



2023 - 2024 PARENT HANDBOOK

****Families are responsible for abiding by ALL contents of the
Parent Handbook***

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 or gym at each school. Program hours are 7:00am until school begins, and from the end of school day 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. 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

Online Registration is at www.epd.org. The Rec Station location you register your child for will need to be the school they attend during the day. The school district is NOT bussing children to an alternate Rec Station location. **Rec Station enrollment will be reserved only for those students who plan to attend 4-5 days weekly. Not attending 4-5 days a week consistently and/or extended absences will result in removal from the program.**

Participants must utilize Auto-Pay. At the time of registration your credit card will be charged **a \$125 non-refundable registration fee per session (AM and/or PM)**. Ten monthly installment payments will be charged on 8/1, 9/1, 10/1, 11/1, 12/1, 1/2, 2/1, 3/1, 4/1 and 5/1.

Withdrawal From Program

Up until July 24, 2023: You can withdrawal from the program without being charged the August monthly program fee and your child will immediately be removed from the program. **The \$125 fee that was paid at the time of registration is non-refundable.**

July 24, 2023 - August 31, 2023: Any withdrawals submitted after the July 21 deadline will be charged the August 1st payment, you will not get a refund and your child will immediately be removed from the program. The \$125 fee that was paid at the time of registration is non-refundable.

***Rec Station Withdrawal Form is on the Rec Station webpage and will need to be emailed to Registration at registration@epd.org.**

Starting September 1, 2023: If you wish to withdrawal your child from the program you must submit a Rec Station Withdrawal Request Form by the 15th of the current month. Failure to submit the form by the 15th will result in the registrant being responsible for the entire current monthly payment. No refunds will be given for the month if you submit the Withdrawal Form after the 15th. The withdrawal form must be submitted at least 14 days prior to your child's last day of Rec Station attendance. The \$125 deposit per session that was paid at the time of registration is non-refundable.

Program Fees

The Rec Station program charges a monthly program fee. The monthly program fee is determined by how many days of school there are in each month. Please note: Rec Station follows the school calendar for District 205. We are closed when school is not in session. 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 fees or attendance adjustments for missed days of Rec Station.

Should your credit card used for Auto-Pay 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

Financial assistance is available for those in need. Interested applicants may obtain a Financial Assistance application online or at the Wagner Community Center. **Initial Rec Station payment along with the \$125 non-refundable registration fee must be made and can be adjusted when financial assistance is applied.**

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 in January for the previous year to the e-mail address listed on your household account. You may also generate your own tax statement through your online account under the "My Account" tab.

Please contact the Registration Division Manager, Sue Kiel, at 630-993-8927 or skiel@epd.org for any tax, account information, or flexible spending questions or concerns.

Elmhurst Park District tax I.D. # is 36-6005865.

Student and Medical Information

The Elmhurst Park District has invested in using a new software called ePACT. ePACT is a highly secure online emergency network used to collect medical and contact information. Parents will get invited by email to create an ePACT account. Please DO NOT ignore this e-mail. You child's ePACT record must be complete prior to your child's first day of Rec Station. **If the record is not completed children will not be able to attend the program.** During the course of the school year, if there are any changes in the health or emergency information you will have to log into your child's ePACT account to update the information. **Rec Station does not receive student health information from the school.**

If the ePACT record is not completed children will not be able to attend the program. If you need ePACT support, please ePACT Customer Service at 1-855-773-7228.

Program Arrival

Drop off for the morning session is 7:00 – 7:30 a.m. An adult must park their car in a designated parking spot, walk their Rec Station child to the designated door and be checked in by staff. If an adult does not walk the child(ren) to the door and check in with Rec Station staff the child will not be admitted into the program. We ask for adults to refrain from cell phone usage during drop off!!

*We anticipate the drop off procedure may take up to 5 minutes. Please plan accordingly and we appreciate your patience.

*The Rec Station Director reserves the right not to accept a child into the program due to illness.

Program Departure

Children must be picked up between 3:30 – 6:00 p.m. by an adult (18 years and older). Staff will not allow children to be picked up before 3:30 pm unless it is for an unforeseen circumstance. We ask that the adult pick up the Rec Station child(ren) after 3:30 pm because that will give the staff enough time to account for the children they have in the program. Parent, guardians and authorized pick-ups should check in with the designated staff. Staff will ask who the adult is picking up and then will notify the appropriate staff member to have the child gather their belongings and be ready to leave. Identification may be requested of people picking up children from the program. Per D205 policy, Rec Station staff are NOT authorized to allow students or parents access to ANY part of the school building other than the Rec Station spaces. As this is part of our agreement with D205, we ask that you please abide by this policy. We ask for adults to refrain from cell phone usage during pick up!!

*We anticipate the pick up procedure may take up to 5 minutes. Please plan accordingly and we appreciate your patience.

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 \$10 fine will be charged for any time during the first 10

minutes and \$10 for every 5-minute period thereafter. (For example: 6:03 is \$10, 6:10 is \$10, and 6:15 is \$20.) 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 or e-mail the appropriate Rec Station site to inform the staff before 2:30 pm.** Please note that the school does not notify Rec Station of absences, that is the parent's responsibility.

The Rec Station phones will be answered only during program hours. Voicemail is available 24 hours per day. Please remember to report any absences. **Please refrain from calling the Wagner Community Center or Program Supervisor for absences.**

Failure to Report Absences

Three occurrences of failure to report your child's absence by phone or email will result in a \$10 fine per offense per child. The Fee will be added to your EPD household account. For your child's safety staff take attendance every afternoon when children arrive to the program. If staff are not aware of an absence their time is taken away from supervision to locate and/or contact the child's parent/guardian. The school does not communicate with Rec Station staff regarding a child's absence.

***Please refrain from calling or emailing the Wagner Community Center or Program Supervisor for absences**

Please make note of the following site phone numbers and e-mail addresses.

Rec Station Site Contact Information

Conrad Fischer – 630-536-9818
fischerrec@epd.org

Hawthorne –630-993-8987
hawthornerec@epd.org

Edison – 630-993-8199
edisonrec@epd.org

Jackson – 630-993-8945
jacksonrec@epd.org

Emerson – 630-993-8995
emersonrec@epd.org

Jefferson – 630-993-8198
jeffersonrec@epd.org

Field – 630-993-8988
fieldrec@epd.org

Lincoln – 630-536-9682
lincolnrec@epd.org

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.

Adult Conduct

Any adult who displays any of the following behaviors will no longer be allowed on site and can jeopardize the Rec Station child's enrollment in the program:

1. Verbal abuse and/or harassment including inappropriate language or threats to a staff, child, or other adult.
2. Use or possession of alcohol, drugs, or illegal substances.
3. Smoking on premises.

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. **Participants, parents/guardians and authorized pick up adults 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 and parents/guardians must comply with the following behavioral code of conduct expectations:

1. We will have a zero-tolerance policy for a participant's emotional outburst of spitting, hitting or any other physical contact towards another person. This behavior will lead to immediate dismissal from the program.
2. Demonstrate respectful and responsible behavior towards others at all times.
3. Follow all specific facility and program rules and take direction from staff.
4. Show respect for all equipment, supplies, and facilities.
5. Independently attend to personal self-care such as bathroom needs, hand washing, eating, dressing and potential hygiene.
6. Follow all site-specific rules and take direction from staff.
7. Refrain from using foul, inappropriate, or abusive language.
8. Refrain from threatening or causing bodily harm to self, others, or staff.
9. Refrain from bullying in any form.
10. Refrain from possessing weapons of any kind (real or fake) or illegal substances of any kind (real or fake) including drugs, explosives, or fireworks.
11. 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!

Disciplinary Action

The procedures for handling disciplinary action will depend on the severity and/or the repetition of the unacceptable behavior(s). Rec station staff will intervene when a child's behavior threatens his/her/they safety or the safety or well being of others, is causing destruction of property, or is disrupting the activities of others.

Staff and Program Supervisor reserve the right to review each situation on an individual basis and apply the appropriate consequence depending on the severity of the incident.

Any of the following consequences may be applied for rule violations.

Verbal Warning – Depending on the severity and/or repetition, a verbal warning will be given.

Written Warning – A Behavior Incident Report will be filled out by the Rec Station staff and they will notify the Program Supervisor. The parent/guardian will then be notified to come pick up the child within 30 minutes. At pick up, staff will further communicate the incident, possible consequence and have the parent/guardian sign the form. The Program Supervisor could call the parent/guardian to further discuss the incident, possible consequence and/or next steps.

Suspension – A participant may be suspended from attending the Rec Station program for up to 5 days, depending on the severity of the situation. The suspension will be in effect the first program day following the offense. Upon return from the suspension, if behavior continues, the child may be dismissed for the program. There is no refund for days missed due to a suspension from Rec Station.

Dismissal from Rec Station – The Program Supervisor reserves the right to dismiss a child from the program if:

- A child's behavior endangers the safety of himself/herself/themselves or others.
- If inappropriate behavior is repetitive
- If the behavior negatively affects the experience of the other participants on a continual basis.

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. **Your child must be symptom free (fever, vomiting, etc.) for 24 hours before coming to Rec Station.** 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.

Medication

If your child requires or could require medication while attending Rec Station, you NEED to leave the medication with the Rec Station staff. Medication cannot be transported daily back and forth. **Rec Station staff do not have access to medication in the School Health Aides' office so our program requires you to always leave the medication in our possession.** 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.

Gum, Candy, Sports Equipment and Toys

Participants are not permitted to bring gum, candy, sports equipment, or toys to Rec Station. Staff reserve the right to tell the child to put any personal items away. Rec Station is not responsible for loss, theft, or damage to personal items.

Personal Electronic Devices

The use of cell phones and smart watches are prohibited. Children are not allowed to take out and/or use their cell phone for any purposes. Smart watches should not be used to contact parents or play games. Rec Station is not responsible for loss, theft, or damage to these personal electronic items.

Homework

Rec Station children will have an opportunity to start/complete their homework. Because of the number of children in the program, staff are unable to check each child's homework for accuracy, provide one-to-one help and/or monitor what activities they are doing on their Chromebook. Ultimately, the responsibility of homework completion is the child's responsibility.

Extra-Curricular School Activities

Occasionally, Rec Station students also participate in extra after school activities such as Band/Orchestra, Intramurals, or various school clubs. **Your child must check in with Rec Station Staff before attending their activity.** Parents must keep the Rec Station Site Directors informed of any extra-curricular schedules (as well as any changes in those schedules.) Again, the school does not report these schedules to Rec Station. **Rec Station staff will not be walking students to or from any non-district 205 extra-curricular activities.**

Emergency Closings and Half Days

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.

***PM Rec Station will not run on scheduled or unscheduled half days of school (ex. If school ends before 3:00 pm).**

Scheduled Late Start Days

District 205 have scheduled Late Start Days 1-2 times a month during the school year. Participants who are registered for AM Rec Station may attend these Late Arrival Days at no additional charge.

PM Snack

PM Rec Station students are required to bring their own snack and drink each day. We strongly encourage healthy snacks and drinks. Please make sure that your child has a PEANUT FREE snack. Staff will not be able to assist with opening any food or drink packaging.

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. Rec Station goes outside throughout the entire school year. Please make sure your child is appropriately dressed for outdoor play (coat, jacket, gloves, hat, boots, etc).

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 your child's ePACT account, we ask parents to list any 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. **Parents/Guardians must contact the Program Supervisor as soon as their child has been registered for the program to discuss their child's needs for the structure within Rec Station. Parent/Guardian cooperation and support is essential to this process.** Please keep in mind that the level of participant support needed for Rec Station (recreational program) may differ from the school (educational program) setting.

**Sean Tovey, Supervisor of Inclusion Services, 630-993-8670.
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