

2011/2012
THE REACH EXTENDED SCHOOL CARE CLUB

The Bolingbrook Park District in conjunction with Valley View School District 365U is offering before and after school care at B.J. Ward, Pioneer, Jonas Salk and Independence Elementary Schools beginning the first full day of school in August for the 2011-2012 school year. Both the A.M. and P.M. programs are designed to provide recreational before and after school activities for children kindergarten through fifth grade in a safe environment.

The A.M. and P.M. programs were created to give working parents quality before and after school care for their child. Students will be offered a variety of programs such as:

- Indoor/outdoor sports and games
- Use of playground
- Simple arts and crafts
- Videos/DVD - G/PG rating
- Reading area/homework

REACH Extended Care Club hours A.M. 6:45 a.m. – 9:00 a.m.
P.M. 3:15 p.m. – 6:00 p.m.

*** Staff/Student Ratio 1-15**

Registration for the 2011-2012 school years starts NOW!! Registration forms and packets are available at the Annerino Community Center, 201 Recreation Drive; Deatherage/Drdak Center, 230 E. Briarcliff or the Bolingbrook Recreation and Aquatic Complex, 200 S. Lindsey Lane.

How do I Register?

- Complete all forms in the registration packet, complete the payment option form
- Turn in forms at the Annerino Community Center (201 Recreation Drive) or at the Bolingbrook Recreation & Aquatics Complex (BRAC) (200 South Lindsay Lane)
- Make the Initial payment (due upon registering)
- Payments will be due on the 20th of each month

If you have any questions, please call Kai Wahlgren at 630-783-6512.

Welcome to the 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.

The 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.

Registration/ Paying for Extended Care

Registration is currently being accepted for the 2011-2012 school year. 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 the available spots are taken. Full payment for the first month is required to enroll in the program. Participants must be registered and paid in full to participate in the extended care program. Payments need to be made at the Annerino Community Center, The Bolingbrook Recreation & Aquatics Complex or the Deatherage/Drdak Center. The fee structure is enclosed in the packet.

Forms

All forms, such as the Registration form with the waiver signed, payment agreement form, Emergency Medical Treatment, 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 in the extended care program.

Late Pick Up Fee

Wildcat Extended Care Programs ends promptly at 6:00 p.m. 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 p.m. The amount due will be determined by the staff on site. This amount must be paid at the Annerino Community Center with 24 hours.

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.

Emergencies

If there is an emergency and parents need to contact the site supervisor at the school program phone, or call the Annerino Community Center at 630-739-0272.

Health Requirements

For your child's protection, the Bolingbrook Park District has established these health guidelines:

Program staff has the authority to refuse any child who shows signs of illness. In such cases, staff judgment is final. 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. A child who shows signs of illness should be at home for the benefit of all.

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.

If your child is exposed to a communicable disease, you must receive a written statement from a physician detailing the method, amount and a time schedule by which medicine should be taken, plus a written request from the parent asking the staff to assist the student in taking the medication. The medicine must be delivered to the school in the original pharmacy container.

Personal Articles

Students are not allowed to bring toys, sporting equipment or pets to the program unless the Park District Supervisor has given permission. Children are discouraged from bringing large amounts of money or valuable items that could be lost, damaged or stolen. Approved items must be clearly labeled. Bolingbrook Park District and the School District are not responsible for lost, damaged or stolen items.

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 Wildcat 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.

Name of School: _____

BOLINGBROOK PARK DISTRICT
2011-2012

REACH Extended Care Registration Form

Head of Household Name _____ Date _____

Address _____ City/Zip _____

Home Phone _____ Emergency Phone _____

Participants Name _____

Code	Program Name	Day Option	Fee	Birth Date	Gender

The Bolingbrook Park District is committed to conducting its recreation programs and activities in a safe manner and holds the safety of participants in high regard. The Bolingbrook Park District continually strives to reduce such risks and insists that all participants follow safety rules and instructions that are designed to protect the participants' safety. However, participants and parents/guardians of minors registering for this program/activity must recognize that there is an inherent risk of injury when choosing to participate in recreational activities/programs. You are solely responsible for determining if you or your minor child/ward are physically fit and/or adequately skilled for the activities contemplated by this agreement. It is always advisable, especially if the participant is pregnant, disabled in any way or has recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

WARNING OF RISK

Recreational activities are intended to challenge and engage the physical, mental and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any recreational activity. All hazards and dangers cannot be foreseen. Depending on the particular activity, certain risks, dangers and injuries may exist due to inclement weather, slips and falls, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, premises defects, inadequate or defective equipment, inadequate supervision, instruction or officiating, and other risks inherent to the particular activity. In this regard, it is impossible for the Bolingbrook Park District to guarantee absolute safety.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in signing up and participating in this program/activity, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with this program/activity (including transportation services and vehicle operations, when provided).

I have read and fully understand Program Details and Waiver and Release of all claims.

Parent Signature _____ Date _____

Please complete the Emergency Medical Treatment Release on the back!

BOLINGBROOK PARK DISTRICT
REACH EXTENDED CARE
EMERGENCY MEDICAL TREATMENT RELEASE FORM

In case of medical emergency, and you are unable to grant verbal permission for your child to be treated, we request that this form be completed. Naturally, we are hopeful that this permission will not be needed, but illness and accidents sometimes do occur. We will make every effort possible to contact you before taking action; but if an emergency room or hospital care is required, this permission is necessary.

Should illness of injury require treatment beyond the camp counselors training, I give my permission to the Bolingbrook Park District to call a physician or have my child taken to a hospital and treated if I cannot be contacted. I will assume financial responsibility for this.

I, The parent/guardian of _____ do give permission for all necessary medical treatment for my child.

Allergies to any medications: _____

Food Allergies: _____

List of medications now taking: _____

Date _____ Signature of parent/guardian: _____

Street, City, Zip: _____

Home Phone: _____ Emergency Phone: _____

Work Phone: _____

School, Grade, and Age: _____

Father's Name _____ Employer _____

Employer's Address _____ Phone # _____

Mother's Name _____ Employer _____

Employer's Address _____ Phone # _____

Emergency Contacts (Other than parents/guardians) Please list in order of desired contact:

1. Name: _____ Phone: _____ (work or home number)

2. Name: _____ Phone: _____ (work or home number)

3. Name: _____ Phone: _____ (work or home number)

Person's Authorized to pick-up child:

1. Name: _____ Phone: _____ (work or home number)

2. Name: _____ Phone: _____ (work or home number)

Medical Insurance Company/Provider: _____

Policy Number: _____ Insurance Phone: _____

Family Doctor: _____ Phone Number: _____

PLEASE NOTIFY US OF ANY CHANGES. THANK YOU!

BOLINGBROOK PARK DISTRICT
MEDICATION DISPENSING INFORMATION

This form must be completed for each program or when medication changes.

Participants Name: _____ Age: _____

Address: _____ City/Zip: _____

Parent/Guardians Name(s): _____

Day Phone: _____ Evening Phone: _____

Program Name: _____

Doctor's Name: _____ Phone Number: _____

Medical Information:

1. Medication: _____ Dose: _____ Time: _____

Dispensing and storage instructions: _____

Possible Side Effects: _____

2. Medication: _____ Dose: _____ Time: _____

Dispensing and storage instructions: _____

Possible Side Effects: _____

Other Information: _____

I understand that it is my responsibility to give the medication directly to the program staff with full instructions in clearly labeled containers.

In all cases, medication dispensing can only be changed or modified by completing another Medication Dispensing Information Form and Waiver and Release of Claim Form.

I hereby acknowledge that the above information provided for the dispensing of medication for my minor child, guardian, ward, or other family member is accurate. I also understand that it is my responsibility to inform the agency of any changes in the dispensing of medication change.

Signature of Parent or Guardian

Date

Please complete the Permission to Dispense Medication Waiver and Release of Claim on the Back!

BOLINGBROOK PARK DISTRICT

PERMISSION TO DISPENSE MEDICATION WAIVER AND RELEASE OF CLAIM

I recognize and acknowledge that there are certain risks of physical injury in connection with the administering of medication to my minor child. In consideration of the Bolingbrook Park District administering medication to my minor child, I do hereby fully release or discharge the Bolingbrook Park District and its officers, agents, volunteers, and employees, from any and all claims from injuries, damages and losses I or my minor child may have, arising out of, connected with, incidental to, or in any way associated with the administering of medication. I further agree to indemnify, hold harmless and defend the Bolingbrook Park District, and its officers, agents, volunteers, and employees from any and all claims resulting from injuries, damage and losses sustained by me or my minor child and arising out of, connected with, incidental to or in any way associated with the administering of medication.

Signature of Parent of Guardian

Date

BOLINGBROOK PARK DISTRICT

2011-2012 REACH Extended Care Program Rules and Discipline Procedures Agreement

The Bolingbrook Park District REACH Extended Care Program is designed for working parents who need safe, fun and reliable before and after school care. For this program to be safe and fun there are rules that need to be followed. If the rules and guidelines are not followed your child will be removed from this program.

Rules:

- Only toys provided by the Bolingbrook Park District REACH Extended Care Program are allowed into before and after school care. The following are some examples of items not allowed at REACH Extended Care (Pokemon Cards, Game Boys, etc).
- Children show respect to all participants, staff, equipment, supplies and facilities.
- Children refrain from using offensive or profane language.
- Children refrain from aggressive behavior that could cause bodily harm.
- Children listen to all rules and instructions given by staff.
- Stealing of equipment, staff or student's belongings will not be tolerated and will result in immediate dismissal from the program.

The Program Supervisor as well as the site supervisor and staff will interpret these rules. It is at the discretion of the Site Supervisor to implement the discipline procedures.

Discipline Procedures:

First infraction	-Warning and timeout.
Second infraction	-Timeout and discussion with parent.
Third infraction	-Discussion with parent and suspension from program for one week.
Fourth infraction	-Dismissal from program.

**Bolingbrook Park District
2011-2012 REACH Extended Care Program
Rules and Discipline Procedures Agreement
Return to Site Director**

Please read and explain these rules and procedures to your child. Please sign and return this agreement to the Recreation Supervisor.

We have read and agree with the above rules and discipline procedures.

Signed Parent: _____ Date: _____

Signed Child: _____ Date: _____