



VERNON HILLS PARK DISTRICT  
HAWTHORN AFTERSCHOOL PROGRAM (HAP)

PARENT HANDBOOK  
2017-2018



# HAP Fast Facts

**\*School Notification – It is the responsibility of the parent to notify the school that they have signed their child up for HAP. It is very important to do this so they may put it on your child’s bus pass.**

**Daily Program** – AM care begins at 6:00 AM and goes until the start of school. PM care begins when school is released and ends at 6:00 PM. Aspen students are walked to and from Elementary South. Townline students are walked to and from Elementary North.

**Tuition** – Payment for HAP will be automatically withdrawn on the Monday of each week.

**Security** – Please be ready to show an ID when picking up your child.

**Changes/Cancellations** – A permanent change to your HAP schedule or the need to withdraw from the program must be made at least one week before you would like the scheduled change to occur. A *Change Form* must be filled out. (See more information on page six of the Parent Handbook)

**Early Release & Non School Days** – If your child is regularly enrolled in HAP on an afternoon of an early release, they are automatically enrolled in the early release portion of the afternoon; therefore, the fee for that afternoon will be increased by \$5.50, for a total charge of \$20. If enrolled, and your child does not attend the afternoon of an early release, the regular afternoon fee of \$14.50 will still apply. When District 73 is not in session HAP is not in session. You may register separately for the School’s Out program.

**Absences** – If a student is absent on a day they are supposed to attend the program you are still charged for this day.

**Homework** – Everyday students have the option to do their homework, however, it is the responsibility of the child to start their homework. Our staff will aid them in any help they may need.

**Snacks** – A snack will be provided by the program once in the morning and once in the afternoon.

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## **MISSION STATEMENT**

To promote diverse community-based recreational opportunities by providing a variety of programs, services, facilities, and natural spaces to enhance the quality of life for our residents.

## **VISION STATEMENT**

Addressing the lifelong leisure needs of all Vernon Hills residents.

## **GOALS**

1. To provide recreational opportunities that promote physical and creative experiences outside of the classroom.
2. To provide a quiet atmosphere and assistance allowing children to complete their homework.
3. To provide quality care and a fun environment.
4. To promote socialization among the children.
5. To provide nutritional snacks before and after school.

## **CURRICULUM**

Our curriculum is self-directed using interest and discovery areas. The activities incorporate all aspects of child development: social, emotional, physical and intellectual. Group activities, arts and crafts, quiet activities, gym/outdoor play, snack, and homework are a part of our program each day along with other interesting projects.

## **Schedule of Operations**

### **LOCATION, HOURS OF OPERATION, ARRIVAL & DEPARTURE**

The Hawthorn Afterschool Program (HAP) is conducted in two schools:

Hawthorn Elementary North (301 Hawthorn Parkway) and Hawthorn Elementary South (430 N. Aspen Drive). Children that attend Elementary North and Townline Schools need to register for the north location and children that attend Elementary South and Aspen Schools need to register for the south location.

The HAP morning program begins at 6:00am and ends when the children have been released to their respective schools. The HAP afternoon program begins at 2:00pm and ends at 6:00pm sharp.

Before school, parents will drop their children off at the school at which they enrolled their child (Elementary South or North). When children are dismissed to school at the south location, program staff will walk the children from Elementary South to Aspen School. When children are dismissed to school at the north location, program staff will walk the children from Elementary North to Townline School. After school, the students will be walked by program staff from Aspen School to Elementary South and from Townline School to Elementary North.

### **NO SCHOOL DAYS**

The Hawthorn Afterschool Program is not in operation during Hawthorn District 73 school institute days, holidays or winter/spring break. You will not be charged for HAP for holidays/institute days. A separate program is offered through the Park District called the "School's Out" program. Registration information regarding the Park Districts "School's Out" program will be provided at least one month in advance of the day of the program. This program requires a separate fee and registration process.

## **EARLY RELEASE DAYS**

There are six early release days throughout the school year. An additional fee of \$5.50 will be charged to any student that normally attends the day that the early release falls on. A student is automatically signed up for the early release day as long as it lands on an afternoon that they normally attend.

## **SCHOOL CLOSINGS**

If Hawthorn School District 73 is closed due to inclement weather our Afterschool Program will also be closed. Emergency situations may arise requiring the program to adjust their hours of operation or close for the day. Some of these emergencies may include:

- Loss of power in the building
- Temperature problems in the facility
- Weather

Announcements regarding the cancelling of the program will be made via [www.emergencyclosings.com](http://www.emergencyclosings.com). Search for Hawthorn District #73. You will also be notified via email if the program ends early due to weather conditions and if emergency pickup is necessary.

## **FIELD TRIPS & TRANSPORTATION**

The Hawthorn Afterschool Program does not take field trips as part of the regular program.

## **TUITION POLICIES**

### **TUITION**

Like every other home and business, the Vernon Hills Park District operates on a budget. We count on receiving payments on time so we can make purchases needed for our program and pay salaries. For this reason, we have established the following policy concerning payment of tuition and fees.

- At registration, you will be authorizing a weekly automatic debit. The weekly fee for your child will be automatically charged to your debit/credit card for that week's tuition each Monday morning.
- All services must be paid before they are received. If you become delinquent in your payments, you will be required to pay the delinquent payment and current dues or your child will be dis-enrolled from the program.
- A one-week written notice is required when withdrawing from our program or changing the amount of days your child will be in attendance. Forms for changes and withdrawal are available from the site director or at the Sullivan Center front desk.

### **ABSENCE**

We do not deduct days missed from your tuition fee. When you enroll, you are reserving the time, space, staffing and provisions for your child, whether they attend or not. If your child will be home due to illness, we ask for your cooperation in notifying us of any communicable illness.

### **SCHEDULE CHANGE/CANCELLATION TO PROGRAM**

Although every effort will be made to accommodate schedule changes, any changes in a child's attendance at the After School Program are subject to availability. Any permanent changes to a student's schedule in the HAP program must be given no less than one week before the given change is to take

place. If a change or cancellation is requested the parent/guardian must fill out the *Change Form* and submit it to the Recreation Supervisor at the Sullivan Center. These forms can be picked up at the Sullivan Center, from your site director or by email request from the Recreation Supervisor (email address supplied on page 11)

### **EARLY RELEASE**

A \$5.50 fee will be applied on Early Release days. Please see above for more detailed information on early release days.

### **ONE WEEK GRACE**

A one week waive of fees will be given to those that give at least one weeks' notice of a student missing a week of HAP. Each student in the program will be given one week to use through the school year in case of vacation, sickness, etc. This one week must be used within 5 consecutive days. The days may not be dispersed throughout the school year. If a student does not attend full time (5 days a week) the same procedure applies to those that attend less than 5 days a week.

### **ENROLLMENT DEPOSIT**

A \$150, non-refundable deposit per child will be required at the time of enrollment. The primary reason for this fee is to reserve a spot in our program. This deposit will be applied towards your fees.

## **ATTENDANCE PROCEDURES**

### **Check-In Procedures**

Near the end of the school day the site director will check the school's absence and pick up list. When a child who is scheduled to attend HAP does not arrive and the program has not received an absence call from the child's parents and/or the school, the site director will institute an immediate search.

An unaccounted absence will initiate the following actions:

- The child's school will be called to see if the child was absent or dismissed from school.
- Each parent's cell phone will be called. Messages will be left if no one is available.
- The child's home will be called. A message will be left if no one is home.
- The child's parents will be called at work. Messages will be left if no one is available.
  - Once a child's parents have been reached, the After School Program will assist in the effort to locate the child but will shift the primary responsibility for locating the child to the child's parents.
- If a child's parents cannot be contacted, someone on the child's emergency contact list and/or the Vernon Hills Police Department will be sent to the child's home.

### **PICK UP PROCEDURES AND SECURITY**

We ensure each family a safe and secure environment for their child. Security measures are taken at each facility to protect all the children in our care. Children will not be released to anyone other than a parent, guardian, or person listed on the child's data form unless the child's parent notifies the After School Program prior to pick up time. If a staff member is unfamiliar with any person picking up a child, the staff member will ask to see a picture identification before the child is released. If the person picking up the child refuses to show ID the child will not be released.

When dropping off or picking up your child, the adult must sign the child in or out and make contact with an HAP staff member.

In the case of divorce or single parent families, it is important to indicate who the custodial parent is. The custodial parent may be required to provide the Site Director with a copy of legal documentation. This document will be kept confidential in your child's file. No information regarding a child or family will be released without a signed release from the parent.

### **LATE PICK UP POLICY**

HAP closes at 6:00 PM. While we understand that parents may occasionally run late in the afternoon in picking up their child, HAP faces staffing issues when parents are late. Therefore, after a 5 minute grace period, you will be charged a late pick up fee of \$10.00 for every 10 minutes you are late in picking up your child if it becomes anything more than occasional. This is a per child fee. The late fee must be paid in full before the child can return to the program. If you are later than one hour after the program ends and the HAP staff is unable to contact anyone on your Emergency Contact list, the local police department will be called and you must pick your child up from the police department.

## **PROGRAMMING**

### **CLASS GROUPING**

The ratio of children to staff is 20:1 or lower, providing the individual attention a child may need.

### **STAFFING**

The staff are all caring professionals who are committed to the development of children. All HAP staff are CPR & First Aid certified. Staff is also encouraged to continue their independent educational development.

All staff members at the Vernon Hills Park District are Mandated Reporters. If staff members suspect possible abuse (physical, sexual or emotional), the staff must notify the Illinois Department of Children and Family Services (DCFS). All procedures by DCFS will be followed.

### **HOMEWORK POLICY**

HAP stresses the importance of homework and sets time aside every day for the children to complete their assignments. Staff members are available to supervise the homework area and to assist the children with their work, however, a child who needs individual help with his or her homework must ask. Because of the number of children who require assistance during homework time, the staff members are unable to check each child's homework for accuracy or provide the type of one-on-one homework help that is available from a private tutor.

Although we encourage the children to do their homework when it is assigned, using the time set aside to complete homework is the responsibility of the child. Please let us know if you prefer to have a child complete his or her homework at home.

### **SNACK**

All children will be offered a snack once in the morning and once in the afternoon. We offer all nut-free snacks in the program. Although we are mindful to allergies and other dietary restrictions and try to

provide snacks accordingly, if your child(ren) prefers different or additional food, please feel free to send a snack to school with your child. Children are free to get water from the drinking fountains as they please.

## **OUTDOORS**

Playing outside is very important to the health and physical development of children. Therefore, it is very important that your child is always dressed appropriately for the weather. This may include: snow boots, mittens or gloves, hat and snow pants/suit. The children will be outside. In the winter months, children will not go outside when the temperature is 20 degrees or below with the wind-chill factor. If your child is not well enough to participate in outdoor activities, then a written note from your physician must be provided.

## **PERSONAL BELONGINGS**

Children are discouraged from bringing personal items to the program such as toys, video games, and cell phones. While we realize the importance of cell phones for communication with parents, the Vernon Hills Park District takes no responsibility for any lost or stolen items.

## **COMMUNICATION**

Keeping parents informed is an important aspect of the Hawthorn Afterschool Program. We feel that the exchange of information between parents and staff provides insight for both. Knowing what your child is doing during the day helps you reinforce and encourage the same topics and activities at home. Our staff can better provide for a child's needs if they are aware of situations at home. It is vital that you inform us of any changes happenings in your family.

The staff of the Hawthorn Afterschool Program will post a monthly newsletter on our website. Please visit [www.vhparkdistrict.org](http://www.vhparkdistrict.org) and go to 'Hawthorn Afterschool Program', listed under the 'Programs' tab. In addition, information will be posted by the 'Sign In/ Out table' of each school.

## **PARENT INVOLVEMENT**

Involvement of parents in our programs is essential. Your cooperation with all policies and procedures is extremely important to us. Take every opportunity to talk with the Park District staff about your child. Ask your child about their time spent in our program each day. You can also volunteer to help with your special talents! Parents and instructors together can help your child develop to his or her full potential.

## **ADJUSTING**

Each child will react differently to new situations. Sometimes a child does wonderfully on the first day because everything is new and exciting, but may become anxious the second day when he or she realizes that this is going to be a new routine. Most children need two or three weeks to adjust fully to a new environment. The best support a parent can give is to be enthusiastic, encouraging and patient. If you need suggestions for helping your child to feel comfortable, talk with your child's instructors or site director. They are there to help support you and your child.



# **HEALTH POLICY**

## **ILLNESS**

We ask your cooperation in maintaining the level of “wellness” in our program. Parents can assist in keeping our facility healthy by making sure that their children are in good health before coming to the program and feeling fit before returning after an illness. Children with fever, rash, vomiting, diarrhea, congestion, persistent cough or sore throat with fever etc. should be home until they are well. If your child has signs of illness, please keep them home. If your child has a contagious disease, PLEASE report this to us immediately. Please review the guidelines below:

Your child will be placed in isolation and sent home if he/she exhibits any of the following symptoms:

1. A temperature of 101 degrees and higher
2. Diarrhea and/or vomiting
3. Undiagnosed rash
4. Nasal discharge or discharge from the eyes or ears
5. Lethargic or lack of well being due to illness

If your child has a contagious disease, PLEASE report this to us immediately.

Examples:

1. Strep throat, Scarlet fever
2. Pin Worm, Ring Worm
3. Head Lice, Scabies
4. Measles, Mumps, Chicken pox
5. Pink eye (conjunctivitis)
6. Impetigo

Before returning to the program, your child should be:

1. Feeling well and fit for a complete 24 hours.
2. Free of temperature for 24 hours. This means 24 hours of a temperature of 99 degrees or below WITHOUT medication.
3. Free of vomiting and diarrhea for 24 hours.
4. Must be on any antibiotic for at least 24 hours.
5. On a prescription eye drop for 24 hours after pink eye.
6. Home from the program a minimum of seven days from the last crop of chicken pox.

HAP can require a Physician’s note for your child to return to the program if they suspect that your child is ill. Any time your child visits the physician due to illness or accident, please obtain and submit a physician’s note for them to return to the program with diagnosis and treatment plan.

## **MEDICATION FOR YOUR CHILD**

Please contact the site director to fill out our Medication Dispensing Information form and Permission to Dispense Medication form. No medication will be given to a child in our program without these forms.

Regulations for medication

1. Medicine must bear a current prescription label with child’s name, date, directions for administering, physician’s name, prescription number, and name of drug store or pharmacy.

2. Over the counter, non-prescription medication may only be administered when accompanied by a signed physician's note on letterhead and a completed Medication Authorization Form.

Note: Failure to comply with the regulations above will result in medication **NOT** being administered. In such case, parent will be notified to come to the program to administer the medicine.

### **SPECIAL MEDICAL CONDITIONS**

For the safety of the children and the staff, any medical condition that requires blood testing and or administration of medication by injection, must be treated in a private area not located in the classroom or in the presence of any children. This does not apply to the administration of medication in emergency situations (e.g. epi pen for severe allergic reactions.)

### **MEDICAL EMERGENCY**

In the event of a medical emergency, every effort will be made to notify the parents immediately. In the event the parent/guardian cannot be reached, we will contact the emergency people listed on the registration form.

911 may be called for medical emergencies before we contact parents due to the nature of the injury or illness. The parent or guardian of the child is responsible for any costs associated with the emergency. All emergency procedures and first aid will be followed regardless of religion.

The staff will administer first aid to a child on a limited basis for minor accidents. In the registration packet, you will be asked to sign a form giving permission for staff to administer first aid regardless of religion. All staff are trained in First aid and CPR. Staff will complete an accident report for injuries.

### **INSURANCE**

The Vernon Hills Park District has general liability insurance that covers up to \$3,000,000.00 per child per occurrence.

### **ALLERGIES**

We request the cooperation of our parents to partner with us in promoting a safe environment for children with food allergies. Our staff will attempt to accommodate each program participant who has such an allergy and has identified the following operational practices for everyone to follow:

- Parents with children who have a food allergy should identify the child's specific allergy in their registration packet and notify the staff as soon as possible concerning the details of the allergy.
- Once a severe or life-threatening allergy is identified, the parents or treating physician of the allergic child must complete a Food Allergy Action Plan for review and comment by the Site Director.
- If a child with severe or life-threatening food allergies enrolls into our program, we will ask all families to cooperate by refraining from bringing any food that contains any ingredients identified in the Food Allergy Action Plan. We recognize that this may be an inconvenience for children's food choices, but the few extra minutes you spend could save a child's life.
- Staff will do their best to monitor foods that may pose a potential harm to the allergic child. However, since many items may be without their original packaging (or since trace amounts of an allergen may not even be disclosed on a list of ingredients), it is impossible to inspect every food item from every child to ensure compliance.

- Parents should promptly notify the Site Director of any change in their child’s allergic condition.

## **DISCIPLINE & BEHAVIOR**

We use large amounts of positive reinforcement and redirection and encourage problem solving through discussion in a group setting or individually. Our goal is to encourage self-discipline within each child. After several attempts have been made to meet the child’s individual needs, if the child still demonstrates an inability to benefit from the program, or whose presence is detrimental to the group, the child shall be discharged from the program. The goal will be to meet the needs of the child. In the event that a child’s behavior progresses to the point that he or she poses a threat to himself or others, parents will be contacted and will need to pick up their child. If a child and or a parent are at risk of harming themselves or others, or fail to follow the rules and regulations of the program, the child will be withdrawn from the program. Courtesy towards the HAP staff, parents and children is expected at all times from the child and parent. Corporal punishment and or verbal abuse of any kind are not permissible.

## **DISMISSAL**

Dismissal from the program occurs if a child is not ready for the group experience. The program supervisor will give the parent advance notice of dismissal. Other reasons for dismissal include: unpaid tuition and fees, consistent late pick up time, failure to comply with other program policies including the behavior policy.

## **CODE OF CONDUCT**

All HAP staff are required to follow a Code of Conduct. Parents must also adhere to these procedures while participating in a Park District program. Parents should not abuse children or staff including: physical abuse—strike, spank, shake, slap; verbal abuse—use of profanity, humiliate, degrade, threaten; sexual abuse—inappropriate touch or verbal exchange; mental abuse—shaming, cruelty. Any type of abuse will not be tolerated and may be cause for immediate dismissal. Parents will respond to staff with respect and consideration and treat everyone equal regardless of sex, race, religion or culture. The police will be called for anyone attempting to pick up a child while possessing or being under the influence of alcohol or illegal drugs. Smoking or using tobacco in the presence of the children enrolled is not permitted.

Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment in the presence of the children is prohibited. Parents will portray a positive role model for youth by maintaining an attitude of respect, patience, tact and maturity while on park District property.

Parents may not ask employees to baby-sit or transport children in their vehicles.

## **POLICY AND PROCEDURE HANDBOOK**

Please be advised that you are responsible for all the information in this handbook and will be required to sign a form that you have read and understand these guidelines that have been set forth.

*The Vernon Hills Park District reserves the right to change existing policies or introduce new polices pertaining to program operations at any time with two weeks prior notice to families.*

**Vernon Hills Park District Contact Information**

**The Sullivan Center**

635 Aspen Drive  
Vernon Hills, IL 60061  
847-996-6800

**Recreation Supervisor**

Anna Swain  
847-996-6805  
[annas@vhparkdistrict.org](mailto:annas@vhparkdistrict.org)  
Sullivan Center

**Hawthorn Afterschool Program – Elementary North/Townline**

Site Director – Donna Brosmith  
847-721-6402  
[donnab@vhparkdistrict.org](mailto:donnab@vhparkdistrict.org)  
301 Hawthorn Parkway  
Vernon Hills, IL 60061

**Hawthorn Afterschool Program – Elementary South/Aspen**

Site Director – Maureen Hilliard  
847-406-8318  
[maureenh@vhparkdistrict.org](mailto:maureenh@vhparkdistrict.org)  
430 N. Aspen Drive  
Vernon Hills, IL 60061