

Riverside Parks and Recreation

Before & After School Program!

At Ames, Blythe, Central
& Hollywood Elementary

Parent Manual



The Riverside Parks and Recreation Department will combine recreational and educational enrichment opportunities for students that emphasize individual progression. Our program will embrace a curiosity for learning, develop friendships, and strengthen skill sets. This program will provide children with a safe and comfortable after school alternative that is a positive social and educational environment. Students will look forward to our program weekly!

Welcome to our Before & After School Program ☺

We are happy to have your child participate in our program! Please be sure to review all information below. It is our goal not only to provide a fun and safe environment for your child, but an educational one as well. This program is located at

Ames Elementary School, 86 Southcote Rd, Riverside, IL 60546

Blythe Park Elementary School, 735 Leesley Rd, Riverside, IL 60546

Central Elementary School, 61 Woodside Rd, Riverside, IL 60546

Hollywood Elementary School, 3423 Hollywood Ave, Brookfield, IL 60513

If you have any questions, please be sure to call us at 708.442.7025

General Description

Our morning program takes place from 6:30 A.M. to school start at 8:05 A.M. The afternoon program starts at school end at 2:55 P.M. and ends at 6:00 P.M. Every week has a theme, a recreational component, and an educational component. The program will begin with a physical activity and lead into important educational development. We seek to create a lively and friendly environment built upon the pillars of responsibility and respectfulness. We will teach and develop organizational and recreational skills that help youths excel in and outside of school. Riverside Parks and Recreation seeks to provide hands on learning with focused homework assistance. The RPRD will facilitate guidance instead of supervised quiet homework time. With every meeting, games will be played that emphasize a learned skill component and teamwork.



Our Specially-Selected Staff

All staff is selected because they have the experience and qualities that youth leaders should possess. They are trained and knowledgeable in providing and ensuring the safety and security of all participants. Our staff will be just as active and engaged as the participants will be throughout the numerous activities! Each staff member will go through a background check as well as CPR training and certification.

Our Program Philosophy and Goals

The Riverside Parks and Recreation Department Programs are designed to keep the participants active, entertained, and socially involved through a variety of activities within a safe and supervised setting. All of our carefully planned activities are implemented with the following goals in mind:

- Encourage children to be social and boost their self-confidence within group settings.
- Promote teamwork, sportsmanship and respect with fellow friends and Recreation Staff.
- Provide a safe, positive, sound environment in which children can learn and play.
- Develop skills and knowledge through a variety of activities involving, but not limited to: sports, art, nature and fitness.

Belongings

The following are the policies regarding all participant belongings:

Participants should have their names on all of their belongings prior to arriving to the Before & After School Program (i.e., book bag, school supplies, etc.)

Participants should always keep their belongings in a bag. (Plastic bags commonly get mistaken for trash. Please avoid using them.)

ABSOLUTELY NO ELECTRONICS (except school serving items) will be allowed to be used during Before & After School Program hours (including, but not limited to, iPods, MP3 players, cell phones, video game systems, etc.) They will be confiscated immediately in order to prevent loss.

ABSOLUTELY NO CAFFEINATED DRINKS will be allowed at this After School Program. This includes soda pop, energy drinks, coffee, etc. They will be discarded immediately. Water bottles and healthy snacks are recommended.

All participants are to wear **full gym shoes**. We will be active almost every day and we want to ensure your child(ren) are safe and able to participate. If not wearing the proper shoes, your child may be asked to sit out to avoid injury.

Participants are responsible for all of their belongings that are brought to before and after school. The Riverside Parks and Recreation Department and Staff are not responsible for the loss, damage or theft of any participant's belongings.

Parent/Guardian Notification

Parents and/or guardians will be contacted for any of the following reasons or any other important matters at the Supervisor or Director's discretion:

- If child is supposed to be at the After School Program and is not we will call to check the whereabouts of your child.
- Participant becomes significantly sick during the program or has a significant issue (such as lice, etc.) detected.
- Participant becomes significantly injured during the Before & After School Program.
- Severe participant misbehavior.

Sickness/Illness

If a child arrives at the after school program and is ill, the parent or guardian will be required to take the child home. If a child becomes ill at the after school program, the parent or emergency contact person will be notified to pick up the sick child immediately. Please ensure that the emergency contacts are in the area and are willing to perform as contacts for your children prior to placing them on the Emergency Form.

Children should be kept home if they exhibit any of the following symptoms (including but not limited to):

- High Temperature
- Rash
- Diarrhea/Vomiting
- Presence of Lice or any contagious situations
- Discharge of the nose, ears, or eyes

For the safety of all, sick children should be kept home for 24 hours after the last sign of the symptoms disappear before returning the program.

Medication

Participants requiring any type of medication during program hours must have a signed medication release form on file (by request only). We highly recommend that the medication schedule is altered to fit times outside of the after school program schedule if possible. Medication cannot be distributed without the fully completed release form and detailed note from the pediatrician/specialist. If your child is taking medication, the medication must be in an original container with the child's full name on the label and the correct dosage enclosed. Doctors must separate prescriptions so the Before & After School Program authorities are given only the required dosage. The medication will not be passed back and forth between the parents and the after school program. Medication and written instructions must be given to the Director prior to the child's first day at the Before & After School Program. All medication will be kept in a safe, acceptable place as required by the medication.

In Case of Serious Injury

If the injury is (per staff member’s judgment) serious enough, we will take whatever steps necessary to obtain emergency care. These steps may include, but are not limited to, the following:

- Call the paramedics.
- Make an attempt to contact the parent or guardian immediately.
- Attempt to make contact through any of the persons listed on the emergency form.
- Have child taken to an emergency facility accompanied by a staff member.
- Continue to attempt contact with guardians.

Emergency/Billing Contact Information

Please use the following phone numbers for all necessary communication with staff (please put these numbers in a safe, easily accessible place or cell phone directory):



Monday – Friday, 9 AM to 6 P.M.

Billing Questions, General Questions, & Emergencies.....(708) 442-7025

Ames Site Cell Phone Number (NO TEXTING)

Blythe Site Cell Phone Number (NO TEXTING).....(708) 243-4337

Central Site Cell Phone Number (NO TEXTING).....(708) 990-3860

Hollywood Site Phone Number (NO TEXTING).....(331) 701-6760

Absences

In the event that your child will not be attending the program due to illness, appointments or other obligations, you must inform your child’s recreation leader in advance in writing or contact the Riverside Parks and Recreation Department before the start of the program on the day of the absence by phone. Please notify us if the child leaves early from school as well.

Notification is imperative, so please don't neglect to do so. There will be a \$10 penalty fee if a child is not called in absent. If this happens three times, the child may be suspended from the program. There is no pro-ration of fees due to non-attendance. Please call 708-442-7025 to inform of any absence.

Behavior Policy

The Riverside Parks and Recreation Department expects enrichment participants to always exhibit appropriate behavior. We have developed the following basic principles and expect them of all participants to assure a safe and enjoyable experience for all. Staff may develop additional rules as they deem necessary.

Participants shall:

- Show respect to staff and other participants.
- Not disturb or hurt others verbally or physically.
- Not place himself/herself in a dangerous situation.
- Show respect for equipment, supplies and facilities.

Staff will use a caring, positive approach regarding discipline. The purpose of discipline is to help a child develop self-control and learn to assume responsibility for his/her actions. We use only positive statements and reinforcement to redirect negative behavior. Each child will be disciplined appropriately according to negative behaviors and parents will be informed.

The Riverside Parks and Recreation Department reserves the right to dismiss any participant who is a safety concern for any other enrichment participant and/or rec leader. We will evaluate each situation on its own merit and use Behavior Incident Reports to document inappropriate behavior. Recurring or severe behavior problems may lead to suspension or dismissal from the program. The safety and enjoyment of all participants is our main concern.

Discharge Policy

Riverside Parks and Recreation reserves the right to discharge a child from the Before/After School Program if any of the conditions outlined below arise. It is the Riverside Parks and Recreation Department's policy that discharge from our programs is the last resort, but it will be implemented if the problem poses immediate danger to the welfare of the participants and/or is a detriment to the quality of the program operation.

- Participant actions or activities are an endangerment to the safety of self and/or the other participants /staff of the program. This includes inappropriate behavior, actions and/or language.
- Repeat violations of the pick-up\drop-off policy. For example, no phone call to Riverside Parks and Recreation Department when a child will not be in attendance.
- Violation of the tuition payment policies and deadlines.
- The child-care needs of the participant are incompatible with the curriculum structure of the program.
- Any additional violations or concerns deemed unacceptable by the Riverside Parks and Recreation staff.

Concerns/Problems

Riverside Parks and Recreation puts the needs of you and your family first. Any troubles and/or changes your child has at school or at home can affect behavior during the enrichment program. Please keep us informed of any unusual circumstances so we can be sensitive to your child's needs. The staff would like to work as a team with family and school as needed. Your communication is vital to our accomplishing this goal.

Late Pick Up

It is very important that children enrolled in the After School Program are picked by 6:00 P.M. If a parent is unable to pick-up their child by 6:00 P.M., it is the parent's responsibility to make other arrangements. The parent must notify the Riverside Parks and Recreation Office at 708-442-7025 as soon as they are aware that they may be picking up their child after 6:00 P.M.

Because the Riverside Parks and Recreation Department realizes that work or traffic conditions are sometimes beyond anyone's control, parents will be granted one verbal reminder for the first late pick-up. This verbal reminder will waive the first fifteen minutes, or portion thereof, avoiding a late fine. After the initial verbal reminder has been issued, any person who arrives after the set time to pick up a child will be charged the late fine. The late fee is one dollar per minute late. Frequent late pick-ups (three or more times) may result in suspension from the program.

**Thank you for your interest in our Before & After
School Program!**

**We hope to provide the most fun and educational
opportunity we can!**



Parent Manual Checklist



- Read Parent Manual
- Fill out Registration Form Found on www.riverside.il.us
- Sign up, turn in all forms, and pay at 10 Pine Ave, The Historic Water Tower

ALL ATTACHMENTS LOCATED ON PARKS AND RECREATION WEBSITE.

- Please fully complete all necessary paperwork and turn it in to the Riverside Parks & Recreation Department at the Water Tower located at 10 Pine Avenue in Riverside, IL.**



Important Packet Attachments

- BEHAVIORIAL GUIDELINES – 2 SIDED SHEET** (all attachments need to be fully completed and returned prior to the start of the program) -
- Our behavioral guidelines have been put into effect to ensure the safety of our participants and staff. These guidelines will be executed with no exceptions. Inappropriate behavior includes the following but is not limited to: offensive language; physical aggressiveness towards self, participants or staff; uncooperative behavior; disrespect towards anyone within or outside of the program; disrupting program activities. Please read the attached behavioral guideline acknowledgement sheets with your child and note that these sheets will need to be signed and returned prior to the start of the program.



- PARTICIPANT EMERGENCY FORM – 2 SIDED SHEET** (all attachments need to be fully completed and returned prior to the start of the program)

- This form requires standard registration information and other personal health facts about your child. **All boxes must be filled in.** This sheet must be completed with all parent or legal guardian information, and also allows the parent or legal guardian to submit additional names and information of people that will be allowed to pick up their child from the Riverside Parks and Recreation Before & After School Program.



- PARENT MANUAL ACKNOWLEDGEMENT & ACTIVITY WAIVER**



- MEDICATION AUTHORIZATION/RELEASE FORM** (not included; by request only)