

Power Play! Before and After School Program 2020-2021



Parent's Handbook

**A cooperative program between Palos Heights Parks and Recreation
Department and Palos Heights School District #128**

TABLE OF CONTENTS

Table of Contents	
Program Description	
Program Goals	
Power Play Hours of Operation	
Program Deadlines	
Program Fees	
Registration	
Busing	
Power Play Absolutes	
Concerns	
Power Play Staff	
First Aid Information	
Administering Medication	
In Case of an Emergency	
Absent Days	
Contact Numbers	
Power Play Discipline Procedures	
Late Fee Policy	
Childcare Statements	
Covid Safety Information	
Pick-Up Authorization Sheet	
(must be filled out & returned)	
Behavior Contract	
(must be signed & returned)	
Medical Form	
(must be signed & returned)	

PROGRAM DESCRIPTION

The Recreation Department understands the limitations placed on schools as well as families in meeting crucial childcare needs. The Palos Heights Park and Recreation Department, in cooperation with School District #128, strives to provide an after school program that is both educational and recreational in nature. Activities are planned around themes such as fitness, arts & crafts, outside/playground, homework time and music.

PROGRAM GOALS

- ❖ To provide a relaxed, protected, home like environment for children in afternoon preschool through 5th grade. This program allows parents to enroll their children in a quality program at a secure location.
- ❖ To provide children with a positive environment to interact with their peers and gain enriching experiences. This program allows children to relax and play with their peers through structured and unstructured activities.

POWER PLAY BEFORE AND AFTER SCHOOL PROGRAM HOURS OF OPERATION

The before school program is offered from 6:45 am till the start of the school day. After school program is offered from school dismissal until 6:00 pm. Early Dismissal days are included in the monthly registration fee, however if it is an early dismissal day that does not offer lunch time to the children, please make sure to send a lunch with your child to eat at Power Play.

*** Buses will no longer transport students to and from Navajo and Indian Hills Schools. The Palos Heights Recreation Department will now provide staff at each location; Indian Hills, Chippewa, and Navajo to provide care for your children.**

On days off of school Power Play will not be offered.

POWER PLAY PROGRAM DEADLINES:

Deadline for Power Play Registration is as follows:

- Daily: Monday of the week prior to the week in attendance.
- Late Fee: If a parent or guardian registers after the Monday deadline of the week prior a \$10 late fee will be charged to your account.

POWER PLAY PROGRAM FEES:

Before School	After School	Before and After School
Monthly Fee: \$105	Monthly: \$280	Monthly: \$330
Daily Fee: \$15	Daily Fee: \$25	

REGISTRATION

All students must be registered at The Palos Heights Park and Recreation Center **before** attending Power Play. The Power Play staff needs to know if your child/children will be in attendance each day for staffing purposes.

POWER PLAY ABSOLUTES

- ❖ Prior to first day of attendance, all necessary forms must be filled out by parents/guardians. This includes the **Information Form and Pick-up Authorization Form**.
- ❖ Students will only be released to those people listed on the **Pick-up Authorization Form** unless the Power Play staff receives proper written permission.
- ❖ All students must be properly signed out every day.
- ❖ Power Play staff will not ever, for any reason, give a student a ride home from Power Play Before and After School Program.
- ❖ Power Play students are not allowed any electronics during power play hours with the exception of Friday's after care.

CONCERNS

The Palos Heights Parks and Recreation Department looks to build strong relationships with our program participants, their families, and the community. It is imperative that the recreation department be advised of any special circumstances so that we can be sensitive to the student's needs. Our staff strives to work with families and the school to provide the highest level of care for the children in their care.

POWER PLAY STAFF

Power Play staff will maintain a ratio of 1:10. All staff is First Aid and CPR trained. Each staff member is dedicated to giving your child quality care and enriching experiences.

ADMINISTERING MEDICATION

The staff at Power Play will administer medication to anyone who needs it. However, the parent/guardians must fill out the Permission to Dispense Medication form prior to medication being dispensed. We will not dispense any medication if this form is not filled out. The staff will also fill out a medication log each time medication is dispensed. These will be kept on file as long as the student is in the program.

IN CASE OF AN EMERGENCY

If a child is injured immediate care will be provided. The parents/guardians of the child will be contacted immediately to discuss the situation and decide how the situation should be handled. If it is impossible to reach the parents/guardians, and emergency treatment is required an ambulance will be contacted immediately. If necessary, the child will be taken to the nearest hospital accompanied by one of the Power Play staff. An accident/incident report will be completed and submitted to the program supervisor.

ABSENT DAYS

If your child will not be attending Power Play, **you must notify the Power Play staff on the Power Play phone at (708) 548-4743.** It is not the schools responsibility to notify the Power Play Staff of your child’s absence. **This is a safety precaution for your child/children.** When a parent enrolls their child, they are reserving time, space, staff and provisions, whether the student is in attendance or not. Days the child misses, arrives late, or is picked up early will not be deducted or refunded from the program fee.

CONTACT NUMBERS

Power Play	708-548-4743
Palos Heights Park and Recreation Center	708-361-1807
Chippewa School	708-388-7260
Indian Hill School	708-597-1825
Navajo School	708-385-3269

All questions and concerns about The Power Play After School Program should be directed to the Palos Heights Parks and Recreation Center attention: Eric Sloyan.

POWER PLAY DISCIPLINE PROCEDURES

Below you will find a list of behavioral **expectations** for the students in Power Play Before and After School Program.

1. Children will keep all body parts belonging to them to themselves at all times.
2. All children are required to respect each other and staff at all times, this includes other people's property.
3. Only appropriate words will be used by staff and students
4. Students may not talk back to staff.
5. Students must listen to and follow directions of the staff at all times.
6. Students are expected to clean up after themselves. This includes returning all toys and equipment to their proper places.
7. Students are encouraged to have fun!

In order to have Power Play run smoothly, we have implemented discipline procedures.

1. When a child misbehaves, staff will explain to the child why the behavior is inappropriate.
2. The behavior will be documented and discussed with the child's parent/guardian upon pickup.
3. Positive redirection of behaviors will be used whenever applicable and necessary.
4. An age appropriate time out period will be used when a child continues to be disruptive.
5. If a child cannot handle participating in a group activity, he/she will be removed from the group and encouraged to participate in an individual activity.
6. An incident report will be filled out any time a **serious** problem arises. Once an incident report has been completed it will be put on file. Parents/guardians of the student will be notified upon picking the student up, incident reports must be signed by the parent/guardian. Staff will file an incident report for the violations listed below. If we find other instances that we feel are violations, we will add them to the list.
 - Talking back to staff
 - Not listening to staff
 - Swearing, hand gestures and name calling
 - Fighting/Hitting/Pushing
 - Spitting/Biting
 - Kicking or inappropriate contact
 - Throwing objects
 - Harmful act against others
 - Unruly behavior/Screaming
 - Weapons

7. The second time we have to fill out an incident report on the same child, the parent/guardian will be contacted and a meeting between the Power Play Site Director and the parent/guardian will be arranged.
8. If the child receives a third incident report, the parents will be called to meet with the Power Play Site Director, the Recreation Program Manager, and asked to pick up their child. He/She will be suspended from Power Play for a period of time depending on the offense. No refund will be given.
9. Once a fourth violation has occurred the parent/guardian will be called and asked to pick up their child and that child **may not** return to Power Play for the rest of the year. A prorated refund will be arranged for any days previously paid for.
10. These procedures may be accelerated depending on the severity of the incident.
11. Participation in other recreation programs may be effected by a dismissal from Power Play.

EARLY/LATE FEE POLICY

If a parent/guardians is going to arrive for pickup after 6:00pm please notify the power play cell phone that you are running late.

If parents/guardians are late in picking up children the following guidelines will be used. Parents who are late picking up children after regular Power Play hours will be granted a 10 minute grace period, and then charged on the following basis:

6:11pm	\$10.00
6:20pm	\$1.00 per additional minute
6:45pm	Police notified

- ❖ When parents are 15 minutes late, the Power Play staff will call both parent/guardian contacts on the contact list to ensure that someone is on their way. The Recreation office or Recreation Supervisors cell phone will also be called to notify the Recreation Supervisor.
- ❖ Parents/guardians that are consistently 5-10 minutes late picking up their students, but are not "late enough" to be charged will be documented and after 3 late pickups a \$10.00 late fee will be charged. The fee must be paid before the student can attend power play the following day.
- ❖ If parents/guardians are consistently late picking up their child/children a meeting may be scheduled to discuss the situation.
- ❖ If parents are late due to incimate weather, it is left to the discretion of the Power Play staff whether or not the parents will be charged for late pickup.

CHILDCARE STATEMENTS

If a parent/guardian needs a statement verifying childcare costs for any reason, it will be available upon request. One-week notice given to the Recreation Program Manager is required.

General Covid Safety Information

General Health-

People with COVID-19 have a wide range of symptoms that include: fever, cough, shortness of breath or difficulty breathing, muscle pain, chills, headache, sore throat, loss of taste or smell. These symptoms may appear 2-14 days after exposure to the virus.

Anyone who had close contact with a person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual. They should also get tested at a local government testing center, healthcare center, or other testing locations, and be alert for symptoms.

All staff and children must practice good hygiene and social distancing

- Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces
- Avoid touching your face
- Sneeze or cough into a tissue, or the inside of your elbow
- Disinfect frequently used items and surfaces as much as possible
- Use face coverings when in the presence of others and whenever inside the building.
- Families should self-monitor their children. **If your child is sick, do not bring them to school** and must contact and follow advice of your medical provider.
- All children must wear face covering over their nose and mouth at all times except for when eating or when outside and able to maintain a safe social distance. **(CHILDREN SHOULD COME TO POWER PLAY WITH THEIR OWN FACE MASK)**
- Activities for children will be set up to allow 6ft of social distancing between participants.
- All children will need to bring a refillable water bottle each day.
- Children will refrain from hand shaking, high fives, and hugs.

Disinfecting/Cleaning

Hand sanitizer will be available to all the children. All common areas will be cleaned. Tables and chairs will be disinfected each day. Sharing of supplies will be minimized and staff will sanitize equipment and supplies before and after use.

COVID QUESTIONNAIRE

These will be questions asked every morning before dropping off your child(ren).

Your answers will help us better protect other members and employees, according to recommendations from public health officials.

Does your child(ren) have a body temperature over 100.4 F?

YES **NO**

Is anyone in your household showing symptoms of COVID-19?

YES **NO**

To the best of your knowledge does your child(ren) have, or anyone in your household come into close contact with anyone who has tested positive for COVID-19?

YES **NO**

Does your child(ren) have any of the following symptoms?

Symptoms:

Fever (of at least 100.4 F) or chills

Cough

Shortness of breath or difficulty breathing

Fatigue

Muscle or body aches

Headache

New loss of taste or smell

Sore Throat

Congestion or Runny Nose

Nausea or Vomiting

Diarrhea

YES **NO**