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Distinguished Accredited Agency.



*Creating fun for a lifetime!*

# School-Aged Childcare Parent Handbook 2022-2023

Extended Time  
Camp Oh Pea Dee

This program is not licensed or regulated by DCFS.  
Firearms are prohibited on the premises.

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## Message from the Recreation Program Coordinator,

Welcome to the Oregon Park District's school-age childcare programs. I understand that childcare is an important (& sometimes stressful) decision for your family. We are here to provide your child with meaningful recreational experiences to help them grow in a safe and fun environment!

In our programs, your child will take part in themed events, physical activity, unique crafts, positive peer interaction, and much more! I believe that every child has the potential to be great and will benefit from our vast assortment of activities.

This handbook will give you a basic overview of the programs, policies, and procedures. If you have any questions or concerns, please reach out to me at [chris@oregonpark.org](mailto:chris@oregonpark.org) or by calling (815) 732-3101!

I am thrilled to welcome your child into Oregon Park District programming!

Kelley Huston  
Recreation Program Coordinator  
[Kelley@oregonpark.org](mailto:Kelley@oregonpark.org)  
(815) 732-3101



## Oregon Park District's Mission Statement

To provide quality services through programs, park and facilities to fulfill the needs of the community in a fun, safe and friendly environment.

## Code of Conduct

### Participant Code of Conduct:

It is important for participants to learn and respect the limits of acceptable behavior at the Oregon Park District's programs and elsewhere. Discipline is creating inner controls of the child. Our goal is to encourage positive behavior and self-discipline within each child.

## Disciplinary Action

The role of the staff is to lead participants toward self-discipline and self-direction. Supervised time-outs may be used as a means to calm the child, allowing the child to regain control in a dignified and thoughtful manner. There will be no cruel/harsh punishment or treatment. Each situation is unique and we will scale discipline with the severity of the offense.

If unacceptable behavior continues, the following procedures must be taken:

### 1<sup>st</sup> Offense

Verbal warning

### 2<sup>nd</sup> Offense

Final warning (Verbal)

### 3<sup>rd</sup> Offense

Time-out from activity

Parent/Guardian may be notified at time of pickup

### 4<sup>th</sup> Offense

Participant removal from program (Day/Week)\*

Complete a write-up

\*The severity of the offence will determine whether or not the child is sent home for the day/week. At this time, termination from the program may be considered.



### Special Needs

If your child has any special needs, please make the staff aware of this by noting it at time of registration. Special needs might include, but are not limited to: ADD, ADHD, asthma, food allergies, behavior disorder, or any other mental/physical disability. It is imperative that you let us know about the needs of your child so that they can have the best possible experience in the program! We will make every reasonable accommodation we can to provide a meaningful experience with those with special needs. However, they are still responsible for following our basic rules.

### Rules

Five basic rules we have for the children in program are:

- Be respectful of staff/peers.
- Keep hands & feet to self.
- Clean up after yourself.
- Use your inside voice.
- Walking feet only.

While at the program, children must:

- Not use inappropriate, abusive, or foul language.
- Not show any aggressive behavior (retaliatory or not)
- Not show continuous disruptive behavior.

If a child engages in behavior(s) which may result in bodily harm to others, we will document via write-up forms, follow up with the parent and potentially schedule a meeting. If such behavior warrants it, immediate suspension or termination may result and will not entitle the parent to a refund.

### Philosophy and Goals:

The program is committed to providing a recreational based program. It is the goal of the our school-age childcare programs to help the participants:

- Develop experiences that promote cognitive, social, emotional, and physical development.
- Support parents in fulfilling their parental responsibilities in the most creative way.
- Develop autonomy, self-esteem, independence, and social skills.
- Experience sharing with others, learn positive interaction with fellow participants and the staff, and understand individual's rights and feelings.
- Develop fine motor skills through the use of puzzles, games/activities.

### Extended Time

#### "Our Before & After School Care Program"

### Extended Time Daily Structure

- 3:10pm Check-in/Attendance, Social Time (2:00pm on Wednesdays)
- 3:20pm Snack, Homework/Quiet Time (2:10pm on Wednesdays)
- 3:45pm Themed-Activity Time (2:30pm on Wednesdays)
- 4:15pm Group Organized Game (3:45pm-4:45pm on Wednesdays)
- 5:00pm Free Time

### Extended Time Payment/Registration Procedures

Extended Time follows the Oregon School District's calendar. This program is designed for students in grades K - 6th grade.

Before School: Monday - Friday, 6:50am - 7:45am

After School: Monday - Friday, 3:10pm - 5:30pm,





### ET Registration

Parents may register a child for ET throughout the year upon availability.

Monthly enrollment and registration are due by the 25<sup>th</sup> of each month prior. Any registrations after the 25<sup>th</sup> of the month prior will be subject to a \$2 late fee per day of attendance with a maximum charge of \$20 per child. No registrations nor refunds will be approved by the first of the month of enrollment.

The only two exceptions to refunds that may be issued after the first of the month will be as follows:

1. School issued a full day snow day and therefore, ET is cancelled.
2. Your child is enrolled in an activity in which you were not informed of that specific activity's schedule until after our deadline.
  - You must still register for the predicted ET schedule by the deadline.
  - Official Documentation regarding the other activity is required at the time of registration. (Unless it's a park district activity. Therefore, we can justify)



If the child has a contagious disease, he/she should be kept at home and you must report the condition to the Recreation Program Coordinator, Chris, immediately. Included in this category are conditions recognized as "highly contagious" such as COVID-19, strep throat, pin worms, measles, mumps, chicken pox, scarlet fever, head lice, etc. Parents will be informed of such illnesses that are reported to staff via e-mail, phone call, or letter.

### Medicines

Necessary medicines may be administered to a child at the program upon indication at time of registration. Such medications shall be administered according to medication package instructions and shall be labeled with the child's name and date. Any differences in medication procedures from parent instructions and packed instructions will not be given without a written doctor's note. Please hand any of the above necessary medications to a staff member for it to be placed in the appropriate medicine cabinet. If the medication needs refrigeration, please let the staff know at that time.

Prescription medications must be brought in its original container and labeled with the child's name, directions for administering the medication, the date, the physicians name, the prescription number, and the drug store or pharmacy. Please never send your child to the program with medications in a lunch, backpack, or let the child carry it to self administer the medication. Every kind of medication, including aspirin, etc., must be turned into staff by the parent for the safety of your child and other children at the program.

### OPD Program Refund Policy

To withdraw a child from a week of summer camp, a refund application must be submitted online. A full refund, less the 10% non-refundable deposit, will be granted if the application for refund is filed at least 14 days before the scheduled start of the week. If the week was not yet paid but scheduled to be automatically withdrawn from the refund applicant, the scheduled invoice will be terminated. Refunds will not be granted after the 14 days prior unless due to a medical note or emergency. All refunds are subject to the program coordinator's approval. A full refund will be issued if the Park District reschedules or cancels that week.



### Emergency Contacts

Parents are required to provide emergency contacts at time of registration.

Emergency contacts will be reached when we are unable to reach parents at the numbers you have provided and include reasons including but not limited to: if your child is sick, injured, or has not been picked up when the program ends. If there are any changes or additions to the emergency contacts, please contact [chris@oregonpark.org](mailto:chris@oregonpark.org) or by phone at (815) 732-3101.



### Parent Communication

Communication between the staff and parents is very important. It is essential that parents inform the staff of any changes in a child's daily routine: problems at home, illness, etc., as they may affect behavior during the program. Exchanges of information between the staff and parents provide insight for both parties. Notify the Recreation Program Coordinator, Chris, if a meeting needs to be arranged to discuss any unique situations.

### Illness

For the protection of all children, your child must not be brought to the program if showing any of the following symptoms: fever, diarrhea, vomiting, or a rash. Parents should exercise every precaution and keep their child home for 24 hours once these symptoms have occurred. The ET staff will take your child's temperature on site if they are displaying signs of illness. If a temperature is 100 degrees or above, we will contact the parent and/or emergency contacts to have the child picked up immediately. If a fever of 104 degrees or above is found, we will call 911 and then contact the parent. The child may not return to ET until they are clear of a fever/symptoms for 24 hours.



### Emergency School Closings "Snow Day, Cold/Hot Day, Severe Weather"

- If school is closed for a full day, both morning and afternoon ET will also be closed.
- If school lets out early or has a late start, ET will do everything we can to remain open for a partial amount of time. You will be contacted on exact times by email or phone.

### Camp Oh Pea Dee "Our full day summer camp"

Camp Oh-Pea-Dee day camp is designed for students entering grades K - 6<sup>th</sup>. Camp registration and fees align by week. The camp runs daily every-day, except for Memorial Day and the week of 4th of July. The program begins at 7:30 am and ends at 5:00 pm. We provide a snack and drink each afternoon. Children should pack a lunch each day that is peanut-free as we have campers with dietary restrictions. Microwaves are not available and campers should bring a reusable water bottle each day. The use of ice packs is strongly encouraged.

Each day is structured full of activities from 9:00am-4:00pm. Field trips are each Wednesday and campers will be required to wear red shirt. Other activities include, splash pad, swimming at Nash, visiting local parks and so much more!



Parents must register for camp in advance. Fees are paid at time of registration. A deposit of 10% is due at time of registration. The remaining balance will then be charged to your debit or credit card by the deadline of each camp week.

## General Information

### Location

Program location ET is the Oregon Elementary School the Nash Recreation Center Prairie Room for Summer Camp. The room location will be accessible to the parking lot behind the elementary school. Please ring the doorbell located next to door #11 and one of our staff will assist you! If you have any questions, please email [kelly@oregonpark.org](mailto:kelly@oregonpark.org) or call (815) 732-3101.

### Dress Code

All participants should dress in comfortable, weather appropriate clothing. Children with clothing that is not deemed age-appropriate by ET staff, will be required to change. Gym shoes are required for all the school age child-care programs. Sandals/flip flops are only allowed at the pool.

### Arrival Procedures

When a child arrives at the ET room, an ET staff member will sign in your child(ren) on our iPad. They will then be escorted back to our ET/Summer Camp room so that they may get ready for our activities!

### Dismissal Procedures

- Parents picking up children must come to the facility and ring the doorbell. An ET/Camp staff member will greet you and sign your child(ren) out using our iPad. Children are not allowed to sign themselves out without written consent from the parent.
  - Only individuals authorized by the parent in writing may pick up a child. If the individual picking up a child is unrecognizable, the staff will check ID's and may contact the parent.
  - All participants must be picked up by 5:30pm (ET) & 5:00pm (Summer Camp)
- Every fifteen minutes a parent is late picking up after these times results in a \$15.00 charge. Example: 5:01pm - 5:15pm = \$15.00, 5:16pm - 5:30pm = \$30.00, etc.

If a participant is not picked up after 15 minutes and all contacts on their profile are unreachable, our next step is to call the Oregon Police Department for assistance.

### Absences

A parent/guardian must call Nash at (815)732-3101 or email [kelly@oregonpark.org](mailto:kelly@oregonpark.org) at least 2 hours before the start of the program if a child will be absent. We cannot accept information relayed from their siblings while at the program. Fees will not be prorated or refunded due to non-attendance.

### Personal Belongings

Children are not allowed to bring personal items. If personal items are brought to the program, children must keep them inside their backpacks. Parents will be informed of dates when exceptions to this rule may apply. This includes smartwatches and cell phones. OPD is not responsible for damaged, lost, or stolen items.

### Lost & Found

All children's belongings should be labeled with proper identification. If a child loses an item and the staff locates it, it will be placed in the lost and found area outside the ET room. The Oregon Park District and all staff are not responsible for damaged, lost, or stolen items.

### Calendar/Pictures

Each month we provide a calendar of all the upcoming activities that are planned. The Oregon Park District reserves the right to take photographs of participants. The district has the right to copyright, use and publish the same in print and/or electronically. The district may use such photographs of the participants for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.

