

ARC CONTACT INFORMATION

Lake Bluff Park District Main Office	234-4150
ARC Line	234-4150 x 15
Lake Bluff Elementary School	234-9405

Federal Tax Identification Number	36-6005957
-----------------------------------	------------

Judy DeWulf	847-234-4150 x15
Denny Hegerty	
Site Directors	

Mary Quilty	847-234-4150 x21
Recreation Services Manager	

Dave Peterson	847-234-4150 x16
Director of Facilities and Recreation	
Services	

Ron Salski	847-234-4150 x18
Executive Director	

August 2012

Dear Parents,

The Lake Bluff Park District would like to welcome you and your child to the 2012-2013 ARC after-school program. ARC offers children an opportunity to participate in a variety of activities outside the school environment. Activities include supervised play, organized games and sports, arts and crafts and quiet time for reading and homework. Given these activities, we hope that your child will learn and develop social and interpersonal relationships.

In order to provide the best possible program to our participants, we ask that the children show respect to the staff, the facilities and equipment, as well as toward one another. *The Lake Bluff Park District asks you, the parents, to please read the information provided to you in this handbook and other materials that are handed out throughout the year.*

Included in this handbook is our philosophy, our objectives and important information about the ARC program. This information will help prepare you and, hopefully, answer many of your questions. If there are any additional questions, comments or suggestions, please feel free to call me at 234-4150 x 21 or e-mail at mquilty@lakebluffparkdistrict.org.

Thank you for choosing the Lake Bluff Park District's ARC program. We are looking forward to a great year!

Very truly yours,

Mary Quilty
Recreation Services Manager

The Lake Bluff Park District's ARC program provides after school services. These programs offer each participant a time to play, learn and develop skills in a recreational setting that enables participants to interact socially. The program offers both structured and non-structured activities for the participants. Activities will include arts and crafts, outdoor play, gym time active and passive games, and time for homework and reading. Staff will help children with their homework to the best of their abilities; however, it is your responsibility to check over their homework.

Our goal is to provide your child with a safe, enjoyable and enthusiastic environment. This goal is accomplished by offering a variety of materials and activities that promote enjoyment, exploration, creativity and learning. The program is designed to enhance your child's development physically, socially, emotionally and intellectually.

Payment Procedures

The participants in ARC are expected to make payments every twenty-day period established by the park district. Parents will receive a manila envelope that will have your last payment receipt, as well as your new registration form every twenty days. Payment dates and schedule are listed at the end of this handbook, in the information pamphlet and on your manila envelope. Payments need to be returned to any ARC staff member or to the front office staff at the Recreation Center. Each registration you will be able to change your option choice as well as enroll for our Special Days (days off school), therefore, we ask that you follow the payment schedule and pay only on the specified dates. You **MUST** return your registration by the due date. Failure to do so will result in losing your privilege to enroll in Special Days (if we have met our maximum enrollment) as well as losing your place at ARC in the event of a waitlist. **Make all checks payable to the Lake Bluff Park District.**

Payment is due one week prior to the start of the next session. There will be a \$20 late fee assessed for any payment received after the due date of each session.

Fees/Penalties

We ask that you be observant of the scheduled pick-up times. All children must be signed out on the daily sign out sheet. Any parent that arrives late in picking up will be assessed a fee. This fee is \$5.00 for every five minutes or fraction thereof. We understand that emergencies may occur, so if you find yourself in such a situation, please call the site phone. At this time we will ask you to contact one of your listed emergency contacts to pick up your child. This courtesy alleviates anxiety on the part of the staff and your child. We understand your required work time and respectfully ask that you respect our required work time as well.

Health/Emergency Information

When enrolling, please fill out all the emergency information. If at anytime this information changes, please notify the Site Director immediately. If it is necessary for your child to receive medication while at the program, please

indicate that on the emergency form. The emergency information is imperative to the safety of your child. Please notify us if your child has *any* allergies, food allergies especially since we give participants a snack upon their arrival.

Children need to be free of fever, severe cold, diarrhea or other childhood illnesses for 24 hours before attending or returning to ARC. If a child is out sick for three days or more, a doctor's note must accompany the child before they will be readmitted to the program.

If your child is injured/ill and requires more than basic first aid, the following steps will be taken:

1. Attempt to contact parent/guardian.
2. Attempt to call listed emergency contacts.
3. The injured/ill child will be transported by ambulance to Lake Forest Hospital. A staff member will stay with your child at all times.

The Lake Bluff Park District does not assume responsibility for accidents or injuries at the program on park property. Please review your own personal insurance to be sure that you and your family have proper protection.

Transportation

The ARC staff will walk the children to the Rec Center from LBES. We have set up with the bus company "emergency days" to be used when it is raining or too cold to walk.

Dismissals

ARC

Parents must pick-up and sign out their child by their option end time, 4:30pm or 6:00pm. If someone other than the parent is picking up they must present an ID.

Special Days

On Special Days, parents must bring their children to the Recreation Center no earlier than 8:00am and pick-up and sign out their child no later than 6:00pm. *No refunds will be given for Special Days.* In the event a Special Day is canceled, parents will be given ample notification and payments will be refunded.

If you do not register for a Special Day and In-House days when payment is due, there will be a \$10 late fee assessed to Special Day/In-House days registration after the session starts.

Please note that with each new year we have new staff and new participants. When we ask for your ID please don't be offended, it's for the safety of your children.

Absences

When your child is absent from school and will not be attending ARC, ***please call the ARC Line (847-234-4150 x15) by 2:00pm.*** In addition, if your child is at school and will not be attending, please notify ARC, your child and their teacher.

School Closings/Inclement Weather

ARC follows the guidelines according to the school district calendars. ARC will not be in session on days when schools are closed due to inclement weather or emergencies. Refunds are not issued.

There are Special Days scheduled when District #65 is off due to teacher institute or school holidays. Please check the ARC payment schedule for those dates. You will be able to sign up for Special Days at the time of registration for sessions in which they are offered. Special Days are an additional \$42. Participants must be registered by the session due date in order to participate. Late payments will not be accepted, if we have met our maximum enrollment.

Code of Conduct

It is the goal of ARC to provide each child with an environment that is safe, secure, nurturing and enjoyable. In order for us to accomplish this goal, the staff must insist that every child treat the other children, staff, facilities and materials with respect. All participants are expected to exhibit appropriate behavior at all times while participating in Lake Bluff Park District programs or activities. Guidelines are designed to provide a safe and enjoyable environment for all participants. Please feel free to talk with the Site Coordinators or the Recreation Supervisor if you have any questions or concerns.

Participants and parents shall:

1. Show respect to all participants and staff.
2. Refrain from using foul language.
3. Refrain from causing bodily harm to participants or staff.
4. Show respect while using equipment, supplies and facilities.
5. Respect the privacy of others and their belongings.
6. Take direction from program staff.

Discipline

Discipline (the ongoing process of helping children to develop inner controls so that they can manage their own behavior in a socially approved way) is done through firm statements, redirection of behavior or removal from the group. Under no circumstance will a child be subjected to any form of corporal punishment or verbal abuse.

The procedure for handling severe discipline situations involving children in ARC shall be as follows:

First Occurrence: Site director/program leader will attempt to control the participant and warn of the potential consequences. Parent(s) may be asked to meet with staff for a conference. An incident report will be filed. A participant may be required to take a time-out away from the ARC site for one or more days because of unacceptable behavior.

Second Occurrence: Site director/program leader will report disruptive or dangerous behavior to the coordinator. The participant and parent(s) will be advised verbally and a discipline report will be filed. A participant may be required to take a time-out away from the ARC site for one or more days because of unacceptable behavior.

Third Occurrence: The park district will notify the participant and parent(s) in writing that ARC will no longer tolerate the participant's behavior and the participant is either suspended or dropped from the program.

A child may be immediately dropped from ARC if she/he puts her/himself or another child or staff person in danger. If a child leaves ARC without permission she/he may be immediately dropped from the program. No refunds will be given to children dismissed from ARC.

Refund/Withdrawal Policy

Written notice of withdrawal from ARC is asked to be submitted to the coordinator one week prior to your last day, if leaving mid session. Please ask the coordinator for a withdrawal slip. If you have decided not to enroll for the upcoming session please notify the coordinator by that sessions payment due date.

No refund is given if a child is absent from school and does not attend ARC. There is no refund for a child who takes time off from ARC for a vacation or other personal reason.

Inclusion/ADA

The Lake Bluff Park District intends to comply with the intent and spirit of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability. If you need special accommodations, please contact the Park District office so we may make the necessary arrangements.

Activities

Specific activities include: quiet/passive activities, arts and crafts, sports, outdoor activities as well as supervised play. Quiet time is set-aside for those children who have homework. Staff will help children with their homework to the best of their abilities; however, it is your responsibility to check over their homework. If you would like your child to do something particular during this time (i.e. utilize the homework room), please notify the coordinator.

We encourage children not to bring personal items, game boys, trading cards or any other valuable personal toys to ARC. Disputes over ownership of personal items are the responsibility of the parents. Staff members are not responsible for any lost or damaged items.

ARC will provide a snack and drink to all participants when they arrive after school, *if your child requires more than the snack provided, please provide them with one.*

Special Days will have a planned field trip. Children must bring a lunch unless otherwise specified.

If your child has dietary restrictions or food allergies please indicate it on your registration form. This is imperative information due to the fact that we provide snacks.

Emergency Punch Pass

With this pass you can buy additional time at ARC.

- ✓ Passes can be purchased at ARC by either cash or check only
- ✓ Cost - \$100 for five (5) days, *you save \$25*
- ✓ Passes expire at the end of the school year, any unused days are non-refundable
- ✓ Days can only be used for regular days, *not special days*, either to add time onto a 4:30 pick-up or to come on day that you are not registered for.
- ✓ When using your pass to cover a regular day, you must notify ARC the day prior. When using your pass for extra time on the 4:30pm pick-up option, you must contact ARC prior to 4:30pm. Passes may not be used to extend the 6:00pm pick-up option.
- ✓ Below is an example of what you receive when you purchase your pass

ARC Emergency Punch Pass				
This pass belongs to:				
SAMPLE				
Date Used	Date Used	Date Used	Date Used	Date Used
1	2	3	4	5