



OREGON
Park District

ESTABLISHED 1966

Creating fun for a lifetime!

Extended Time
Parent Handbook
2023-2024

Table of Contents



2 Philosophy & Goals

4 Drop Off/Pick Up

2 Schedule & Fees

5 Illness/COVID-19

3 Program Procedures

6 Discipline Procedures

Message from the Oregon Park District,

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

Your child will take part in themed events, physical activity, unique crafts, positive peer interaction, trips and much more! We believe every child has great potential and will benefit from our vast assortment of activities. We promote safe and healthy programming for children to reach their absolute best!

This handbook will give you a basic overview of the program policies and procedures. If you have any questions or concerns, please reach out to kelly@oregonpark.org or by calling (815) 732-3101!

We are thrilled to welcome your child to our program!



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.

Philosophy and Goals:

The District is committed to providing a recreational based program. It is the goal of the childcare programs to help the participants:

- Develop experiences that promote cognitive, social, emotional, and physical development.
- 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.

Extended Time Daily Structure

M, TU, TH, F	W	
3:00 pm	2:00 pm	Arrival/ Social Time
3:20 pm	2:20 pm	Snack
3:40 pm	2:40 pm	Homework/Quiet Time
4:10 pm	3:10 pm	Activity Time
4:40 pm	3:40 pm	Free Time

Extended Time Schedule & Fees

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

After School: \$8/Day (M/Tu/Th/F), \$11/Day (W)
Monday, Tuesday, Thursday, Friday: 3:00pm - 5:30pm
Wednesdays: 2:00pm-5:30pm





Registration Procedures

Parents may register a child for ET throughout the year upon availability. Monthly enrollment and registration are due by the 25th of the month prior to attendance. Any registrations after the 25th 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 or 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 cancellation for a snow day and results in ET being 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 still must register for the predicted ET schedule by the deadline.
 - Official documentation regarding the other activity is required at time of registration. No documentation necessary if it is a park district activity. Staff will verify.

Non-School Days

The District will continue to follow the school calendar and the Extended Time program will be closed on non-school days.

Snow Days

If school is closed, due to snow, the Extended Time program will also be closed. If the school announces an early out, due to snow, the after school program will also be closed.

Location

Program is located at Oregon Elementary School in classroom 138.

Pick Up

Students can be picked up at door #11. This is located behind the First Grade wing at OES. Upon arrival, ring the door bell and a staff member will meet you at the door to sign your child out of the program.

Only individuals authorized by the parent are allowed to pick up. If the individual is not recognizable, the staff will request identification before releasing a child.

All children must be picked up by 5:30pm. There is a \$5 fee for every 5 minutes a parent is late. If a child is not picked up by 5:45, and staff has attempted to reach all contacts, the Oregon Police Department will be contacted.

Appropriate Dress

All participants should dress in comfortable, weather appropriate clothing. We do make every attempt to utilize the outdoor space and request parents send appropriate clothing for the change in seasons.

Absences

A parent/guardian must call Nash at (815) 732-3101 or email kelley@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.

Snacks

A light snack is provided after school.

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 and use for marketing purposes, unless a parent requests otherwise.

Emergency Contacts

Parents are required to provide emergency contacts at the 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 (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 impact behavior during the program. Exchanges of information between the staff and parents provide insight for both parties. Notify the Recreation Program Coordinator, Kelley, if a meeting needs to be arranged to discuss any unique situations in private.

Illness

Children should remain home if showing any of the following symptoms: fever, diarrhea, vomiting, or a rash. Parents should exercise caution and keep their child home for 24 hours once these symptoms occur. If a temperature is 100 degrees or above, we will contact the parent and/or emergency contacts to have the child picked up immediately. The child may not return to ET until they are clear of a fever for 24 hours.

COVID-19

Current school and IDPH guidelines for COVID-19 will be followed throughout the school year. Please notify kelly@oregonpark.org if your child is experiencing symptoms or tests positive for COVID-19.



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 physician's 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.

Special Needs

If your child has any special needs, please make the staff aware of this by noting it at time of registration. We will make reasonable accommodations to provide a meaningful experience with those with special needs.

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

1st Offense—Verbal warning

2nd Offense—2nd Verbal Warning

3rd Offense—Time-out from activity (Parent contacted)

4th Offense—Removal from the program. Length of removal will be dependent on the severity of the offense.

The Oregon Park District is recognized as an
Illinois Association of Park Districts
and
Illinois Park and Recreation Association
Distinguished Accredited Agency.



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

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