Welcome to the 2019-2020 Rec Station Program!

The Elmhurst Park District (in cooperation with School District #205) has been offering Rec Station to Elmhurst residents since 1985. The program is available at all eight District #205 elementary schools and is held in the multi-purpose room at each school. Program hours are 7:00am until school begins, and from the end of school until 6:00pm.

Our goal is to provide a safe, fun, friendly, inclusive, and comfortable before and after school environment. Please read this Parent Handbook thoroughly as it contains very important information about our program. You will be asked to sign on the registration form that you have read and understand this handbook. Should you ever have any questions or concerns about the Rec Station program (other than tax or payment records), please feel free to contact:

Joanne Lamb, Program Supervisor, 630-993-8678.
jlamb@epd.org
Registration
Registration for the 2019-20 Program begins at 5:00 pm on April 1, 2019. Priority registration continues until April 30, 2019. Please refer to the Rec Station 2019-2020 Registration Timeline for further important information and registration deadlines.

Participants must utilize Auto-Pay. Your credit card will be charged nine equal monthly installment payments with the first payment upon registration and subsequent payments on 9/1, 10/1, 11/1, 12/1, 1/2, 2/1, 3/1, and 4/1. Should you register and wish to withdraw from Rec Station before the start of the school year, you must submit a withdrawal request by the close of business on August 1, 2019 in order to receive a refund for your initial payment. No refunds will be given after this date. Once the school year begins, a 2 week notice is required for withdrawals.

Tax Statements, Account Information, Flexible Spending
Rec Station payments are considered a qualifying expense for childcare purposes (to the extent allowed by IRS statute for your individual situation.) A year-end tax statement will be furnished upon request.

Please contact the Registration Division Manager, Sue Kiel, at 993-8927 or skiel@epd.org for any tax, account information, or flexible spending questions or concerns.

Elmhurst Park District tax I.D. # is 36-6005-865.
**Program Fees**
The Rec Station program charges an annual program fee. The annual program fee is then divided into nine equal monthly installment payments - listed on the registration form (with the first payment charged upon registration.) Because the school year encompasses parts of eleven months (August through June) each monthly payment actually covers more than a month of care. Therefore, participants who enroll after the school year has already begun will be charged a pro-rated fee based on the number of days left in the school year. The first payment will be adjusted accordingly, then all of the remaining monthly charges will be due as scheduled. Also, participants who withdraw from the program after the school year has already begun will be given a pro-rated credit based on the number of days school has been in session. Please note: Rec Station follows the school calendar for District 205. We are closed when school is not in session. No fee adjustments will be made for differences in school schedules for participants who attend a school other than a District 205 school. Also, please note that when fees for the school year are determined - holidays, institute days, and school breaks are not included in the fees charged for the program. Therefore, there are no fee or attendance adjustments for missed days of Rec Station.

Should your credit card used for AutoPay be declined, you will be notified at the email and phone number on file in the park district’s registration system. It is your responsibility to make a timely payment to avoid late fees or withdrawal from the program. A $20 late fee will be added to accounts not paid by 5:00 p.m. on the 5th of the month. Accounts not paid by 5:00 p.m. on the 15th of the month will result in automatic withdrawal of the participant. There are no refunds issued for unused Rec Station services when service is terminated for lack of payment.
Financial assistance is available for those in need. Interested applicants may obtain a Financial Assistance application at Wagner Community Center. Initial Rec Station payment must be made and can be adjusted when financial assistance is applied.

**Schedule Changes and Withdrawal**
A schedule change may be requested and will be considered based on availability. Since Rec Station is a five day per week program, the only changes can be to add or subtract 5 mornings or 5 afternoons. Your request must be submitted on a Change Request Form at least two weeks days prior to the start date of the requested change. If you wish to withdraw your child from the program, you must submit a withdrawal request at least two weeks in advance of the requested withdrawal date. Monthly fees will then be pro-rated accordingly. Forms are available at the Wagner Community Center. All change and withdrawal requests must be submitted at the Wagner Community Center at 615 N. West Avenue.

**Program Arrival and Departure**
An adult who has authorization (on the Program Registration form) must sign the child in and/or out daily. This person must enter through the Rec Station entrance. Identification may be requested of people picking up children from the program. Rec Station staff is NOT authorized to allow students or parents access to ANY part of the school building other than the Rec Station spaces. Drop off for the morning session begins at 7 a.m., and for the afternoon session children must be picked up by 6 p.m. Please refrain from cell phone usage during drop off and pick up!!
Late Pick-up Fees
Children must be picked up at the program's conclusion at 6 p.m. If a child is not picked up on time, a $5 fine will be charged for any time during the first 10 minutes and $5 for every 5-minute period thereafter. (For example: 6:03 is $5, 6:10 is $5, and 6:15 is $10.) The Park District recognizes that unavoidable situations occasionally occur and will take this into consideration. Please call the program site if you anticipate being late for pick-up so we can re-assure your child. Please make sure you have someone you can contact to pick up your child if you are not able to arrive on time for pick-up. Three late pick-up occurrences may result in dismissal from the program.

Reporting Absences
If your child will be absent from the program for any reason, you must call the appropriate Rec Station site to inform the staff. Please note that the school does not notify Rec Station of absences. That is the parent's responsibility. Please make note of the following site phone numbers, and please refrain from calling the Wagner Community Center or Program Supervisor for absences:

**Rec Station Site Phone Numbers**
- Edison - 993-8199
- Emerson - 993-8995
- Field - 993-8988
- Fischer - 834-2215
- Hawthorne - 993-8987
- Jackson - 993-8945
- Jefferson - 993-8198
- Lincoln - 993-8991

The Rec Station phones will be answered only during program hours. Voice mail is available 24 hours per day. Please remember to report any absences. **Three occurrences of failure to report your child's absence may result in dismissal from the program.**
Extracurricular School Activities
Occasionally, Rec Station students also participate in extra after school activities such as Band/Orchestra, Intramurals, Scouting, or various school clubs. Parents must keep the Rec Station Site Directors informed of any extracurricular schedules (as well as any changes in those schedules.) Again, the school does not report these schedules to Rec Station.

Emergency Closings
In the event that the public schools have an emergency closing (due to weather, mechanical difficulties, etc.), there will be no Rec Station program. Refunds will not be given, and schedule adjustments will not be allowed. Any make-up days added to the end of the school year will be free of charge. In the event of an emergency late start, the morning Rec Station program will be canceled. If classes are in session for the remainder of the school day, afternoon Rec Station will be in session as usual.

Scheduled Late Arrival Days
District 205 is planning to institute 14 scheduled Late Arrival Days for this school year. Participants who are registered for morning Rec Station may attend these Late Arrival Days at no additional charge. Participants who are registered for only afternoon Rec Station may (depending on space available) purchase a “Late Arrival Package” which will allow attendance on all Late Arrival Days. This package cannot be pro-rated if the participant does not attend all of the days.
Medical Emergencies, First Aid and Illness
In the event of a medical emergency or accident, program staff will call 911 for immediate emergency care and contact the parents or other emergency contact. If emergency treatment is required, your child will be taken to Elmhurst Memorial Hospital. You will be responsible for any medical charges. Staff will administer first aid to the children on a limited basis for small accidents. Your authorization for the program staff to secure emergency medical care and administer First Aid for your child is part of the registration agreement. If your child is ill or has a fever, we strongly discourage participation in the program. The Site Director reserves the right not to accept a child into the program due to illness. If a child becomes ill during Rec Station, the parent (or emergency contact) will be notified and required to pick up their child within 30 minutes.

Health Records and Information
Parents are required to fill out information regarding their child's health, allergies, medication, and other safety and emergency information upon registration for the program. During the course of the school year, if there are any changes in the health or emergency information that is provided at the time of registration, please inform the Site Director, in writing, immediately. Rec Station does not receive student health information from the school. All health information provided to Rec Station will be kept confidential.
Medication
Whenever possible, medications should be administered by parents or guardians. In some circumstances, the administration of medication cannot be performed by District Staff because of specific and/or complex physician or manufacturer instructions or invasive procedures. If there is a need for the administration of medication during a minor’s participation in a District program, the parent/guardian must:

1. Complete the Permission to Dispense Medication/Waiver and Release of All Claims form and/or the Use of Inhaler or Auto-Injector Waiver and Release of All Claims and Indemnification form.
2. Complete and sign the Medication Dispensing Information form.
3. Deliver all medication to the Rec Station Program Site Director in the original prescription bottle. The container must clearly state the person’s name, medication, dosage, and time of day medication is to be given.
4. Advise the Rec Station Program Site Director, in writing, of any specific instructions regarding dispensing or storage of the medication.

Snacks
A snack and drink is provided each day during the afternoon session. Snacks are included in the program fee. Refunds will not be issued if your child does not eat the snack provided. If your child has a food allergy and cannot eat the snack provided, you are welcome to send a daily snack with your child.
Rec Station Staff
Each site is staffed with two Site Directors and enough leaders to maintain a ratio of 1:10. The site directors are experienced professionals with a college degree and/or experience in elementary education, recreation, or related fields. The leaders are adults, college students, and mature high school students who have experience working with children. All staff receives extensive training and are all CPR/AED certified.

Appropriate Attire
The District #205 Dress Code also applies to Rec Station. In addition, rubber-soled, closed-toed footwear is required for active inside play as well as playground usage at Rec Station.

Gum, Candy, Sports Equipment, Toys, and Electronic Media
Rec Station adheres to the same policies as District #205. Participants are not permitted to bring gum, candy, sports equipment, toys, or electronic gadgets or media to Rec Station. Rec Station is not responsible for loss, theft, or damage to personal items.
**Homework Policy**
Best Practice indicates that the appropriate amount of homework for school-aged children is a maximum of ten minutes per grade per day. (For example, a 5th Grade student should have a maximum of 50 minutes of homework per day.) Therefore, each Rec Station site (depending on the grades of participants at a particular site) provides approximately 50 minutes of quiet (not silent) homework time Monday through Thursday afternoons. Many students do not need this much time, but it is available. Because Rec Station is a recreational program, our main focus is not homework, but a balanced program including snack, physical activity, games, crafts, and socialization. Our experienced staff will provide homework guidance, and strive to take each parent’s preferences into account with regards to how much of the homework should be completed at Rec Station, and how much should be left to complete with parents at home. We do not provide one-on-one tutoring, and we do not force students to do homework. We expect students to take responsibility. Any communication with teachers regarding academics must be done by the student or parent.

**Non-Discrimination Policy**
The Elmhurst Park District does not discriminate on the basis of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, marital status, veteran status, or any other characteristic protected under applicable federal or state law.
Elmhurst Park District Inclusion Services
The Elmhurst Park District is committed to providing quality before and after school care and recreational opportunities to all students, with and without disabilities. Staff members are available to assist participants with accommodations needed for success in, and enjoyment of our program. In order to keep all children safe, we do adhere to a strict behavioral code of conduct policy (see Behavior and Discipline below.)

On the Rec Station registration form, we ask parents to list their child's special needs. This information will be kept confidential, and will be utilized by Rec Station and Inclusion management staff to ensure assimilation into, and success with our program. **Parent cooperation and support is essential to this process.** Parents will be asked to attend a pre-enrollment meeting and complete assessment and consent forms. Please keep in mind that the level of participant support needed for Rec Station (recreational program) may differ from the school (educational program) setting.

Questions and Concerns
Please feel free to discuss any questions or concerns you may have with your Site Director at your school. You may also contact the Program Supervisor at any time. Please remember that for any payment, tax, FSA concerns, please contact the Division Manager of Registration at 630-993-8927.
Behavior and Discipline
The Rec Station Program is committed to providing a safe, fun, friendly, inclusive, and comfortable before and after school environment for all participants. As in District #205, participants are expected to exhibit appropriate behavior at all times. We expect participants to accept others’ differences, express feelings appropriately, solve conflicts through peaceful means, and participate in activities together. All participants must comply with the following behavioral code of conduct expectations:

1. Demonstrate respectful and responsible behavior toward others at all times.
2. Follow all site-specific rules, and take direction from staff.
3. Show respect for all equipment, supplies, and facilities.
4. Refrain from using foul, inappropriate, or abusive language.
5. Refrain from threatening or causing bodily harm to self, others, or staff.
6. Refrain from bullying in any form.
7. Refrain from possessing weapons of any kind (real or fake) or illegal substances of any kind (real or fake) including drugs, explosives, or fireworks.
8. Refrain from leaving the site or program area without permission.

Participants who have difficulty following our expectations will receive an age-appropriate consequence commensurate with their misbehavior. Examples of consequences include warning, time out, parent contact, referral to Program Supervisor, and most seriously, suspension or expulsion from the Rec Station program. If you are called to pick up your child due to misbehavior, you must do so within 30 minutes. Please have contingency plans in place as needed. Please discuss our behavior and discipline policy with your child so he/she understands what is expected from him/her in our program. Thank you for your cooperation!