



2018-2019

Parent Manual

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Program Philosophy

The Den is a recreation-based inclusive before and after school program providing participants ages K-5th grade with opportunities to engage healthy lifestyle choices through a variety of fun and exciting activities, develop socialization skills and share new experiences with friends in a safe, friendly and structured environment. 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.

Schedule

Before School	After School
6:30-8:00am Arrival & Breakfast	3:10pm Anna McDonald dismissed to The Den
6:30-8:15am Table games/Activities	3:15-3:45pm Snack
8:15-8:25am Clean up, bathroom break, Wilson Creek boards bus	3:45-4:00pm Free Play/Wilson Creek dropped off
8:30am Bus Departs	4:00-4:30pm Homework/Quiet Time/Wilson Creek Snack
	4:30-6:00pm Activities/ Crafts/ Large Motor Activities*

- The After School program will go outside, weather permitting.
- Activities are subject to change and may vary at the discretion of the program staff.

Contact Information

Manhattan Park District

Hansen Community Center

397 S. State Street
 Manhattan, IL 60515
 P: 815-478-3324
 F: 815-478-3428

theden@manhattanparkdistrict.com

Registration Hours: 8:30am-8:30pm M-Th
 8:30am-5:00pm F

The Den Site Contact

Cell Phone: 815-531-9673
 M-F 6:00-9:00am, 2:30-6:15pm

Questions, Comments & Concerns

The staff is here for you and is more than willing to help with any concerns that may arise. If you have a question about the program please start with the Site Coordinator. If there are questions about administrative procedures, or billing please contact the Recreation Coordinator.

Jaime Cyrkiel
 Recreation Coordinator
 815-478-3324 ext. 203
 jcyrkiel@manhattanparkdistrict.com



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 \$25 registration fee and proper registration forms.
- Special needs accommodations can be made to assist your child. Please notify us as soon as possible to arrange for appropriate accommodations.
- Registration is accepted on a first come first served basis. If the program is full, a waitlist will be started. 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.

Tuition and Payment Options

Please refer to the 2018-2019 registration forms for payment options and authorization. Fees are divided into bi-weekly payments. Automatic payments must be made by ACH or credit card (see forms attached). Cash or check will be accepted forms of payment at the Hansen Community Center or online at www.manhattanparkdistrict.com.

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. If you have questions regarding your payment or need to update your card on file please call the Hansen Community Center. It is the parent/guardians responsibility to ensure card information is up to date. Absolutely no payments or money will be taken by staff on location; the 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.

School Calendar-2018/2019

First Day of The Den: Wednesday, August 22nd, 2018

No School Days	1/2 Days of School
2018	2018
M Sep 3	F Aug 31
M Oct 8	W Oct 31
Th Nov 1	F Nov 16
M-F Nov 19-23	F Dec 14
M-F Dec 24-28	
M Dec 31	
2019	2019
M-F Jan 1-4	F Jan 25
M Jan 21	Th Feb 14
F Feb 15	F Mar 1
M Feb 18	Th Apr 18
M Mar 4	M Jun 3
M-F Mar 25-29	
F Apr 19	
M Apr 22	
M May 27	

Half Days and The Den Days

Half Days: The Den will operate as normal on these days. Participants will be picked up from Anna McDonald School at the appropriate pick-up time.

The Den Days: Manhattan Park District will extend The Den to include full 1-day camp like offerings, which may include a field trip for anyone K-5th grade for the “no school days” listed above. The Den Days will run from 8:30am-4:00pm for \$39/day. For those of you that have to get up early and stay late, we have you covered! We are also offering extended care hours for The Den Days! AM session hours are from 6:30-8:30am and PM session hours are from 4:00-6:00pm. The Den Extended Care is \$8/session.

Program Hours and Emergency Closings

Before School Program M-F 6:30-8:45am **After School Program M-F 3:10-6:00pm**

If the School District needs to cancel school for any reason, there will be no The 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 proration's for participants who miss due to vacations, extended absences, or sick days. If you are planning a vacation or 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.



Drop Off Policy

Drop off takes place at Anna McDonald School in the school cafeteria which can be accessed through entrance #6 located near the playground, on the south end of the building. Although The Den Staff may arrive at the site prior to the program start time, they are not permitted to accept participants before 6:30am. All participants must be accompanied by a parent or authorized adult and must physically sign their child(ren) in with their time card each day.

Pick Up Policy

Pick up will take place at Anna McDonald School in the school cafeteria which can be accessed through entrance #6 located near the playground, on the south end of the building. Participants must be signed out by a parent or authorized adult. Children will not be released to an individual whose name does not appear on their Emergency Card and Release 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 send a letter authorizing the individual. This must be submitted prior to pick-up. If at any time you would like to add someone to the Authorized Pick Up list, you may do so by filling out a new Emergency Card form. 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 so staff are aware.

Late Pick Up Fee

The pick-up time of 6:00pm 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; this includes clothing and backpacks. From time to time, we may have days where children may bring an item from home, when these occur, proper notification will be given.

Please note: 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 for school work appropriately.*

Snack

Every day during The Den the children will have snack. Breakfast items will be provided in the morning and snack items in the afternoon. All children will be encouraged to eat a snack. We encourage healthy snacks and healthy eating. Below are types of snacks we may provide:

Raisins	Whole grain cereal	Applesauce	Granola Bars	String Cheese
Fresh Fruit	Graham crackers	Goldfish crackers	Pretzels	Water
Fresh vegetables	Milk			

If your child has any food allergies please inform the staff. Individual snacks may be provided by the parent/guardian for their child if their allergies or food sensitivities require a special diet. We do, however, ask that the snack be similar to the above suggestions.



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 24 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 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 removal until the issue is resolved

Notification of Medical Attention:

- Any minor injury/illness, we will only administer basic first aid such as band-aid or ice pack and you will be notified when you arrive.
- In the case 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. An accident report will be completed as well, and you will be provided a copy for your records.

Paramedics (911) will be called to handle serious injuries. If your child needs emergency medical care, we will accompany them and a parent/guardian must meet us at the medical facility immediately.

Dispensing Medication:

Strict policies have been put in place regarding the dispensing of medication to participants. These policies must be followed if a participant is required to receive medication while in the program. This includes 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: 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 original container is not available, parent/guardian should try to 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 in the first aid kit.
- Children are not allowed to keep medication with them; even inhalers must be locked up. 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 such as EpiPens, inhalers, etc. are properly returned in a safe and timely manner.



Behavior Management

The following policies have been established for the benefit of the program. These expectations apply to all participants and their parents/guardians.

Code of Conduct

- Show respect to all. Including, staff, participants, property and equipment.
- No teasing, verbal or physical abuse, threatening, obscene, disrespectful or physical violence will be tolerated.
- Assure safety for everyone. 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.
- Assist children and require staff to use appropriate language to resolve conflict and express emotions.

Staff Response to Inappropriate Behavior

- Staff take necessary steps to ensure safety to all of the participants.
- Staff will try to 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.
- After the situation has deescalated, the staff discusses with the child acceptable and unacceptable behaviors.
- When inappropriate behaviors are consistently clear, consistent consequences are used. These will be communicated to parents/guardians. Staff may ask for alternative suggestions.

Outcomes for not meeting expectations are implemented; this may include redirection, verbal communication, and inability to participate in activities. As a last resort a break from the activity may be used to provide the child a chance to regain control. Staff will encourage children to practice self removal when feeling overwhelmed. If the system in place by the program is not working for a specific child, staff and parents/guardians are to work together to create a plan designed for the success of the child.

We expect the parents/guardians to be an active participant in the behavior management of their child. In behavior situations where the child is physical with others or not cooperating with staff, we may call parents/guardians to pick up their child. The parent/guardian are expected to arrange for immediate pick up. Please ensure emergency contact information is up to date.

Our staff puts safety of the children first. Since safety is a primary concern, The Manhattan Park District has established immediate pick-up procedures which may be implemented in the following situations:

- Biting self or others
- Hitting or injuring self or others
- Spitting on others
- Additional behaviors considered to be unacceptable in a group setting are evaluated on a case by case scenario.

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

(There will be specific expectations that all children will be expected to follow. The staff will go over these to reinforce.)

- Children must walk while indoors.
- Children must use inside voices while in the building.
- Children must listen when the staff gives instructions.
- Children must follow all directions given.
- Children must use equipment carefully.
- Children must keep hands, mouth, and feet to themselves.

Communication

The staff makes every effort to inform parents/guardians how their child is progressing, as well as the day-to-day activities and participation.

The Park District asks parents/guardians to please keep the following up to date:

- **Phone numbers**
- **Addresses**
- **Email info**
- **Authorized guardians**
- **Emergency contacts**
- **Medical information**

The staff will provide parents/guardians with monthly calendars and quarterly newsletters which will also be posted on our website. Activities listed in monthly calendars will be subject to change at the discretion of Park District staff.

We require that all parents/guardians notify us if your child(ren) 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.

The Den program has a cell phone. Please contact this cell phone at 815-531-9673 to report absences, if you are running late at pick up or if you need to get in touch with the staff. All phone calls made to the cell phone should be made between 6:00-8:45am and 2:00-6:30pm M-F. If you need to get in touch with someone outside of these hours please email: theden@manhattanparkdistrict.com or contact the Hansen Community Center at 815-478-3324.

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 an individual 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. The parent/guardian also authorizes the Park District and its employees, to consent to medical treatment. Staff is trained in First Aid and CPR as well as blood borne pathogens. 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.

Accident Reporting

Staff will fill out accident reports for all incidents, no matter how minor an incident may seem. Situations not requiring immediate notification, will be communicated at pick-up. All accident reports will be reviewed by the Safety Committee.

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 and families, as appropriate 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 need year end documentation for tax purposes, your year end tax info will be sent out by our Finance Department by the end of January 2019.



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. Lack of information may adversely affect the Park District's ability to accommodate the needs of your child. Please allow at least two weeks for all requests. 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, it is your responsibility to complete the appropriate forms provided by the park district, so a request can be made to review and process the participant's inclusion needs. This process may take up to two weeks. 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
1900 Heather Glen Drive
New Lenox, IL 60451
Melissa Jensen
815-320-3505
mjensen@lwsra.org
Fax # 312-660-8831
www.lwsra.org

Office Hours: M–F, 9-5 pm

Photo Policy

Say cheese! Participants may be photographed while at The Manhattan Park District. 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 leave a message with the Recreation Coordinator at 815-478-3324 ext. 203.