

LEAP Parent Manual



LEAP Afterschool

LEAP Afterschool is a recreation-based afterschool program organized specifically for School District 48 students. Students in need of care after the school day concludes will be bussed by the School District to Salt Creek Primary. The afternoon will consist of a snack, movement, study time and/or quiet reading time, outdoor play, organized games, crafts, and much more. The goal of the LEAP Afterschool program is to provide a safe, nurturing environment focused on learning, exploration and play! Participants must be registered School District 48 students for the current school year to register. LEAP Afterschool will follow the School District 48 calendar, and the program will not be offered on holidays, teacher institute days, or breaks.

Location: Salt Creek Primary, 980 S. Riverside Dr., Elmhurst, IL 60126

Program Days: M-F (excludes holidays, teacher institute days or breaks)

Program Hours: 2:30-6:00pm

Program Contacts	
Program Information	Billing Information
Jen Saylor Recreation & Fitness Manager	Alesha Reed Rentals & Customer Experience Supervisor
Jen@obtpd.org	info@obtpd.org
(630)627-6100 ext.117	(630)627-6100 ext.110

Registration Information

Registration must be completed in person at the Heritage Center. A one-time, non-refundable registration fee of \$75 for LEAP Afterschool is required at the time of registration. Automatic billing for the LEAP Afterschool program will occur on the 20th of each month, covering the upcoming month (e.g., October's fees will be billed on September 20th). A valid credit card must be kept on file for the entire year. If monthly payment is declined for any reason, there will be a \$25 Late Fee. Due to so many registrations within the program, unfortunately, we are not able to waive this fee for any reason. Declined monthly payment and Late Fee must be paid by noon the following business day. If payment is not made by the dates indicated, it will result in your child's removal from the program. If you have a lost, stolen, or expired debit/credit card, stolen identity issue, banking problems, etc., it will be your responsibility to notify Alesha Reed the Rentals & Customer Experience Supervisor to update your payment information. To cancel or modify your LEAP after schedule, all requests must be submitted before the 19th of the month. For assistance, please contact info@obtpd.org.

Participant Information/Emergency Forms

The Oakbrook Terrace Park District will be utilizing ePACT for participant information/emergency forms. Within 24 weeks of your child's registration, you should receive an email from ePACT to set up an account and complete your child's electronic information/emergency forms. Children will not be allowed to attend LEAP until the information/emergency forms are completed. If your child is enrolled in another OBTPD program that is currently using the ePACT system, you only need to update your child's information if something has changed.

Arrival and Departure

Afterschool participants are brought to the program by school staff. Each child must be signed out daily by an authorized adult using the ePACT check-in system. Children will only be released to individuals listed on the authorized pick-up list. Any updates to the pick-up list must be made through the ePACT system. Staff will request identification if they do not recognize the individual picking up, based on the ePACT profile photo. A late fee will apply for any child picked up after the program's scheduled end time. If a child remains at the program for an extended period without contact from a parent or guardian, the Park District may notify local authorities.

Vacation, Extended Absences and Sick Days

The Park District does not offer refunds or prorations for participants who miss the program due to vacation, extended absences or sick days. If you are planning a vacation or extended absence, you are required to continue to make payments in order for your child to stay enrolled in LEAP programs. If you choose to not make payments, your child's enrollment will be forfeited and your child is then added to the waitlist until another spot becomes available.

Illness, Communicable Diseases & Medication

Everyone shares the responsibility for reducing exposure and spreading communicable disease. Our illness policy requires children to be clear of any symptoms/illness for at least 24 hours before returning to our programs. Our regulations state that if your child has any of the following symptoms, they cannot remain in our program:

- Fever over 100 degrees
- Diarrhea
- Vomiting
- Nausea
- Severe cough
- Skin/eye lesions/rashes that are severe, weeping/puss filled
- Difficulty breathing or wheezing

If your child shows any of the above signs, he/she is separated from the other participants and you will be notified. It is your responsibility to pick up your child immediately or arrange another person on your pickup list to pick up your child. These policies are put in place for the health of all participants and staff in the program. If your child has had any symptoms within the past 24 hours, please withhold them from the program for an additional 24-48 hours.



Children with head lice may not return to the program until the scalp is free from all traces of lice and nits. If your child is ill or has a communicable disease, please notify us so that we may inform staff and other parents to watch for symptoms.

Medication

The Oakbrook Terrace Park District will not dispense medication to a minor child or other participant until the Permission and Waiver to Dispense Medication and Medication Information Form have been fully completed by a parent or guardian. This form is located within our ePACT system. If your child is requiring medication during program time in order to participate in a program or access a facility, please contact us at (630) 627-6100 or mary@obtpd.org.

Behavior Management

Our goal is to have all children enjoy their time in our programs while feeling safe and secure, to learn appropriate social skills and to develop problem-solving skills. We strive to create an atmosphere of mutual respect between adults and children, as we believe that is the foundation for development of positive social interaction skills.

Code of Conduct

- Behave respectfully to all participants and staff.
- Refrain from using foul language.
- Refrain from causing bodily harm.
- Treat all equipment, supplies, and facilities respectfully.

General Safety Guidelines

To help keep everyone safe and ensure a fun environment, all children are expected to follow these basic rules. Staff will regularly review these expectations with the group.

- Walk at all times when indoors.
- Use quiet, indoor voices while inside the building.
- Listen and respond when staff give instructions.
- Follow directions the first time they are given.
- Use all equipment safely and appropriately.
- Keep hands, feet, and body to yourself.

Staff Response to Negative Behavior

Our staff is committed to creating a safe, respectful, and positive environment for all children. When negative behavior occurs, the following steps may be taken:

- Staff prioritize the safety and well-being of all participants at all times.
- When a child exhibits negative behavior, staff will first attempt to redirect the child to a more positive or appropriate activity.
- If redirection is unsuccessful, the child may be removed from the current activity to prevent further disruption or harm.
- Once the child is calm, staff will have a conversation with them to review appropriate and inappropriate behaviors.
- If negative behaviors continue, consistent consequences will be applied. Parents or guardians will be informed and involved in creating a plan to support the child's success in the program.

Consequences are age-appropriate and may include:

- Redirection to another activity
- Verbal reminders and corrections
- Temporary loss of privileges

- Time-outs to allow the child space to self-regulate
- Written behavior reports when necessary

If a child receives three behavior reports, they will be temporarily paused from the program until a meeting is held with the family and the Oakbrook Terrace team to implement a behavioral plan. Parents/guardians are expected to actively participate in this process. In situations involving physical aggression or refusal to follow staff direction, parents/guardians may be contacted for immediate pick-up.

Examples of behaviors that may require immediate removal include:

- Biting self or others
- Hitting or causing physical harm
- Spitting
- Elopement
- Other behaviors that pose a safety concern or are significantly disruptive

Dismissal Policy

The Oakbrook Terrace Park District reserves the right to suspend or dismiss a child from the program under the following circumstances:

- The child's needs can no longer be met safely and effectively within the program setting.
- The child poses a continued physical threat to themselves, others, or staff.
- The child's behavior regularly disrupts the program's operations.
- A parent/guardian displays inappropriate behavior or does not cooperate with staff.
- Failure to follow program policies may result in suspension ranging from one day to removal from the remainder of the session.
- No refunds or prorated fees will be given for suspensions or dismissals.
- If a child is removed from the program entirely, they will not be eligible to participate in any Park District programs for one full year from the date of dismissal.
- If three payments are declined within the same school year or an outstanding balance is not resolved, your child will be suspended from the LEAP program. It is the parent/guardian's responsibility to contact the Oakbrook Terrace Park District to update payment information.

Emergency Procedures

Evacuation procedures for each program have been established in the event of a major emergency that would necessitate removing children from the site. Additionally, plans have been developed for fire and tornado procedures. If a child is injured in the program, we take the necessary emergency steps and contact you as soon as possible. However, should the injury be more severe we will call 911 without hesitation. The parent/guardian also authorizes the Park District and its employees to consent to medical treatment. Staff are trained in First Aid and CPR as well as bloodborne pathogens. By registering your child for the program, you have released the Oakbrook Terrace Park District from all liability which may arise from the child's participation in the program.

Confidentiality

Information about health or ability of a child or a family status is considered confidential. Such information is only shared with the staff as it is necessary to meet the needs of the child. If necessary, family information will be shared with the Department of Children and Family Services (DCFS).

Recognizing and Reporting Child Abuse

All Oakbrook Terrace Park District staff are mandated reporters by the State of Illinois and are required to report suspected child abuse or neglect to the Department of Children and Family Services (DCFS). Oakbrook Terrace Park District works with DCFS and families as appropriate to ensure the health and safety of children in the program. When a report is made, Oakbrook Terrace Park District continues to work with and support the child and family. The report is treated confidentially.

Accident Reporting

Staff will fill out an accident report for all accidents, no matter how minor an accident may seem. If something happens throughout the day for which we do not need to contact the parent/guardian immediately, we will advise the parent/guardian at pick-up time. All accident reports are reviewed by the Safety Committee.

Inclusion of All Children

The Oakbrook Terrace Park District is a proud partner of the Northeast DuPage Special Recreation Association (NEDSRA), an organization dedicated to providing recreational services and programs for individuals with disabilities. To learn more, visit nedsra.org. We are committed to complying with the Americans with Disabilities Act (ADA) and ensuring that all individuals, regardless of ability, have equal access to programs, services, activities, and facilities. If you or a family member require a reasonable accommodation in order to participate in a program or access a facility, please contact us at (630) 627-6100 or mary@obtpd.org.

Daily Activities

Children will participate in homework time, free play, outdoor activities, structured group games, and crafts. Please send your child(ren) dressed for the weather (i.e. sweaters, winter coats, hats, gloves, scarves, etc.)

Snack

The Park District will provide a peanut-free snack to all participants enrolled in the LEAP Afterschool Program at the start of each day. If your child has any allergies or dietary restrictions, please be sure to document them on ePACT included in this packet. *Please note: The LEAP Preschool Program does not include a snack provided. Families are encouraged to pack a nut-free snack labeled for their child.*

Personal Items

We strongly encourage children to leave personal items at home, including toys, stuffed animals, dolls, candy, and other valuable or unnecessary belongings. Staff will make every effort to return lost items to the proper owner, but we cannot guarantee recovery. If your child is missing something, please check with program staff. Any items brought to LEAP programs should be clearly labeled with your child's name, including clothing and backpacks. The Oakbrook Terrace Park District is not responsible for lost, damaged, or stolen items.

Electronic Devices

Non-school issued electronic devices are not allowed at any LEAP program unless authorized by Oakbrook Terrace Park District staff. This includes cell phones, tablets, gaming systems, and similar items. These devices should be left at home, as they are valuable and may be lost, damaged, or stolen. The Oakbrook Terrace Park District is not responsible for lost, damaged, or stolen electronic devices.

Photo Policy

Say cheese! You may be photographed while at the Oakbrook Terrace Park District. The Park District may use photographs or participants in District publicity without permission or compensation.

Receipt Request

It is your responsibility to hold onto your receipts. The Park District does not send out a year-end statement or provide receipts at the end of the year. You receive a receipt at the time of registration via email. If you wish to receive a paper copy of your receipt, please let the Rentals & Customer Experience Supervisor know at the time of registration. If you need to request receipts after the fact, there is a \$5 fee per receipt requested. Please allow the Park District up to 7 business days to process your request. For tax purposes, the Oakbrook Terrace Park District's Tax ID number is 36-2677283.