

BUTTERFIELD PARK DISTRICT

REC KIDS

&

NO SCHOOL CAMPS

HANDBOOK

Butterfield
PARK DISTRICT



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Contact List

Rec Kids Assistance, Questions, Comments, Concerns:
Rene Beck
 reckids89@butterfieldpd.com
 630-858-2229x15 or 630-858-2229x31

Registration/Billing Question: Oona Kelly oona@butterfieldpd.com/630-858-2229x10

General Recreation Assistance or Butterfield Park District information:
Anne Popek anne@butterfieldpd.com/630-858-2229x13

GENERAL PROGRAM INFORMATION

Introduction

Welcome to the Butterfield Park District's Rec Kids and Kinder Rec programs. Please take some time to look through this guide for important information. If you have further questions feel free to contact us at 630-858-2229x15 or www.butterfieldpd.com. Thank you and have a great school year!

Contact Information

Rec Kids at Butterfield Elementary School

Site Location: Butterfield Elementary School
2 S. 500 Gray Rd.
Lombard, IL 60148

Butterfield Park District Office Phone: 630-858-2229x15

Fax: 630-858-2234

Website: www.butterfieldpd.com

Rec Kids Butterfield School Program Cell Phone: 630-306-2235

Program Email Address: reckids89@butterfieldpd.com

Rec Kids at Butterfield Park District for District 89 Schools

Site Location: Butterfield Park District
21w 730 Butterfield Road
Lombard, IL 60148
630-858-2229 X 31

Butterfield Park District Office Phone: 630-858-2229x15

Fax: 630-858-2234

Website: www.butterfieldpd.com

Rec Kids Butterfield Park District Program Cell Phone: 630-306-3662

Program Email Address: reckids89@butterfieldpd.com

Red Kids Coordinator: Rene Beck- reckids89@butterfieldpd.com

Registration: Oona Kelly- oona@butterfieldpd.com

Superintendent of Recreation: Anne Popek - anne@butterfieldpd.com

Drop Off and Pick Up Procedures

Whenever you drop off or pick up your child, you **MUST** bring your child into the building and sign your child in/out on the daily attendance sheet. This is for your child's safety. Please be aware that the staff will not release a child to an individual who is not listed on the child's release form. For safety precautions, any individual picking up a child will be required to present a picture ID until staff becomes familiar with names and faces. A child should never be dropped off and left alone.

Late Pick-Up

In the event you are running late picking up your child please contact the program cell phone number. Our program does end at 6pm and it is necessary that your child be picked up at that time. We do understand that emergencies come up and traffic can be heavy from time to time, but please contact the program if you are running late.

After 3 late arrivals a fee will be assessed of \$5 for every 10 minutes past 6pm. This fee will need to be paid upon pick up. The Rec Kids team will be monitoring pick up times and will be enforcing this policy.

Behavioral Standards

As part of a community effort, the Butterfield Park District is proud to be a part of the PBIS Behavioral Standards. PBIS stands for Positive Behavioral Interventions & Supports. Through this program we will establish behavioral supports and social culture needed for all school age children. This will be the basis of appropriate behaviors within the programs. We will encourage a safe, calm, and predictable environment. Any time your child does not follow our behaviors associated with PBIS, the child will receive a reminder. Behavioral problems will be discussed with the parent and a behavioral plan will be put in place. Our goal is to make every participant successful! Removal from the program is our last resort. As a park district we will be creating and implementing a behavior matrix that includes expectations while attending the program.

Code of Conduct

Butterfield Park District promotes the concept of "equal fun for everyone". No eligible participant shall, on the basis of race, sex, creed, national origin or disability, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity. Butterfield Park District participants are expected to exhibit appropriate behavior at all times. The Park District's behavior code has been developed to help make the programs safe and enjoyable for all participants. Additional rules may be developed for specific programs and athletic leagues as deemed necessary by staff.

Participants shall:

1. Show respect to all participants and staff, and take direction from staff.
2. Refrain from using abusive or foul language.
3. Refrain from causing bodily harm to self, other participants or staff.
4. Show respect to equipment, supplies and facilities.

Items from Home

Electronics, toys and money brought from home **ARE NOT** permitted at any Rec Kids Program, unless a special day has been declared. Please refrain from allowing your child to bring an item from home. If any item from home is brought to the program, a program staff member may need to hold the item until you pick up your child. We will return the item directly to you at the conclusion of the program.

Health & Safety

If your child has contracted a communicable disease such as chicken pox, strep throat, measles, or mumps, pink eye, please notify the site immediately. A letter alerting the parents of the program will be sent out. Children who are kept home from school cannot be brought to the before/after school program. You should keep your child home and call your physician when the following symptoms persist:

1. Fever of 99.8 or over, taken in the morning, before school. Keep your child home 24 hours after an elevated temperature has returned to normal
2. Nausea or vomiting
3. Skin rash or sores
4. Inflamed, swollen, or reddened eyes
5. Excessive coughing, sneezing
6. Diarrhea
7. Sore Throat
8. Headache/earache

Minor injuries will be treated by using simple first aid. If your child is seriously injured, the staff will take whatever steps necessary to obtain emergency medical care. These steps may include, but are not limited to, the following:

1. Attempts to contact a parent or guardian
2. Attempts to contact the persons listed on the emergency information form you completed
3. Contact your physician or medical center for assistance
4. Call an ambulance or paramedic
5. Have the child taken to the hospital of the parent's choice

A medical log will be maintained in which all accidents or injuries will be recorded. This record will also be placed in the child's permanent file.

You will be responsible for the emergency medical charges upon receipt of the statement. Your authorization for the program staff to secure emergency medical care for your child and your commitment for payment is part of your registration agreement. A staff member will remain with your child at all times. The emergency medical forms you filled out for registration are very important. Please be sure to leave alternative numbers such as cell phones in case of emergencies.

Medication

Parents of children requiring medication are required to make the necessary arrangement with the Park District staff. A letter from the child's doctor is required and a medical release/ dispensing form, which is available at the park district office and must be filled out.

Allergies

All Butterfield Park District program staff are qualified and trained to follow allergy management plans. Any participant with a severe allergy must notify the park district and provide appropriate documentation from a doctor regarding an emergency allergy plan. An Epi-pen must also accompany the participant and will be stored in a red safety pack with the participants name and information.

Registration Payment

A \$100.00 non-refundable registration fee must be paid upon enrollment. This fee will assure you of placement in this program as well as be used for supplies and materials. Space is limited. Prompt registration ensures your child’s space in the program.

NO CREDITS will be given for any reason.

Registration

All registration forms must be completed **before** the child's first day.

Auto Debit

Automatic payments are required for each monthly payment. All participants must have a completed auto debit form before beginning the program. We will no longer accept independent payment plans without approval from the Superintendent of Recreation.

***Please notify the Butterfield Park District front office via phone or email if your child will be changing days or will no longer be attending the program.**

Option ‘A’ Monthly Payments/ Schedule(See Schedule on Back Page)

Payments are designed monthly and 2/3/4/5 day per week options are available. Each monthly fee is based on the total number of school days. We create an average rate per month so we are not changing fees month to month. We understand that some months may have more days off than others, but we have based our payments on the total number of school days throughout the year. Please note we do not charge you for any No School Day, Early Release Day or Half Days in your monthly tuition. No School, Early Release and Half Days are separate and are not included in your monthly payments.

MONTH	DUE DATE
August	July 15th
September	August 15 th
October	September 15 th
November	October 15 th
December	November 15 th
January	December 15 th
February	January 15 th
March	February 15 th
April	March 15 th
May	April 15 th

NOTE: Anyone wanting to pay for the entire year at the beginning of the school year or make large payment increments is welcome to do so. Please let our registration office know what payments you would like to make.

Option 'B' Monthly Payments/ Schedule(See Schedule on Back Page)

Payments are designed monthly and 2/3/4/5 day per week options are available. We create an average rate per month so we are not changing fees month to month. We have based our payments on the total number of school days throughout the year as well as all Half-Days, Early Release Days, Inservice Days and No School Days. When choosing this option, you will be automatically registered for all days whether used or not. There will be **NO** prorating for this option.

MONTH	DUE DATE
August	July 15th
September	August 15 th
October	September 15 th
November	October 15 th
December	November 15 th
January	December 15 th
February	January 15 th
March	February 15 th
April	March 15 th
May	April 15 th

NOTE: Anyone wanting to pay for the entire year at the beginning of the school year or make large payment increments is welcome to do so. Please let our registration office know what payments you would like to make.

Reporting Absences

If your child is going to be absent from the program, due to illness or any other reason (Brownies, Boy Scouts, etc.), it is the parent responsibility to inform the staff that your child will not be attending, not your child's. Leave messages on the program cell phone voice mail or send us an email

Emergency School Closings

The program will not always be in session on the days that school is closed due to weather conditions, or facility problems. A school closing is determined by the School District 44 and 89. For midday closings, the parent will be called to pickup the child. In some cases, we will offer an emergency no school camp at the park district location. This is subject to the decision made by the administration of the Butterfield Park District.

Communication regarding emergency school camp and/or Butterfield Park District closures will be communicated via email and then posted on our website and on our Facebook page.

***Please see the Butterfield Park District website for up to date program information, calendar of events, registration forms and communication from the Butterfield Park District.**

www.butterfieldpd.com

REC KIDS

AT BUTTERFIELD ELEMENTARY SCHOOL

Rec Kids at Butterfield Elementary School

Site Location: Butterfield Elementary School
2 S. 500 Gray Rd.
Lombard, IL 60148
630-827-4000

Butterfield Park District Office Phone: 630-858-2229x15

Fax: 630-858-2234

Website: www.butterfieldpd.com

Rec Kids Butterfield School Program Cell Phone: 630-306-2235

Program Email Address: reckids89@butterfieldpd.com

Program Hours

Monday-Friday (When school is in session)

Morning hours 7am-8:30am

Afternoon hours 3:15pm-6:00pm

****Please note No School Days, Early Release Days, Inservice Days and Half Days require a separate registration and fee***

Program Purpose

The Rec Kids program is designed for school age children who attend Butterfield Elementary School. Our program is held in the Butterfield School All Purpose Room (APR).

Program Goals

Our goal is to provide a safe, comfortable and fun environment for each participant. This program will provide socialization and growth throughout the year.

Staff

The Rec Kids team includes an on-site supervisor, assistant supervisor and counselors. Our ratio is 1 counselor to every 12 children. Each team member is certified in CPR/First Aid and required to attend one safety training per month.

Daily Schedule

AM:

7:00-8:00- Breakfast is served (items include cereal, toast/yogurt, muffins etc.)

7:00-8:00- Table activities (art projects, board games, reading, card etc.)

8:00-8:30- Gym activities (group games and athletics)

*Please make sure to walk you child into the building each day and sign your child in.

PM:

3:15-3:45- Participants check in, snack is served (crackers, fruit snacks, cheese stick etc.)

3:45-4:30- Homework time, table activities

4:30-6:00- Outside or gym time, table activities, homework

*Please make sure to walk into the building each day to sign your child out.

Field Trips

Periodically the children will take part in a field trip experience. You will be informed in advance of each trip and be asked to sign a permission slip. There may be a small charge for a field trip, which is not included in your regular payments.

No School, Early Release and Half Day Camps

Programs are available for an additional fee. We do not include Half Day, Early Release or No School days as part of the monthly payments.

***Please see the Butterfield Park District website for up to date program information, calendar of events, registration forms and communication from the Butterfield Park District.**

www.butterfieldpd.com

REC KIDS AT BUTTERFIELD PARK DISTRICT

Rec Kids at Butterfield Park District for District 89 Schools

Site Location: Butterfield Park District
21w 730 Butterfield Road
Lombard, IL 60148
630-858-2229x31

Butterfield Park District Office Phone: 630-858-2229x15

Fax: 630-858-2234

Website: www.butterfieldpd.com

Rec Kids Butterfield Park District Program Cell Phone: 630-306-3662

Program Email Address: reckids89@butterfieldpd.com

Program Purpose

The Rec Kids program is designed for school age children who attend Arbor View Elementary School, Briar Glen Elementary School, Park View Elementary School and Westfield Elementary School. Our program is held at Butterfield Park District in Activity Room 3.

Program Goals

Our goal is to provide a safe, comfortable and fun environment for each participant. This program will provide socialization and growth throughout the year.

Staff

The Rec Kids team includes an on-site supervisor and counselors. Our ratio is 1 counselor to every 12 children. Each team member is certified in CPR/First Aid and required to attend one safety training per month.

Daily Schedule

AM:

7:00-8:00- Breakfast is served (items include cereal, toast/yogurt, muffins etc.)

7:00-8:00- Table activities (art projects, board games, reading, card etc.)

8:00-8:15- Gym or Outside activities (group games and athletics)

8:15-8:45- Transportation to school

*Please make sure to walk you child into the building each day and sign your child in.

PM:

3:35-4:00- Pick up from school

3:55-4:00- Participants check in, snack is served (crackers, fruit snacks, cheese stick etc.)

3:45-4:30- Homework time, table activities

4:30-6:00- Outside or gym time, table activities, homework

*Please make sure to walk into the building each day to sign your child out.

Field Trips

Periodically the children will take part in a field trip experience. You will be informed in advance of each trip and be asked to sign a permission slip. There may be a small charge for a field trip, which is not included in your regular payments.

No School and Half Day Camps

Programs are available for an additional fee if you choose to participate in Option 'A' payment plan. We do not include half day or no school days as part of the monthly payments.

***Please see the Butterfield Park District website for up to date program information, calendar of events, registration forms and communication from the Butterfield Park District.**

www.butterfieldpd.com

HALF DAY AND NO SCHOOL DAY ADVENTURE CAMPS

Site Location: Butterfield Park District
21w 730 Butterfield Road
Lombard, IL 60148
630-858-2229x31

Butterfield Park District Office Phone: 630-858-2229x15

Fax: 630-858-2234

Website: www.butterfieldpd.com

Butterfield Park District Program Cell Phone: 630-306-3662

Program Email Address: reckids89@butterfieldpd.com

Program Hours

Early Release Day District 44 Only 1:15pm-6:00pm

Half Day District 44/89- 11:40am-6:00pm

Full Day District 44/89- 8:30am -3:30pm

Extended Hours 44/89- 7:00-8:30am/3:30pm-6:00pm

Program Fees

Early Release Day- \$25

Half Day- \$30

Full Day-\$36

Extended Day- \$16

Please note registration and fees are separate from Rec Kids Programs and require 5 days advanced registration. **There will be an additional charge of \$10.00 for same day registration. Refunds and/or exchanges will not be given for same day cancellations.*

Program Purpose

The Half Day and No School Adventure Camps are designed to provide fun, safe and exciting activities and/or trips on days when school is not in session.

Staff

Our Rec Kids team will provide supervision and interaction with your child on no school and half days.

Schedule

Schedules and activities will vary throughout the year. Please see the No School Camps calendar/registration form for dates of camps and themes. We will provide a few field trips throughout the year and will design games and art projects with each theme.

EARLY RELEASE DAYS at BUTTERFIELD SCHOOL

Site Location: Butterfield Elementary School
2 S. 500 Gray Rd.
Lombard, IL 60148
630-827-4000

Butterfield Park District Office Phone: 630-858-2229x15
Fax: 630-858-2234
Website: www.butterfieldpd.com
Butterfield Park District Program Cell Phone: 630-306-3662
Program Email Address: reckids89@butterfieldpd.com

Program Hours

District 44- 1:15pm-6:00pm

Program Fees

\$25

Please note registration and fees are separate from Rec Kids Programs and require 5 days advanced registration. **There will be an additional charge of \$10.00 for same day registration. Refunds and/or exchanges will not be given for same day cancellations.*

Program Purpose

The Early Release Day are designed to provide fun, safe and exciting activities and/or trips on days when school is not in session.

Staff

Our Rec Kids team will provide supervision and interaction with your child on no school and half days.

Schedule

Schedules and activities will vary throughout the year. Please see the No School Camps calendar/registration form for dates of camps and themes. We will provide a few field trips throughout the year and will design games and art projects with each theme.

Code of Conduct

First Observed Infraction..... Verbal Warning

- Counselor will talk to the camper away from the group. We will remind camper of behavioral expectations.
- An explanation to the participant as to why the behavior is unacceptable.

Initial_____

Second Observed Infraction.....Behavioral Log Initiated/1st Removal

- Camper will be removed from their group. The Site Director will speak to the camper about his or her behavior in an alternate location. Before the camper returns to the group, a counselor will talk and confirm that he/she understands why they were removed. (ie following directions, keeping our hands to ourselves, effecting the group)

Initial_____

Third Observed Infraction..... Behavioral Log / 2nd Removal

- Same as Above: In addition, there will be a discussion with the Superintendent of Recreation.

Initial_____

First Behavioral Log Infraction.....

- This would be a discussion between the parent and Superintendent of Recreation about handling future behaviors.

Initial_____

Second Behavioral Log Infraction.....Participant Sent Home

- This would be a discussion between the parent, Superintendent of Recreation and our Executive Director about handling future behaviors. No refunds will be given

Initial_____

Third Behavioral Log Observed Infraction.....Temporary/Permanent Suspension

- This would be a discussion between the parent, Superintendent of Recreation and our Executive Director about handling future behaviors. No refunds will be given

Initial_____

Parent/Guardian Guide Acknowledgement

Please sign below confirming you have read through the Rec Kids Handbook. This page should be returned before your child begins the program. If you do not understand one of the policies or anything in the handbook, please contact a Butterfield Park District staff member and they will clarify any questions or concerns. Please also review the Code of Conduct with your child to make sure they understand the behavioral expectations.

Child's Name: _____

Program Name: _____

School: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

PLEASE SIGN & RETURN