



The Clubhouse

PARK DISTRICT OF OAK PARK

The Clubhouse Handbook 2019 - 2020



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Welcome

May, 2019

Dear Parents:

Welcome to The Clubhouse, the Park District of Oak Park’s afterschool program. Your child is about to begin an exciting program that will provide healthy, recreational, and unique activities. Most of all, your child can look forward to having **FUN**.

The following handbook has information that will answer any questions you may have regarding our program. Please discuss all of our program’s policies and procedures with your child. This manual will also be a helpful reference tool to keep throughout the school year.

All families will receive an email link for our participant emergency form that must be filled out before your child can attend The Clubhouse. The Park District will not take a child into our care until we have the completed form.

Feel free to call me at (708)725-2102 or email me at joe.lilly@pdop.org if you have a question concerning The Clubhouse. Our staff looks forward to a safe and fun school year!

Sincerely,

Joe Lilly

Staff

Program Supervisor: Joe Lilly
Office: (708)725-2102
Email: joe.lilly@pdop.org

Afterschool/Teen Coordinator: Lucie Harrison
Office: (708)-725-2029
Email: lucie.harrison@pdop.org

Carroll Center Site Supervisor:	TBA, (708)613-1044, CarrollClubhouse@pdop.org
Longfellow Center Site Supervisor:	TBA, (708)426-3976, LongfellowClubhouse@pdop.org
Barrie Center Site Supervisor:	TBA, (708)259-1470, BarrieClubhouse@pdop.org
Dole Center Site Supervisor:	TBA, (708)670-7188, DoleClubhouse@pdop.org
Fox Center Site Supervisor:	TBA, (708)259-1471, FoxClubhouse@pdop.org
Andersen Center Site Supervisor:	TBA, (708) 426-3968, AndersenClubhouse@pdop.org
Austin Gardens Site Supervisor:	TBA, (708)-932-0978, AustinClubhouse@pdop.org
Field Center Site Supervisor	TBA, (708)-426-3969, FieldClubhouse@pdop.org

Our staff has a variety of experience in recreation and education. All team members are First Aid & CPR certified through the American Heart Association and have completed orientation in preparation for the school year. All staff have completed DCFS mandated reporter training. The Clubhouse maintains a maximum student to staff ratio of 8:1.

Goals

The Clubhouse:

To create a safe and nurturing environment that stimulates development, where children can express themselves, build friendships, grow, and enhance their natural enthusiasm for learning, exploring, and creating.

Park District of Oak Park Mission:

In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks and facilities.

General Information

School's out, it's time for fun! During The Clubhouse, children participate in a variety of structured and unstructured activities. Each day will include a snack, an organized activity or craft, and 30 minutes of quiet time (Monday - Thursday) where students will be able to work on homework, read, color, and relax.

Children have opportunities to learn and grow by expressing themselves through play and experiences including: arts & crafts, recreational and group games, sporting activities, and educational games. Children will receive their snack and drink before starting all extracurricular activities. Parents are welcome to send their children with additional snacks.

The Clubhouse may also offer occasional enrichment programs or special guest speakers. These special enrichment programs will be led by in-house staff and instructors specifically brought in for the children.

Program Times:

Monday, Tuesday, Thursday, Friday	3 - 6 p.m.
Wednesday	2:30 - 6 p.m.

Program Location Information:

Carroll Center

1125 S. Kenilworth
(708)613-1044

Longfellow Center

610 S. Ridgeland Ave.
(708)426-3976

Barrie Center

1011 S. Lombard Ave.
(708)259-1470

Dole Center

255 Augusta St.
(708)670-7188

Fox Center

624 S. Oak Park Ave.
(708)259-1471

Andersen Center

824 N. Hayes Ave.
(708) 426-3968

Austin Gardens

167 Forest Ave,
(708)-932-0978

Field Center

935 Woodbine Ave.
(708)-426-3969

Registration

Enrollment is open to all children who reside in Oak Park and attend a District 97 elementary school. Registration must be done online or in person at Ridgeland Common Recreation Complex or the Gymnastics Recreation Center.

A participant emergency information form will be emailed out to each household and must be filled out prior to your child's first day at the program. A non-refundable \$50 registration deposit and the first month's payment will constitute registration; your child is registered for the program only when this is paid in full.

All children must be enrolled two business days prior to starting the afterschool program. This time is necessary for the Park District to process your registration, communicate with the School Offices about your child's enrollment, and for the program staff to prepare for your child to attend.

Park District of Oak Park Registration Offices:

Ridgeland Common Recreation Complex (RCRC)
415 Lake St.
Oak Park, IL 60302
(708)725-2300

Gymnastics and Recreation Center (GRC)
21 Lake Street
Oak Park, IL 60302
(708)725-2200

Tuition

Full year: \$3,024; Monthly: \$336

Tuition for The Clubhouse is due on a monthly basis. Monthly bills are processed on the 15th of the month and are due on the 22nd day of the month prior. For example, the Oct. payment is due on or before Sept. 22.

Monthly Installment Due Dates:

Sunday, Sept. 22	Wednesday, Jan. 22
Tuesday, Oct. 22	Saturday, Feb. 22
Friday, Nov. 22	Sunday, Mar. 22
Sunday, Dec. 22	Wednesday, Apr. 22

Monthly bills and receipts (for families who are enrolled in automatic payments) are sent to parents via email on the 15th day of the month (or Monday, if the 15th falls on the weekend). If payment is not received by the due date on the 22nd day of the month, the Park District will contact you to make payment. If late payment is not received by the last day of the month, your child will not be allowed to participate in the next months' program until the installment is paid in full.

Please note:

All late payments must be made by the last day of the month. **Beginning on the first business day of the new month, all students are subject to the registration policy that the program fee must be paid in full one business day prior**

to when a student begins the program. The purpose of this policy is safety for all children in our program during the beginning of the school year and monthly transitions. For example: If December's payment is made online on Saturday, Nov. 30 or in-person on Monday, Dec. 2, the student may attend beginning on Tuesday, Dec. 3.

These dates and guidelines are set for the safety of your child; they are essential so the Park District can process your registration, ensure that staff is prepared, and communicate with your child's School Office and Site Supervisor.

Monthly Payment Instructions

Automatic Payment Deductions:

For your convenience, the Park District offers and encourages the use of an automatic payment system, where payments are deducted monthly from your credit card (MasterCard, Visa, Discover or American Express) when billing is processed on the 15th day of each month. If you are interested in using this program, please complete the Credit Card Automatic Payment Form available at Ridgeland Common Recreation Complex (415 Lake Street) or the Gymnastics Recreation Center (21 Lake Street).

Manual Payment Options:

- **Online** through your family's registration account at www.pdop.org after bills are processed. A username and password is required.
- **In-person** at the Gymnastics Recreation Center (21 Lake Street) or Ridgeland Common Recreation Complex (415 Lake Street) during customer service registration hours. Please refer to the Park District's program guide or pdop.org for these hours.
- **By phone** please call the Administration Center at (708)725-2000
- **Checks may be mailed to** Ridgeland Common Recreation Complex (415 Lake Street, Oak Park, IL 60302). If mailing a payment, allow at least seven days for the payment to be received and processed by the 22nd day of the month.

On-site staff members do not have payment information and will not accept payments. Their primary responsibility is your child's safety and enjoyment.

All monthly payments are the same. Program costs are added for the entire year and divided evenly between the Sept - May payments (Aug. and June do not have separate fees). Even if your child misses days occasionally, you are still responsible for your regular rate. We hire staff, buy supplies and pay for transportation and snacks based on the number of children enrolled.

For payment questions or concerns contact Scott Sekulich, Customer Service Manager at (708)725-2023 or Scott.Sekulich@pdop.org.

Refund Policy

Refunds will be prorated and based on the number of full program days remaining in the month at a rate of \$17.08 per day. This rate is based on the tuition for the entire school year (\$3,024), divided by the total number of attendance days for The Clubhouse (177 days).

Refunds are only processed and prorated for days that the program is scheduled to operate during any particular month; scheduled school holidays and breaks are not included. There are no discounts or refunds given for absences. Parents may not deduct payment for days their child is registered for, but does not attend.

When withdrawing your child from the program, please notify your child's Site Supervisor directly, notify your child's school office, and contact Customer Service to cancel billing and process any applicable refund (708)725-2000).

Receipts

Receipts are available on your family's registration account. Receipts can also be emailed or printed during payment of program fees at the Administrative Office. Annual childcare statements can also be printed through your online registration account. The Park District of Oak Park's Tax ID Number is 36-6006028.

In case of a separation or divorce, the custodial parent is responsible to make payments on time, and will receive all bills and tax statements.

Sign-in Policy

The Clubhouse staff will meet the students at the following locations at the conclusion of each school day:

- Carroll Clubhouse – Behind Lincoln School
- Longfellow Clubhouse – The hallway by the Gymnasium
- Barrie Clubhouse – The Irving School Auditorium
- Fox Clubhouse – Behind Lincoln School (Lincoln Students) & The hallway by the Gymnasium (Longfellow Students)
- Andersen Clubhouse – The Beye Elementary Commons (Beye Students) & Front Office (Hatch Students)
- Austin Gardens – The Holmes School Auditorium
- Dole Clubhouse – Hallway near front entrance
- Field Clubhouse – Hallway near teacher's lounge

Absence and No-show Procedures

Once signed in by the Clubhouse staff, the students walk with the staff to their Clubhouse centers. The only exception is the Fox Center Lincoln students and Andersen Center Beye Students who will take a school bus (with the Clubhouse staff) to Fox and Andersen Center, respectively. Bussing will be provided for other Clubhouse locations on inclement weather days.

District 97 students who do not attend the listed schools may still attend The Clubhouse. In these situations, parents must secure private transportation to the program location and provide staff with an anticipated arrival time.

If your child will be absent from the program or will not be meeting staff at the school pick-up location immediately after school, whether due to illness or any other reason, you must call The Clubhouse cell phone **before 1pm** and leave a message for your child's Site Supervisor. You may also email the appropriate Clubhouse email account listed on Page 3 of the Clubhouse Parent Manual. Please give your name, your child's name (first and last) and the date(s) they will be absent.

If a child does not arrive at the school meeting location immediately after school, or if a child with private transportation does not arrive at the program location by the anticipated arrival time, The Clubhouse staff will take the following steps:

1. Check with the child's school office staff.
2. Contact the child's parents.

3. Call all emergency contacts and adults authorized to pick-up the child.
4. The Program Supervisor is notified.
5. The Oak Park Police Department is notified.

[*Sign-out Policy*]

If the child is located during any of the above steps, the sequence stops. Three failures to notify of absence may result in program dismissal without refund.

All children must be signed out with The Clubhouse staff at the end of the program. Children will **only** be released to individuals who have been authorized to pick up that child on the emergency form. The Park District must receive written notification from parents of any additions or changes to this list.

Please bring your ID with you when signing out your child. Individuals will be asked to show their ID when picking up a child to ensure that they have been given permission to do so on that child’s emergency form. We do this to ensure the safety of all our participants.

If the program staff has any questions about an individual’s authorization to pick up your child, the child’s legal guardian will be contacted before the child is released.

While we will always attempt to follow parental wishes, the Park District cannot stop a parent from picking up their child unless there is a restraining order in place. Please provide the Program Supervisor with any confidential custody information.

[*Late Pick-up Policy*]

The Clubhouse Program ends promptly at 6 p.m. If you are late, please call your child’s Site Supervisor on the program cell phone to notify them of your arrival time.

If you are stuck in traffic or unable to pick up your child for any reason, please contact one of the authorized adults listed on your child’s emergency form.

Late Pick-Up Fee:

After the program ends there is a late fee of \$10.00/child for each fifteen (15) minute period is assessed:

6:01 – 6:15 p.m.	\$10.00
6:16 – 6:30 p.m.	\$20.00
6:31 – 6:45 p.m.	\$30.00
6:46 p.m. & later	\$40.00

If we have no contact from a parent after 6:15 p.m., a responsible party from your emergency form will be contacted to pick up your child. If we are unable to make contact by 6:30 p.m. with anyone who can pick up your child, we will contact the Oak Park Police Department for assistance.

Program Staff cannot accept late fees. All parents picking up their child late will be required to sign a late payment form and will be billed accordingly through our registration office.

After three late pick-ups of 30 minutes or more, the Park District will dismiss the student from the program. This policy is enforced for the entire school year for all program locations.

Health Care Policies

The Clubhouse is not licensed for the care of sick children. Staff has the authority to refuse any child who shows signs of illness using the following guidelines:

- **Temperature of 100 degrees:** A child who is ill with a fever may not be at The Clubhouse, even if controlled by medicine.
- **Vomiting:** A child who vomits will be sent home immediately.
- **Strep throat:** A child must take antibiotics for 24 hours before returning, and can only return if there has been no fever for 24 hours and they continue to take antibiotics for 10 days.
- **Diarrhea:** A child who has diarrhea twice in one day will be sent home.
- **Chicken Pox:** A child must remain home until **all** blisters have dried and formed scabs. This usually is 7-10 days after the pox began.
- **Ringworm:** Children may return 24 hours after starting treatment. The ringworm must be covered until no longer visible.
- **Conjunctivitis - Pink Eye:** A child with pink eye or conjunctivitis will be sent home. Children may return 24 hours after treatment begins, or until the active infection passes completely.
- **Viral Conjunctivitis:** A child may return once the Program Supervisor receives a doctor's release stating that the child does not have bacterial conjunctivitis.
- **Head Lice:** A child must remain at home until **nit free**.

A physician should diagnose any child who experiences symptoms of a contagious disease. If you have any questions regarding an illness, please call in advance before dropping your child off.

Make sure you have a plan in place in case your child gets sick while at The Clubhouse. If you are unable to leave work yourself, please have someone who is able to care for your child lined up. This is for the well-being and comfort of your child as well as all of the other students and staff.

It is the parent's responsibility to verify their child's daily health is adequate before bringing him or her to school. A child who shows signs of illness should be kept at home for the benefit of all. **If your child is exposed to a communicable disease**, you must notify the Program Supervisor immediately for the protection of the students and staff.

If your child will not attend The Clubhouse due to an illness, you must call The Clubhouse Cell Phone (or email the appropriate email address) **before 1pm** and leave a message for your child's Site Supervisor. Please give your name, your child's name (first and last) and the date(s) they will be absent.

Carroll Center Site Supervisor:	TBA, (708)613-1044, CarrollClubhouse@pdop.org
Longfellow Center Site Supervisor:	TBA, (708)426-3976, LongfellowClubhouse@pdop.org
Barrie Center Site Supervisor:	TBA, (708)259-1470, BarrieClubhouse@pdop.org
Dole Center Site Supervisor:	TBA, (708)670-7188, DoleClubhouse@pdop.org
Fox Center Site Supervisor:	TBA, (708)259-1471, FoxClubhouse@pdop.org
Andersen Center Site Supervisor:	TBA, (708) 426-3968, AndersenClubhouse@pdop.org
Austin Gardens Site Supervisor:	TBA, (708)-932-0978, AustinClubhouse@pdop.org
Field Center Site Supervisor	TBA, (708)-426-3969, FieldClubhouse@pdop.org

If a child becomes ill or injured while on the site, their parent will be notified immediately. Staff will call the emergency contacts listed on your child's emergency information form if staff is not able to reach a parent or guardian directly. In case of a severe injury or illness that may require care from a health care professional, program staff will first contact emergency services to provide immediate care for your child on-site or transport him or her to a local hospital.

Dispensing Medication

In severe and unique cases, the Park District of Oak Park may request that a child take an intermission from participation, until a doctor's release is provided stating that the child's condition is safe to return for both the participant and staff.

Thank you for your cooperation in helping us to provide a safe and healthy environment for all participants!

If your child requires medication during the time they are in our care, please notify the Park District as soon as possible. Before any medication (prescription and non-prescription) may be given to The Clubhouse staff, a medication dispensing form must be completed; these are available through your child's Site Supervisor.

Both prescription and non-prescription medicines must be in their **original container and clearly marked with the child's first and last name, medication name, doctor's name, dosage and other specific directions.** Parents must bring medication directly to the Site Supervisor at the program location; please verbally review all instructions and any other special considerations with your child's Site Supervisor at this time.

All medications will be kept in a secure place determined by your child's Site Supervisor. Our staff is not authorized to directly administer any medications. If needed, a staff member will verbally assist your child with taking their medication.

Food Allergies

If a child has special dietary needs due to medication, allergies, illness, or special circumstances, **you must note this in his/her emergency form.** Food allergies will be posted in the Park District facility's kitchen, so our staff can ensure proper food distribution. If a child is unable to enjoy the daily snacks provided by The Clubhouse due to multiple food allergies or dietary restrictions, parents are welcome to provide snacks and a container specifically for your child.

Full Days Off and School Holidays

The Clubhouse follows the District 97 school calendar, and meets only after full and half school days. The program will not meet on days off of school and institute days. The School's Out program is available on days off. For a complete and up-to-date listing of these days, please check the School District 97 calendar.

On select days off of school, the Park District offers a separate "Passport to Adventure: School's Out" program with a field trip. Registration and payment for these programs are separate from The Clubhouse.

2019 - 2020 School Calendar

Full Days Off:

Monday, **August 26**

Friday, **November 1**

Tuesday, **March 17**

Tuesday, **August 27**

Monday, **January 21**

Friday, **April 10**

Monday, **September 2**

Monday, **February 17**

Monday, **May 27th**

Half Days:

Thursday, **October 24**

Friday, **October 25**

Thursday, **January 30**

Friday, **January 31**

School Breaks:

Thanksgiving: **November 27 – 29**

Winter: **December 23 - January 3**

Spring: **March 23 – March 27**

Emergency Closings

When schools are closed due to bad weather, The Clubhouse will not operate. **This includes both full-day and mid-day closures.** For weather-related school closings, listen to local radio stations, check your school district's website and look at www.emergencyschoolclosings.com.

The Clubhouse meets at **regular program operating hours** if your child's school is closed for a non-weather related emergency for a full or partial day (mechanical difficulties, power outage, etc.). In these instances, participants must be brought to their Clubhouse location and signed-in with the staff by a parent, guardian, or authorized adult. Pick-up service is **NOT** provided on these days. If the Park District facility is experiencing similar technical or mechanical difficulties, The Clubhouse will be cancelled and parents will be notified. There is no refund or credit for these unforeseen closures.

Outdoor Play

The Clubhouse is committed to providing recreational opportunities for children, both indoors and outside! We will go outside to enjoy the playground or play organized games when weather permits. In order to participate in outdoor activities during the winter months, your child must wear a coat, gloves and hat. On snowy days, please also send your child with boots. Site Supervisors will notify parents of planned snow activities in advance when possible. If your child is not able to participate in outdoor activities for medical purposes, a doctor's note is required. Our program is not equipped to provide one-on-one care.

Extracurricular Activities

Children are welcome to take part in extracurricular activities held at their school, such as: scouts, intramural sports, music, etc. If your child will be participating in such an activity, you must notify The Clubhouse Staff **prior to the start of the activity**, by filling out an Extracurricular Activity Form. These forms are kept at each site. The forms will ask you to provide us with the dates and times of each activity, along with the contact information of the activity staff and the time you expect your child to arrive at Clubhouse. Please speak with your child's Site Supervisor to inform them about the transportation you have arranged for your child from their after school activity. In some instances the Clubhouse staff may be able to pick students up following their extracurricular activity but this varies depending on the amount of Clubhouse children participating at the distance from the Clubhouse Center to the child's school.

Homework

The Clubhouse will schedule homework/quiet time Monday-Thursday for 30-45 minutes. The Clubhouse staff is available to provide children with guidance and support; however, staff does not provide tutoring to students, work extensively one-on-one with children, or check individual assignments for completion or correctness. Children who do not have homework will be asked to read, color, or work quietly on something during this time. The Clubhouse is a recreation program committed to providing a variety of activities to all participants; therefore the **maximum** amount of time set aside for homework is **45 minutes**.

Participant Code of Conduct

We want The Clubhouse to be a great experience for everyone involved. In order for this to happen, everyone needs to play a role in creating a positive and safe environment. The Park District and Program Staff appreciate your cooperation and understanding of these rules:

- Showing respect to all participants, staff, equipment and facilities
- Behaving in a way that results in only appropriate, kind, and positive interactions with others
- Leaving any unnecessary items at home that may cause a distraction at the program, including toys, cell phones, electronics, or items that appear to look like weapons
- Refrain from causing bodily harm to self, other students, or staff
- Take direction from staff
- Refrain from chewing gum

Consequences for not following the rules listed on the previous page or any other rules developed for the specific Clubhouse locations will be shared with the participants. In order for this to be successful, the Park District asks for parents' support in enforcing these guidelines.

Staff will address each incident with the participant (and parent if the situation requires) in a positive and fair manner meant to help teach participants how to make better choices. In instances where re-direction and a reminder of the rules is not effective, staff will follow the following discipline procedures:

- 1st infraction: Verbal Warning
- 2nd infraction: Time-Out/loss of privilege, parent notification
- 3rd infraction: Behavior Management Report filled out (signed by parent)*
- 4th infraction: Suspension or Dismissal from Clubhouse program

**Multiple behavior management reports being filled out can result in a suspension. If the behavior problem continues following the suspension, it will result in a non-refundable dismissal from the program.*

Behavior management reports may be completed for the following:

- Fighting, teasing, or using inappropriate language toward other students
- Damaging property or equipment
- Damaging property of other students
- Disrespecting or disobeying Clubhouse or Park District Staff
- Leaving designated group or grounds without permission
- Stealing
- Gang Association (participant will be dismissed from the program)

The Program Supervisor and Site Supervisor will interpret these rules. A child may advance through the levels of the Discipline Procedures, or may jump to a higher level dependent upon the severity of the behavior.

The Park District reserves the right to dismiss a participant whose behavior endangers the well-being of themselves or the program and no refunds are issued in these circumstances.

Personal Articles

Students should not bring toys, sporting equipment, pets or cell phones to the program unless permission has been given by the Program Supervisor. Children are discouraged from bringing large sums of money or valuable items that could be lost or damaged. All items that are brought must be clearly labeled with your child's name. **The Park District of Oak Park and program staff are not responsible for lost or stolen items.**

Parent Conferences

If a student consistently displays unacceptable behavior during The Clubhouse, parents may be asked to attend a conference with the Site Supervisor and/or the Program Supervisor. Parents may also request a conference to discuss concerns or poor behavior. Please feel free to ask questions at any time. We believe that open communication between parents and staff is essential to your child's success and happiness



Inclusion

The Park District of Oak Park (PDOP) and West Suburban Special Recreation Association (WSSRA) work together to provide support to children who enroll in PDOP programs and who have a disability. If you think your child may need additional support, due to disability, please keep reading to become familiar with the PDOP Inclusion process.

1. At the time of registration, please note the request for additional support. If you register with the paper form, look for the box that says *"In accordance with the Americans with Disabilities Act, describe any accommodation needed for your enjoyment of the programs above."* If you use the PDOP's online registration system, please make a note of your request in the "comments" section at checkout.
2. The PDOP will forward your contact information and program information on to the WSSRA Inclusion Manager.
3. A member of the WSSRA Inclusion Team will contact you to assess your child's strengths and needs.
4. WSSRA and the PDOP will work with you to determine what level of accommodation is needed to best support your child, in a least restrictive environment.
5. Accommodations may include:
 - Training and resources to PDOP camp & program staff;
 - Program observation and suggestions for activity modification;
 - Behavior management development and implementation training for PDOP camp and staff;
 - Provision of a 1:1 Inclusion Aide.

Who is eligible for Inclusion Services?

Any individual who has a disability and registers for a Park District of Oak Park program.

What types of services are available?

WSSRA will provide the type of support deemed necessary for successful participation in a partner agency program. Supports may include:

- Provision of staff training and resources to partner agency staff;
- Evaluation and modification of program activities;
- Training and use of adaptive equipment;
- Developing behavior management plans;
- Providing additional support staff including sign language staff & Inclusion Aides.

The type and level of support is individualized for each situation.

What is the cost for inclusion services from through WSSRA?

Inclusion services are provided at no cost through the Park District of Oak Park. Participants must pay the program fees, but there is no additional cost for inclusion services.

Who do I contact if I have a question?

If you have questions or need assistance regarding the program, program content, or program fees, please contact the partner agency. **If you have questions regarding the inclusion process or supports, please contact WSSRA’s Inclusion Manager, Chris Strum at (847) 455-2100, chriss@wssra.net.**

Contact Information

Questions and comments are always welcome! Additional information will be distributed to parents at each program location as the need arises. The Park District of Oak Park looks forward to a great school year.

Andersen Center

824 N. Hayes Ave.
 (708) 426-3968
AndersenClubhouse@pdop.org

Longfellow Center

610 S. Ridgeland Ave.
 (708)426-3976
LongfellowClubhouse@pdop.org

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