



Alsip Park District
Powers of Play Partners
Before & After School Program
Kidz Care Program
School Year: 2020-2021

Parent Handbook

Contact Information

Apollo Recreation Center: (708)389-1003

Rebecca Perkaus, Recreation Supervisor

708-389-1003 ext.309 rperkaus@alsipparks.org

Hours of Program

Before School Program

6:45 AM -School Bus Pick up

After School Program

School Bus Drop Off- 6:00 PM

Kidz Care Program

6:45 AM- 6:00 PM

Purpose, Description and Goals

The mission of the Alsip Park District is to enrich life through quality leisure services at a variety of parks and facilities, while offering programs in education, social involvement, and recreation in a clean, safe environment for individuals of all ages.

In our continued commitment to the community, the “Power Play Partners” program, will provide families whose children are enrolled in School District 125, 126, 128 and 130, a safe, structured, and nurturing before and after school environment that will meet the individual needs of each child enrolled. The Program will provide educational, creative, social and physical activities.

Class Size/Ratio

Based off safety and social distancing guidelines from the CDC and the Illinois Department of Public Health we will be taking precautions with our group size to mitigate the risk of illness. Group will not exceed 15 students (during phase 4) and there will be two staff in each group. The additional measures and accommodations will be made:

- Social distance guidelines between students will be enforced and maintained.
- Check-In/Out Procedures will be modified to reduce additional foot traffic within the Recreation Center
- Use of common areas will be staggered and sanitized between use.
- All non-essential visitors and volunteers will be restricted from access to the program.

Daily Health COVID-19 Screenings

Parents/guardians will receive a COVID Symptom Questionnaire and will be asked to return a signed copy stating they will not send their child to the program if the child has any of these symptoms. All parents/guardians will be required to perform the below health screening of their child(ren) at home and report to the staff member at check in that he/she has answered no to all questions on the questionnaire.

Perform a COVID-19 Symptom Questionnaire at home and report findings to staff at check-in:

1. Does the child or anyone in your household have/had a fever (100.4 or above) in the past 72 hours?
2. Does the child have the chills or any body aches in the past 72 hours?
3. Does the child have a sore throat or cough?
4. When the child breathes, is there any chest tightness or congestion?
5. Has the child experienced diarrhea within the past 72 hours?
6. Has the child had any upper respiratory symptoms in the past 72 hours?
7. Have you or any family members been around anyone suspected of or tested positive for COVID- 19?
8. Has the child had loss of taste or smell in the past 72 hours?
9. To the best of your knowledge, has your child been in close contact (within 6 ft for 15 minutes or longer) with anyone who tested positive for COVID-19 within the last 14 days?

Daily Health COVID-19 Screenings Continued...

If a child has a temperature of 100.4 degrees or higher, experiencing vomiting and/or diarrhea, or answers yes to any of the above questions they will NOT be permitted at the program and will not be allowed to return until the following has been met:

- No sign of fever for three days (without use of any medication)
- Coughing or breathing problems have subsided
- Vomiting and/or diarrhea has stopped for two days
- A doctor's note stating the child can return to school.
- A verification of this health screening will be certified by the parent/guardian during sign-in
- A child sent home from the program due to illness will not be permitted back to the program without a doctor's note certifying they can return.

Ill Child in the Program

If a child becomes ill during the program, parents/guardians will be notified and asked to pick-up their child immediately. The ill child will be removed from the activity area, made to feel comfortable, and isolated with a staff member until picked-up. A child sent home from the program due to illness will not be permitted back without a doctor's note certifying they are able to return.

Positive COVID-19 Test Policy

- If a child or household member tests positive for COVID-19 all children from those families will not be permitted to return for 14 days. We will report the case to the Cook County Health Department and proceed by following the guidance from the Department.
- Per IDPH Guidelines, participants and staff testing positive are to isolate at home for a minimum of 10 days after symptom onset and can be released when feverless for 72 hours or 2 negative Covid-19 tests. The CDC Guidelines state those in the same class should be self-isolating for 14 days. If a staff or participant are found Covid-19 positive, then CDC disinfecting will be performed protocols in areas where staff/participant were.

COVID-19 Refund Policy

For this school year, the Park District will be adopting a change to the refund policy:

- Families will have a customer credit processed on their account to use for any program registrations in the future if the program is forced to close for any period due to COVID-19.

Cleaning Modifications

- To keep the facility clean and sanitary there will be several modifications made to our daily cleaning:
 - Cleaning of counter tops, door handles, and high frequently touched areas with disinfecting spray throughout the day as needed.
 - Cleaning of bathroom toilets, stall handles and sink handles with disinfecting spray every 2 hours.
 - Equipment and activity supplies will be cleaned as needed. Classes will not share supplies or equipment without disinfecting between uses.
 - Staff will continue to monitor the situation and add to the above list as needed.

Hand Washing Modifications

- It will be important to wash/sanitize hands often to stay healthy and safe. This school year staff and participants are required to wash or sanitize their hands before and after all activities on top of the already required hand cleaning parts of the day (after bathroom breaks and before meals).
- All staff will also be required to wash or sanitize their hands before and after all activities on top of the already required hand cleaning parts of the day (after bathroom breaks and before meals).

Personal Protective Equipment and Cleaning Supplies

- The Park District will provide disinfectant spray and wipes, gloves, and face coverings for use by staff to clean the facilities daily
- The Park District will also provide hand sanitizer, hand soap, and paper toweling to be used by staff and participants with staff supervision.

Masks/Face Coverings

- Masks/Face Coverings are a great way to help stop the spread of germs but must be used properly for them to be effective. Masks/coverings must be worn so that both the nose and mouth are fully covered.
- All participants are required to wear face masks/coverings while entering and participating in the Recreation Center. *Individuals with a medical condition or concern which prevents them from wearing a face mask/covering will be handled on a case-by- case basis, with additional accommodations being made for those individuals.
- Masks/Coverings for participants will NOT be provided by the Alsip Park District.
- Any child using a mask/covering during program will be required to handle all the aspects of using one. This includes:
 - Putting it on and taking it off
 - Storing it when not in use
 - Sanitizing it between uses

Enrollment

- Enrollment is required, in person, for all families at the Apollo Recreation Center, Main Office, located at 12521 South Kostner Avenue.
- Upon completion of the Registration/Enrollment packet, you will receive a "Parent Handbook" which will outline all information needed.
- Registration must be completed on the Monday prior to the upcoming week to avoid late fees. A \$15 late fee will be added if you register on Tuesday.
- **No registrations will be added after Tuesday at 5:00PM for the following week.**

How to register for Before and After School Program

- Parents/Guardians must fill out the form completely.
- The front side of the form is your child's information and the back side is the school calendar. You simply check the days you are signing up for the Before or After School Program or Kidz Care
- You can register for one week up to one month at a time.
- Registration must be completed on the Monday prior to the upcoming week to avoid late fees. A \$15 late fee will be added if you register on Tuesday. **No registrations will be added after Tuesday at 5:00PM for the following week.**

Payment options: Cash, Checks and Credit Cards are accepted

- Obtain a "Before and After School" envelope, from staff or at the counter in the main atrium. Please fill out the registration form completely, and leave envelope in the "Registration Drop off slot" which is located on the outside of the main registration desk or leave it with the main office staff. **DO NOT LEAVE YOUR REGISTRATION ENVELOPE WITH BEFORE & AFTER SCHOOL STAFF.** You will receive your receipt the next day.
- Credit Card Payments: credit card number, expiration date and security code are required each time. PLEASE PRINT CLEARLY. Once payment is processed, the forms are given to the Recreation Supervisor and kept securely.

Attendance

- You must call the office phone (708-389-1003) if your child will be absent. Office staff will not be available until 8:30 a.m., but you may leave a message prior to opening.
- Please indicate why your child is not coming to the program.
- We also understand that family vacations or other events may occur during the year. Please understand that no refunds will be granted for missed days.

Adjustments/reimbursements

Staffing is based on enrollment for the week, and we do understand that children become ill and schedules change, but staff are already scheduled. There will not be any refunds given for sick or no-show days.

Check in for Before School and Kidz Care Program

- Students may arrive at the Apollo Recreation Center, located at 12521 South Kostner Ave., beginning no earlier than 6:45 am.
 - An authorized parent/guardian (18 years or older) must escort the student in the building and sign the child in. The authorized parent/guardian must confirm that the child has passed the pre-screen COVID-19 questionnaire.
 - There will be a check in/out table in the main lobby for you to sign you child in.
- During this process staff will visually inspect participant for any sign of illness (i.e. cough, runny nose, pale skin, etc.).
 - If for any reason Staff chooses to refute the at-home health screening, they will perform their own screening. If it is found the child is not in good health, they will not be permitted to be at program that day.
- If possible, the same parent or designated person should drop off and pick up their child every day.
 - Avoid designating those at high risk such as elderly grandparents who are over 65 years of age.

- Hand sanitizer will be available at the entrance of the facility. Staff will provide guidance for the use of hand sanitizer (containing 60% alcohol) upon arrival and departure each day.
 - Hand washing with soap and water as well as the use of hand sanitizer will be practiced frequently throughout the day.

Check out for After School and Kidz Care Program

Parents/Authorized Pick Up/Guardian will enter the Apollo Recreation Center and go to the Check out table in the main lobby. Students will only be released to authorized persons listed on the Emergency/Student Information Form. A photo ID will be required at time of sign-out. All children must be picked-up by 6:00 pm to avoid late fees.

Authorized Pick-Ups

IMPORTANT: Participants will only be released to the people listed on the Emergency contact form unless you contact the Recreation Supervisor to make other arrangements prior to Check-Out. All individuals authorized to pick up your child will be required to show a picture ID. Authorized Pick Ups must be 18 years or older. If you need to add someone to your pick up list you must e-mail the recreation supervisor at rperkaus@alsipparks.org with the person's name, relation to the child and their phone number.

Custody Situations

Both parents will be allowed to pick up their child at any time unless you provide legal documentation such as court orders explaining your custody arrangement. Please bring your most current documents to the office and we will copy the sections pertaining to custody.

Documents from past school years need to be re-submitted.

Late pick-up policy

If you are more than 10 minutes late in picking up your child, a fee of \$10 will be assessed and another \$5 for every 5 minutes after that. Late fees must be paid at the time of pick-up. Any parent who does not contact staff about a pick-up delay and their child is not picked up after 30 minutes, the Alsip Police Department will be notified. You must notify staff if you will be late so arrangements can be made.

Snacks/Lunch

Parents must provide their child with pre-packed breakfast, snack and/or Lunch (for Kidz Care Program) and a pre-packed breakfast/snack for Before/After School. All food must be sent in a disposable bag with the child's first and last name on it. No reusable storage containers will be allowed. Snacks cannot be refrigerated and will be kept with the child's backpack until snack time. Per the guidelines, no left overs can be saved. Everything must be tossed after snack is over. Student will receive 10-15 minutes for snack time and 20-30 minutes for Lunch. The only exception is reusable water bottles, which can be refilled.

Inclusion policy

- SWSRA is a special recreation association that is an extension of the Alsip Park District. SWSRA was formed in 1981 to provide year-round quality therapeutic recreation programs and services for individuals with intellectual and/or physical disabilities or special needs.
- SWSRA and our Partner Agencies believe that all individuals should be provided with leisure opportunities that allow for participation at the highest level of ability, in the least restrictive environment possible. Although, many people achieve this through participation in a SWSRA program, others may also have great success in the activities provided by our Partner Agencies.
 - Our Partner Agencies adhere to the following basic principles when providing accommodation to allow for successful inclusion:
 - The interests and needs of an individual participant will be addressed
 - The Partner Agency staff will be given support by SWSRA
 - The policies and concerns of the Partner Agency will be addressed
 - Options with choices will be made available to individuals with disabilities

Cell Phone/Personal Items Policy

- If a participant brings a cell phone to the program it must be turned off and put in their backpack when they walk in the door. If a cell phone is seen out during program, staff will take it away and give back to the parent at time of pick up.

The Alsip Park District will not be responsible for any lost, stolen or damaged items.

What to bring to the program.....

E-Learning Equipment	Gym Shoes
Personal Headphones	Snack/Lunch
School Supplies Needed	Book to read quietly
Homework they have	Textbooks needed

What NOT to bring to the Program...

Game Systems	Cell Phones
Toys	Trading Cards
Money	Gum/Candy

After School Program E-Learning/Homework Policy

- During e-learning/homework support time, we will be encouraging students to be as independent as possible and responsible for getting their work done. Staff will assume the role of homework coaches and help students assume this responsibility by clearly communicating what is expected of them during this time and reinforcing the implementation of the homework policy. During homework support time the room will be silent for the benefit of all students.
- All students enrolled in the after-school program will attend homework support Monday-Thursday. Homework time will be up to 1 hour. If students do not complete their homework during this time, then they will be expected to complete their homework at home. (This does not apply to Kidz Care Program)
- Staff will not be responsible for checking students' backpacks for homework. If the students do not have homework or if they completed their homework, they would have the following options to do until homework support time ends: read a book or complete educational worksheets quietly. Students will be expected to select one of the alternative options and begin working on them independently
- Staff will not check or correct homework. The staff will assist students with problems when the student raises their hand silently. If a student has continuous problems understanding how to complete their homework assignments, a parent/teacher conference should be scheduled.
- Due to the guidelines, we ask that all participants have their own set of school supplies they will need in their backpacks to use for homework.

Parent Code of Conduct

- Parents and/or emergency contacts/authorized pick-ups are required to follow the Alsip Park District policies while you are at our program.
- Parents/Guardians and Emergency Contacts must wear a face covering and practice social distancing during drop off and pick up.
- Please refrain from inappropriate conduct; using harsh, demeaning, threatening or abusive language, speaking in a level that is not appropriate when speaking to any staff member.
- No Parent and/or Emergency contacts/authorized pick-ups shall be under the influence of drugs/alcohol. There will not be any physical violence toward staff, a child (your own or another), another parent, member or volunteer, materials or property.
- If inappropriate behavior is displayed your child will be terminated from the program.

Discharge Policy

- The Before/After school Program as well as the Kidz Care Program has the right to discharge a participant without issuing a refund if the following is determined:
 - Falsified/incomplete registration forms
 - Participants' actions or activities endanger the safety to self or others
 - Repeat violation of any policy listed
 - Non-payment

Participation Requirements & Expectations

- Participants are ALWAYS required to wear a face mask or covering while entering and participating inside the Apollo Recreation Center. This must be provided from the parent and be worn during drop off for the program.
 - *Individuals with a medical condition or concern which prevents them from wearing a face mask/covering will be handled on a case-by-case basis, with additional accommodations being made for those individuals.
- Participants are not required to wear a face masks or covering while participating in physical activities or when participating outside and activity and is practicing social distancing rules.
- Participants are required to wash their hands/use hand sanitizer upon entering the Recreation Center and before & after all activities.
- Participants are required to maintain social distancing from other participants and staff members.
- Participants must show respect to fellow classmates and all staff.
- Participants are expected to take directions from teachers/staff.
- Participants must refrain from using abusive or foul language.
- Participants must refrain from causing bodily harm to self, other participants, or staff.
- Participants must show respect to equipment, supplies, and facilities.

Behavior Policy & Management Plan

Our goal of Power Play Partners Before and After School Program and the Kidz Care Program is to guide school-age children in skills designed to help them become competent, contributing, problem-solving members of their world. The children will be encouraged to solve their own problems when appropriate. When discipline is necessary it is carried out in a way to help the child develop self-control and assume responsibility for his/her own actions. It is kind and gentle, yet firm. In this program, we have established certain rules in order to provide a safe and effective before/after school program environment for your child. The following rules/guidelines MUST be followed.

Zero Tolerance: Any Camper, who uses, possesses, controls, or transfers drugs or a weapon, or any object that can reasonably be considered a weapon, looks like a weapon, or looks to be a part of a weapon, shall be removed from the program immediately and the Alsip Police will be notified.

Violence of any type will not be tolerated. Any student who hits someone for any reason (even if they are hit first) will be immediately given a discipline report and can lead to a suspension deemed by the Site Coordinator or Recreation Supervisor.

Bullying (Physical, psychological or verbal) will not be tolerated and participants that are involved will receive appropriate consequences, deemed by the Site Coordinator or Recreation Supervisor.

Be Respectful: Respect yourself, others, all property and wildlife. Listen to and follow any directions/instructions that are given by staff. All participants are expected to use appropriate language and have appropriate behavior.

Sportsmanship: Demonstrate good sportsmanship while participating in all activities.

Be Safe: No roughhousing, stay clear of roadways, no climbing on trees or fences. Shoes must be worn at all times; gym shoes are required for most activities.

Behavior Policy & Management Plan Continued...

If your child chooses not to follow the rules, the following disciplinary actions will be taken. Steps may be skipped for repeat or serious offenses.

- 1st Infraction: Child is warned and reminded of the rules.
- 2nd Infraction: Discipline report is written up and given to the parent/guardian at time of pick up.
- 3rd Infraction: Discipline report is written up and parent/guardian is notified immediately.
- 4th Infraction: Discipline report is written up and parent/guardian is called to pick up child immediately. Recreation Supervisor and parent/guardian will discuss a return date.
- 5th Infraction: Discipline report is written up and parent/guardian is called to pick up child immediately. The child will be removed from our program immediately with no refund.

Staff will redirect the uncooperative child to another activity or redirect the entire activity into a more wholesome direction. Parents will be notified of any serious or continuous behavior problems in person or by phone. A conference between parent, child and staff will be scheduled as necessary to discuss serious behavior problems and to establish new behavior management techniques appropriate for the child. If no measurable improvement in the child's behavior is evident after a set period of time, the child will be removed from the program.

Please understand we establish this policy for our protection and the safety of all the children. We do not want to remove children from the program and will work with the parent and child to the best of our ability to correct and deal with any problems that arise.

Health and illness policy

- For the welfare of the children in the group, we ask that parents keep their child home if he/she appears ill or has been ill during the night.
- If the child is sent home from school for any reason, he/she may not attend the After-School Program.
- The Alsip Park District asks to be informed of the nature of any illness, especially when it is communicable to others. If at any time the staff feels that a child is too sick to remain in the program, the parent will be called. A parent, guardian or emergency contact must pick up the child within one hour of receiving the phone call. This policy is for the safety of all the children and staff.
- A child will be sent home if any of the following conditions are apparent:
 - A temperature of 100 degrees or more within 72 hours
 - Vomiting or diarrhea
 - Rash (if cause is unknown)
 - Suspected communicable disease
 - Severe cold with fever, coughing, unclear mucus
 - Bronchitis or other throat infections, such as strep
 - Nits or lice in hair
- Parents are asked to please notify us within 24 hours if their child has COVID-19 diagnosis/symptoms or a communicable disease, such as chicken pox, strep throat or lice, so that we can inform other parents and staff (the name of the child will not be disclosed). The child is welcome back to the program with a note from the doctor or reasonable evidence of recovery.
- The program will always try to provide a safe environment for the campers, but occasionally, participants are hurt or injured in the course of play. If such an event occurs, the following procedure will be followed:
 - Medical paramedics will be called to handle any serious accidents.
 - A call will be made to the parent/guardian. If they cannot be reached, we will contact the emergency numbers provided.
 - If the participant needs medical care, in most cases we will accompany them to the nearest facility.
 - The parent/guardian must meet us at the medical facility as soon as possible.

Medication Policy

If your child is required to take any type of medication during Before or After School or the Kidz Care Programs you will need to fill out our Medical Dispense form. By filling out and signing this form you are allowing our staff to dispense the medication to your child. All medication needs to be in the correct pill bottle with the prescription on the bottle with child's name and may not be expired or we will not be allowed to dispense the medication. If your child has asthma or severe allergies, we require that the before/after school or the Kidz Care Programs has an inhaler or EPI Pen on site that the staff will carry with them if the child needs it. Please send the inhaler in the original box or a baggy with the child's name labeled on it.



Receipt of Guidelines and Policies

I have received the "Partners" Before/After School and Kidz Care Parent Handbook guidelines and policies as approved by the Alsip Park District Board of Commissioners.

I have read and understand these guideline and policies.

Childs Name: _____

Parent/Guardians Name: _____

Parent/Guardian Signature: _____

Date: _____