



# Clubhouse

BEFORE & AFTER SCHOOL PROGRAM

2019-2020 PARENT MANUAL



**Bensenville**  
Park District

## **WELCOME TO CLUBHOUSE!**

The Bensenville Park District is pleased that you have chosen Clubhouse for your child and we look forward to creating a fun school year with them.

This manual should serve as a guide to your questions regarding Clubhouse. Please keep it close at hand for easy reference as we progress through the school year.

## **PREPARING FOR YOUR TIME AT CLUBHOUSE**

Please dress children in weather appropriate, comfortable clothing that can get dirty and closed toed gym shoes. We will be outside when the weather is nice, so please plan ahead for colder weather days with warm layers. No flip-flops are permitted.

### **What to bring to Clubhouse:**

- A reusable water bottle
- Play clothes
- Closed-toed shoes
- Backpack
- Cellphones are permitted at Clubhouse if absolutely necessary, but must remain in your child's backpack until dismissal. The Bensenville Park District is not responsible for lost items.
- Please leave all toys, electronic equipment, and any other valuable items at home. They only serve as a distraction that can lead to behavior problems or disappointment if the item is lost, stolen, or damaged. **The Bensenville Park District is not responsible for any lost, stolen, or damaged cellphones or personal items.**

## **FREE HEALTHY SUPPER PROGRAM**

All Clubhouse participants may receive a free, cold supper and snack every day, provided by the Northern Illinois Food Bank. Monthly food menus will be available on the first day of the month on our website and at the front desk. Your child may bring their own snacks from home.

## **REGISTRATION DEADLINE**

All participants must be registered and have submitted all required forms **by 6:00pm on the last day of each month before the new session begins**. There will be an additional \$20 late fee for registering after the deadline. Please be aware that your child will be removed from the bus list unless they are pre-registered by the last day of the month and have all required forms on file. Registration information can be found on our website at [www.bensenvilleparkdistrict.org](http://www.bensenvilleparkdistrict.org).

## **REGISTRATION FORMS**

For the safety of your child, the following forms must be completed before the first day of clubhouse:

- Emergency Information
- Parent/Guardian Consent
- Child Information and Health History Record
- Medication Dispensation
- Arrival and Release

## **PAYMENTS**

Parents are responsible for making all payments, in full, by the last day of the month preceding each monthly session. If payment is not received by the last day preceding each month, your child's enrollment will be dropped and their spot will not be held. Automatic payments are available. Please complete the auto-pay section of the Clubhouse Registration Form to sign up.

## **SESSION REGISTRATION**

Clubhouse runs on monthly sessions. When registering for the program you are signing up for the whole month, choosing the same days each week for the entirety of the month. Customized days/weeks will not be accepted during Clubhouse. Consistency each week of the monthly session is vital for ensuring the safety of your child.

### **RETURNED CHECKS/CREDIT OR DEBIT CARD DECLINATION**

If a check is returned to the Park District, or if a credit/debit card declines, a \$25 penalty fee, in addition to the amount owed, will be required before attendance in Clubhouse may resume. A declined credit/debit card may also result in the forfeiture of this payment option.

### **WHO DO I CONTACT AND WHEN**

Clubhouse Coordinator: For all concerns regarding late pick up, absences, illness, questions about clubhouse schedule, or general clubhouse questions.

Clubhouse Coordinator: [bpclub@bensenvilleparkdistrict.org](mailto:bpclub@bensenvilleparkdistrict.org)

Recreation Supervisor, Lisa Semetko: The Recreation Supervisor is the Park District's full-time staff member who oversees Clubhouse. If you have any questions or comments that pertain to the overall quality of clubhouse, behavioral, or safety issues, please contact the Recreation Supervisor Directly.

Recreation Supervisor: (630) 238-4929 or [lsemetko@bensenvilleparkdistrict.org](mailto:lsemetko@bensenvilleparkdistrict.org)

Administrative Office Telephone: (630) 766-7015

Payments Contact – Front Desk (630) 766-7015

### **CLUBHOUSE LOCATION**

Before & After Care (ages 5-11) Spruce/Hawthorne Room, Deer Grove Leisure Center, 1000 W. Wood St, Bensenville, IL 60106

### **ARRIVAL AND DEPARTURES**

You must sign your child in and out of the program each day. For your child's safety and protection, your child will only be dismissed to those persons as authorized by a parent, in writing, listed on your Parent Consent Form as having your permission to pick up your child from Clubhouse. **Individuals will be asked to show their ID when picking up a child.** Early drop-off is not permitted. Supervision for Before Care program is not available until 7:00am. Children are not allowed to be unsupervised in the Deer Grove Leisure Center before or after Clubhouse. If you leave your child unsupervised Park District staff will contact you immediately.

### **LATE PICK UP FEES**

A \$5.00 fee will be charged if you are more than 5 minutes late. Another \$5.00 will be charged for every 10 minutes thereafter. If we have no contact for 15 minutes after camp ends, individuals listed on your Parent or Guardian Consent Form will be contacted to pick up your child. After two late pickups of 30 minutes or more, the Park District will dismiss the child from the program.

## **ABSENCES/HEALTHY CHILD PROCEDURES**

For the protection of all the children and staff, we are unable to accept a child who appears ill. **The staff has the right to refuse admittance of a child who appears too ill to attend on a given day.** If you are in doubt about your child's health, please keep him/her at home. Clubhouse follows the guidelines designated by the DuPage County Health Department.

- If you noticed the beginning of a cold or contagious disease please be considerate of other children and our staff and keep your child at home.
- Children who vomit, or need medication (fever reducer or decongestant) prior to the start of the day should not attend Clubhouse.
- A child must be free of an elevated temperature, vomiting, pink eye, diarrhea, or lice for a 24 hour period before returning to Clubhouse.
- If prescribed, children should be on antibiotics for 24 hours before returning to Clubhouse to ensure they are no longer contagious.
- If your child has a runny nose and is not clear in color, it is usually symptomatic of an infectious process beginning. Please keep your child home.
- A rash may be the first sign of many illnesses, such as scarlet fever or chicken pox. A rash or spots may cover the entire body, or may appear in one area. Do not send a child with a rash until your doctor determines it is safe to do so.
- The Park District reserves the right to require a "return to Clubhouse" note from your doctor.
- If your child becomes ill during Clubhouse, he or she will be isolated from the group with a staff member and made as comfortable as possible. You will be contacted immediately so your child may be picked up.
- Communicable diseases such as chicken pox, Head Lice, etc., should be reported to the Park District staff immediately. An email will be sent to all Clubhouse parents.
- In the event of an emergency or serious injury, it is our policy to seek immediate medical attention for your child (EMS) and then contact and locate the family.

## **DISPENSING MEDICATION**

Before any medication (prescription and non-prescription) may be given to Clubhouse staff, a Medication Dispensation Form must be completed.

All medications 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 instructions.

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

## **FOOD ALLERGIES**

Clubhouse is a nut free program. Please do not send your child with peanut products for supper or snack.

If your child has a special dietary need, you must note this in his or her Emergency Form.

## **PHOTOGRAPHS OR VIDEOS**

Throughout the school year, photos may be taken of the children for Park District marketing purposes only. By registering for the program, unless otherwise stated, you have granted us permission to use your child's photograph for Park District marketing material.

## **BEHAVIOR PROCEDURES**

### **Guidelines:**

In the event that participants, members, or guests exhibit inappropriate actions, the following guidelines are recommended. Program leaders and district staff will determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:

- A. A corrective discussion or verbal warning.
- B. A supervised time-out (or redirection to another activity) up to 10-15 minutes from the program/activity. The type of time out may vary according to the situation (observational: from the sidelines of activity; exclusion: away from the group but within view of activity; seclusion: time-out area with staff member present away from view of activity).
- C. A discussion with parents when involving youth participants, members, or guests. If not already being utilized, a behavior modification program should be developed and implemented (those involved in development may include, but not limited to, Park District staff, special recreation staff, parent/guardian, other support professionals). The behavior modification program should be monitored and reviewed as needed. Communication between staff (program leaders, supervisory and special recreation) and parents should be ongoing regarding any further incidences of inappropriate behavior. Documentation is required. Other related professionals (teachers, social worker, etc.) may be consulted for input and suggestions.
- D. If inappropriate behavior persists, further action may be required and removal from program, activity, or membership may be necessary. Other options may include but are not limited to:
  - Transfer to another program/activity where inappropriate behavior may be less prone to occur.
  - Adjustment, reduction, or modification of timeframe that participant or member is allowed to attend the program/activity.
  - Suspension from program, activity, or membership for a designated time period. When determining timeframes for suspension, staff will consider the severity of the actions, the length of the program or activity, any past behavior issues, and the willingness to cooperate.
  - Removal from the program, activity, or membership. If inappropriate behavior persists or the behavior is completely disruptive, removal from the program may be necessary. The District reserves the right to dismiss a participant, member, or guest whose behavior endangers his or her own safety or the safety of others.
- E. Behavior may require immediate removal from the activity, program, and premises. Prior to resuming activities, supervisory or management staff will meet with participant, member, or guest to review and discuss conduct expectations going forward.

## **STAFF**

All staff is CPR, AED certified and trained in first-aid. All Park District staff are required to have a criminal background check and screening.

Illinois Department of Child and Family Services Mandatory Child Abuse and Neglect Reporting  
As required by Illinois State Statute, recreation professionals are considered mandated reporters of child abuse and neglect. As mandated reporters, it is essential to understand what constitutes abuse and neglect and their duty to report to the Illinois Department of Child and Family Services. Staff should report immediately to their supervisor and then DCFS themselves with supervisor at 1-800-252-2873.

## **CLUBHOUSE HOURS**

Before Care – 7:00am-8:15am  
After Care – 3:00pm – 6:00pm

## **NEDSRA SPECIAL RECREATION ASSOCIATION**

NEDSRA is a support group for the Bensenville Park District and its programs. NEDSRA provides special assistance for participants who reside in communities which are affiliated with NEDSRA to participate in any of these programs. If you think your child may need additional support due to disability, please complete the request for additional support. Any individual who has a disability and registers for a Bensenville Park District Program is eligible for Inclusion Services.