

Hinkston Park Field House

B.A.S.E.

**Before and  
After  
School  
Experience**

2008-2009



## Index

<b>Subject</b>	<b>Page</b>
Introduction	2
Mission	3
American with Disabilities Act	3
Special Needs	4
Transportation	4
Arrival Procedure	4
Pick Up Procedure	5
Late Pick-up	5-6
Medical Emergencies	6
Medicines	6-7
Illnesses	8
Emergency Contacts	9
Discipline Policy	9-10
Toys from Home	11
Daily Routine	11
Snacks	11
Homework	11
Registration and Payments	12

Dear Parents:

Welcome to the Before and After School Experience (B.A.S.E.) at the Field House. I hope that you and your child will have the best possible after school experience while in our program. I also hope that you feel comfortable and confident that your child is receiving the best care while in our program.

If you have questions regarding this program, please feel free to contact me, Lara Wahlbeck, the B.A.S.E. program director, at (847) 360-4708.

**Location**

The Field House  
800 N. Baldwin Ave  
Waukegan, IL 60085  
(847) 782-3300

**Program Times:**

Early Release School 2:30-6:00pm M-F

Late Release School 3:30-6:00pm M-F

Before School Care 6:00-9:00am M-F

\* On half days, times will be respective to that time children are released from school. On days children do not attend school, B.A.S.E will not meet, however, the park district does offer programs on these days for an additional fee.

**For registration and payments:**

Please call or visit the Belvidere Recreation Center at (847) 360-4700, 412 S. Lewis Ave., Waukegan.

## **Our Mission**

The Waukegan Park District is committed to providing parks, facilities and leisure opportunities to our culturally diverse population through the resources of community involvement, dedicated staff and sound management.

### **Americans with Disabilities Act**

The Americans with Disabilities Act became a law in 1990 and became effective in 1992. The purpose of the law is to end discrimination for people with disabilities and to remove barriers that have prevented their full inclusion in our society.

The Waukegan Park District Day Camp programs strongly support the Americans with Disabilities Act. Children have an opportunity to make new friends and develop awareness of disabilities. Children learn to accept differences in people, They learn how and when to help, and that it is fun to play with all children. Our children grow up accepting all people as valuable members of society.

Parents learn that children are more alike than different, and become enriched and more sensitive to all children's needs. Families develop a positive and optimistic attitude about the acceptance of children with disabilities.

### **Special Needs**

If your child has any special needs, please make the staff aware of this by noting it on the yellow registration form. Special needs might include, but are not limited to: ADD, ADHD, Asthma, Food Allergies, Behavior Disorder, or any thing else that camp staff should be aware of to help your child have the best possible experience at camp. It is imperative that you let us know about the needs of your child. Knowing their needs helps us to help them have a better time in the program. If we are unaware of situations which might be affecting their experience, we are unable to help them. Please communicate with us!

### **Transportation**

There are two options for transportation to the BASE program: bring your child to BASE Yourself or you can arrange for busing through First Student.

### **Arrival Procedure**

If you choose to transport your child yourself, you will need to walk into the building and sign him/her in on the sign-in sheet and notify the counselor of your arrival. A child should never be allowed to come into the facility on their own or left in an empty room. Find a staff member if you need assistance.

### **Pick-up Procedure**

Children are to be picked up from B.A.S.E. by 6:00pm each day. A child will be released from

B.A.S.E. only to individuals authorized in writing to pick-up the child. Parents picking up children must come into the facility. Children are not allowed to sign themselves out and go out to meet a parent in a waiting car.

Staff is unable to release children to any persons (related or unrelated) who is not listed on the student information sheet as an authorized person to pick up child . Persons unknown to the staff will be required to provide a form of photo identification to establish identity prior to child's release from any camp program. **Please be prepared to show a valid photo ID when picking up your child.**

This procedure is to ensure the safety of your child while in our care. If you wish to add individuals to the authorized pick-up list, you may do so by submitting changes in writing.

#### **Late Pick-up**

Parents are to pick their child up by 6:00pm. You will be charged a late pick-up fee of \$7 for every 15 minutes you are late picking up your child after 6:00pm. The fee is per child, even if in the same family.

Example: 6:01-6:15pm=\$7 ; 6:16-6:30pm=\$14

If parents are continuously late picking up their child from the program, they may be asked to leave the program.

If a child is not picked up after the end of the day

and we are unable to reach an individual on the pick up list, our procedure is to call the Waukegan Police Department for police assistance.

### **Medical Emergencies**

By signing up for B.A.S.E. you have signed a waiver stating that you have authorized the Waukegan Park District to administer emergency medical services as needed to your child. In the event of a medical emergency or an accident, a Park District Staff will provide emergency first aid. If the accident is in need of emergency attention (other than minor injuries such as cuts, scrapes, bruises, etc.) we shall then contact the parent/ emergency contact. In an event that the parent/ emergency contact cannot be reached and emergency care is required, the staff will call emergency services for the child to be transported to the nearest hospital.

Your authorization for the staff to take whatever emergency medical measures deemed necessary is understood to be part of this agreement.

### **Medicines**

Necessary medicines may be administered to a child at B.A.S.E. upon written parental permission. Prescription medications must be brought in its original container and labeled with the child's name, directions for administering the medication, the date, the physicians name, the prescription number, and the drug store or pharmacy. **Please only send daily dosages**, we cannot be

responsible for an entire prescription.

Non-prescription medications may be administered upon written parents permission. Such medication 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 packaged instructions will not be giving without a written Doctor's note. Please hand any of the above necessary medications to a staff for it to be placed in the appropriate medicine cabinet. If the medication needs refrigeration, please let the staff know at that time.

While we will administer necessary medications, we would prefer if this can be done before or after the program when possible.

Please **never** send your child to B.A.S.E. with medications in 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 for the safety of your child and other children at B.A.S.E.

You will need to fill out an additional medication information sheet if your child requires medications while at the program.

### **Illnesses**

For the protection of all children, your child should NOT be brought to the program (we cannot

accept him/her at the program) if showing any of the following symptoms:

- A temperature
- Diarrhea or vomiting
- A rash
- Nasal discharge

Parents should exercise every precaution and keep their child home for twenty-four (24) hours once these symptoms have occurred. In case of head lice, a child should stay home for 24 hours after his/her first treatment. Children must feel and be well enough to participate in all regularly planned activities upon returning to the program from an illness.

If the child has a contagious disease, s/he should be kept at home and **YOU MUST REPORT THE CONDITION TO THE PROGRAM DIRECTOR OR RECREATION SUPERVISOR IMMEDIATELY.** Included in this category are conditions recognized as “highly contagious” such as Strep Throat, pin worms, measles, mumps, chicken pox, scarlet fever, head lice, etc.. Parents will be informed of such illnesses that are reported to staff via memo.

**If your child does not attend school because of an illness, they may not attend B.A.S.E.!**

### **Emergency Contacts**

Parents are required to provide emergency contacts. These are listed on your child's

registration form. Emergency contacts will be reached when we are unable to reach parents at the numbers you have provided, and 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 submit this in writing. This information is needed to ensure the safety of your child.

### **Discipline Policy**

It is important for children to learn and respect the limits of acceptable behavior at Park District Programs and elsewhere. Discipline is creating inner controls of the child. Our goal is to encourage self-discipline within each child. Each child enrolled in B.A.S.E. and their parent/guardian is required to read, understand and sign our *Code of Conduct*. This must be turned in on the first day your child attends B.A.S.E.

*While at B.A.S.E. , Children will:*

- Show respect to all participants, staff, and volunteers.
- Follow direction from staff and volunteers.
- Show respect to equipment, supplies and facilities.
- Not use inappropriate, abusive, or foul language.
- Not show any aggressive behavior (hitting, punching, slapping, kicking, biting, etc.) regardless if the behavior is provoked or in retaliation.
- Not show continuous disruptive behavior.

*Discipline process:*

We have a four-step discipline procedure that is outlined completely in the *Code of Conduct*. We will not tolerate continued misbehavior that is disruptive to B.A.S.E. or endangers participants or staff. If behavior is deemed as such and corrective actions have been exhausted, your child may be removed from B.A.S.E. upon approval of the Superintendent of Recreation.

Behaviors unacceptable will be documented by staff using the *Discipline Form*. You will be asked to sign this as acknowledgement that you are aware of the situation.

Please work with us to ensure your child has the best experience possible. If a behavior problem is brought to your attention, please address the issue with your child and find a way to resolve the behavior before they return to B.A.S.E.

If your child has brought to your attention a problem that he/she has had during the day with another child, please address this issue to a staff member. **At no time is a parent to approach another child in hostility or to investigate a conflict.** Please allow staff to handle the matter accordingly.

**Toys From Home**

We recommend that you leave the following items at home: CD Players, CD's, Game boys,

Walkmans, toys, jewelry, cell phones, etc. Use of walkmans and handheld games (such as Game boys) is not allowed.

**We cannot be responsible for any personal items of value brought to B.A.S.E that may be lost or stolen.**

Please, **never** bring the following items to B.A.S.E.: Guns, handcuffs, knives, war toys or other items of this nature, even if they are just toys.

### **Daily Routines**

A general daily schedule will be posted in the building for students to see. Things included in the daily schedule will be: snack, free play, crafts, science activities, computers, and homework time.

### **Snacks**

There will be a snack time everyday. A snack will be provided for your child. It is very important that you list any allergies your child might have on their information form.

### **Homework**

There will be a designated time for all students to work on daily homework. If your child does not have homework for that day or completes it early, they will be reading, writing, or doing some other quiet educational activity for the time period allotted.

### **Registration and Payments**

Upon Registration, the registration fee, the first months fee, and the last months fee are due. Monthly Payments are due by the 1st of each month. Your child will not be allowed to attend B.A.S.E. if your payment is late. If you are having trouble making a payment on time, please let us know, (847) 360-4700.

Early Release 2:30-6pm: \$205/Month

Late Release 3:30-6pm: \$165/Month

Before School Care 6:00-9am \$185/Month

Registration Fee: \$10

**Thank you for choosing the  
Waukegan Park District  
B.A.S.E. Program!**

8.18.2004