



SUMMER CAMP LEARNING PROGRAM

PARENT MANUAL 2023

PROGRAM POLICIES & PROCEDURES



Program Details

- ✚ **LOCATION for Drop/Pick-up:** ANNE M. JEANS /DOOR 19: 16W631 91st St, Willowbrook
- ✚ **Registration for:** Incoming 1st through 7th grade
- ✚ **Program Dates:** June 19th– August 11th (no program July 3rd and July 4th)
- ✚ **Hours of Operations:** Monday-Friday: 8:30am-5:00pm

- ✚ **Morning Drop-off times between:** 8:30 - 9:00 am
- ✚ **Evening Pick-up allowed between:** 4:00 – 5:00 pm

****IMPORTANT NOTICE:** *Parent or Guardian MUST knock on Door 19 for us to release the child. We must have anyone who will be picking up on the authorized pick-up list. Please do not honk or yell from your car for pick-up. If you must pick-up before 4pm please call the site phone at 630-640-6089.*

Contact Information

- **ON-SITE Cell Phone Number: (630)640-6089**
- **Katlyn Freeman, Summer Camp Site Director, (630) 640-6089**
- **Marilyn Burr, Lead Ambassador, (630)-640-6089**

POLICIES & PROCEDURES

SUMMER CAMP 2022

PARENTS PLEASE INITIAL & RETURN THIS COPY

Please escort your child to door 19 when you arrive. If you are driving up you can remain in your cars for drop-off. If you are walking up, please remain 6ft from other parents or children while waiting.

Sign-in Procedure

- **DOOR 19: Drop-off is between 8:30 – 9:00 AM**
- Please make sure your child is at the program **no later than 9:00 AM!** If you and your child are running late, please notify the site phone so we know when to expect your child to arrive.
*****Children must be released to staff. Please make sure you see staff accept your child inside before you leave.**

Sign-out Procedure

- **DOOR 19: Pick-up is between 4:00 – 5:00 PM**
*****Parent/Guardians MUST come to the door to pick-up (do not honk or yell from car) to pick-up your child. Please call us on the site phone if you need to pick up earlier than 4 pm for any reason**

****IMPORTANT NOTICE:** *Pick-up time is allowed between 4 – 5 PM. Please do not pick-up your child before 4 PM unless you have called the site phone to let us know the child will be picked up early for a scheduled appointment.*

- **If your child is listed as a WALKER, they will be released at 4:55 PM to walk home.**

We will only release child to people listed as emergency contact or authorized pick-up. Any guardian or authorized pickup person will allow staff to take their picture upon 1st pick-up of child for future reference. You may add someone to your pickup list on your account online. Photo ID is required.

Please note that you may not call to send your child home early. If they must leave early a person from the emergency/pick-up list must come to pick them up. Photo ID is required for those not listed on pick-up list.

Late Pick-up Notice & Fees:

We ask that you please be considerate of the staff's time and be on time.

- A late pick-up fee of **\$1.00 will be charged for every minute after 5 PM on M-F.** Late charges are due the following day. After you have received **4 late pick-up notifications your fee will be increased to \$2.00** a minute which will occur on the 5th late pick-up and thereafter.
 - ▶ If no one has picked up your child by **5:30PM** and we are not able to get a hold of you or your emergency contacts, the Sheriff's Department will be notified, and your child will be turned over to the custody of proper official.

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WALKERS THIS SUMMER

All participants that are listed in our system as walkers will leave at **4:55 PM** each day. You cannot call to have your child released early. You must pick them up

REPORTING AN ABSENT CHILD

It is the parent's responsibility to report an absence. Please do not have your child call in, it must be the parent/guardian, or it will not be considered excused.

- If your child is sick, will be out of town or for any other reason and cannot come to the program/school you **MUST** call them in!
 - ▶ **The number to report an absence is: 630-640-6089**
 - ▶ There will be no refunds or prorating of fees due to absences or any type of dismissal from the program.

IMPORTANT! If you do not call your child in by 9:00am it will be considered unexcused. After 5 unexcused absences your child will be discharged from the program.

DUE TO THE LIMITED SPACE IN PROGRAM: Children are expected to attend camp a minimum of 3 days each week. If your child has a regular event (*Ex: every Friday, we go out of town*) and cannot attend program please let us know ahead of time so that we do not expect your child on that day of the week.

Clothing/Footwear and Personal Items

We will do our best to help your child develop a sense of responsibility for their belongings. However, The Community House will not be responsible for any item that your child brings from home.

- **The Community House will not be held responsible** for any lost, stolen or damaged clothing, jewelry, or other personal items. Items will not be replaced, and there will be no reduction in fees or other form of compensation.
- **Electronic games, CELL PHONES, MP3 players, etc. are NOT permitted.** If found, they will be confiscated and returned to a parent/guardian at the time of pick-up.

Bring only the essentials to Camp! Children should come with minimal items from home. Breakfast, Lunches, and snacks will be served at the program. **Sacks and personal water bottles ARE permitted,** as individually packaged food and lunch items will be provided by the program. **Please indicate any nutritional needs or allergies on the registration forms.** Toys, linens, and other personal items should be left at home. Upon check-in, any **MUST HAVE** children's item(s) will be placed in a separate bag, in which only they and/or a staff member will access throughout the day.

LUNCHES are permitted on FRIDAYS ONLY.

PARENT/GUARDIAN CODE OF CONDUCT

Parents and/or emergency contacts/authorized pick-ups are required to follow The Community House policies while you are at our program. No Parent and/or Emergency contacts/authorized pick-ups shall be under the influence of drugs/alcohol.

Parents, please refrain from inappropriate conduct; using harsh, demeaning, threatening or abusive language, speaking in a level that is not appropriate when speaking to any staff member. There will not be any physical violence or verbal threats toward staff, a child (your own or another), another parent, member or volunteer, materials, or property. If inappropriate behavior is displayed your child will be terminated from the program.

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MEDICAL PROCEDURES

The program will always try to provide a safe environment for the children, but occasionally, they are hurt or injured in play. If such an event occurs, the following procedure will be followed:

- Medical paramedics will be called to handle any serious accidents.
- A call will be made to the parent/guardian. If they cannot be reached, we will contact the emergency numbers provided.
- If the child needs medical care, in most cases we will accompany them to the nearest facility.
- The parent/guardian must meet us at the medical facility as soon as possible.

If your child is sick, DO NOT SEND THEM TO SUMMER CAMP. If they come to Program feeling sick, child will be quarantined away from all other children. We will call you and require them to be picked up so they may not pass along any communicable diseases. They will not be allowed to walk home from the program. Someone from their authorized pick-up list must get them.

IF ILLNESS IS SUSPECTED:

- If a child develops a cough, fever, or shortness of breath, parent/guardian will be called immediately, and child will be sent home as soon as possible. It will be recommended they receive a **COVID-19** test, and they should stay home until they are symptom free (no cough or fever and no fever controlling meds) for at least 72 hours.
- IF child is symptom free after 72 hours, the child will be allowed to return with a doctor's note proving the child is not sick.
- If someone in the program or who has had access to the facility tests positively for **COVID-19**, everyone they have come into contact with should be quarantined for 5 days.

We understand this may cause disruption to our Childcare Services. We will work continue to within **the CDC guidelines and the local Health Department to ensure strict adherence to appropriate protocol is followed** throughout the program's operation.

MEDICATION

If your child is required to take any type of medication **during the Program** times you will need to fill out our Medical Dispense form. By filling out and signing this form you are allowing our staff to dispense the medication to your child. All medication needs to be in the correct pill bottle with the prescription on the bottle with child's name and may not be expired or we will not be allowed to dispense the medication. If your child has asthma or severe allergies, we require an inhaler or EPI Pen on site that the staff will carry with them if the child needs it. Please send the inhaler in the original box **and Ziploc baggy with the child's name labeled on it.**

PREVENTION OF CHILD ABUSE POLICY

Child Abuse is a serious concern for The Community House and will not be tolerated in any form from staff, parents/guardians, family, friends, or another child. Allegations will be taken seriously and will be reported to the proper authorities. Reports of suspected abuse are confidential, and The Community House will not confirm nor deny that a report was made. The Community House staff is mandated child abuse/neglect reporters as required by Federal and State law. Please be aware that The Community House, its staff, members, and volunteers have the best interest of the child at heart.

CONFIDENTIALITY POLICY

The following information relating to participants and their families shall be treated as confidential: names and addresses individually or by list, information contained in notes or other documents obtained from or about the participants and their family, records from the school and other institutions. Information shall be kept confidential except in the following cases: with the parent's/guardian's written consent and if the confidential character of the information is preserved. (Confidentiality may not be preserved in the case of mandated reporting).

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CAMPERS RULES OF CONDUCT

1. **FIGHTING** of any type will not be tolerated. This includes rough-housing or horseplay.
2. **THREATS, BULLYING, or FOUL LANGUAGE** of any type will not be tolerated.
3. **Talking back or DISRESPECT** to Community House staff, volunteers, or patrons will not be tolerated.
4. **VANDALISM** of any type will not be tolerated. (Anne M. Jeans/The Community House property and/or student property)
5. Children **MUST** stay with their designated group at all times.
6. Agree to follow **all CDC COVID-19 safety regulations** to ensure the safety of everyone in the Summer Program.

KEY RULES TO REMEMBER FOR PARTICIPANTS (AND STAFFERS)

- ✓ Do not disturb or hurt others (verbally/physically)
- ✓ Do not hurt yourself (verbally/physically)
- ✓ Do not destroy property
- ✓ Listen and respect each other and supervisors

The following “Steps of Action” will be implemented for any child who breaks the Standard Participant Conduct Rules.

STEPS OF ACTION:

1. **1st Infraction:** Child is warned and reminded of the rules.
2. **2nd Infraction:** Discipline report is written up by staff and given to the parent/guardian at time of pick up. Parent will be asked to sign write up to confirm they have been notified.
3. **3rd Infraction:** Discipline report is written up and parent/guardian is called to pick up child immediately. Child may be suspended from program and Community Outreach Supervisor and/or Site Director and parent/guardian will discuss a return date. Parent, staff involved, and Site Director will be asked to sign write up to confirm they have been notified.
4. **4th Infraction:** Discipline report is written up and parent/guardian is called to pick up child immediately. The child will be dismissed from our program immediately with no refund.

Upon return from a suspension, the child must sign a contract stating that he/she is prepared to follow the rules set forth by the after-school program. If the behavior continues, the child will be dismissed from the program permanently.

★ In non-health and safety related issues, upon receipt of the 4th written warning the child will be dismissed from the program.

«In health & safety related issues, upon receipt of the 2nd written warning the child will be dismissed from the program.

BEHAVIOR POLICY & MANAGEMENT PLAN

Our goal is to guide school-age children in skills designed to help them become competent, contributing, problem-solving members of their world. The children will be encouraged to solve their own problems when appropriate. When discipline is necessary it is carried out in a way to help the child develop self-control and assume responsibility for his/her own actions. It is kind and gentle, yet firm. In this program, we have established certain rules in order to provide a safe and effective after school program environment for your child. The following rules **MUST** be followed.

DISCIPLINE

If a child is disruptive to the program or disrespectful to staff the following disciplinary actions will be taken:

- ☑ Verbal warning
- ☑ Cool Down/Decompressing Time
- ☑ Written warning signed by child and staff. Parents will be notified and receive a copy of the misconduct form as requested

Staff will redirect the uncooperative child to another activity or redirect the entire activity into a more wholesome direction. Staff will encourage children to work out their own solutions and help them understand each other’s actions. Parents will be notified of any serious or continuous behavior problems in person or by phone. A conference between parent, child and staff will be scheduled

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as necessary to discuss serious behavior problems and to establish new behavior management techniques appropriate for the child. If no measurable improvement in the child's behavior is evident after a set period of time, the child will be removed from the program.

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

DISCHARGE POLICY

In addition to the above-mentioned rules, a child may be discharged from after school program if any of the following conditions arise. Discharge is the last alternative but will be implemented if the problem poses immediate danger to the welfare of the other participants and/or is a detriment to the quality of the program.

Our discharge policy will be implemented if any of the following violations occurs:

- Verification of falsified admission records, incomplete or missing forms including registration forms, health/emergency forms, and authorized pick-up forms.
- Participant actions or activities are an endangerment to the safety of self and/or the other participants and staff of the after school program and newly established behavior management techniques fail. This includes inappropriate behavior, actions and/or language or any disregard or **failure to adhere to the COVID-19 related policies and procedures** for safety.
- Repeat violations of the transportation arrangements for the child (***i.e. Not following Pickup/Drop off rules, no phone call to the after school program when child will not be in attendance, violation of the pick-up policy***).

The childcare needs are incompatible with the curriculum structure of the program. Any additional violations or concerns deemed unacceptable by the TCH Willowbrook Director/Community Outreach Supervisor.

A decision that results in discharge will be handled in the following manner:

- Parent(s)/guardian will receive a call from the Community Outreach Supervisor/Site Director to set up a personal meeting.
- A meeting will commence that outlines the nature of the problem that has resulted in the discharge.
- As a follow-up to the meeting, the parent will receive in writing a letter/email that confirms the discharge actions.

**** These codes of conduct, rules and discipline are subject to change without notice. Policies are subject to change depending on the severity of the incident. There will be no refunds or prorating of fees due to absences or any type of dismissal from the program.*

DATE: _____

PARENT/GUARDIAN NAME (Print): _____

(Sign): _____

Print Name(s) of Child Participating:

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