



A Parent's  
Guide to  
**After School  
Program**

2024-2025



## General Overview

Our weekday program alleviates your childcare worries by providing a safe place where your child can have fun playing and socializing with others. Each day students have time to play in the gym, complete their homework, and replenish their energy with a healthy snack. Most importantly, we offer daily opportunities for personal expression through free play.

The program is offered concurrent to the Franklin Park School District 84 calendar, Monday through Friday from 3:00 to 6:00 p.m. Families can register for the full program of five-days per week, or they can select specific days. Transportation from District 84 schools to Centre at North Park is provided. When registering, please confirm that space is available on the mini bus. **A minimum of 2 days per week is required.**

## Sample Daily Schedule

- 3:10 p.m.: Park District bus picks up children from Pietrini, Passow, North, and Hester.
- 3:25 - 3:45 p.m.: Snack provided by the Park District
- 3:45 - 4:45 p.m.: Homework or quiet time activities or crafts
- 4:45 - 6:00 p.m.: Playtime in the Sports Arena, self-directed activities of games, crafts, and reading.

## Communication

Please communicate any pertinent information with staff to ensure your child has best experience in the After School Program. The Park District now uses a new software for communication called ePACT. Once you register your child for the After School Program you will receive an email invitation to complete the necessary emergency information and consent forms in ePACT. EPACT also gives you the opportunity to verify your cell phone number in order to receive text messages from the staff about the program. For example, if pickup has moved outside since everyone is playing in the park. If you do not verify your cell number you will receive an email instead. **The ePACT email invitation will be sent to the email on record within 24 hours of registration. If you do not receive an invitation please contact the Community Center at 847-455-2852.**

**Absence Line:** 847-455-2852

**Program Manager:** Sabrina Rivera  
847-451-8136 or [srivera@fpparks.org](mailto:srivera@fpparks.org)

For more information, visit [www.fpparks.org](http://www.fpparks.org).

### ***AFTER SCHOOL PROGRAM LOCATION***

Centre at North Park  
10040 Addison Ave  
Franklin Park, Illinois  
847-678-4021



## **Questions**

If you have any questions or concerns, we encourage you to discuss them with your child's instructors or Sabrina Rivera, Program Manager. You may contact her at 847-455-8136.

## **Time for Play, Every Day: It's Fun & Fundamental**

The Park District of Franklin Park actively supports the policies and practices of the Alliance for Childhood that promotes a curriculum to nurture healthy development and joy in living. We believe that "...play helps children make sense of and find their place in the world." Our program facilitates your child's play with a balance of structured and unstructured activities.

## **Physical Fitness Activities**

This important aspect of the program demonstrates to students that exercise can be fun, rewarding, and surprising. Most days, the children prefer to use their imaginations and create their own games. Our counselors ensure that their games are safe and fair. If weather permits, we will play outside and walk to a park.

## **Quiet Time Activities and "Unplug" from Technology**

Since technology is ever-present throughout their days, we want to provide the children with quiet time for spontaneous, creative play. We encourage them to build things, create their own games, read or draw. We strongly discourage the use of electronic devices. We understand that they are used for school but we like to encourage the students to find some off-screen time as well. Supplies are available for self-directed artistic and exploratory activities. Our counselors assist by directing new craft projects. Many students utilize this time for recreational reading.

## **Location**

The Sports Arena at North Park provides adequate space for participants to play, be creative, and have fun.

## **Absences**

If your child will not attend the program on a certain day, you need to call us in addition to contacting your school. Call us at 847-455-2852 to report the absence. We appreciate notification of any deviations from your usual schedule.

## **Refunds**

There are no refunds. Since you can customize the schedule, pro-rated refund requests will only be considered for medical reasons if accompanied by a doctor's note.

## **Attire**

Please wear comfortable, durable play clothing, and gym shoes. Please do not send your child in sandals or Crocs as they become a safety issue with our activities. Students may change from their school clothes into play clothes upon arriving, especially during the cooler months. You may want to pack lighter-weight workout clothes so the children do not get overheated during gym activities. Some of our crafts include potentially messy substances, such as paint and glue.

## **Personal Items / Medicine**

Please mark your child's personal belongings with either a name tag or identifying mark. Do not allow your child to bring large amounts of money or any valuable items that may be broken or lost. The Park District is not responsible for any stolen or lost personal items. Be sure to pack any special items needed by your child, such as an inhaler or extra clothes. If your child needs any medications, you must inform the Program Manager and complete the proper paperwork, including a Medication Dispensing form.

## **Illness Policy**

For the protection of all participants and staff, and for the comfort of your child, please keep your child home if he/she has any of the following symptoms: wet cough, fever, diarrhea, vomiting, rash, thick nasal discharge or discharging eyes or ears (i.e. Conjunctivitis), except for a sty, and lice. Your child must be free of fever, diarrhea, or vomiting for a full 24 hours without medication before returning to a Park District program.

## **First Aid**

For minor cuts, bumps, bruises or scrapes, staff will administer first aid and complete an accident report form. Soap, water, Band-Aids, and ice packs are the primary forms of treatment.

## **Emergency Medical Attention**

If your child becomes acutely ill or sustains a major injury while in our care, and requires medical attention, Park District staff will call 911. At the time of registration parents sign a consent form authorizing the Park District to provide emergency care through paramedics, and when necessary a local hospital. Parents will be notified to proceed to the hospital's emergency room by Park District office personnel.

An accident/incident report will be completed and placed in the child's file. The child's teacher will make a follow-up phone call to the child's home the same evening of the occurrence.

## **Allergies and Medical Conditions**

If your child is allergic to any type of food or medication or has an existing medical condition (asthma, diabetes, etc), please let your counselors know before the first day of the program and include the information on ePACT.

## **Snacks**

Advise staff of any food allergies or dietary restrictions in your child's ePACT forms. We provide light snacks daily such as fruit bars, pretzels, or cheese and crackers. Your child can bring additional snacks for after school nourishment.

## **Registration Options**

You can purchase a package for the entire semester or you can register on a monthly basis for the same days of the week. Monthly payments must be submitted by the 1st day of the upcoming month. We will not transport students unless registration is finalized. The fees apply to Park District residents and students enrolled in District 84 schools.

## **Transportation**

The Park District offers one-way transportation from North, Pietrini, Passow or Hester Schools to the Centre at North Park. Pickups will be at the school at dismissal time only. Participants will be transported via the park district's 14-passenger bus driven by a staff member. All students must be properly secured in either a child restraint system or seat belt. Please confirm availability of transportation since our capacity is limited. Transportation needs and related fees are to be submitted at time of registration.

## **Arrival**

Only students who are pre-registered for the program or day will be picked up from their school in the Park District 14-passenger bus. The program coordinator takes attendance each day. Programs must notify us when a student will be absent. If a student is expected to attend and does not, our front desk registrar will call the student's parent/guardian.

**Arrival Time: 3:00 - 3:45 p.m.**

## **Departure/Pick Up**

Parents should advise staff of expected pick-up times. The student will be released at departure time to adults with the proper identification. When you arrive to retrieve your child, you must present the official Identification Card. Even though staff will recognize you without the card, please present the card each time to help us maintain this important security procedure. Parents will be charged late fees when they are tardy in retrieving children at the end of the day.

**Pick-Up Time: 4:00 - 6:00 p.m.**

## **Late Pick Up Policy**

If your child is not picked up immediately after class, a \$1.00 per minute fine will be charged after the first 5 minutes. Please call the Community Center at 847-455-2852 if you are running late.

## **Paperwork**

Participant emergency information must now be completed and submitted online through our new system, ePACT. Once you register your child for the program an email invitation will be sent from Franklin Park After School via ePACT Network. In the email, click on the orange Complete Request button in the middle of the page to complete the information requested. You will be asked to provide parent/guardian contact information, emergency contacts, those authorized to pick up your child, health history/medical information, and complete several consents forms.

## **Aggressive Behavior**

Any child exhibiting aggressive behaviors toward other children and/or staff, i.e., biting, kicking, punching, hitting, etc., and/or putting him/herself at risk will be disciplined as described in the Behavior Guidelines.

## **Behavior Guidelines**

On occasion, a participant may find it difficult to meet the behavior expectations of this program. The Park District employs capable well-trained staff to lead these programs, however, there are occasions when in the best interest of the program and the safety of others the Park District must dismiss an unmanageable child from the program.

In order to maintain a safe and enjoyable environment, the following discipline policy has been adopted. Following the initial encounter of a problematic behavior the counselor, lead staff member, or program manager will contact the parent(s)/guardian(s). All behavior issues are documented and the parent(s)/guardian(s) notified. The child will be given three warnings before being dismissed from the program. However, depending on the severity of the offense a participant may be dismissed prior to receiving three warnings.

The following infractions will activate the discipline system:

1. Harming one's self such as, but not limited to:
  - Leaving designated grounds without permission
  - Leaving designated group without permission
  - Physical harm to self
2. Harming others such as, but not limited to:
  - Fighting
  - Throwing objects at or near others
  - Hitting or kicking others
  - Profanity
  - Showing disrespect to other participants and staff
  - Harassment, bullying, or discrimination
  - Other aggressive behavior
3. Damage to property:
  - Vandalism
  - Actions resulting in damage to property
  - Breaking, damaging, or destroying property
4. Others
  - Possession, use or transfer of alcohol, illegal drugs, tobacco or tobacco products (matches and lighters).
  - Any threat of bodily harm to others
  - Bringing any weapons to program
  - Any proven or confessed theft

NOTE: Parent/Guardian of program participants will be responsible for ANY damages caused by their child.

## **Parent Behavior**

In the event a parent or guardian intimidates, threatens, or harms their child, another child, a staff member, another parent, or destroys park district property, such occurrence is grounds for the parent/guardian's immediate suspension from Park District property according to the Park District Control Ordinance.