

# The Den

*Before and  
After School Program*

Parent Manual 2023-2024





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## Program Philosophy

The Den is a recreation-based inclusive before and after school program providing participants ages K-5<sup>th</sup> grade with opportunities to engage in healthy lifestyle choices through a variety of fun and exciting activities, develop socialization skills, and share new experiences with friends in a safe and friendly environment. The program structure will include a basic weekly schedule and incorporate a variety of choices including: physical activities, active/passive games, team building, arts & crafts, daily homework time and a healthy snack. Enrichment opportunities in areas such as nature, fitness, health, science, and cultural arts will also be incorporated throughout the year.

\*This program is *not* licensed or regulated by The Department of Children and Family Services (DCFS).

## Schedule

| Before School |                          | After School |  |
|---------------|--------------------------|--------------|--|
| 7:00-8:30 am  | Arrival & Breakfast      | 3:15 pm      | Children Board Bus to HCC                  |
| 7:00-8:30 am  | Games/Activities         | 3:30 pm      | Children Arrive at HCC                     |
| 8:15-8:30 am  | Anna McDonald Boards Bus | 3:30-3:45 pm | Snack                                      |
| 8:30- 8:45 am | Wilson Creek Boards Bus  | 3:45-4:00 pm | Homework/Quiet Activity Time               |
| 8:45-9:00 am  | Program Closes           | 4:00-4:20 pm | Free Play                                  |
|               |                          | 4:20-6:00 pm | Activities/Crafts/Large Motor/Outdoor Play |
|               |                          | 6:00 pm      | Program Closes                             |

## Contact Information

### The Den Site Phone

Cell Phone: 815-531-9673

M-F 6:45 - 9 am & 3:00-6:15 pm

### Recreation Supervisor

Senia Chavez

F: 815-478-3324 ext. 211

[schavez@manhattanparks.org](mailto:schavez@manhattanparks.org)

### Registration and Administration Office

P: 815-478-3324

F: 815-478-3428

[mpd@manhattanparks.org](mailto:mpd@manhattanparks.org)



## Registration Policy & Procedure

It is our goal to safely accommodate as many families as possible. The Manhattan Park District reserves the right to adjust locations based on availability of space, staff and enrollment in order to maintain the safety, structure and integrity of the program as a whole.

- All registrations must be accompanied by a \$35 registration fee and proper registration forms.
- Special needs accommodations may be available to assist your child. Please notify us as soon as possible to request accommodation.
- Registration is accepted on a first come, first served basis. If the program is full, a waitlist will be implemented. If a spot becomes available, parents/guardians will be notified and will have 48 hours to confirm and arrange payment and start date. If we do not receive a response, the spot will be given to the next participant on the waitlist.
- To remain enrolled in the program, parents/guardians must remain in good financial standing with the Manhattan Park District.

| The Den            | Before Care | After Care                    | Before and After Care            |
|--------------------|-------------|-------------------------------|----------------------------------|
| <b>Daily Rate</b>  | \$16/day    | WC: \$20/day<br>AM: \$23/day  | WC: \$35/day<br>AM: \$38/day     |
| <b>Weekly Rate</b> | \$55/week   | WC:\$70/week<br>AM: \$83/week | WC: \$125/week<br>AM: \$138/week |

**Sibling Discount:** \$5 off per week per additional child.

## Tuition and Payment Options

Please refer to the 2023-2024 registration forms for payment options and authorization. Fees are divided into weekly payments. Automatic payments must be made by ACH or credit card (see attached forms) or by contacting the Finance Department at 815-478-3324 ext. 207.

By registering your child for The Den, you agree that you are responsible for the payment of all program fees and costs set forth in the program payment schedule. It is the parent/guardian’s responsibility to ensure card information is up to date. Absolutely no payments or money will be taken by staff on location; instructional staff does not have information regarding your account.

**Late Fees:** Late fees will be charged at \$5.00 per day if the payment is received after the due date. The Park District will not allow participation in the program until fees are current and all payments are received.

For questions regarding payments please contact the Finance Department at 815-478-3324 ext.. 207 or [mpd@manhattanparks.org](mailto:mpd@manhattanparks.org).



## School Calendar 2023-2024

**Early Dismissal:** The Den will operate as normal on these days. Participants will be picked up from school at the appropriate pick-up time and transported to The Hansen Community Center for The Den.

**If your child is already scheduled to attend that day of the week, we assume your child will be at the Early Dismissal Day and your child will be automatically enrolled in the Early Dismissal Day unless the Park District is notified 7 days before the Early Dismissal Day. Fees will be adjusted (+\$10) for weeks that include Early Dismissal Days.**

**No School Days:** The Den will not take place when school is not in session.

**Holiday Breaks:** The Manhattan Park District will offer holiday break camps at the Hansen Community Center (397 S. State St. in Manhattan) during Thanksgiving, winter break and spring break. Participants must register separately or these camps regardless of their Den status. Information on holiday break camps will be available in the Manhattan Park District's seasonal program guide as well as on the website ([www.manhattanparks.org](http://www.manhattanparks.org)).

## Program Hours and Emergency Closings

If the School District cancels school for any reason, there will be no Den Before or After School Program. The Den Before and After School Program will be available from the first full day of school until the last full day of school. Emergency closing days will not be made up and no refunds will be given.

## Vacations, Extended Absence and Sick Days

The Park District does not offer refunds or prorations for participants who miss due to vacations, absences, or sick days. If you are planning a vacation or will have an extended absence, you will be required to continue to make monthly payments in order for your child to stay enrolled in the program. If you choose to discontinue payments, your child's enrollment will be forfeited and your child will be added to the waitlist until a spot becomes available. In the case of a long-term absence due to a serious medical issue, please contact the Park District to discuss the situation.

## Drop Off Policy

Drop off takes place at The Market door at the Hansen Community Center. Please ring the doorbell to be admitted in to the program. Although The Den Staff may arrive at the site prior to the program start time, they are not permitted to accept participants before 7:00 am. All participants must be accompanied by a parent or authorized adult who must sign their child(ren) in with the procare app or their code at the kiosk.

Only program participants will be allowed past the pick-up/drop-off point.

## Pick Up Policy

Pick up will take place at The Market door at the Hansen Community Center. Participants must be signed out by a parent or authorized adult with the procare app or with the code they were given. Children will not be released to an individual whose name does not appear on their registration form and under no circumstances is a child to leave the program unescorted. When staff is unfamiliar with a parent/guardian they will ask to see picture identification. If someone is picking up your child who is not on the list and it is a one-time occurrence, you must provide written authorization through email in advance. If at any time you would like to add someone to the Authorized Pick Up list, you may do so by emailing the Recreation Supervisor or adding them to your procare account for your student. Please allow sufficient time when picking up your child. If you are unable to pick up your child by the program end time, please notify the Park District immediately.

## Late Pick Up Fee

The pick-up time of 6:00 pm daily is strictly enforced. If the parent/guardian is unable to pick up their child by the end of the program time, it is the parent/guardian's responsibility to make other arrangements. Any pick up after the program end time will result in a late fee of \$10.00 for the first 10 minutes and then \$1.00 per minute after. After 30 minutes and all emergency listings have been called, staff will notify the Manhattan Police Department. The child will be transported by the Police to the Police Station. A late form will be administered and turned into the office where you will be expected to pay your late payment before the next bi-weekly payment.

## Personal Items & Electronics

We strongly suggest that children leave their personal items at home. This includes: toys, stuffed animals/dolls, electronics, expensive personal items, candy and gum. The Manhattan Park District is not responsible for traded, lost, damaged or stolen items. If you are missing an item please check the lost and found. At the end of each month the lost and found will be donated to a local charity. Please make sure any items that come to the program with your child are clearly labeled with their name, including clothing and backpacks. From time to time, we may have special days when children may bring an item from home. When these occur, parents will be notified in advance. Cell phones and other electronic devices are not allowed at the program. These items must be kept in backpacks. Electronics provided by District 114 for school work will be permitted as long as they are being used appropriately.

## Snack

Children are required to provide snacks and water for the time they are attending the program. All children will be encouraged to eat a snack. **We are a peanut/tree-nut free program.**

If your child has any food allergies please inform the staff at the time of program registration.

## Homework/Quiet Time

Homework/quiet time is provided daily to give children a chance to complete necessary assignments. Staff are available to provide reasonable assistance. However, staff do not take the place of tutors. Children will be asked to take out homework. Staff are not responsible for going through backpacks or folders. Additional homework time may be provided as long as it does not impact the safety and integrity of the program.

## Illness, Injury & Medication

### Healthy Kids Policy:

- If a child becomes ill during the program, a parent will be notified and asked to pick up the child as quickly as possible. The child must be fever free for 72 hours before returning to the program. If a child vomits, they must go home immediately; if a parent is unable to pick them up, the emergency contacts will be called.
- We ask that you be considerate of other children and staff and keep your child home if they show signs of illness.
- In case of a contagious disease, please notify The Den staff immediately. All parents at that site will be notified as soon as possible.
- A child must receive appropriate treatment depending on the condition before returning to the program and may require a medical release from a physician.
- Participants must be fully toilet trained and are responsible for their own toileting needs. In the event of an accident, a change of clothes must need to be provided immediately or pick-up will be required.
- Repeated bathroom accidents will result in the removal from the program until the issue is resolved

### Notification of Medical Attention:

- **Minor injury/illness:** we will administer basic first aid such as band-aid or ice pack and you will be notified when you arrive.
- If an injury/illness requires more attention we will administer first aid and contact the parent or the emergency contacts in the event you are unreachable.
- **Serious injury/illness:** 911 will be called. If your child needs emergency medical care, we will accompany them and a parent/guardian must meet us at the medical facility as soon as possible.

### Dispensing Medication:

To ensure the safety of all participants, strict policies are enforced regarding the dispensing of medication to participants, including restrictions for any over-the-counter medications, including cough drops and pain relievers, and any prescription medication. Parents/Guardians are required to complete a “Medication Dispensing Waiver and Release Form” for any and all medication to be administered to participants by The Den staff or the participants themselves.

- All medication must be in the original container with a prescription label that includes the patient’s name, physician’s name, pharmacy name, name of medication and complete dosage information. Each day the proper dosage should be sent in the original container. If the original container is not available, the parent/guardian should obtain a new one from physician or pharmacy.
- Parent/guardian must sign and complete a Medication Dispensing Waiver and Release form.
- Medication will be stored in a locked area at temperatures consistent with package instructions.
- If the program is outside, medicine will be kept with the staff in the first aid kit.
- Children are not allowed to keep medication, including inhalers, with them. If a child is administering the inhaler themselves, they will simply ask the staff when needed.
- Transfer/possession of all medications provided to The Den staff must be signed in on the first day of the program and signed out on the last day. This will help ensure all medications including EpiPens and inhalers are properly returned in a safe and timely manner.

## Behavior Management

Our behavior management goal is to provide a positive environment in which all participants can succeed. The following policies have been established for the benefit of the program. These expectations apply to all participants and their parents/guardians. Participants and parents/guardians are required to follow all School District 114 rules as well as the Den rules outlined below.

### Code of Conduct

- Show respect to all staff, participants, property and equipment.
- Teasing, verbal or physical abuse, threatening, obscenities, disrespectful behavior or physical violence will not be tolerated.
- No weapons or items that may be used as a weapon may be brought to the program. All threats and threatening behavior will be taken seriously and reported to authorities.
- Share resources, staff time, and other materials.
- Use appropriate language to resolve conflicts and express emotions.
- Show mutual respect, cooperation and sensitivity to the needs of others.

### Staff Response to Inappropriate Behavior

- Staff will take all necessary steps to ensure the safety of all participants.
- Staff will redirect inappropriate behavior into positive alternative activities.
- If necessary, the child will be removed from an activity when behavior is inappropriate and redirection has failed. This may also occur if the child's behavior is affecting the safety or integrity of the program. Staff will encourage children to recognize and communicate when they are feeling upset or overwhelmed.
- After the situation has de-escalated, staff will discuss acceptable and unacceptable behaviors.
- Clear and consistent behavioral expectations and reasonable age appropriate consequences will be communicated to program participants as well as parents/guardians.
- If the above does not work for a specific child, staff and parents/guardians will work together to create a plan designed for the success of the child.
- Staff will communicate with parents/guardians and will seek feedback for alternative suggestions to improve behavior.

**The safety of all participants is our primary concern.** In rare situations where a child is physical with others or not cooperating with staff, we may call parents/guardians to pick up their child. The parent/guardian is expected to arrange for immediate pick up. Please ensure emergency contact information is up to date. The following behaviors may warrant immediate pick-up from the program:

- Biting, hitting or injuring self or others
- Spitting on others
- Running away from program
- Additional behaviors considered to be unsafe evaluated on a case by case basis.

The Manhattan Park District reserves the right to suspend or dismiss a child from the program if the staff determines that the program can no longer meet the needs of the child, if the child is a physical threat to him/herself or others, or if the child's behavior consistently impedes the normal daily functions of the group. Children may also be dismissed from the program if their parents/guardians demonstrate inappropriate behavior or fail to cooperate with staff. Parents/guardians may not be involved in disciplining any child other than their own.

Failure to comply with our policies and procedures may result in suspension for as few as one day or as much as the remainder of the school year. **If a child is removed from the program no refund or proration is given.**

### General Expectations for Safety

- Walk while indoors.
- Use inside voices while in the building.
- Listen when the staff gives instructions.
- Follow all directions given.
- Use equipment carefully.
- Keep hands, mouth, and feet to themselves.

### COVID-19 Expectations for Safety

- Wearing a face covering when necessary
- Maintaining 6 foot social distance
- Sanitizing hands without assistance
- See The Den COVID-19 Procedures for more details (Page 11).



## Communication

The staff makes every effort to keep parents/guardians well informed. Please make sure all contact information is up to date with the Park District so you receive all communication from us. Check your email folders to ensure Park District email is not being discarded by spam filters.

**Please keep all phone numbers, mailing addresses, email addresses, authorized guardians, emergency contacts, and medical information up to date with the Park District.**

We require all parents/guardians to notify us if your child will not be attending the program on their scheduled day. This request is made to ensure their safety. If we do not hear from you and your child is absent we will call all phone numbers listed and contact the school.

The Den program has a site cell phone. Please contact this cell phone at 815.531.9673 In case of emergency. The site cell phone is monitored between 7-9 am and 3:00-6:15 pm M-F. If you need to contact a staff member outside of these hours, or you have general questions about registration or the program, please contact the Hansen Community Center at 815.478.3324. Any absences, Late pickups, or contacting staff can be made by messaging through your procure app.

## Emergency Procedures

Evacuation procedures for each program have been established in the event of a major emergency that would necessitate removing children from the site. Additionally plans have been developed for fire and tornado procedures. If a child is injured in the program, we will take the necessary emergency steps and contact you as soon as possible. However, should the injury be more severe we will call 911 without hesitation. Staff is trained in First Aid and CPR as well as blood borne pathogens. The parent/guardian authorizes the Park District and its employees to consent to medical treatment. By registering your child for the program you are releasing the Manhattan Park District from all liability which may arise from the child's participation in the program.

## Recognizing & Reporting Child Abuse

All Manhattan Park District staff are considered mandated reporters by the State of Illinois and are required to report suspected child abuse or neglect to the Department of Children and Family Services (DCFS). Manhattan Park District will work with DCFS as required by law to ensure the health and safety of children in the program. When a report is made, Manhattan Park District will continue to work with and support the child and family. The report will be treated confidentially.

## Confidentiality

Information about the health or ability of a child or a family status will be considered confidential. Such information will only be shared with the staff as necessary to meet the needs of the child. If necessary, family information may also be shared with Department of Children and Family Services (DCFS).

## Tax Information

If you require year end documentation for tax purposes, your year end tax info will be sent out by our Finance Department by the end of January 2023.

## Inclusion of All Children

The Manhattan Park District believes in the right to an excellent recreational experience for all individuals from all backgrounds and ability levels.

If your child has any special medical, physical, psychological and/or emotional needs or receives special services from the school district, please list in detail on the registration material. This information assists the Park District in accommodating the needs of your child. The Den will work with staff from Lincolnway Special Recreation Association to make every effort to provide participants with disabilities reasonable accommodations. Should your child be in need of inclusion services, please complete the appropriate forms provided by the Park District so a request can be made to review and process the participant's inclusion needs. Please allow at least two weeks for all requests. Lincolnway Special Recreation Association will make contact with the parent/guardian after a review is complete and decisions have been made on the best course of action concerning your child's needs.

Lincolnway Special Recreation Association  
815-320-3505  
[www.lwsra.org](http://www.lwsra.org)

**Office Hours:** M–F, 9-5 pm

## Photo Policy

Say cheese! Participants may be photographed while participating in this program. The Park District may use photographs of participants in District publicity without permission or compensation. If you do not want your child to be photographed, please notify the Park District at the time of registration.

## COVID-19 Procedures

All COVID-19 procedures are subject to change based on the current CDC and IDPH guidance and recommendations.

### If a student tests positive:

We will follow all current CDC guidelines this school year

### Facility Procedures

- Parents will only have access to the designated Den pick-up and drop off point and cannot enter restricted areas (hallway, gym, the commons).

### Cleaning Procedures

- Deep cleaning and disinfecting of all The Den facilities will take place on a nightly and weekly basis by the Den and Wilson Creek staff.
- Cleaning of each area will be completed by The Den staff at the conclusion of The Den each day, including disinfecting tables, disinfecting high touch surfaces and toys/equipment used by the group.
- Hand sanitizers and hand washing stations will be available for Den students.
- Restrooms, door handles and other high touch surfaces will be cleaned every two hours by The Den Director.

### The Den Structure

- All Den registration will be completed online or on the phone at least 7 days in advance of the start of The Den.
- The recreation supervisor will maintain an attendance log of participants.

## Procare App

This school year we will be implementing a new app to help improve safety and communication for students and parents. The app we will be using is called procare.

Auto Payments are required in order for your students to attend The Den, we will monitor this every Friday that payments come out.

Here are some of the features that you will have access to with the procare app:

- Sign child in/out using a QR Code or Contactless Curbside (GPS) Sign In/out
- Add or edit their child's allergies or medication
- Add/edit authorized pickups
- View a live feed of their child's activities, such as clock-in/outs, photos, and more
- Receive/reply to messages from The Den staff.

You will sign your student in using either the pin pad with your pin code given to you or use the QR code on the app in the mornings for drop off. The Den staff will sign out students when they get on the bus to their proper school in the morning. In the afternoon they will check in all students upon arrival and when you pick up your student then you will use the QR code or the Pin code given to each authorized pick up in order to sign your student out.

If you have any questions on use or the app itself please contact Senia Chavez at [schavez@manhattanparks.org](mailto:schavez@manhattanparks.org)