kindergarten through 6<sup>th</sup> grade whose parents are not able to be home immediately before or after school. This program will permit working parents the opportunity to enroll their children in a quality program and have the assurance that he/she is receiving structured, supervised care.

The program is designed on the premise that children need quality care with numerous activities to meet their various needs. Some activities will be quite structured to give the children direction and purpose, while others will be less structured to allow the children to unwind and socialize with their peers. Activities will include arts and crafts, games, and creative play.

In addition, homework time is incorporated into the after school care. Staff are available to offer homework help when needed. We welcome feedback from parents if extra help is needed on specific assignments or subjects. Please note, we do not guarantee completion of homework or one-on-one assistance.

## **Dates and Times**

The BAS program follows the Summit Hill School District 161 calendar. The 2024-2025 school year starts on August 21, 2024 from 6:30 a.m. until the beginning of school, and immediately after school until 6:30 p.m.

## **Staff**

The staff is comprised of adults and support staff employed by the park district. Parent/staff communication is crucial for the success of this program and is highly encouraged. The Remind app will be used for communication between staff and parents.

## **Arrival and Departure/Transportation**

Parents must sign their children in and out of the program each day. Adults picking-up children will be asked to present a photo ID. This allows staff to check the individual's identity with those on the authorized list. Please share the photo ID requirement with all the individuals you authorize to pick-up your child.

Transportation to and from all Summit Hill School District 161 schools is provided by existing school district buses. Park district staff supervise the children entering and exiting the buses. Everyday a staff member will escort Kindergarten students onto their appropriate bus route.

### **Reminders:**

1. Summit Hill School District 161 schedules transportation to and from each student's house. Prior to beginning the BAS program, parents must complete and submit a new school district transportation form which will allow transportation to and from Mary Drew. Forms are available online at [summithill.org](http://summithill.org) and at our office.
2. Please notify the BAS cell phone immediately if your child will be absent or left school early for any reason so staff know not to expect your child.
3. Notify park district staff of any attendance changes, including, but not limited to scheduled absence and parent pick-up at school, especially when changes occur after the registration deadline.
4. For the safety of the students, please park in a designated parking spot. Buses exclusively use the area in front of the entrance.

## Late Pick-Up

If you are running late, please call the BAS cell phone to inform staff. If you are stuck in traffic or unable to pick-up your child for any reason, please contact one of your designated individuals to pick-up your child. The late fee is \$10 after the 6:30 p.m. dismissal time and \$1 for each additional minute. Late fees must be paid prior to registering for any future weeks. The charge will be put onto your household account.

## Emergency Closings

The program will be offered on days that the Summit Hill School District 161 closes for snow days or other emergencies. All BAS participants are welcome to attend. Students already registered for that day will not be charged any additional fees. Those who need care can show up on a snow day and will be charged \$44 to their household account.

## Absences

If your child will be absent from the BAS Program for any reason, we must be notified as soon as possible so staff know not to expect your child. Please call or text the BAS staff directly on the BAS cell phone at 815-483-5241 or on the Remind app. If it is a planned absence please inform the staff, in writing, in advance of the absence. There will be no refunds for absences.

## Registration

In order to allow time for scheduling staff and transportation, **registration and payment are due Wednesday by noon for in person or online ten days prior to the week for which you are registering.** Please note our office closes at noon on Wednesdays. After the initial registration forms are completed and on file in ePACT, registration for specific days may be completed by the parent/guardian, either online ([www.fspd.org](http://www.fspd.org)) or at the park district office. The BAS staff cannot accept registration when you are picking up your child.

If registering in person, there will be a calendar on each registration form which you must use to select the dates and sessions (AM and/or PM) you wish to register for.

If registering online, you will manually select the dates that you would like your child to attend by going to [www.fspd.org](http://www.fspd.org). Below are the steps to register online.

- Click “Register Online” in the top right corner
- Log into your account
- Click the search dropdown
- Select Childcare Calendar
- Type the activity number
- Select the correct activity
- Click “Check Availability”

Please be very careful when selecting the dates and sessions. No late registrations will be accepted due to our deadline of getting rosters over to district office Wednesday afternoons.

You can confirm BAS dates and sessions online at our website if you do not receive a confirmation email. To do this, you must log in to the Frankfort Square Park District online registration system. Next, go to the **MY ACCOUNT** drop down menu at the top and click on **VIEW SHOPPING HISTORY**. You may print a receipt by clicking on **REPRINT RECEIPT**. If the dates do not appear in your shopping history or are incorrect, please call the park district immediately at 815-469-3524 to rectify the discrepancy.

## **Emergency Medical & Information**

We will be utilizing RecTrac and ePACT, our registration systems, to hold and store important medical information. If your child has allergies, medical conditions, or medications that staff need to be aware of, please contact the front desk to update your child's household information *and* complete the necessary medical information forms. Without this completed information, the Frankfort Square Park District cannot provide the proper care for your child should an allergic reaction or other medical emergency occur. Please thoroughly read and approve emergency profiles. New students will need to fill out a form.

## **Health & Safety**

If your child is ill or has a fever, we discourage his/her participation. Please do not send a child who has any of the following symptoms: fever, diarrhea, vomiting, runny nose, pink eye, etc. If we are made aware of any possible contagions having been brought to the program, we will notify you as soon as possible. Such contagions include but are not limited to: chicken pox, strep throat, and lice, and we will respect your confidentiality in reporting an illness. Should your child become ill, we require a doctor's note or 24 hours symptom free prior to your child's return.

## **Snacks**

We ask that children bring their own snacks for the morning and afternoon sessions. You must notify us immediately, on ePACT, if your child has any food allergies. This information will then be kept throughout the year with your child's information. We ask that snacks be peanut free.

## **Clothing**

Please dress your child in weather appropriate attire. Shoes must be worn at all times. We will be going outside, weather permitting, throughout the year. During the winter, please send your child with boots, hats, and gloves/mittens to go out in the snow. **Please make sure that all items of clothing are labeled with your child's name.**

## **Toys**

Students are not allowed to bring any from home. We will have multiple activities for the children to do. The Frankfort Square Park District staff cannot be held responsible for any toys brought to the program. Each child is responsible for his/her belongings. The district is not responsible for broken or lost toys.

## **Electronics**

Student laptops will be allowed during the day. Students will be allowed to complete homework and play school approved games on their laptops. Electronics will be closely monitored by staff. Each child is responsible for his/her belongings. The district is not responsible for broken or lost electronics.

## **Lost & Found**

Please encourage your children to keep track of their belongings. Frankfort Square Park District and staff will not be held liable for any lost or stolen items. Should your child lose a belonging, the lost and found will be located in the lobby of Mary Drew on a clothing rack. Please note: the lost and found is emptied and discarded at the end of each week, so we encourage you to check the lost and found daily.

## **Escapades**

The Frankfort Square Park District will be offering Escapades throughout the school year on days when schools are closed. These days will consist of games, crafts, and activities from 6:30 a.m. to 6:30 p.m. Registration for Escapades must be done separately and for an additional fee to cover the cost of the program.

## **Behavior and Discipline Policy**

Participants are expected to exhibit appropriate behavior at all times when involved in the Before and After School program or any other program with the Frankfort Square Park District. To ensure a safe and enjoyable program and activities for all involved, we ask that all individuals, parent and child, abide by our code of conduct.

### **Code of Conduct**

The Frankfort Square Park District is committed to providing a safe and fun environment for all participants and guests. By doing so, patrons are required to act appropriately, and are to be respectful of others at all times when using Frankfort Square Park District facilities.

Individuals using Frankfort Square Park District facilities are expected to behave in an appropriate and responsible manner. The Frankfort Square Park District Code of Conduct does not permit use of language or any action that may hurt or frighten another person or otherwise falls below a generally accepted standard of conduct. Directions issued by the park district staff must be followed at all times.

- Show respect for all participants, guests, spectators, staff, and volunteers
- Follow program rules and direction from staff
- Show respect for equipment, supplies, and facilities
- Use of abusive or foul language, arguing, fighting, and any other form of harassment or intimidation is prohibited
- Weapons, drugs, and alcohol are prohibited on school and park district property
- Report incidents where park district policies are disregarded to staff
- Report illegal activities to police/sheriff

This Code of Conduct is in place to help make the Frankfort Square Park District's facilities and programs safe and enjoyable for everyone. If inappropriate behavior occurs, a prompt resolution will be sought specific to each situation. The Frankfort Square Park District reserves the right to remove anyone whose behavior endangers his or her own safety or the safety of others.

### **Important Phone Numbers**

Frankfort Square Park District Main Office 815-469-3524

BAS Cell Phone 815-483-5241 \*Call or text