

The City of Elgin
Parks and Recreation

B.A.S.E.

Before & After School Extended Care
2017/2018

COUNTRY TRAILS ELEMENTARY SCHOOL
PRAIRIE VIEW ELEMENTARY SCHOOL



PARENT INFORMATION HANDBOOK

All Info ***MUST*** be complete & returned along with payment at least two days prior to your child starting the program.

For more information, please contact Delaney Lehman, Recreation Supervisor at 847-531-7008 or by email at Lehman_d@cityofelgin.org.

B.A.S.E. Program 2017-2018

Parent Information Handbook

Before School: 6:45-9:10 a.m. every school day
After School: 3:35-6:00 p.m. every school day

The B.A.S.E. program will be held at Country Trails AND Prairie View Elementary Schools.

Mission Statement

1. The City of Elgin Before and After School Program provides a safe environment for supervised before and after school fun. Activities include homework/quiet time, arts & crafts, sports, games, and a weekly movie.

Registration

1. Registration forms must be completed by the parent and/or legal guardian of the child. All forms must be filled out completely and returned to Delaney Lehman, The Centre of Elgin, by August 18. Payments for September must be received no later than August 25. Registrations after the school year has started are due **at least two days** prior to your child starting the program.
2. All monthly fees are due by the 25th of the previous month. If the 25th falls on a Saturday or Sunday, the payment will be due no later than Monday. If the payment is not received by the deadline, a \$25 late fee *per child* will be charged for any payments not received on time. If payment is not received by the 1st of the month, the child will no longer be able to attend the program and will lose his/her spot.
3. Parents must confirm all changes of address, phone numbers, emergency contacts, health issues or other information as all information on file must remain current.
4. The "Request for Change in Transportation" must be completed and turned into the Transportation Department for the school district to make them aware that your child will not be in need of transportation. Please contact them with any questions at 847-464-6052.
5. Failure to abide by the rules of the program, facility rules, repeated failure to pick up your child at the scheduled time, non-payment of fees or any situation that endangers the health, well being or safety of others is reason for immediate dismissal from the program. No refunds will be granted in cases of dismissal.
6. The City of Elgin reserves the right to refuse to register, or to expel any individual from participation in any program or class for any reason.
7. Refunds and or credits will not be given for any unused days other than medical reasons that involve an absence of two weeks or longer, verified by a written physician's note.
8. If parents must remove their child from the program for medical reasons that involve an absence of two weeks or longer, a credit will be applied, only if the illness can be verified by a written physician's note. Monthly fees will still be due for absences due to travel. Your monthly fee secures enrollment after your return. Spots will not be reserved for families that leave the program temporarily and have not paid a monthly fee.

Payments

1. All fees are due as stated by the deadline date, a \$25 late fee *per child* will be charged for any payments not received on time. **Payments must be made in full before your child can attend the program.** Payments are the responsibility of the parent, not the child.
2. **Payments can be made by dropping off a check to the B.A.S.E. staff, mailing in your monthly payment to: Attn: Delaney Lehman, The Centre of Elgin, 100 Symphony Way, Elgin, IL 60120, faxing a registration form with credit card, or online at www.cityofelgin.org** (All online registrations must be paid with credit card). Online registration will not be accepted after the first of each month). **A receipt will be emailed upon request. All checks must be made payable to City of Elgin. Payments will not be accepted by phone.** The City of Elgin reserves the right to discontinue services immediately if payment is delinquent.

PRAIRIE VIEW

Month	Days	Due Date	AM	Course #	PM	Course #	Both	Course #
Aug	7	Register	\$65	FA170081	\$72	FA170081	\$123	FA170081
Sept	20	25-Aug	\$185	FA170082	\$205	FA170082	\$350	FA170082
Oct	20	25-Sep	\$185	FA170083	\$218	FA170083	\$363	FA170083
Nov	16	25-Oct	\$148	FA170084	\$177	FA170084	\$292	FA170084
Dec	16	25-Nov	\$148	FA170085	\$164	FA170085	\$280	FA170085
Jan	17	25-Dec	\$157	FA180086	\$174	FA180086	\$298	FA180086
Feb	19	25-Jan	\$175	FA180087	\$207	FA180087	\$345	FA180087
March	16	25-Feb	\$148	FA180088	\$177	FA180088	\$292	FA180088
April	21	25-Mar	\$194	FA180089	\$228	FA180089	\$380	FA180089
May	22	25-Apr	\$203	FA1800810	\$250	FA1800810	\$410	FA1800810

COUNTRY TRAILS

Month	Days	Due Date	AM	Course #	PM	Course #	Both	Course #
Aug	7	Register	\$65	FA170191	\$72	FA170191	\$123	FA170191
Sept	20	25-Aug	\$185	FA170192	\$205	FA170192	\$350	FA170192
Oct	20	25-Sep	\$185	FA170193	\$218	FA170193	\$363	FA170193
Nov	16	25-Oct	\$148	FA170194	\$177	FA170194	\$292	FA170194
Dec	16	25-Nov	\$148	FA170195	\$164	FA170195	\$280	FA170195
Jan	17	25-Dec	\$157	FA180196	\$174	FA180196	\$298	FA180196
Feb	19	25-Jan	\$175	FA180197	\$207	FA180197	\$345	FA180197
March	16	25-Feb	\$148	FA180198	\$177	FA180198	\$292	FA180198
April	21	25-Mar	\$194	FA180199	\$228	FA180199	\$380	FA180199
May	22	25-Apr	\$203	FA1801910	\$250	FA1801910	\$410	FA1801910

Full Time Afternoon fees includes 1/2 day care on Oct 5, Nov 2, Feb 16, March 1, April 13, May 4 & May 31

Please include course # on all payments

Make checks payable to "City of Elgin"

\$25 late fee per child will be applied to any payments received after the due date.

Child Care Statements

Child care statements will be emailed in January. If you do not receive your statement, please contact Delaney Lehman. The tax id # is 36-6005862 for parents with flexible spending accounts.

RecRewards

Rec Rewards is a program that allows our customers to collect points based on registrations and then get discounts on future registrations by redeeming those points. There is no fee for joining. Once you sign up, you can earn reward points. RecRewards points will earn at the rate of 1 point for each dollar spent. You can redeem at a rate of \$1 for every 50 points on your account. For more information about this program or to sign up, please contact Delaney Lehman.

Absences

Please report all absences to the school AND to the BASE staff. The school does not report absences to our program. If a child does not arrive to the program after school and we did not receive a call, we will need to contact the parents to verify the child's absence. Refunds and/or credits will not be given for any unused days. You can call or text the following phones for absences.

Prairie View 847-909-7109

Country Trails 847-354-1328

Daily Check In/Out-Country Trails

1. When parents arrive at the school, pull into the main entrance and go straight (do not turn into the parking lot), park at door #8, 9, 10 which is on the northwest side of Country Trails and then walk to the back of the building and enter door #11 which goes directly into the cafeteria/commons. **Parents may not drive onto the playground.**
2. FOR PM Base: If you arrive at Base before 4:00pm to pick up your child, please park in the parking lot and walk to the back of the school. Due to children being released to the buses on the northwest side of the school, no cars are allowed to park along the northwest side until after 4:00pm.
3. All children must be signed in each morning and out each evening on the attendance sheet.
4. The After School Program ends at 6:00 p.m. SHARP! Children must be picked up promptly. We realize that there may be occasional circumstances which may make parents late. In this case, please use the following procedures:
 - a. Parents must contact the After School Program at 847-354-1328 to notify them if you will be late and your approximate time of arrival.
 - b. The late fee will be \$5 per child for 1-10 minutes late and an additional \$1 per minute per child for any time after 10 minutes. Late fees are to be paid by check or cash only at the time the child is picked up or before they return to Base.
 - c. **In the event that it is unavoidable to pick up timely, please call Country Trails Phone as soon as possible to inform us of the situation. If parents are more than 45 minutes late and we have not been contacted, the police will be notified. Repeated late pick-ups (5 or more) may result in a suspension or removal from the program.**

The goal with the late policy is to encourage communication between the staff and parents/guardians. Staff also have families and may have other scheduled plans after work. Your cooperation and courtesy is appreciated.

Daily Check In/Out-Prairie View

1. When parents arrive at the school, park at the south end of the lot and enter through door #11 which is the cafeteria. **Parents may not drive onto the playground.**
2. All children must be signed in each morning and out each evening on the attendance sheet.
3. The After School Program ends at 6:00 p.m. SHARP! Children must be picked up promptly. We realize that there may be occasional circumstances which may make parents late. In this case, please use the following procedures:
 - a. Parents must contact the After School Program at 847-909-7109 to notify them if you will be late and your approximate time of arrival.
 - b. The late fee will be \$5 per child for 1-10 minutes late and an additional \$1 per minute per child for any time after 10 minutes. Late fees are to be paid by check only at the time the child is picked up or before they return to Base.
 - c. **In the event that it is unavoidable to pick up timely, please call Prairie View Phone as soon as possible to inform us of the situation. If parents are more than 45 minutes late and we have not been contacted, the police will be notified. Repeated late pick-ups (5 or more) may result in a suspension or removal from the program.**

The goal with the late policy is to encourage communication between the staff and parents/guardians. Staff also have families and may have other scheduled plans after work. Your cooperation and courtesy is appreciated.

Health Policies

1. Participants who become sick while attending the program will be separated from the group and supervised by a staff member. Parents will be called immediately to pick up their child. No medication will be given to a child in the program except upon written permission from the parent. All medication must be in its original container with the child's name, dosage, and instructions. A **MEDICATION RELEASE FORM** must also be completed for medication to be administered to your child.
2. Children who are not allowed at school due to an illness will also not be allowed at Base.
3. Medications are not to be self-administered by the child at any time.
4. First aid supplies will be available at the program site.
5. If your child becomes ill or seriously hurt while in the program, parents will be called. If the parent cannot be reached immediately, the emergency contact will be called. If both parties are unavailable, 911 will be contacted to transport the child needing care. If the emergency warrants, 911 will be called immediately prior to the parents being contacted to ensure the health and safety of your child.

Behavior Management Policy

1. The children and staff of the Base Program are asked to treat each other with respect, tolerance, kindness, and consideration.
2. The rules and behavior expectations utilized by the Base Program will be explained to the children clearly and reinforced in a consistent manner.
3. Children will be given reminders and redirection in order to encourage positive behavior.
4. A child who is unkind verbally will be asked to apologize.
5. A child who uses supplies or equipment inappropriately will be restricted from using the supplies or equipment for a short period of time.
6. Any activities where participants purposely exclude another child will not be allowed.
7. When a child is disruptive or needs time to regain self-control, he or she will be removed from the group.
8. Time out periods will last approximately three to five minutes and will not exceed fifteen minutes.
9. After a time out, the counselor and child will discuss behavior options before the child returns to the group.

Under no circumstances will a child be subjected to neglect, physical punishment, verbal abuse, or denial of restroom facilities. Parents will be notified if a child exhibits unusual emotional or physical behavior that threatens the wellbeing of the child or others in the Base Program. If a child has specific behavior issues, every effort will be made to implement a behavior management program consistent with efforts being made at the child's home and school. If a child's behavior indicates that the Program is not able to meet his or her needs, the Program Director will contact the child's parents to arrange a meeting.

Base Rules, translated into Kid's Terms

1. Safety first. Ask permission before leaving any area.
2. Keep all body parts (hands and feet) to yourself.
3. Respect others and their property. Friendly words only.
4. 1-2-3: Stop, sit and listen. Follow instructions.
5. Walk always.
6. Use your inside voices.
7. Counselors are not to be climbed upon.
8. You mess it up, you clean it up.
9. HAVE FUN! Participation is the key

Disciplinary Policy

1. All participants are expected to follow instructions and be courteous to both staff and other students.
2. Each situation is unique. It is our goal to treat all children fairly by giving consistent consequences for behaviors that are unacceptable.
3. Some examples of the below circumstances include but are not limited to horseplay, use of profanity and vulgarity, refusal to follow policies and rules, refusal to follow adult authority, attempted abuse of equipment and supplies, running from area/leaving area without permission.

4. **Non-Violent Circumstances:**

- a. The child will be given 1 to 3 warnings to discontinue behavior.
- b. If the behavior continues, the child may be given a time out between 5-15 minutes in length. If the behavior continues, the child may lose gym/outside time.
- c. Repeat offenses of non-violent circumstances could result in suspension of gym/outside time for 3-5 days.
- d. If behavior is still evident, child will be suspended and parent notified.
- e. Behavior that is severe and/or unusual may result in immediate suspension. **NO REFUNDS** will be given for days missed due to suspensions.

5. **Violent Circumstances:**

- a. Verbal command will be issued immediately to stop behavior.
- b. If ignored, staff will immediately stop the altercation by getting between those involved in the incident.
- c. Staff will separate the parties involved, requesting assistance, if necessary.
- d. Parents will be notified immediately. Suspension or expulsion from the program will follow any violent circumstances for any child involved in a violent incident.

6. **Suspensions**

- a. Suspensions are rare in the program; however, they will begin immediately if they occur. This implies that a child may be suspended one day and not admitted the next day. We believe that consequences for inappropriate actions need to be as near to the action as possible.
- b. Children who continually do not abide by the rules of the program may be expelled from Base.
- c. Multiple suspensions may result in a child being expelled from the Base program.
- d. Extenuating circumstances may result in an immediate expulsion from the program.

Anti-Bullying Policy

Bullying is when one or more people exclude, tease, gossip, hit, kick or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of emails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during the programs and be especially hurtful when persons are targeted with meanness and exclusion.

At the City of Elgin programs, bullying is inexcusable and we have a firm policy against all types of bullying. We want to make sure that every child has a safe and fun experience at Base where they can learn skills and build relationships. We work together as a team to ensure that participants gain self-confidence, make new friends, and go home with great memories.

Unfortunately, persons who are bullied may not have the same potential to get the most out of their Base experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and their participants so both staff and participants will be comfortable alerting us to any problems during their program experience. Every person has the right to expect to have the best possible experience at Base, and by working together as a team to identify and manage bullying, we can help ensure that all participants and staff have a great school year.

Program Schedule

1. The Before School Program time will consist of board games, arts/crafts, morning snack time and physical activity.
2. The After School Program time will be the same as before school with the addition of homework time.
3. Although we do provide homework time, it is the responsibility of the children to take out their homework. Staff will assist with questions and help during homework time. Once homework time is complete and we move on to the next activity, children who are not done with their homework can either take their homework to the next activity and continue working or put homework away to finish at home.
4. Snack time is given each morning and each afternoon. For the morning snack, items must be nutritious breakfast items. For the afternoon, please pack nutritious food/drinks only, no candy or pop. Due to many peanut allergies, we request that no snacks include peanuts.
5. Movies are typically shown on Fridays. All movies shown will be rated PG or G.
6. If children decide to bring birthday treats to share with the students in BASE, they MUST bring enough for each child. Please check with the BASE staff to find out attendance numbers.
7. The Base program is a structured program with different activities in the morning and afternoon. The children are expected to be courteous, respectful and listen to the counselors. We hope all children will want to participate in each activity that we do but in the case that a child does not want to participate, he/she may sit quietly at an alternate table and read or continue their homework.

School Notification

It is the parent's responsibility to notify both the school and transportation of your child's participation in BASE.

Homework Policy

The Base Program stresses the importance of homework and sets time aside every day for the children to complete their assignments. Staff members are available to supervise the homework area and to assist the children with their work, however, a child who needs individual help with his or her homework must ask. Because of the number of children who require assistance during homework time, the staff members are unable to check each child's homework for accuracy or provide the type of one-on-one homework help that is available from a private tutor. Although we encourage the children to do their homework when it is assigned, using the time set aside to complete homework is the responsibility of the child. Please let us know if you prefer to have a child complete his or her homework at home. Children who do not wish to use homework time to complete their homework may use the time to read a book.

Chromebook Policy

Chromebooks can only be used during homework time of afternoon base. All paper homework (worksheets or reading) must be completed before the Chromebooks are allowed to be used/brought out. If all of their homework is completed, the student may read or do Xtra math on their Chromebook. The only websites that are allowed while at Base is Xtra Math, Prodigy, Typing Sites, and educational websites. Emailing friends, YouTube, and other websites that are not educational related will not be allowed. This policy is in place in order to keep the kids safe since the staff can't monitor each website that the children try to view.

Chromebooks are not allowed to be used during Morning Base due to the principals wanting the Chromebooks to be fully charged for the school day.

Outdoor Play

Children who attend Base can expect to spend a minimum of 20 minutes outside during the day in the afternoons. We will try to go outside during Base mornings in the fall and spring seasons as well. Outdoor play will be cancelled due to precipitation, icy ground conditions, temperatures below 0 degrees, or excessive wind or heat. In order to keep staffing levels at a safe number, we are unable to offer indoor supervision for children who prefer to remain inside.

Clothing Requirements

The children can expect to play outside year-round. Warm clothing, hats, gloves, and waterproof boots are necessary for the winter months. Children without boots or snow pants must remain on shoveled areas (blacktop).

Electronic Items/Personal Items

Electronic items such as cell phones, ipads, hand held video games, and music players are not allowed at Base. Staff is not responsible for loss or theft of personal items. We ask that children leave all personal toys at home as they often cause conflict with the other children and often get misplaced. The Base Program does not allow the use of toy weapons or trading cards at any time.

Days off Programming

BASE will **NOT** be held on days that Dist 301 is closed due to inclement weather. BASE **WILL** be held on days that students are in school, but after school activities are canceled due to inclement weather.

No School Day programs will be offered at either Country Trails or Prairie View on October 6, November 3, November 20 & 21. The registration deadline will be one week prior to the date and a minimum of 10 students will be needed to run the program or it will be cancelled. The program will run 7am-6pm. Further information will be sent out about these dates. These programs are separate from the Base program will children must be registered in each separate Kid's Day Off Program to ensure attendance.

On all other days off, The Centre of Elgin offers "Kids Day Off" programs from 7am-6pm on days that both Elgin School District U46 and District 301 have off. These programs are separate from the Before/After School Program and children must be registered in each separate "Kids Day Off" program to ensure attendance. Please feel free to contact our Main Courtesy Desk at 847-531-7000 for more information on our Days Off Programming, Winter Break Camps, or Spring Break Camp. Registration deadlines for all programs is one (1) week prior to the start of the program. Please register accordingly to ensure your child's participation. Transportation will not be provided to any Days Off programs – Drop off and pick up will be at The Centre of Elgin, 100 Symphony Way, Elgin 60120.

Half Days

B.A.S.E. will start at 12pm on District 301 half days as stated on their school calendar (Oct. 5, Nov. 2, Feb 16, March 1, April 13, May 4 & May 31). **The half day programs will be held at each respective school.** Monthly fees for those registered in the full week after school program include the half days. If your child is registered in the morning care only, or in the 3 day option (Mon-Wed), your fee does not include the half day program. Unfortunately due to the number of children registered for the program, we are unable to add any additional children to the half day program.

Communication

The Base Program maintains an open door policy. Please feel free to direct questions or concerns related to any facet of the Base Program to Delaney Lehman, Recreation Supervisor. Any questions regarding tuition, policies, staffing, activities, or a child's participation in the Program may be directed to her at 847-531-7008 or by email at Lehman_d@cityofelgin.org.

The first priority of the staff is to focus as much attention as possible on the children. In order to meet the needs of the children and the staff during Program hours, we ask that parents limit their conversation with After School Program staff members to subjects involving their child. Please feel to contact us anytime at 847-531-7008 or by email at Lehman_d@cityofelgin.org.

We look forward to having your child/children in the program and we hope they enjoy it.