

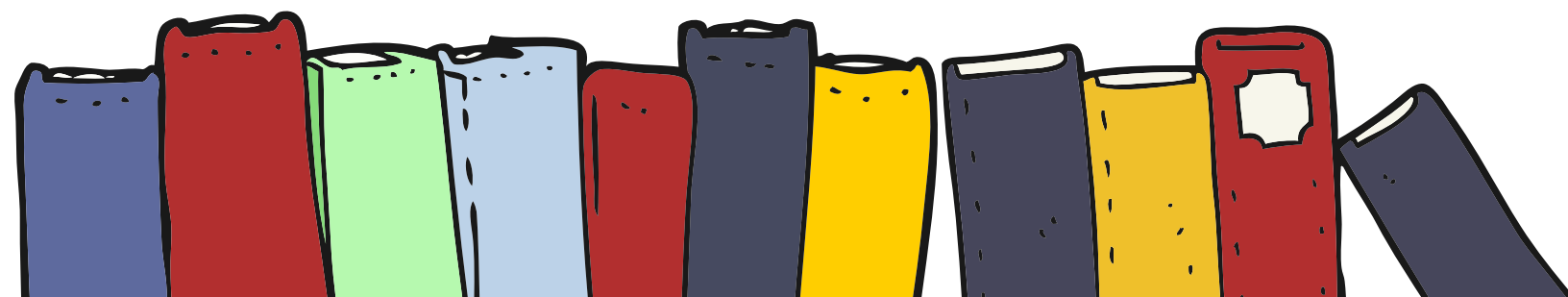


A Parent's Guide to



PARK DISTRICT OF FRANKLIN PARK

2026 - 2027



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 6:15 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.

AFTER SCHOOL PROGRAM REGISTRATION & PAYMENT POLICIES

- Participants can register for the entire semester or on a monthly basis
- A Minimum of 2 days/week is required
- Days must be consistent for the entire month
- Parents/guardians must register by the 15th of the month prior to the month of attendance.
 - For example, if your child is attending February 2027, you must pay by January 15, 2027.
 - Registration after the deadline may be accepted only if space is available.
- Credits or refunds will not be issued for missed days except in the case of illness.
- If your child is absent due to illness, you must notify the Park District by 12:00 p.m. (noon) on the day of the absence by phone or email to be considered for a credit.
- Weekly enrollment is not available.
- However, a weekly payment plan is available for those registered for the entire month, multiple months, or the entire school year.
 - Payments for the weekly payment plan must be received by the Friday before the upcoming week.
 - Failure to pay by the deadline may result in suspension from the program until the account is brought current.

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 - 6:15 p.m.: Playtime in the Sports Arena, self-directed activities of games, crafts, and independent choice time.



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 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.**

Staff Phone Number: 708-466-6691

Program Manager: Sabrina Rivera
847-451-8136 or srivera@fpparks.org



For more information, visit 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 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 inside Centre 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 found in ePACT.

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. Staff will follow-up with a phone call to the child's parent or guardian that evening or the next day to check on the child.



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.

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.

Arrival Time: 3:15 - 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 - 6:15 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 ASP staff at 708-466-6691 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 Code of Conduct/Behavior Guidelines.

CODE OF CONDUCT

Participants must follow our Code of Conduct/Behavior Management Guidelines to maintain a safe and enjoyable environment. There are occasions when, in the best interest of the program and the safety of others, the Park District must dismiss an unmanageable child.

The following discipline policy has been adopted for this program. Following the initial encounter of problematic behavior, the counselor, lead staff member, or program manager will contact the parent(s)/guardian(s). Parent(s)/guardian(s) will be notified about each incident. The first incident results in a verbal (documented) warning. The second warning is that the child will be suspended for one program day. No refund will be issued for said suspension. After the third warning, the child will be dismissed from the program. However, depending on the severity of the offense, a participant may be dismissed before 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, hitting, or kicking others
 - Throwing objects at or near others
 - Profanity
 - Showing disrespect to other participants and staff
 - Harassment, bullying, or discrimination
 - Inappropriate touching
 - Other aggressive behavior
3. Property damage:
 - Vandalism
 - Actions resulting in damage to property
 - Breaking, damaging, or destroying property

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

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 the program
 - Any proven or confessed theft

PARENT BEHAVIOR

If a parent or guardian intimidates, threatens, or harms their child, another child, a staff member, another parent/guardian, or damages Park District property, he/she will be subject to suspension from Park District property under the Park District Control Ordinance. The length of suspension depends on the violation.



CONSEQUENCES

When any acts of misconduct occur, staff shall take reasonable steps to reduce the risks of misconduct. Prompt resolution will be sought to each individual situation. If the risks cannot be eliminated by the use of accommodations, consequences may result. Such action may include:

- Removing the participant from the activity for a short time and parent notification.
- Removing the participant from the activity for the remainder of the day or the next program day and a mandatory meeting with a program manager, parent and participant.
- Suspension from ASP for the remainder of the program season. Whenever the above consequences are implemented, staff will advise the participant's family of the actions.
- Staff will consider alternatives to removing the individual from the program while still addressing the safety concerns.

