

**EXTENDED CARE HOURS OF OPERATION**

AM 6:45 am - 9:00 am  
 PM 3:15 pm - 6:00 pm



**REACH EXTENDED CARE PROGRAM**

Bolingbrook Park District operates its extended care before school and after school program in cooperation with School District 365U at B.J. Ward, Pioneer, Jonas Salk and Independence Elementary Schools. The program is designed to provide recreational before and after school activities for students in a safe environment.

This packet is intended to help parents and campers understand the policies of the Bolingbrook Park District Extended Care Program. Our philosophy is to provide a relaxed, protected, home-like atmosphere that stimulates the social, emotional, physical and intellectual development in school children. The Bolingbrook Park District Extended Care Program is open to children in Kindergarten through fifth grade in attendance at the school.

The Before and After School Extended Care Program was created to give working parents quality before and after school care for their child. Parents can have the peace of mind of knowing exactly where their children are before and after school and that they are receiving quality, supervised care.

**REACH ACTIVITIES**

Students will be offered a variety of programs (*including but not limited to*); indoor & outdoor sports and games; use of school district playground; simple arts and craft projects; video & DVD (G/PG Rated); and a reading area for homework.

**REACH STAFF**

The Extended Care Staff are professionally recruited, trained, and supervised. Extended Care participants are supervised by mature, responsible, and reasonable people who are interested in pursuing careers in youth services, recreation, and education. Background checks are done on all recreation employees. All Extended Care Staff are trained in CPR and first aid. Our Extended Care Staff are expected to be friendly and accessible to the parents. We invite parents to get to know the staff and feel free to talk to them. The REACH program maintains a 15:1 ratio (student to staff).



**“I love playing games with my friends, feeling safe with Ms. Denice and Ms. Linda, and that my parents can go to work and not worry about me.”**  
 - Khloe, 4th grade



**HEALTH REQUIREMENTS**

Program staff has the authority to refuse any child who shows signs of illness based on the conditions below. It is the parent’s responsibility to verify their child’s daily health is adequate for his/her participation in the program before bringing him/her to school. Staff may request parent pickup if any of the following conditions exist; fever of 100 degrees or higher; vomiting within the last 24 hours; persistent diarrhea in conjunction with other symptoms; contagious rash or rash of unknown origin; persistent cough and/or cold symptoms; eye infections or discharge from the eye; symptoms of mumps, measles, chicken pox, strep throat; impetigo, or Coxsackie’s virus; runny nose with yellow or green discharge; lice or mites; or fatigue due to illness that hinders the child’s participation in the program.

If the child is not at school or sent home early from school, the child may not return to REACH until Valley View School District allows the child to return back to school.

If a child becomes ill or injured while on the site, the parent will be notified immediately. Staff will follow the directions stated on the emergency information forms concerning your physician and others who are to be notified if a parent or guardian is unavailable.

**CODE OF CONDUCT**

Bolingbrook Park District believes that the employee’s role is one of a strong leader in helping children grow towards self-discipline and self-direction. We use time-outs and a means of calming the child and conversing with him/her. A behavior agreement must be signed and returned with the ‘Emergency Information Form.’ This outlines the steps taken if unacceptable behavior takes place in the REACH Extended Care Program. The Park District reserves the right to dismiss a participant from the program if their behavior or language is deemed inappropriate by staff.

**REGISTRATION/ PAYING FOR EXTENDED CARE**

The program will begin on the first full day school in August and will be in operation each day school is open for student attendance. Registration will be on a first-come, first-serve basis. A wait-list will be started after all available spots are taken. Full payment for the first month is required to enroll in the program. Participants must be registered and paid all applicable fees to participate in the extended care program. Payments can be made at the Annerino Community Center (ACC) or the Bolingbrook Recreation & Aquatics Complex (BRAC). The fee structure is enclosed in the packet. Anyone applying for financial assistance must contact Christopher Corbett via phone at (630) 783-6509 at minimum seven (7) days prior to actual registration. Registration will not be accepted until approval has been given by the Program Manager. (Please note that the monthly payments are not for the month paid. The total amount of the entire program is divided amongst nine (9) monthly payments. No payments are actually collected in the month of May of each School Year. A late fee of \$25.00 per child will be subject to charge for all payments received after the 25th of the month.

**FORMS**

‘Registration Form’ with the waiver signed, ‘Payment Agreement Form’ and Emergency Medical Treatment Form must be turned in at the time of registration with a minimum of two (2) days for processing before your child can officially start the REACH program. All other forms, including the Medication Dispensing Form (if needed), and the Rules and Discipline Form must be completed and turned in to the extended care staff prior to the first day your child begins the extended care program, or your child will not be able to participate.

**REFUND/CREDIT POLICY/WITHDRAWAL**

Refunds for the monthly tuition will be given if the participant moves out of the district, withdraws from the program or for an extended medical leave (5 days in a row or more) with a doctor’s note. If moving out of the district or withdrawing from the program, a ‘Change Form’ must be submitted to the Site Coordinator at least one week prior to the last day attended. The refund for moving or withdrawal will be pro-rated based on the child’s attendance, and when written notification was given. Refunds or credits will not be given for snow days, vacation, illness, extracurricular activities, disciplinary reasons or other temporary childcare arrangements.

**CHANGE POLICY**

If your child needs to change enrollment in the REACH program, a ‘Change Form’ must be filled out by the registered parent or legal guardian. There will be a processing fee of \$5.00 for each change after the first change for the School Year. The change in monthly fees will be altered based on when the form has been submitted by the parent either electronically or in person. Once changed, the Park District will contact the parent to outline the new monthly fee and outline the changes performed on the child’s account.

**EARLY REACH PICK UP (DAILY)**

In order to alleviate congestion with regular school dismissal with busses, please limit picking up your child before 3:30 pm. Any special circumstances, please communicate with your REACH Site Coordinator prior to allow for proper pickup.

**LATE PICK UP FEE (DAILY)**

The REACH Extended Care Programs ends promptly at 6:00 pm. There will be a late charge of \$1 for every minute when a child is picked-up after closing time. The late fee of \$1 for every minute late will be charged beginning at 6:01 pm. The amount due will be determined by the staff on site. This amount must be paid at the Annerino Community Center (ACC) within the next month’s payment. Please call site if running late for pickup. Excessive late pickups may require you to find alternative child care.

If we have no contact from the parent after 6:10 p.m., a responsible party from your emergency form will be contacted to pick the child up. Failure to communicate with any authorized family members for pickup, the Police may be contacted after 7:00 pm.



**“I really like that we have really nice teachers and that we have lots of friends at REACH.”**  
 - Ella, 4th grade



**VALLEY VIEW SCHOOL DISTRICT EARLY DISMISSAL DATES**

Valley View School District offers ‘Early Dismissal’ for all students monthly. Early dismissal care is included in all PM coverage for registered participants. If your child is only registered for AM coverage and needs the additional afterschool childcare, this is available through a daily fee. Please stop by one of the front desks to fill out the proper registration forms or see your Site Coordinator at your registered school.

**SINGLE DAY AM SERVICE**

The REACH program does offer a single day AM service for those parents who need AM coverage for a single day. There is a fee of \$7.00 per day that needs to be paid prior to the day of service. Request for single-day usage should be made at least two (2) days in advance if possible. (*Please note: This service is intended for emergency usage only. Park District reserves the right to request parents to adjust their services if deemed appropriate by staff due to overuse.*)



**“I like to play with my friends, and like it when my friends help me with my homework.”** - Isabel, 1st grade



**SINGLE DAY PM SERVICE**

The REACH program does offer a single day PM service for those parents who need PM coverage for a single day. There is a fee of \$8.00 per day that needs to be paid prior to the day of service. Request for single-day usage should be made at least two (2) days in advance if possible. (*Please note: This service is intended for emergency usage only. Park District reserves the right to request parents to adjust their services if deemed appropriate by staff due to overuse.*)

**MEDICATION DISPENSING**

The Bolingbrook Park District will not dispense medication to a minor child or other participant until the ‘Permission and Waiver to Dispense Medication’ and all other ‘Medication Informational Forms’ have been fully completed by a parent/guardian. All medication must be delivered in the original prescription bottle (you can request additional bottles from your pharmacy) a week prior to the start of the program. The bottle must contain the participants name, medication, dosage, and time of day the medication is to be given.

**AMERICANS WITH DISABILITIES ACT (A.D.A.)**

The Bolingbrook Park District complies with the Americans with Disabilities Act, which prohibits discrimination on a basis of disability. Bolingbrook Park District will make reasonable accommodations in recreation programs to enable participation by an individual with a disability. Please make requests at least two weeks prior to the start of the REACH program if you need accommodation and indicate at the time of registration on your child’s registration form.



### REGISTRATION PROCESS

- Registration packets will be delivered to current registered REACH participants the week of April 16.
- Pre-registration for current registered REACH participants will begin on April 16. Please return forms and 1st months payment to your site coordinator. Registration will be accepted through Friday, May 11.
- Pre-registration will close at the end of the day May 11.
- Registration will be open to all families starting Monday, June 18.

### VVSD SCHOOLS DAY OFF PROGRAM

The Bolingbrook Park District offers a program for Valley View School District 'School Days Off' outside of the REACH program. Throughout the day, children will get active and enjoy activities (*not limited to*) such as basketball, volleyball, wall climbing, dance, and gymnastics. Children should bring a sack lunch and water bottle each day.

#### 2018-2019 school dates include:

- October 8 (*Columbus Day*)
- November 12 (*Veterans Day*)
- January 21 (*Martin Luther King Day*)
- February 18 (*Presidents Day*)
- March 4 (*Pulaski Day*).

For more information, please stop by one of our Park District Recreation Centers.

### EMERGENCIES

If there is an emergency or if your child will be picked up by someone other than listed on the authorized pickup list, please contact the site supervisor on the below numbers (*please communicate ASAP*):

Pioneer Elementary School	(331) 401-2077	Pioneer@bolingbrookparks.org
Independence Elementary School	(331) 401-2577	Independence@bolingbrookparks.org
Jonas Salk Elementary School	(331) 401-2734	JonasSalk@bolingbrookparks.org
B.J. Ward Elementary School	(331) 401-2745	BJWard@bolingbrookparks.org

For more information regarding the REACH program, please contact Chris Corbett at (630) 783-6509 or through email at [CCorbett@bolingbrookparks.org](mailto:CCorbett@bolingbrookparks.org).

### EMERGENCY TEXT SERVICES

The Bolingbrook Park District has a text service through 'Trumpia' that will allow staff to issue a text message on items related to REACH. To join, text 'BPDREACH' to 99000. The system will then request additional information to fully register. Text messages will be sent out by the Bolingbrook Park District if there is a change in pickup location, weather or emergency related notifications, reminders for monthly payments and registration deadlines. Please note that all registered participants will receive notification for all schools through this text service.

Summary Terms & Conditions: Our mobile text messages are intended for subscribers over the age of 13 and are delivered via USA short code 99000 and 76000. You may receive up to 25 message(s) per month for text alerts. Message and data rates may apply. This service is available to persons with text-capable phones subscribing to carriers including AT&T, Verizon Wireless, T-Mobile, Sprint, Virgin Mobile USA, Cincinnati Bell, Centennial Wireless, Unicef, U.S. Cellular, and Boost. For help, text HELP to 99000, email [admin@bolingbrookparks.org](mailto:admin@bolingbrookparks.org), or call 630-803-8386. You may stop your mobile subscription at any time by text messaging STOP to short code 99000.



### EXTENDED CARE HOURS OF OPERATION

AM	6:45 am - 9:00 am
PM	3:15 pm - 6:00 pm

5 DAY OPTION						
Service	# of Children	Pioneer	Independence	Jonas Salk	BJ Ward	Monthly Cost
AM	1	52800Z	52810Z	52820Z	52830Z	\$130
	2					\$188
	3					\$234
PM	1	52801Z	52811Z	52821Z	52831Z	\$142
	2					\$218
	3					\$258
BOTH	1	52802Z	52812Z	52822Z	52832Z	\$260
	2					\$392
	3					\$477

3 DAY OPTION						
Service	# of Children	Pioneer	Independence	Jonas Salk	BJ Ward	Monthly Cost
AM	1	52803Z	52813Z	52823Z	52833Z	\$90
	2					\$128
	3					\$162
PM	1	52804Z	52814Z	52824Z	52834Z	\$102
	2					\$148
	3					\$177
BOTH	1	52805Z	52815Z	52825Z	52835Z	\$180
	2					\$262
	3					\$324

For more information, contact Chris Corbett at (630) 783-6509 or [ccorbett@bolingbrookparks.org](mailto:ccorbett@bolingbrookparks.org)

*Where the fun is!*  
bolingbrookparks.org



## REGISTRATION INFORMATION

2018-2019