

Pleasant Dale Park District



Extra Innings Program Manual 2018-2019



Pleasant Dale Park District

7425 S Wolf Road

Burr Ridge, IL 60527

630-662-6220

Dear Parents,

It is our pleasure to welcome you and your child to the Extra Innings before and after school program, operated by the Pleasant Dale Park District for residents of the Pleasantdale School District 107.

Our program admits students who are enrolled in pre-Kindergarten through eighth grades within the district, and it is held at the school's facilities at 8100 School Street in LaGrange, Illinois.

This manual has been prepared and assembled to provide you valuable information about our program's operation as well as information important to your child's safety.

Our program's goals are to provide opportunities for children to develop emotionally, physically, and socially within a healthy, fun and supervised environment. We welcome your family to Extra Innings, and pledge to care for your child with respect, patience, and encouragement.

Sincerely,

Eric Sloyan

Recreation Supervisor

Location

Extra Innings is held on site at the Pleasantdale Elementary School, which is located at 8100 School Street in LaGrange, Illinois.

Admission

Any student enrolled in Pleasantdale School District 107 grades pre-Kindergarten through eighth grade may register for the Extra Innings Program.

Hours of Operation

Extra Innings operates its program to coincide with the Pleasantdale School District 107 School Calendar, running before and after school on Mondays through Fridays on days when school is in session. Extra Innings does not run on school Holidays, days off, or Spring, Thanksgiving or Winter breaks. On scheduled half days of school, Extra Innings will be offered from dismissal until 6:00pm.

Extra Innings before-school care begins at 6:45 AM and runs until classes begin. At this time, children who attend Pleasantdale Elementary will be sent to their assigned

classroom lines on site. Those who attend Pleasantdale Middle School will be transported by the school district's bus to the Middle School.

Extra Innings after-school care begins at school dismissal time and ends promptly at 6:00 PM. Students who attend the elementary school will be accompanied to the program, while students from the middle school will be transported by the school district's bus.

Emergency Closings

No Extra Innings care will be provided on days when school is cancelled or dismissed due to inclement weather or other emergency.

Fees

Extra Innings before-school program:	\$11 per day
Extra Innings after-school program:	\$16 per day
5 Days a week option:	\$125.00 (MUST be a full week of school both AM and PM)
Same Day (AM and PM) option:	\$25.00 (MUST be same day AM and PM)
Late Registration Fee:	\$5 (late fee begins Saturday after 12 PM) (Max of \$5/week)
Drop Off AM:	\$15 Per instance
Drop Off PM:	\$15 Per instance (after 2:45 PM day of service)
Late Pick-Up Fee:	\$1 per minute after 6:05 PM

For each additional child enrolled, a discount will be applied.

THERE WILL BE NO REFUNDS FOR SERVICES NOT USED.

THERE WILL BE NO TRANSFERS BETWEEN DAYS OF SERVICE. **THERE WILL BE NO TRANSFERS BETWEEN MORNING CARE AND AFTER CARE.**

Registration Forms

Prior to the child's first day of attendance at Extra Innings all forms, including Emergency Contact Information, Authorization for Pick Up, Program Waiver and

Registration Forms must be completed and submitted with payment at the Walker Park Rec Center. Extra Innings forms **WILL NOT BE** accepted in the mailbox outside of the Walker Park Rec Center. All information contained on the forms will be kept confidential and will be used only when necessary. Completed forms and payment must be completed in person or submitted via fax. If sending via fax, please call the Rec Center to confirm receipt of fax. The Pleasant Dale Park District is not responsible for any fax that is not received. First time registration must be completed at the Rec Center, thereafter, registration can be completed online. Deadline to register online is Saturday at midnight the week before service.

Payment

Extra Innings is a prepay program, which means that payment must be made before the child may attend the program. **Registration and payment must be submitted to the Park District at the Walker Park Rec Center by 12:00 PM on Saturday of the week before care is provided or you will be assessed an additional \$5 late registration fee (per family).** Payment may be made by cash, check, or credit card. **Please be aware of occasional Rec Center building closures which may require registration prior to Saturday.

Daily Drop Off Fees

In the event that you drop your child/ren off for before-care or after care without registering; or fail to register by 2:45PM for after-care (same day service) a **\$15 Drop Off fee will be assessed per instance.** For example, your before-care charges will be \$11 for before-care service plus the \$15 drop off fee totaling \$26. Your after-care charges will be \$16 for after-care service plus the \$15 drop off fee totaling \$31.

Late Pick Up

If you pick up your child after 6:05PM, you will be assessed a **\$1 per minute Late Pick-Up Fee.** Extra Innings staff members will call authorized individuals, beginning with parents, when a child is not picked up by 6:00 PM. If no one has arrived by 6:30 PM, staff will contact the Willow Springs Police Department. If no one has arrived by 7:00 PM the Police Department may take the child into protective custody until a parent is located. **IF A PARENT IS LATE THREE OR MORE TIMES TO PICK UP A CHILD, THE PARK DISTRICT MAY WITHDRAW THE CHILD FROM THE EXTRA INNINGS PROGRAM FOR THE REMAINDER OF THE SCHOOL YEAR.**

Drop Off and Pick Up Procedures

Before school care parents must come into the school building to sign in and leave their children. **No child will be allowed to sign in/out for the program themselves.**

After school care parents must come into the school building to pick up their children and sign out for the day. No child will be allowed to go with anyone who is not listed on the Authorization for Pick Up form. No child is allowed to walk home unless an authorized adult provides written permission to the appropriate Extra Innings staff members.

Program Expectations

Extra Innings offers safe and healthy before and after-school care for students, ensuring that they have the opportunity to complete assigned homework. Extra Innings also offers a variety of activities for children in attendance, including games, arts and crafts, sports, and social activities.

Parents can expect that:

- Children will be cared for in a safe and supportive environment
- Staff will exhibit professional conduct at all times
- Concerns about students' behavior or problems will be conveyed in private and will be kept confidential
- Staff will be trained and certified in CPR and First Aid
- Parents will be informed of upcoming events
- Parents will be asked for feedback in the form of questionnaires or surveys
- Periodic emails will be available

Extra Innings asks that Parents:

- Register ON TIME (before 12:00PM on Saturday before services are provided)
- Pick up your child on time
- Keep your child's records up-to-date
- Inform Extra Innings staff of any changes in contact or emergency information
- Inform Extra Innings staff of any changes of pick up for the day
- Contact Pleasant Dale Park District if your child will not attend Extra Innings on a scheduled day
- Inform Extra Innings of any food allergies
- Your child does not bring cellphones, music, OR video games to program. These items are not allowed in the Extra Innings Program.
- To remind children that the school iPads are for school usage only
- Update the Pick up Patrol App each week.

We want your child to have a positive, healthy, and fun experience while in our care and we appreciate your involvement and cooperation.

Medical Conditions/Medications/Medical Emergencies

Written consent from your doctor is needed in order for Extra Innings staff to monitor a child when he/she takes medication. This includes prescription medication as well as over the counter medication. Forms are available, please contact Program Supervisor. Any medication that needs to be dispensed must be left in its original container in a bag with the child's name on it and with written instructions. The instructions should include information about who to contact and any immediate action that needs to be taken should there be a reaction to the medication.

Please inform the Extra Innings staff of any special circumstances your child may possess. This information should also be noted on the Emergency Contact Information form.

If your child is ill or has a fever, do not bring him/her to Extra Innings. If your child becomes ill during Extra Innings, we will contact a parent and request that the parent

pick up the child. If we cannot reach a parent, we will notify the individual listed as the emergency contact.

If your child is injured and requires more than just basic first aid, 911 will be contacted and then we will contact a parent. If we cannot reach a parent, we will notify the individual listed as the emergency contact. We will arrange to have the injured child transported to the nearest hospital. Extra Innings employees are not permitted to transport an injured child in either a park or personal vehicle. You will be responsible for any charges incurred for the transportation and the emergency medical treatment rendered.

Behavior and Discipline

Participation in the Extra Innings program is a privilege. Maintaining proper conduct while in the program is the joint responsibility of the students, parents and Extra Innings staff members. Program participants are expected to exhibit appropriate behavior at all times. The Extra Innings program reserves the right to develop additional rules as deemed necessary.

Our goal is to provide a safe, positive environment for all our students. Please understand that behavior that compromises our goal cannot be tolerated. Extra Innings staff members will use positive reinforcement for good behavior and will attempt to redirect negative behavior. **Staff will not tolerate any bullying and will address it immediately.** If a child is not obeying the rules, staff will initiate a “time out” period that will prevent the child from participating in activities. The duration will reflect the child’s behavior and his/her age. Staff members will inform parents of “time out” periods and alert them to any negative behavior. If a child’s behavior becomes disruptive to the group or endangers anyone, parents will be called and asked to pick up a child. After a third such incident, the child may be removed permanently from the program and no refund will be issued.

Inappropriate Language

We have a “Zero Tolerance” policy for inappropriate language. Staff is advised to turn any language issues over to our Recreation Supervisor. If we cannot deal with this issue

at the program level, parents will be notified to set up a conference to establish further action.

Snacks and Food Allergies

Extra Innings will provide children with an after care snack and drink. If your child has a food allergy, you must indicate this on the appropriate registration forms. In the event of a food allergy, Extra Innings staff will work with you to provide an alternate healthy snack for your child.

Kidnap Alert

It is the parent's responsibility to notify the Extra Innings staff or the Pleasant Dale Park District of any kidnap concerns. If non-custodial parents do not have permission to pick up a child from Extra Innings, this must be noted on the appropriate Extra Innings forms.

Movies at Extra Innings

There are times that we watch movies at Extra Innings. Typically, all of the movies are rated "G." This can limit some of the titles that we are able to view, as many of the recent Disney movies have been rated "PG." We have expanded our viewing options to, on occasion, include some of these newer Disney movies. **If you have a concern with your child/children watching a rated "PG" movie, please talk to a staff member.**

Contacting Extra Innings Staff

Extra Innings staff can be reached 6:45-9 am and 3:00-6:00 pm at 630-202-1230



EXTRA INNINGS PARENT AGREEMENT

I, _____, understand that:

-The typical registration deadline for each week is 12pm Saturday prior _____

(Online registration deadline is Saturday prior to midnight)

-I will incur a \$5 late registration fee for failing to register on time _____

-If I drop off my child at Extra Innings for before-care without
registering them, I will incur a \$15 late fee per occurrence _____

-If I drop off my child at Extra Innings for after-care or fail to register
my child by 2:45pm for same day service, I will incur a
\$15 late fee per occurrence _____

-THERE ARE NO REFUNDS FOR SERVICES NOT USED _____

-There are no transfers of services between days/AMs & PMs _____

-I must sign my child in/out each day _____

-I have a responsibility to work with my child to ensure my child is
behaving properly while at Extra Innings _____

(Parent initials all items above)

I, the undersigned, have received and agree to be governed by the Extra Innings
Program Manual.

Child's Name: _____

Additional Child(ren): _____

Parent's Name: _____

Parent's Signature: _____

Date: _____