



Clubhouse

BEFORE & AFTER SCHOOL PROGRAM

2024-2025 PARENT MANUAL



Bensenville
Park District

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WELCOME!

Dear Camp Parents/Guardians,

WELCOME TO THE BENSENVILLE PARK DISTRICT CLUBHOUSE PROGRAM! The Bensenville Park District is pleased that you have chosen our Before and After Care program for your child! We look forward to creating amazing memories throughout the school year with them. We have made this program to include a wide variety of activities that are safe and supervised by all our staff. Our 2024 trained Clubhouse staff are all here to provide your child fun and safe activities, give them planned time for homework, and time to socialize and make new friends! This manual should serve as a guide to your questions regarding our Clubhouse program. Please keep it close at hand for easy reference as we progress through the school year.

CONTACT INFORMATION:

WHO DO I CONTACT AND WHEN?

Program Supervisor, Leslie Monarrez: The Program Supervisor is the Park District's full-time staff member who oversees Clubhouse. If you have any questions or comments that pertain to late pick up, absences, questions about clubhouse schedule, the overall quality of clubhouse, behavioral, or safety issues, please contact the Program Supervisor directly.

Recreation Supervisor – Program Coordinator: (630) 238-4929 or lmonarrez@bvilleparks.org

Administrative Office Telephone: (630) 766-7015

Payment Contact:

Laura Borshell & Nicole Branscum, Front Desk (630) 766-7015

REGISTRATION INFORMATION

CLUBHOUSE REGISTRATION

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 BvilleParks.org

REGISTRATION FORMS

- Parent/Guardian Consent
- Child Information and Health History Record
- Behavior Guidelines | Parent Manual
- Medication Guide and Waiver
- Use of Inhaler and Auto Injector Waiver
- Arrival and Release
- Parent Manual Acceptance Forms

The link to the online Emergency Forms can be found on our camp website at:

<https://www.bvilleparks.org/about-us/forms/>

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. Auto pay will be run the 1st Friday of each month.

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.

CLUBHOUSE REFUND/ CANCELLATION POLICY

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.

GETTING READY FOR CLUBHOUSE

WHAT TO WEAR

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 EACH DAY

Please label your child's items with their name. Campers may not share personal items with other campers. We are not responsible for anything that goes missing.

- A reusable water bottle
- Play Clothes
- Close-toed shoes
- Backpack
- Cellphones are permitted at camp **if absolutely necessary**, but must remain in the camper's backpack until dismissal.

DO NOT BRING:

- **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.**

SUPPER

FREE HEALTHY LUNCH PROGRAM:

- All Clubhouse participants may receive a free, cold supper 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.

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. Kids must be picked up by 6pm for the Aftercare program.

LOST AND FOUND

Anything that is lost or left at the Bensenville Park District during Summer Camp will be placed in our lost and found in the gym. There will be a metal cart when you walk in next to the bleachers.

CLUBHOUSE LOCATION/HOURS

Before Care – 7:00am – 8:30am (ages 5-11) Maple Elm Room, Deer Grove Leisure Center, 1000 W. Wood St, Bensenville IL 60106

After Care – 3:30pm – 6:00pm (ages 5-11) Maple Elm Room, Deer Grove Leisure Center, 1000 W. Wood St, Bensenville IL 60106

MEDICATIONS/HEALTH & SAFETY

HEALTH INFORMATION

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 informing them of a confirmed case.

EMERGENCIES AND MEDICAL PROCEDURES

If your child is injured and requires more than basic first aid, an EMT is called and the following procedures are followed:

1. Parent/guardian or emergency contacts are called.
2. 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.

FOOD ALLERGIES

Our Camps are a **nut free program**. Please do not send your child with any products containing nuts for supper or snack.

DISPENSING MEDICATION

- Before any medication (prescription and non-prescription) may be given to Clubhouse staff, a Dispensing Medication Guide and Waiver 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.

CLUBHOUSE CODE OF CONDUCT

BEHAVIOR AND DISCIPLINE

Guidelines: Three strikes, you're out. If a child gets three write-ups during their time at Clubhouse, they may be permanently removed from the clubhouse program for the duration of the season.

- A positive approach will be used regarding discipline. Staff will periodically go over our rules with the kids.

In the event that the child exhibits 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:

1. A corrective discussion or verbal warning.
2. A supervised time out up to 10-15 minutes from the program/activity. The type of time out may vary according to the situation.
3. A discussion with parents.
4. If inappropriate behavior persists, further action may be required and removal from program may be necessary. Other options may include but are not limited to:
 - a. Transfer to another program/activity where inappropriate behavior may be less prone to occur.
 - b. Adjustment, reduction or modification of timeframe that participant or member is allowed to attend the program/activity.
 - c. Suspension from program or activity for a designated time period.
 - d. Removal from the program or activity. If inappropriate behavior persists or the behavior is completely disruptive, removal from the program may be necessary.
 - e. The Park District reserves the right to dismiss a participant, member or guest whose behavior endangers his or her own safety or the safety of others.
5. 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.

GENERAL POLICIES

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

SUSPECTED ABUSE OR NEGLECT

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 the supervisor present at 1-800-252-2873.

NEDSRA

NEDSRA is a support group for the Bensenville Park District and its Camps. 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.

PHOTOGRAPHS OR VIDEOS

Throughout the school year, photos and videos may be taken of the children for Park District marketing purposes only. By registering for the program, unless otherwise stated in writing, you have granted us permission to use photos and videos of your child in this marketing collateral.