

ELMHURST PARK DISTRICT



REC. STATION

BEFORE & AFTER SCHOOL CARE

2024/2025
FAMILY
HANDBOOK

FAMILIES ARE RESPONSIBLE TO ABIDE BY ALL
CONTENTS OF THE FAMILY HANDBOOK



WWW.EPD.ORG/RECSTATION

Welcome to Rec Station!

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 each day that school is in session.

Our goal is to provide a safe, fun, friendly, inclusive, and comfortable before and after school environment. Please read this Family Handbook thoroughly as it contains very important information about our program. Should you ever have any questions or concerns about the Rec Station program, please feel free to contact:

Trent Grossman- Program Supervisor

630-993-8678

tgrossman@epd.org

Rec Station Site Contact Information

Rec Station Site	Site Phone Number	Site E-mail Address	Pick-Up & Drop-Off Door
Conrad Fischer	630-536-9818	fischerrec@epd.org	Door #2
Edison	630-993-8199	edisonrec@epd.org	Door #8
Emerson	630-993-8995	emersonrec@epd.org	Door #6
Field	630-536-9819	fieldrec@epd.org	Door #6
Hawthorne	630-993-8987	hawthornerec@epd.org	Door #1
Jackson	630-993-8945	jacksonrec@epd.org	Door #2
Jefferson	630-993-8198	jeffersonrec@epd.org	Door #3
Lincoln	630-536-9682	lincolnrec@epd.org	Door #6

Student and Medical Information

The Elmhurst Park District has invested in using a 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 school year, if there are any changes in the health, authorized pick-ups or emergency information you will have to log into your child's ePACT account to update the information. If you need ePACT support, please ePACT Customer Service at 1-855-773-7228. Rec Station does not receive student health information from the school.

Withdrawing from Rec Station

You can withdraw your child from Rec Station at any point in the school year. To do so, please fill out the Withdrawal Request Form found at www.epd.org/rec-station-after-school-care, and submit it to our registration department at registration@epd.org. Registration staff will pro-rate any fees paid for days not attended based on the last day of attendance reported on the withdrawal request form. The \$125 registration that was paid at time of registration is non-refundable.



Payments

Rec Station payments are charged monthly. Rec Station follows the school calendar for District 205. We are closed when school is not in session. 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 the 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 5:00pm on the 5th of the month. Accounts not paid by 5:00pm 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.

2024/2025 Fees

AM Rec Station- \$194/month- \$125 non-refundable registration fee per child

PM Rec Station- \$387/month- \$125 non-refundable registration fee per child

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 e-mailed to you 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.

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

Program Arrival

Drop off for AM Rec Station is 7:00 – 7:45am. Children must be accompanied by an adult into the building no earlier than 7:00am. Children may not be dropped off at the entrance to the site or sent into the site alone. Staff must be aware of each child's presence before the parent departs. Parents/caretakers are responsible for the supervision of their child before sign-in. An adult must park their car in a designated parking spot, walk their child to the designated door and be checked in by staff. The Rec Station Director reserves the right not to accept a child into the program due to illness.

After School Care: Children are to immediately report to the site to check in with staff. Children are greeted by staff and attendance is taken. Staff cannot assume responsibility for a child until that child has checked in with staff.

Reporting Absences

If your child will be absent from the program for any reason, you must call or e-mail your 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; however, voicemail is available 24 hours per day.

Program Departure

PM Rec Station participants can be picked up between 3:30 – 6:00pm by an adult, 18 years and older. 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.

Late Pick-Up Fees

Children must be picked up at the program's conclusion at 6:00pm. 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. (EX: 6:03pm is \$5, 6:10pm is \$10, and 6:15pm is \$15.) 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. *Three late pick-up occurrences may result in dismissal from the program.*

Scheduled Late Start Days

District 205 have scheduled Late Start Days one to two 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. Participants should be dropped off between 7:00am-8:45am.

Emergency Closings & Half-Days

If 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. Please note, PM Rec Station will not run if school ends before 3:00 pm.

Child Custody Issues

The child's ePACT record must have a copy of the court order recognizing the parent who has legal custody of the child, as well as visitation schedules. It is also essential to let the director know who can pick up the child and what if any information is to be shared with the non-custodial parent. If a restraining order is in place for the non-custodial parent, the program must have an updated copy of that order.

Staff will not and cannot become involved in any "watchdog" activities or side-taking in any family disputes. The programs' main goal is to always keep harmony within the program. Any information provided will be kept confidential and is only accessible by Rec Station staff.

If a non-custodial parent does attempt to pick up a child involved in a child custody case, the Rec Station staff will phone the parent who has custody to alert them. The child involved will immediately be moved to a safe area on site with a staff member until the parent with custody can pick up or the proper authorities can be contacted.

Outdoor Activities

Rec Station goes outside throughout the year, except for inclement weather. Children remain indoors if temperature is 20 degrees or lower, with a wind chill factor, snow, or rain. Please make sure your child always wears gym shoes and has appropriate weather gear which may include jacket, scarf, hat, boots, and gloves during cold weather months. The following rules should be followed to ensure children's safety and the safety of others while at the playground:

- Refrain from using foul language
- Refrain from causing bodily harm to other participants and staff
- Show respect for Rec Station equipment, supplies, facilities and their surroundings.
- Participants must not climb trees, throw rocks/mulch, etc.
- Participants are not allowed to jump off or stand-up on the swings.
- Participants must slide down the slides on their bottoms. Children are restricted from climbing on top of any of the tunnels or slides and from climbing up slides.
- Participants are only allowed to climb on equipment designed for climbing.
- Participants must stay within the boundaries established at each site (i.e. sidewalks, trees, playgrounds, etc.)
- Participants should never interact with adults who are not associated with the Rec Station program.

Personal Property

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.

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 items.

Homework

The Rec Station program is not an academic extension of the school day, but the staff does appreciate the demands on school age children and their families and have a commitment to their academic learning. Rec Station children will have an opportunity to start/complete their homework, however homework and study time is ultimately the child's responsibility. 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.

Extra-Curricular School Activities

Occasionally, Rec Station students also participate in 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 cannot walk students to or from any non-district 205 extra-curricular activities.

Snack (PM Rec Station Only)

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.

Appropriate Attire

The District #205 dress code also applies to the Rec Station program. 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).

Rec Station Staff

Each site is staffed with Site Directors and enough leaders to maintain a ratio of 1:10. The site directors are experienced professional 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 receive extensive training and are all CPR/AED certified. Rec Station is not a babysitting service; staff should be treated as professionals.

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 always exhibit appropriate behavior. 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. There is 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 suspension/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.



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 their 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 & Illness

In the event of a medical emergency or accident, program staff will call 911 for immediate emergency care and contact the parents and/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.** If your child requires medication both during the school day and at Rec Station, you must supply both the school district and the program with medication. This means children with Epi-Pens, inhalers, etc. must have one for the school district to keep and one for the Rec Station site to have as well.

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.

Discrimination

In compliance with the Illinois Human Rights Act, the Illinois Constitution, Title VII of the 1964 Civil Rights Act, Section 504 of the Rehabilitation Act of 1973 as amended, Title II of the Americans with Disabilities Act (ADA), and the United States Constitution, the District does not discriminate on the basis of race, color, sex, marital status, national origin, age, sexual orientation, religious or political affiliation, disability, military status, unfavorable discharge from military service or record of arrest, with regards to the use of parks and facilities or admission to and participation in programs and activities of the District. Additionally, in compliance with the Illinois Civil Rights Act of 2003, the district does not prohibit individuals from participation in, denying them the benefits of, or subjecting them to discrimination under, "any program or activity on the grounds of that person's race, color, or national origin"; and utilizing criteria or methods of administration that have the effect of subjecting individuals to discrimination because of their race, color, or national origin. For information concerning rights and provisions under ADA or to inform us of program, facility or service inaccessibility, please call the compliance officer at (630) 993-8910.

Inclusion Services

The Elmhurst Park District is committed to promoting and encouraging positive interactions among participants with and without disabilities. Staff members are available to assist participants with accommodations needed for success in and enjoyment of our programs in accordance with the Americans with Disabilities Act. Parent cooperation and support is essential to this process. Should a request for inclusion services arise throughout the year, please contact the Inclusion Services Supervisor as soon as possible. Once registered, contact the Inclusion Services Supervisor soon as possible to discuss your child's needs and how the district can accommodate those needs.

Sean Tovey- Supervisor of Inclusion Services

630-993-8670

stovey@epd.org