



## RAS PARENT HANDBOOK ACKNOWLEDGEMENT FORM

Please sign and return this page as acknowledgement that you have received and understand the Worth Park District RAS Parent Handbook.

**PARTICIPATION WILL BE DENIED**

If the signature of parent/guardian and date are not on this Waiver/Handbook.

Please sign, date and return on the first day of registration.

Child/Children's Name: *(PLEASE PRINT)*

---

Parent/Guardian's Name: *(PLEASE PRINT)*

---

Parent/Guardian's Signature:

---

Date: \_\_\_\_\_



## Parent Handbook 2025-2026

*Worth Park District Mission: In partnership with the community, we will enrich lives by providing healthy and accessible recreational programming, quality parks and facilities, while being responsible stewards of the community assets.*

*Reviewed By: Superintendent of Recreation*

*April 2025*

## TABLE OF CONTENTS

<u>SUBJECT</u>	<u>PAGE</u>
Program Components .....	3
Hours of Operation .....	3
Fees and Ages .....	3
Registration .....	4
Payments & Schedules .....	4
Absentees .....	4
Late Fees .....	4
Emergency Forms .....	4
Key Contact Information.....	4
Important Dates .....	5
Arrival & Departures .....	6
Important Reminders .....	6
Lunches/Snacks .....	6
Personal Belongings .....	6
Special Needs .....	6
Behavior .....	7
Discipline .....	7
Worth Park District Closings .....	8
Emergency Closings .....	8
Health .....	9
Medication .....	9
Accident Policy .....	10
Bathroom Accidents .....	10
Clothing .....	10
Communications.....	10
Worth Park District Policies .....	11
Alcohol & Drugs.....	11
Weapons .....	11
Waiver and Release of All Claims.....	12
Signature Forms Required Cover .....	13
Waiver & Release Form - <i>sign &amp; return</i> .....	14
Child Safety Restraint Seats Form - <i>sign &amp; return</i> .....	15
Parent Handbook Acknowledgement Form - <i>sign &amp; return</i> .....	16

## WORTH PARK DISTRICT

### ***Child Safety Restraint Seats***

Print Child's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Program Enrolled In: \_\_\_\_\_

### **PLEASE CHECK ONE OF THE FOLLOWING:**

\_\_\_\_\_ **Yes**, I will provide a child safety restraint seat for my son/daughter that must be used when he or she is transported in the Worth Park District's 14 passenger van.

***If Yes: Please provide a child car seat that may be kept at the Worth Park District facilities throughout the duration of your child's participation in the program within two days of receipt of this letter.***

\_\_\_\_\_ **No**, I do not wish to provide a child safety restraint seat for my son/daughter when he or she is transported by the Worth Park District's 14 passenger van.

\_\_\_\_\_ **N/A** - Does not apply to my child, his or her age/weight does not fall under the Illinois state law for children in child seats.

Print Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**WAIVER & RELEASE OF ALL CLAIMS  
FOR USE OF INHALER OR AUTO-INJECTOR  
WAIVER AND RELEASE OF ALL CLAIMS AND INDEMNIFICATION**

I have read and fully understand the above waiver and release of all claims and indemnification. If registering on-line or via fax, my online or facsimile signature shall substitute for and have the same legal effect as an original form signature.

Child/Children's Name: *(PLEASE PRINT)*

\_\_\_\_\_

Parent/Guardian's Name: *(PLEASE PRINT)*

\_\_\_\_\_

Parent/Guardian's Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE SIGN ONLY IF YOUR CHILD NEEDS AN  
INHALER OR AUTO INJECTOR DURING THE  
RAS PROGRAM.**

**Dear Parents and Guardians,**

We welcome you and your child to the Worth Park District RAS Program. We are happy that you have chosen our program to service your needs. The following information may help answer any questions that you may have concerning the various programs. It will assist in familiarizing you with the practices and policies that we follow at the Worth Park District. Please take a few moments to read through this information. If you have any questions or comments, please do not hesitate to contact our Recreation Department at 708-448-7080 ext. 104.

**Program Components**

The Worth Park District RAS program provides a safe, recreational environment for your child. Tot-Lot Preschool participants will be guided by the staff to and from class. The RAS program offers recreation activities, music, arts & crafts, homework assistance, indoor/outdoor playground, group games, snack time, story time, free time, and more! Please note that the RAS program and Worth Park District facility is not licensed or regulated by DCFS.

**RAS** (*Recreation After School Program*)

**WPD** (*Worth Park District*)

**DCFS** (*Department of Children and Family Services*)

**Fees & Ages**

<b>Ages</b>	<b>Registration Fee</b>
3-13	\$50 for first child \$25 for second child 3 <sup>rd</sup> child and more FREE

<b><u>School</u></b>	<b><u>Daily Fees</u></b>	<b><u>Time</u></b>
<b>Worth Jr. High</b>		
Morning	\$10	7am—8:15am
Afternoon	\$28	3pm—6pm
Both	\$38	
<b>Worth Elementary</b>		
Morning	\$10	7am—8:30am
Afternoon	\$28	3pm—6pm
Both	\$38	
<b>Worthwoods</b>		
Morning	\$10	7am—8:30am
Afternoon	\$28	3pm—6pm
Both	\$38	
<b>Worthwoods—PreK &amp; EC</b>		
Morning	\$32	7am—12:45pm
Afternoon	\$38	11am—6pm
<b>Extra Care for Tiny Tot</b>		
All Day	\$50	7am—6pm
3's—Morn/After/Both	\$10/\$30/\$40	7am—9am/2pm—6pm
4's—Morn/After/Both	\$10/\$30/\$50	7am—9am/2pm—6pm

### Registration

**Registration is on a first come-first serve basis due to ratio of staff to children.** Once we receive our maximum participants allowed, we will close registration for that week. We will take a waiting list so if someone cancels, we can call and get the next child in the program. Fees are paid on a weekly basis by calendar. Payment is due the Wednesday (by 5pm) prior to the week your child is attending RAS, or you will lose your place for that week.

Please come into the front desk to give your weekly schedule or call the front desk at 708-448-7080. (You can also register for more than 1 week at a time)

### Payments & Schedules

**No refunds or credits for sick days, canceled days or no shows..**

We also will not allow switching days. Once the week begins the schedule is set.

The only way you will receive credit is if your child is in the hospital with a doctors note and signed approval from the Youth Coordinator.

**There will be a \$25 late fee for any schedule received after Wednesday at 5pm** (if the max is not reached and we can still accept schedules).

**All payments have to be made by Wednesday 5pm, no exceptions.**

**Credit cards can be kept on file.**

**There is a \$35.00 bank fee for any checks returned to the Worth Park District.**

### Absentees

If your child will be absent for RAS please call, **708-448-7080 ext. 101**. We need to know if your child will not attend so we can potentially give that spot to another child on the waiting list. **A \$5.00 fee will be charged to your account if a phone call is not made to let us know your child is absent.**

### Late Fees

**After 6:00pm a late fee of \$5.00 for the first 10 minutes will apply.** Starting with minute 11, a fee of \$1.00 per minute will start being assessed. The clock within the program room will be official time for assessing fees. Arrival and pick-up times must be strictly adhered to by all parties. We understand that emergencies happen; the first late pick-up will be a warning. You will only be issued one warning for the school year. If late pick up is repetitive you may be dismissed from the program.

### Emergency Forms

Please complete all forms thoroughly prior to your child attending. If any changes need to be made, please notify the staff in written format. No child will be sent home with someone not listed on the form.

### Key Contact Information

#### **Receptionist**

Cindy Redenbaugh  
708-448-7080 ext 101  
Monday-Friday  
9am to 5pm

#### **Youth Coordinator**

Daniel Rego  
708-448-7080 ext 104  
drego@worthparkdistrict.org  
RAS contact/Call in number



## Signature forms for RAS Parent Handbook 2025-2026

- 1. Waiver & Release Form - page 14**
- 2. Child Safety Restraint Seats - page 15**
- 3. RAS Parent Handbook Acknowledgement - page 16**

#### **PARTICIPATION WILL BE DENIED**

**If the signature of parent/guardian and date are not on this Waiver/Handbook. Please sign, date and return on the first day of registration.**

**WAIVER & RELEASE OF ALL CLAIMS  
FOR USE OF INHALER OR AUTO-INJECTOR  
WAIVER AND RELEASE OF ALL CLAIMS AND INDEMNIFICATION**

Please read this form carefully and be aware that pursuant to the Illinois Asthma Inhalers at Recreational Camps Act, 410 ILCS 607/1 *et seq.*, 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 in connection with the possession, self-administration, or use of medication, including, but not limited to the use of an epinephrine auto-injector or inhaler at the camp or at any camp-sponsored activity, event, or program; except for claims arising out of the willful and wanton conduct of the Worth Park District.

As parent/guardian of the below identified participant, I verify and attest that my child/ward has the knowledge and skills to safely possess, self administer, and use an epinephrine auto-injector or inhaler in a camp setting. I also recognize and acknowledge that there are certain risks of physical injury to participants' possession, self-administration, or use of medication, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said possession, self-administration, or use of medication. Such risks include, but are not limited to, failing to properly administer the medication, failing to observe side effects, failing to assess and/or recognize an adverse reaction, failing to assess and/or recognize a medical emergency, and failing to recognize the need to summon emergency medical services.

I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of or arising out of the possession, self-administration, or use of medication against the Worth Park District, including its officials, agents, volunteers and employees; except for claims arising out of the willful and wanton conduct of the Worth Park District.

I further agree to protect, indemnify, save, defend and hold harmless the Worth Park District from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses (including reasonable attorney fees) for which the Worth Park District may become obligated by reason of the possession, self-administration, or use of medication; except to the extent caused by the willful and wanton conduct of the Worth Park District.

**Important Dates for the 2025-2026 School Year**

The WPD offers Kid's Day Out (KDO) and Mini-Camps when there is no school. Please see the registration office to register for these programs in advance. A separate registration form must be filled out for these programs.

<b>August:</b>	27	First Day of School
<b>September:</b>	1 19	No School – Labor Day Building Closed Early Dismissal 1:30pm
<b>October:</b>	10 13 31	No School Institute Day (KDO) No School – Columbus Day (KDO) Early Dismissal 1:30pm—Halloween
<b>November:</b>	24-26 27-28	(Mini Break Fall Break Days) No School – Building Closed/No Camp
<b>December:</b>	19 22-23 24-26 29-31	Early Dismissal 1:30pm (Mini Break Winter Break Days) No School – Building Closed/No Camp No School – Mini Break Winter Break Days)
<b>January:</b>	1-2 5 19 30	No School – Building Closed/No Camp No School—Institute Day (KDO) No School – M.L. King's Birthday (KDO) Early Dismissal 1:30pm
<b>February:</b>	16	No School – President's Day (KDO)
<b>March:</b>	17 27 30-31 30-31	No School – Institute Day (KDO) Early Dismissal 1:30pm No School—Spring Break (Mini Break Spring Break Days)
<b>April:</b>	1-2 1-2 3	No School – Spring Break (Mini Break Spring Break Days) No School – Good Friday Holiday/No Camp
<b>May:</b>	22 25	Early Dismissal 1:30pm No School – Memorial Day Building Closed
<b>June:</b>	5	Last Day of School (if no snow days)

**Worth School District 127 Calendar**

The Tot Lot Preschool program will follow the Worth School District calendar for days off during the school year with the exception of parent teacher conferences and teacher institute days.

### **Arrival & Departure Procedures**

Drop off will take place on the East side of the building near the RAS room on Beloit Ave. **Please enter from 114th Pl. and exit on 115th St. so we can ensure there is only one entry/exit line.**

Upon arrival, please exit the car with your child and ring the doorbell. A staff member will answer the door and have you sign in and bring the child inside.

Only one family at a time may enter the building/ring the doorbell. Please do not let your child exit the car until the doorbell area is clear. Staff will let another child into the building only when the sign-in area is clear.

Upon dismissal, we will have staff monitoring the door to see who arrives so we can get the child in a timely manner. Parents will wait by the door until the staff arrives with their child, opens the door have you sign out and then send them out. The next parent/guardian will enter the doorbell area only when the family before them has entered their car.

**There is only one family allowed in the doorbell area at a time.**

### **Important Reminder**

Please remember to honor the 20MPH speed limit on 115<sup>th</sup> St. and use caution when entering and exiting the parking lot.

### **Lunches/Snacks**

Participant meals brought from home need to be in single use containers (brown paper/plastic bag), or a lunch box. **Please write child's name on bag. No glass bottles allowed. No heat up lunches.** Water fountains will be available for use. We prefer if you send the child with a reusable water bottle. A snack is provided in PM only (between 3:30-4pm). Children will be provided with an individually wrapped snack. Snacks will vary from day to day. If your child would like to bring their own snack daily, they may do so with the understanding of not sharing with other children due to allergies. Make sure staff is aware of any food allergies or other dietary needs.

### **Personal Belongings**

There will be limited personal belongings allowed at RAS. Exceptions include: backpacks, and water bottles. School books and chrome books are allowed with their school supplies. We **DO NOT** provide school supplies. **For safety purposes we ask that toys, blankets, pillows, handheld electronics remain at home.** Cell phones are to be left in their backpacks and turned off while attending our program. If they are found out of the backpack and not being used for emergency purposes, Worth Park District Staff has the right to take those cell phones away. A phone call will then be made to the parent/guardian.

### **Special Needs**

If your child has any special needs, please contact the Youth Coordinator or the Superintendent of Recreation before the child's start in the program so special arrangements can be made.

### **Alcohol & Drugs**

Keeping your child's safety in mind, we will do the following regarding the release of a child to an authorized adult suspected to be under the influence of drugs or alcohol:

- Call additional authorized adults to pick up the child
- Call a cab at the expense of the parent
- If the adult becomes aggressive or threatening, staff will call 911
- Discontinue care of the child if the situation is consistent

### **Weapons**

The Worth Park District strictly prohibits and does not tolerate weapons at any District facility, on any District property, or at any District sponsored event. Weapons include visible and concealed weapons, including those for which the owner has necessary permits. Weapons can include firearms, knives with a blade longer than three (3) inches, explosive materials or any other objects that could be used to harass, intimidate, or injure another individual, employee, manager, or supervisor. Employees or Patrons who violate this policy may be subject to disciplinary and legal action.

### **Search Policy**

The Worth Park District reserves the right to search the pockets and personal belongings of participants in its programs, including but not limited to, back packs, gym bags, and the like, in the event of an investigation or for contraband or other illegal or inappropriate materials. By participating in a program of the Worth Park District, the participant consents to having his/her personal belongings searched as provided herein. If any person is found to have the property of the Worth Park District or one of its employees in his or her possession or is in possession of contraband or other illegal or inappropriate materials, the Worth Park District reserves the right to remove the person from all Park District programs and to prohibit the person from registering for other programs in the future.

### **No Smoking in Parks Policy**

Smoking is prohibited on the grounds of any Worth Park District facility and park except for the grounds of the Charles S. Christensen Terrace Centre. Worth Park District staff members, while on duty, are prohibited from smoking on the grounds of any Worth Park District facility and park except for staff designated areas of the Charles S. Christensen Terrace Centre. Smoking means either the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, cannabis, herbs, or any other lighted smoking equipment; and/or the use of any electronic cigarette including vaping, e-cigars and e-hookah. Consuming marijuana or marijuana products is prohibited on the grounds of all Worth Park District facilities and parks, including but not limited to the Charles S. Christensen Terrace Centre.

### **Accident Policy**

If your child receives a minor wound or injury at the Worth Park District, basic first aid will be administered. If a child receives an injury or illness that calls for emergency medical attention, the local fire department ambulance will be called, and the child will be transported to the nearest hospital emergency room treatment center. A staff member will accompany the child. The parent/guardian will be contacted immediately after an ambulance has been called. If parent/guardian cannot be reached the emergency contact will be called. Parents will be informed of minor accidents at pick-up time.

### **Bathroom Accidents**

If your child has a bathroom accident the staff will call the parent/guardian to come and change the child. If the child has spare clothing, he/she will be expected to change themselves. Staff assistance is limited.

### **Bathroom Policy**

All Participants Must be Potty Trained, NO Exceptions!

### **Clothing**

**Please send your child with gym shoes daily.** Our programs require indoor and outdoor play. Children should have weather appropriate attire, i.e. sweaters, jackets, coats, footwear, hats, gloves, or mittens. It is recommended that children wear comfortable wash and wear clothing. No diapers or pull-ups are allowed. For the younger children we encourage pull up clothing without complicated fastenings.

### **Communication**

Newsletters and pertinent program information will be posted on our website. It is our desire to keep parents informed of their child's activities. Staff encourages you to communicate with them as often as you feel necessary about your child. All information regarding your child is confidential and will not be released to anyone apart from suspected child abuse.

Please direct all questions or concerns to the Youth Coordinator. We do ask that parents refrain from calling program staff during program hours for lengthy or personal conversations. Please plan for these conversations before or directly after the program hours. All arrangements should be made through the Youth Coordinator.

**Discussion directly with another child in the program to discuss an issue or problem is prohibited.**

### **Behavior Management**

To provide a safe and effective program for your child, certain rules and procedures have been established. Parents and staff are expected to work together to ensure that these parameters are established, and children are adhering to them.

**Rules of behavior include but are NOT limited to:**

1. Usage of foul or vulgar language or action.
2. Endangerment to the safety and well-being of self or other participants, staff and/or general public surrounding the program. (this includes, but is not limited to hitting, kicking, biting, choking, climbing, leaving the premise, entering prohibited areas, and rough play).
3. Intentional abuse or misuse of program equipment and facilities, or other participant's personal property. (Please note that any costs incurred due to damage of equipment or facilities will be invoiced to the offending child's parents. Additionally, personal property damage will be resolved by parties involved)
4. Blatant disrespect and disobedience to other participants, staff and general public.
5. Theft of other participants', staff's, or program's property or personal belongings.

**It is at the discretion of the Worth Park District staff to remove a participant at any time, and for any reason. Depending on the severity of the offense, immediate dismissal from the program may be implemented.**

**Grounds for immediate dismissal from RAS include, but not limited to:**

- Behavior or actions that staff feel is uncontrollable and/or unsafe to the child, other children, or staff in the program.

### **Discipline**

Program staff will discipline each child as necessary, using techniques such as, apologies, redirections, and loss of time in an activity. The program staff will also keep parents informed and ask for their cooperation with discipline as problems arise.

(3-6 year olds only) Children's appropriate behaviors are encouraged through positive discipline techniques. These may include calling attention to appropriate behaviors and sitting down and talking and discussing the positive choice in the situation.

Violent behavior and/or constant refusal to comply with rules will lead to dismissal from the program.

Discipline Methods: During the day a staff member will contact you for misbehavior that is against the park district behavior guidelines. If it continues the staff will follow:

- |                               |   |
|-------------------------------|---|
| <b>1<sup>st</sup> Offense</b> | Staff will notify parents/guardians of child with a written warning incident report and the staff member will discuss the situation with the parent.  |
| <b>2<sup>nd</sup> Offense</b> | Staff will issue a written incident report to the parents. The Youth Coordinator will schedule a meeting with the parent to review the situation, outline the next steps, and explain that further incidents may lead to suspension or termination, depending on the nature of the behavior.  |
| <b>3<sup>rd</sup> Offense</b> | The child will receive a Suspension or Termination Slip. The Youth Coordinator will contact the parent the same day, and the parent will be required to sign the form. Based on the severity of the incident, the child will either be suspended or terminated. Suspensions will last for two weeks, while terminations will be in effect for the remainder of the program. |

**Automatic Suspension**—Any bullying, inappropriate or threatening language, and instigating a inappropriate situation that leads to another altercation.

**Automatic Termination**—Any physical altercation included but not limited to:

Choking/Punching/Scratching and Spitting

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

### **Park District Closings**

The Worth Park District Building will be closed on the following holidays:

- New Years Eve
- New Years Day
- Good Friday
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving
- Day After Thanksgiving
- Christmas Eve
- Christmas Day

If these Holidays fall on a weekend, the WPD will be closed the day before or after the Holiday.

### **Emergency Closings**

Worth Park District and RAS will automatically close if the following occurs:

- Act of Nature Days (snow, cold, severe warnings)
- Utilities Malfunction (power outage, water or plumbing problems).
- District 127 cancels school:
  - RAS and preschool are cancelled for the day.
  - In the event of inclement weather and the schools are closed, but virtually learning and the Park District is open (Directors decision) RAS will remain open along with preschool.
  - At 1 p.m. all other programs, events and rentals will be decided as to their cancellation, pending current and potential weather and street conditions.

### **Electricity Failure**

Should the electricity be out for over an hour between November 1 and March 30, the facility will be declared closed and all programs, events and rentals scheduled for the remaining part of that day shall be cancelled.

Should the electricity be out for over two hours and the temperature outside is 90 degrees or higher, the facility will be declared closed and all programs, events and rentals scheduled for the remaining part of that day shall be cancelled. If we are made aware of the cancellation situation in advance, the staff will make every effort to contact you.

### **Health**

We are unable to offer specialized care for a sick child in a group setting. For the protection of all children and teachers, a child experiencing any of the following must be kept out of RAS and the Worth Park District programs:

- A temperature of 100 degrees
- Intestinal disturbances accompanied by diarrhea or vomiting.
- Respiratory infections with hacking cough, profuse nasal discharge (green or yellow).
- Lice, Impetigo, Pinkeye or ringworm, etc.
- Any undiagnosed or unexplained rashes.
- Any other symptoms of COVID-19

The Worth Park District takes precautions to disinfect our rooms to prevent illnesses from spreading.

If a child becomes ill during the program, a parent or emergency contact will be called and required to pick up a child within a reasonable time period. Your child must be symptom free or on antibiotics for 24 hours prior to returning to the park program. Should your child contract any contagious disease such as: mumps, measles, chicken pox, scarlet fever, etc. child must return with a Doctor's release to school letter. Please report it to the staff immediately so we can notify other parents that their children may have been exposed.

### **Medication**

Parents should notify staff of any medication that the child needs to take during the hours of the program. Medication dispensing forms must be completed and returned to the Youth Coordinator before any medications will be dispensed. Please request these forms prior to the start of the program.

### **Medication Dispensing**

Only prescription medications will be dispensed to your child by an assigned teacher under the following guidelines:

- Medications must be in the original container and labeled with your child's name, directions for dispensing, date, and physician's name.
- Doctor's prescription and medical consent form must be filled out completely and left with a staff member prior to the medication being dispensed.
- Over the counter medications also must have a doctor's prescription with medication and dosage clearly written.

Medications will be locked at all times. Dispensing of medication will be documented in a confidential logbook.