



PARENT HANDBOOK 2023-2024

“The mission of the Worth Park District is to offer our residents opportunities to enjoy life through quality programs, services and facilities.”

Table of Contents

Program Components	3
Hours of Operation	3
Fees and Ages	3-4
Registration	4
Payments & Schedules	4
Remote Learning	4
Important Dates	5
Absentees	6
Late Fees	6
Emergency Forms	6
Arrival & Departures	6
Pick Up Cards	7
Behavior	7-8
Discipline	8
Emergency Closings	9
Health	10
Medication	11
Accident Policy	11
Bathroom Accidents	11
Clothing	11
Alcohol & Drugs	12
Weapons	12
Communications	12
Lunches/Snacks	13
Personal Belongings	13
Special Needs	13
Important Reminders	13
Key Contact Information	13
Worth Park District Policies	14
Parent Handbook Acknowledgement Form	15
Car Safety Restraint Seats	16

Dear Parents,

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 Supervisor at 708-448-7080 ext. 102.

Program Components

The Worth Park District RAS program is dedicated to providing a safe, recreational environment for your child. Tot-Lot participants will be guided by the staff to and from class. RAS program components include but are not limited to: remote learning (in conjunction with District 127 schools) quiet/nap time, homework group, large and small group games, arts and crafts, story time and free play. 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*)

Hours of Operation

Days

Monday-Friday

Times

7am – 6pm

Fees & Ages

Ages

3-12

Registration Fee

\$50 for first child

\$25 for second child

3rd child and more FREE

AM Sessions

Grade	Fees:	Time:
Worth Park District Pre-K	\$10	7-8:45am
School District Pre-K/Kind	\$10	7-8:15am
1 st -8 th Grade	\$10	7-8:15am

Extended Sessions

Grade:	Fees:	Time:
School District Pre-K/Kind	\$30	7am-12pm (AM)
School District Pre-k/Kind	\$36	11:30am-6pm (PM)
After preschool	\$28	2-6pm
1 st -8 th Grade	\$25	3-6pm
1 st -8 th Grade	\$35	Both 7-8:15am & 3-6pm
Full Day	\$45	7am-6pm

Registration

Registration is on a first come-first serve basis. Once we receive our maximum participants allowed per group, 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.

Payments & Schedules

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

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). **Credit cards can be kept on file.** **All payments have to be made by Wednesday 5pm, no exceptions.**

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

Remote Learning/Snow Days

In the event of a snow day and the Park District is still open, we will assist with remote learning. We are not responsible for your child's chrome book. We can assist with login, homework questions, etc. Please remember that our staff is not responsible for making sure all homework tasks are complete. We will do our best to assist your child in anyway, however our staff are not certified teachers.

Important Dates for the 2023-2024 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. No registration will be accepted after the deadline. A separate registration form must be filled out for these programs.

August:

22nd First Day of School

September:

4th No School – Labor Day Building Closed

October:

9th No School – Columbus Day (KDO)

November:

20th-22nd No School – Thanksgiving Break (Mini Camp)

23rd-24th No School – Building Closed

December:

25th No School – Building Closed

26th–29th No School – Winter Break (Mini Camp)

January:

1st No School – Building Closed

2nd-5th No School – Winter Break (Mini Camp)

15th No School – M.L. King's Birthday (KDO)

February:

19th No School – President's Day (KDO)

March:

19th No School – Election Day (KDO)

25th-28th No School – Spring Break (Mini Camp)

29th No School – Building Closed

April:

26th No School – Institute Day (KDO)

May:

27th No School – Memorial Day Building Closed

29th Last Day of School (if no snow days)



Absentees

If your child will be absent for RAS please call, **708-448-7080 ext. 102**. 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.

ARRIVAL/DEPARTURE PROCEDURES

Drop off will take place on the East side of the building near the RAS room on Beloit Ave. The area will be coned off so that cars remain in a line for one-by-one drop off/pick-up. **Please enter from 114th Pl. and exit on 115th St. so we can ensure there is only one entry/exit line.** Upon arrival, only the child will exit the car and ring the doorbell. Parent/guardian will remain in the car and wait until they see their child enter the building with the staff member. A staff

member will answer the door and bring the child inside where they will record time child arrived and initial. Only one child 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, the car at the front of the line will be the first parent/guardian to ring the doorbell. We will have staff monitoring the door to see who arrives so we can get the child in a timely manner. Parent will wait by the door until staff arrives with child, opens the door and sends them out. The next parent/guardian in the car line will enter the doorbell area only when the family before them has entered their car. **There is only one person allowed in the doorbell area at a time.**

Pick up cards

Two sets of pick-up cards will be given to one parent/guardian. The pick-up cards will be used during the departure process. The card should be placed on the right side of the dashboard of the car. This will help the staff to see who is getting picked up and make it a smoother process. The card needs to be displayed or we cannot release the child. If a card is lost or in need of a new one, please contact the Recreation Supervisor.

Behavior Management

In order 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 the general public.

5. Theft of other participants', staff's, or program's property or personal belongings.
6. Not following the social distancing and safety guidelines in place by the CDC.

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:

- Inability to follow the health, safety and social distancing guidelines per the CDC and The State of Illinois
- 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, time-outs, sitting out of an activity or activities. The program staff will also keep parents informed and ask for their cooperation with discipline as problems arise. Children's appropriate behaviors are encouraged through positive discipline techniques. These may include praising, complimenting and calling attention to appropriate behaviors. In cases of disruptive behavior, a "time-out" will be given to offer the child a few minutes to gain self-control. This gives the child time to think about his or her actions before rejoining the group. "Time-outs" are only used after all methods of re-direction have proved to be unsuccessful. Program staff will keep parents informed and ask for their cooperation with discipline as problems arise. Violent behavior and/or constant refusal to comply with rules will lead to dismissal from program.

Discipline methods:

- | | |
|-------------------------------|---|
| 1st Offense | – Staff will notify parents of child's verbal warning. |
| 2nd Offense | – Staff will give the parents a write up in the form of an incident report and the staff member will discuss the situation with the parent. |

3rd Offense – If the child receives a 2nd write-up, the child's participation will be terminated from that program, upon completion of that day. The termination will last for the duration of the program.

Suspension – any bullying, inappropriate or threatening language, or any physical altercation.

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.

Emergency Closings

WPD will close if the following occurs:

- Acts of Nature Days (severe warnings, snow or cold)
- Emergency school closings due to extreme weather

In the case that School District 127 is closed for questionable weather conditions, the school closings will be based upon the following districts, in the following order, in efforts to determine operations for the Tot Lot Program and AM classes. *Pre-existing program operating in RAS on a school day off will continue as scheduled.*

- School District 127 ½ (Chicago Ridge)
- School District 126 (Alsip)
- Utilities Malfunction (power outage, water or plumbing problems)
 - 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 possible, to utilize another facility with working electricity, any program that is in session would attempt to be re-located to the other facility. As soon as we are aware of the cancellation, the staff will make every effort to contact you.



Health

We are offer

unable to specialized

care for a sick child in a group setting. For the protection of all children and staff, a child experiencing any of the following must be kept out of the WPD Programs:

- COVID-19
- A temperature of over 100 degrees
- Intestinal disturbances-accompanied by diarrhea/vomiting within 24 hours
- Respiratory infections
 - hacking cough
 - profuse nasal discharge (green or yellow)
- Lice, Impetigo, Pinkeye, Ringworm, etc.
- Any undiagnosed or unexplained rashes

If your child is sick, please do not send him/her to RAS that day. If a child becomes ill at RAS, a parent or guardian will be called to pick up the child immediately. In the case of any communicable disease (chicken pox, etc.) your child(ren) will not be able to participate in the program until they have a doctors note that they are cleared of the disease. Please contact the Recreation Supervisor immediately for the health and safety of others. Parents of the other campers will be discretely notified when necessary.

If your child tests positive for Covid-19, we ask that they refrain from coming to RAS for a period of 5 days and once they are showing no symptoms. If a parent or sibling in your household test positive, we ask that you test your child as well and inform the Front Office of the

results. If the child is negative, they can attend RAS.



Medication

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 (available from staff) 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.

Accident Policy

If your child receives a minor wound or injury at the WPD, 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 staff will call the parent/guardian to come and change the child. If child has spare clothing, he/she will be expected to change themselves. Staff assistance is limited.

Clothing

Our programs require indoor and outdoor play. **Please send your child with gym shoes daily.** 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.

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.

Communication

Newsletters, calendars, 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 with the exception of suspected child abuse.

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

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

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 campers 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 Recreation Supervisor or the Superintendent of Recreation before the child's start in the program so special arrangements can be made.

Important Reminder

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

Key Contact Information

Receptionist

Cindy Redenbaugh

708-448-7080

Monday-Friday

9:00am to 5:00pm

Recreation Supervisor

Sarah DeWolf

708-448-7080 x 102

sdewolf@worthparkdistrict.org

RAS contact/Call in number

Worth Park District Policies

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.

PARENT HANDBOOK AGREEMENT

Please sign and return this page as acknowledgement that you have read and understand the RAS parent handbook.

Child/Children's Name _____

Parent/Guardian's Name _____

Parent/Guardian's Signature _____

Date _____

WORTH PARK DISTRICT
Child Safety Restraint Seats

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 15 passenger van.

Note: 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 15 passenger van.

_____ 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 Name: _____

Parent/Guardian Signature: _____

Date: _____