

Adventure Time



Glen Ellyn Park District's
Before & After School Program

at

Forest Glen & Churchill
Elementary Schools

Parent/Student Handbook

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WELCOME TO ADVENTURE TIME!

Adventure Time, also known as A-T, is a structured before and after school child care program. The goal of the program is to provide your child with a clean, safe and comfortable environment where they can play and learn with guidance and loving care while you are at work. A-T provides supervised recreational activities both indoors and outdoors. The staff encourages children to pursue friendships and interact with the wide range of age groups within the program.

All children in kindergarten through fifth grade are eligible for A-T, at two locations, Forest Glen and Churchill Elementary Schools. Enrollment in the program is granted without discrimination with regards to gender, race, color, creed, religious or political beliefs.

Please note that the Adventure Time Program is NOT part of the School District and is not organized by your child's school. If you have questions about the program or need to make changes to your child's schedule, emergency contact information, etc., you must contact the site director or program staff. More information regarding this is located on page 17.

ACTIVITIES WITHIN THE SITES:

Daily/Weekly Schedule

Activities are scheduled to provide the children with a variety of activities to participate in while in the program. Please see the curriculum section of this handbook for more details.

Homework and Study Time

The Adventure Time program is not an academic extension of the school day, but the staff does appreciate the demands on school age children and their families and have a commitment to their academic learning. Homework and study time is ultimately the child's responsibility, but the staff will do all they can to encourage children to work on it in the program. Staff will offer very basic assistance but cannot be expected to check a child's work for accuracy, completion of work or to provide tutoring for any child.

Outdoor Time

The program's schedule incorporates outdoor time daily (weather permitting and safe conditions). Outdoor activities may include but are not limited to nature walks and street games such as penny pitching, bubble blowing, jump rope, hopscotch and chalk drawing. At times a low impact recreational game may be played. It is recommended that your child be in gym shoes daily and have a light jacket with them. A child without gym shoes on may not participate in any recreational type activities due to safety concerns. A sign will be placed on the buzzer door alerting parents when the program is outside.

Snack Time

The program does not provide any type of snacks during the AM or PM sessions. It is highly suggested that parents provide a healthy nut/seed-free snack for your child. Snack time is allocated in the schedule for the PM session and children are always welcome to bring an AM snack as well.

Due to the high percentage of life threatening allergies of children within the program, the program does not permit any snacks without a commercial label on them, so that all of the ingredients may be checked by staff. If you are doing a bulk package snack item, you must provide the program staff with a copy of that entire label (the ingredients not nutritional values). It will then be put into a file to be

checked by staff each day. Items not needing labels are fruits or vegetables. These labels must be provided to the program yearly as paper work is purged at the end of every year. Homemade items are not permitted at any time in the program.

If a snack is taken by a staff member due to allergens, that snack will be returned to the family with a letter of explanation as to why it was taken. This will be placed on the parent's table. At times the program does have fruit snacks available and may give them to your child in exchange for taking the snack with allergens. However, this is not meant to be used as a substitute for a child who does not bring a regular daily snack.

*** NO SPECIAL TREATS FOR ANY BIRTHDAY CELEBRATIONS MAY BE BROUGHT IN WITHOUT THE APPROVAL OF THE DIRECTOR**

***Please see the food allergy section in this handbook for additional details.**

"Sunbucks" Reward System

The program uses these rewards for children who offer assistance to staff or another child above and beyond the call of duty. These rewards are valuable tools in teaching the children the importance of values and cooperative support to others. The "Sunbucks" are cashed in weekly for a special item out of the "Sunbuck" box. These rewards are given out at the discretion of staff and are kept track of each week. Lost or misplaced "Sunbucks" are not replaced. A portion of the "Sunbuck" must be available for cashing in. All of the children within the program have the same opportunity to earn a "Sunbuck", but it is up to them to pursue the opportunity. Offering comfort, care, assistance, guidance, friendship or helping a staff member is a good opportunity to earn a "Sunbuck". Blue colored "Sunbucks" are also available in the "Sunbuck" box. Blue "Sunbucks" enable a child to pick a low impact recreational game for the group to participate in instead of a special item for themselves.

CHARACTER GUIDELINES FOR ALL ENROLLED

Respect Yourself

Participants should play safely under the care and guidance of the staff of the program. Abusive or foul language is not permitted; nor is causing bodily harm to another individual in the program or to a participant's self.

Respect Other Participants

Treat others the way in which you expect to be treated.

Respect Staff

Show respect toward all staff and parent volunteers within the program. The staff of A-T is in charge and is responsible for facilitating activities and keeping all enrolled safe and secure.

Respect of Property within the site

Demonstrate proper treatment of all program equipment, other participants' personal belongings and school property. A certain amount of "wear and tear" is normal but if your child intentionally damages property through destructive behavior or unnecessary roughness, you will be held liable for its replacement.

**Adventure Time supports Glen Ellyn
and our students by believing that...
Character Counts in Glen Ellyn!**

Six Pillars of Character:

trustworthiness

respect

responsibility

fairness

caring

citizenship

"Watch your thoughts; they become words.
Watch your words; they become actions.
Watch your actions; they become habits.
Watch your habits; they become character.
Watch your character; it becomes your destiny."
—Frank Outlaw

CARETAKING, NOT BABYSITTING...

A-T is not a babysitting service. Care is provided by trained caretaker/child care specialists and should be treated as professionals.

A-T is not designed as a daily drop-in program, with the exception of SIP (early dismissal) or Teacher Institute days. All families within the boundaries of School District 41 are encouraged to register for special events and field trips which take place only on SIP & Teacher Institute Days. There is a flat fee for both SIP & Teacher Institute Days for non-registered participants, and students registered less than 3 days per week, please register through the Glen Ellyn Park District office. Families not residing in the Churchill School or Forest Glen school areas must transport their children to the site for care. Children participating in the program on TI or SIP Days, which are not enrolled in the A-T Program, should be dropped off at Forest Glen.

For families residing in the Forest Glen School or Churchill School area, daily care is available for 3, 4, or 5 days AM or PM. At the time of registration, you must choose which days your child will attend and it is only on those days designated that a child may be at A-T.

In order to make the relationship between a family, your child and the staff of A-T as enjoyable as possible, this handbook describes the requirements necessary so there are no misunderstandings. This handbook insures that all requirements are met and carried out in a businesslike manner. Please read over the contents of the handbook carefully. If any of these policies seem unfair or unnecessary, please take a moment to think about that policy and how it applies to your current situation. These policies are enforced for fairness and respect to all who work, visit and play within the A-T program.

Drop-In Care

Should you need drop in care, we can generally accommodate at both sites. However, please contact the director at least 24 hours in advance by phone or leave a voice mail message on the business line of the program for the day you wish to attend. The AT staff will then call you back to confirm the date of this drop in. Please make sure that your child's teacher and the school are aware of this change in your child's schedule.

Payment for each day is due upon arrival or departure of your child. The fee for drop in service is \$10.00 per session for AM care, and \$15 for PM care. If you choose to use both sessions on the same day, the charge is \$25.00 per day. Please make a check payable to the Glen Ellyn Park District for the listed amount and give it to a staff member on site. The staff of the program cannot provide change for any drop-in care payments. If paying in cash, please have the exact amount for the staff. You may also charge the drop-in care fee to the credit card that is on file at the Glen Ellyn Park District, however staff will need to be made aware of this at the time payment is due.

GENERAL PROGRAM INFORMATION

Absences to the Program

If your child misses a day due to sickness or another commitment, you are still responsible for the regular monthly fee. The program provides the staff and daily supplies according to how many individuals are enrolled. Payments throughout the school year support the program expenses. A credit will not be given for any missed days. A family may only schedule a make-up day with approval from the director.

Please Note: It is a parent's responsibility to make the staff aware of any changes to a child's schedule. Please call the A-T phone # for your child's corresponding school and leave a message.

Arrival/Departure Procedures; including tracing a child's whereabouts & late arrivals

ARRIVALS – program hours: 7:00am-8:20am

Adults: Children must be accompanied into the building no earlier than 7am and signed in by a parent/guardian. Children may not be dropped off at the entrance to the site or sent into the site alone. Staff must be aware of each child's presence before the parent departs. Parents are responsible for the supervision of their child before sign-in.

Children: Upon arrival please proceed into the AT program and staff will direct your child where to place their belongings. For safety and security all children's belongings are stored in the sites and not in the hallways.

After school: Children are to immediately report to the site to check in with staff. Children are greeted by staff and attendance is taken. Staff cannot assume responsibility for a child until that child has checked in.

DEPARTURES – program hours: 3:30pm-6:00pm

Adults: Upon pickup of a child, parents are encouraged to help the child transition from the program to home by joining in the conclusion of an activity or helping with clean-up of an activity their child is involved in. Parents must sign a child out upon departure and are responsible for the supervision of that child upon sign-out. All alternative individuals picking up a child will be asked to show a photo id each time they arrive. This includes all relatives of the child enrolled. Anyone picking up a child must be 16years of age or older.

Children: Upon the arrival of a parent, a child will be reminded by staff that is time to depart. At this time, the child is responsible for cleaning up their play area, retrieving their personal belongings and saying their good-byes to the staff and their friends. Parents, please help your child make the transition from A-T to home by joining in if an activity is still being orchestrated or help your child with the cleanup of their play area.

Both sites utilize signs on the entry doors when a staff member or the group is not in the building. Please look to the sign as to the proper procedures. If the group is outdoors, please retrieve your child from those areas. If the group is in another location of the school, you must phone into the site and staff will tell you what door to meet them.

**** When these signs are posted there is no staff member in the building to answer the buzzer system.**

***Due to the importance of arrivals and departures, we kindly ask that you as a parent finish your cell phone conversations before entering the building sites.**

***Please keep in mind that the sites have "buzzer" security systems in place. The staff must view you on the monitor before allowing you entry.**

Trace Procedure

If your child will be absent from the program on a day they would normally be scheduled, please inform a staff member prior to the absence by calling into the program. Please do not email or text as the staff does not have access to this technology to retrieve the information.

If a child does not arrive, staff will check with the office of the school, the child's classroom teacher and lastly call the parents to determine the child's whereabouts. Please keep in mind that tracing a child takes a staff member away from the group for an extended period. It is important to make sure your child understands that they are to arrive in the program in a timely fashion after school.

Late Arrivals

Late charges begin at 6:01p for the afternoon session of the program. They are billed at the rate of \$10.00 per occurrence. Repeated occurrences could result in suspension from the program. Staff will document your arrival time past 6:01 pm and forward all late arrivals to the GEPD Supervisor.

Bullying

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. **Bullying is inexcusable and will not be tolerated in the A-T Program.**

Unfortunately, persons who are bullied may not have the same potential to get the most out of their A-T experience. Staff addresses all incidents of bullying seriously and is trained to promote positive communication between participants in the program. Every person has the right to expect to have the best possible experience in A-T, and by working together as a team to identify and manage bullying, we can help ensure that all children and staff have a great experience in the program.

Child Guidance and Re-direction of Behavior

The staff of the program encourages all children to learn self-discipline so that they may function independently in a socially acceptable manner. Self-control and social skills are developed with the encouragement of the staff through everyday activities and interactions with others. Rules and limits are set for four main reasons:

- ✓ To prevent harm to a child or others
- ✓ To prevent damage to property within the site
- ✓ To prevent the infringement of the rights of others in the program
- ✓ To provide a safe and secure environment for everyone, including the staff

The program has a posted "House Rules" displayed daily on the parent's table. It is expected that all children will respect these rules and follow directions the first time they are given. Children exhibiting inappropriate behavior will be re-directed in the following ways:

- ✓ Re-directed to a more appropriate activity with a staff member
- ✓ Given a writing lesson to help reinforce that they are to be respectful while in the program

It may also be determined at the time whether the serious behavioral incident is warranting a suspension or removal from the program. In cases of repeated incidents with a child the director may determine a weekly incident log is needed that will be emailed to the family each week in an attempt to make the family aware of the child's daily behavior and what efforts are being made to re-direct the behavior.

In cases of serious or reoccurring behavior, a parent may be called for an immediate pickup of the child. The director then will place a phone call to the parents after the program closes to discuss the details of that incident, or incidents, with the parent of the child. An incident report will also be placed in that child's family file. It also may be determined at that time whether the serious behavioral incident is warranting a suspension or removal from the program.

Examples of inappropriate behavior include but not limited to: physical harm to another child or staff member, taunting of a child, name calling, encouraging others in the program to exclude a child from the group, damaging property, bullying of any child and the use of profanity.

Child Custody Issues

The program must have a copy of the court order recognizing the parent who has legal custody of the child, as well as visitation schedules. It is essential that this information is attached to your family file information sheet. It is also essential to let the director know who can pick up the child and what if any information is to be shared with the non-custodial parent. If a restraining order is in place for the non-custodial parent, the program must have an updated copy of that order.

Staff will not and cannot become involved in any **"WATCHDOG"** activities or side taking in any family disputes. The program's main goal is to restore and keep harmony within the program at all times. Any information provided will be kept confidential and is only accessible to A-T staff.

If a non-custodial parent does attempt to pick up a child involved in a child custody case, the A-T staff will phone the parent who has custody to alert them. The child involved will immediately be moved to a safe area on site with a staff member until the parent with custody can pick up or the proper authorities can be contacted.

Chrome books: Use of laptops provided by the school

Older children in the program (4th, 5th graders) may on occasion bring in school provided Chrome Books to use for homework only. These children are provided a table away from the general group to work strictly on homework. Staff monitors this group frequently so it does not interfere with the daily activities. Children using these Chrome Books may not play video games, use the internet or any other sites outside of the homework requirements nor is this group permitted to eat or drink while this equipment is being used. The staff does not permit these Chrome Books to be charged at any time during the sessions. The equipment is to be stored in school provided bags when not in use. Personal laptops, tablets or personal Chrome books are not permitted at any time.

Churchill School Site Changes

This site of Adventure Time at Churchill school may change due to other groups that schedule special events in the MPR. This is determined by the school not the Adventure Time Program. If the Adventure Time Program is not in its normal site on any given day, there will be a sign placed on the outside door of the MPR alerting all parents that they must call into the program business line to retrieve their child. Staff will then meet the parent at a designated door.

***These changes do not affect the Adventure Time Program at the Forest Glen Site.**

Cleanliness-Hygiene

The staff does their best to maintain strict cleanliness and hygiene standards at the sites. Children's hands are washed before and after snack, after outdoor play and after using the restrooms. Please make sure your child showers/bathes daily, wears clean clothes and uses deodorant if necessary.

Toys within the program are washed on a regular basis and children are reminded to "sneeze into the elbows", as well as using tissues and wet wipes while on site. Hand sanitizer is not permitted at any time due to allergies and hand washing with soap is highly encouraged.

Parents, please make sure that all hair styling is done before your arrival into the program. Many gels and hairsprays can cause a problem for those children with asthma. If you need to style your child's hair in the program, please do so in the restroom at the site.

Code of Conduct (parents, enrolled children and all alternative individuals on family files)

The staff of the program expects all parents, enrolled children and alternative individuals who visit the program, to act appropriately, show respect toward the staff and be cordial while in the program.

If the staff determines that a child is unable to abide by the house rules or a child's behavior is deemed unmanageable or unsafe, the staff has the right to request by phone that parents pick up their child immediately from the program.

If the staff determines that a parent or alternative individual is acting inappropriately toward a staff member, or the parent is unwilling to cooperate with staff in a calm and peaceful demeanor, that person will be asked to leave the site immediately. This includes any parents who arguing with their child upon arrival or departure. Adventure Time is a peaceful and harmonious environment and it is expected that all individuals respect and honor that upon entering/leaving the sites.

Communication to Parents

Keeping open communication lines with families is very important in all child care programs. It is only with sharing any concerns or questions that may arise, that the staff and the parent can work together in making sure that your child is safe and secure in A-T. It is also important to have a similar child care philosophy between the staff and the parents of the child. The program staff welcomes feedback, questions or discussions of any kind that will have a positive effect on the child's enrollment or the program itself.

The program publishes a monthly newsletter for all happenings within the program. The parent's table at each site also provides daily information, important notices and signups for families.

The program also conducts a yearly survey to receive feedback that is used for the upcoming year's planning and training of new staff members.

Confidentiality within the sites

The staff of the program makes every effort to keep conversations related to children in the program confidential. Please keep in mind that conversations about your child should not take place at arrival/departure from the program. The staff will not discuss any concerns/issues in front of a child or the rest of the group, as little ears and minds often hear and misinterpret conversations overheard. The director is happy to place a call to your residence after the program ends if need be. If you have a concern that warrants a phone call, please contact the director or program supervisor. Unattended issues usually erupt into firestorms that ultimately change the harmony within the program and succeed

in creating lasting strains on staff, child and parent relationships. Conferences are rarely held on site due to these concerns.

Contact Us!

<u>School Site</u>	<u>Site Phone#</u>	<u>Location of A-T Parking Areas & Entry Doors</u>
Forest Glen School 561 Elm Glen Ellyn, IL	630-303-3127	New (South) Gym - Door 15 (parking is in back lot off Main)
Churchill School 240 Geneva Rd. Glen Ellyn, IL	630-303-3128	MPR - Door 17 (use the Geneva Rd. parking lot on the east side of the building)

Adventure Time Program email: adventuretime@gepark.org

If you have any questions or need information on the daily activities, wish to volunteer at a site, directions to the site, change in a child’s schedule, updates to a family file or information on events for an SIP Day or Teacher Institute Days please contact Mrs. Shakin at either of the above numbers.

Glen Ellyn Park District Offices

Spring Ave. Recreation Center 185 Spring Avenue Glen Ellyn, IL 630-858-2462	Main Street Recreation Center 501 Hill Avenue Glen Ellyn, IL 630-858-2463	Ackerman Sports and Fitness Center 800 St. Charles Road Glen Ellyn, IL 630-317-0130
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Jeannie Robinson

Assistant Superintendent of Recreation Services – Responsible for the Adventure Time Program
Office: 630-942-7267 (SARC)
Fax: 630-389-8527
Email: jrobinson@gepark.org
Glen Ellyn Park District Website: www.gepark.org

If you have any questions or need information on billing, new enrollment/ changes in a child’s enrollment or registration for an SIP Day or TI Day at either site, please contact Jeannie.

****Please phone in all absences or changes in a child’s daily schedule directly to the site that your child attends. The office staff is not responsible for reporting absences to the AT Program.****

Curriculum

The Adventure Time program is designed with a Waldorf educational vision to provide a variety of activities including arts and crafts, low impact sports, games, music, dramatic play, study time and special events. These activities/events are described in more detail in the monthly newsletter.

The AT monthly newsletter is also posted on each month on the Glen Ellyn Park District website under the section of the Adventure Time Program.

Dogs and Other Pets

In keeping with District 41 policies there are no pets permitted in at any of the A-T sites. If you choose to bring a pet with you, they must stay in the car or outside during drop-off/pick-up. Children are often frightened by animals they do not know regardless of the size or temperament. Even the friendliest of

animals can be startled or react suddenly around groups of children. If your animal becomes angered or frightened and “nips” a child in defense, you will be held liable.

This policy is also enforced on the playground areas of A-T. No dogs are permitted to be on school grounds at any time. A-T staff enforces this policy daily and will call the police if a dog owner is uncooperative and refuses to leave the playground area. A-T staff is required to provide a safe environment for all who work, play and visit with the program.

Donations to the Program

Donations to the program help keep costs down. If you have any of the following items on hand and are willing to donate, they would be graciously accepted. This is not a mandatory requirement for enrollment in the program. If you are unsure whether an item is appropriate, please see the director of the program. Donations are accepted at the discretion of the director.

Wish List: Craft items, wooden toys, board games, children’s magazines, hard cover children’s books extra paper goods such as cups or dishes, leftover party decorations, etc.

Dress Code

Please see to it that your child is dressed appropriately for the weather conditions on all days. The staff will enforce a dress code daily following the guidelines of all schools in District 41. This includes any revealing or offensive clothing.

PLEASE NOTE: The A-T program also follows GE Park District guidelines for the following, which differs from the D41 dress code:

We encourage all A-T children to participate in planned program activities on a daily basis. For most A-T activities, gym shoes are required to keep children safe and prevent injury. For that reason, proper footwear for participating in any activities that might involve quick movement or running is necessary, including nature walks and time on the playground. If your child is wearing any of the following; sandals, crocs, flip flops, shoes w/cleats, backless shoes, boots (dress or snow), or shoes with heels; we ask that you pack a pair of gym shoes in their school bag to change in to when they arrive at A-T. Children arriving without proper footwear will not be permitted to participate in activities that require gym shoes. Children may also choose to exclude themselves from activities, if they do not want to participate, and refrain from changing into gym shoes. However, they should be prepared to change their shoes, should they opt to take part in the activity.

Extra-Curricular Activities

Please send written communication or a phone call to the site to inform the staff if your child will be arriving late to A-T or attending another after school program. A-T staff does not have the authority to allow a child to attend an outing, unless a parent has directly given them permission.

Family Files

It is a parent/guardian’s responsibility to keep the staff updated on any changes that may occur in your family file. This includes all address changes, phone number changes including work, home and cell. This also includes any individuals that you authorize to pick up your child. Many times, a parent is unable to be reached because of disconnected phone numbers. It is essential that the program have both a home and work/cell phone number at all times.

Field Trips/Transportation of Children

Children may enjoy periodic field trips away from the site on Teacher Institute Days. Transportation is provided by a contracted school bus company. Parents will receive information before each field trip in the monthly newsletter including the destination and the arrival/departure time of that trip. Written permission is given by a parent for their child to attend by putting the child's name and a parent's signature on the signup form that will be made available on the parent's table 2-3 weeks before any trip. These trips are free of charge to all of those enrolled for 3-5 days a week. For 1-2 days a week enrollment there is an additional charge.

Food Allergies

The staff of the program is extremely diligent in providing a safe environment for all children including those with food allergies. The A-T program has procedures in place to insure the safety of those children. Some of those standards include:

- ✓ Using soap and water not hand sanitizer for cleansing of hands
- ✓ No food sharing among staff or children
- ✓ Checking all labels on incoming food provided by the program or with the children's snacks before snack time. (Snacks without labels will be deemed unsafe.)
- ✓ Wiping down all surfaces and play equipment to insure an allergen free environment

The program does not permit any of the following snack foods in either site due to the above concerns. If a child arrives with these snacks, the snack will be removed from the table and packaged up with a note to the parent on it to be retrieved at departure time. The child will then be given an alternative snack, generally an apple sauce snack pack.

Unsafe foods (please do not send any of these to the program with your child)

- ✓ Items with any type of nuts or seeds, including coconut or coconut oil, sesame seeds/oil
- ✓ Hummus cups
- ✓ Items without a label or homemade snacks
- ✓ Items that say on the label "processed in a nut/seed plant where nuts/seeds may be present" (concerns about cross contamination)
- ✓ Lunchables with mini candy bars. Please remove the candy bar before sending the Lunchable.
- ✓ Bread with sesame seeds on it

***Please note that the program does not stock snacks and each child should supply their own snack each day. All snacks should be allergen free of sesame, nuts and coconut. See also the "Snack Time" section of the handbook.**

Health Requirements

Masking your child's symptoms with over the counter medications and bringing them to child care is not permitted. A sick child needs to recuperate fully at home after an illness so that the staff and other children in the program are not subjected to unnecessary risks.

For the safety and protection of staff and all children enrolled, the following health regulations will be enforced:

1. The staff of A-T has the authority to refuse care to any child that arrives showing the following signs of illness:
Fever (of 100 degrees or more), vomiting, diarrhea, sore throat, runny nose, draining of eyes or ears, unexplained rash, lice etc.

2. It is a parent's responsibility to assess their child's health condition and whether it is possible for them to attend the A-T program. A-T staff cannot allow a child to stay indoors unless a doctor's note is given to staff.
3. Minor bumps and scrapes are inevitable, but the staff will make every effort possible to keep your child safe through cooperative play and child proofing the site. Minor injuries will receive appropriate first aid and an "Ouch" report will be given to you upon arrival. If an emergency or illness occurs while your child is on site, you will be called immediately. If a parent is unable to be contacted, an alternative emergency contact will be called. If necessary, your child will be transported to the nearest hospital. Please keep in mind the school's health offices are closed at the time of the A-T sessions.
4. If your child contracts a communicable disease such as strep throat, measles, chicken pox, etc. the parent has a responsibility to make the staff of the program aware of this. The health care staff at Churchill School and Forest Glen School will also make the A-T staff aware of any outbreaks such as lice, pink eye, scabies, etc.
5. **Medication:** In order for medication to be administered by A-T staff, the Education code states that the A-T program must receive the following:
 - A written statement from the parent granting the desire that A-T staff assist the child in taking the medication and from the child's physician a letter detailing the method, amount and time schedule by which the medication is to be taken. This includes asthma inhalers, EPI pens and allergy medication. In cases of food allergies, the parent must provide a letter stating what the recommended course of action is after an attack. A-T must be given its own EPI pen and or allergy medication for your child as the school where the site is located does not give A-T access to its first aid cabinet.
 - The A-T staff also need to have the medication distribution form filled out by the parent in which details about the medication and its distribution are recorded. This also includes all over the counter medication as well as prescriptions.
 - The medication must be in the original container with the physician's name on it, the dosage, the child's name and the pharmacy's name on it. A-T staff will keep this medication in a safe, locked cabinet until time to administer.
6. **Medical Apparatus** (braces, crutches, casts, etc.)

In order to provide the best possible care while your child is recuperating and attending the A-T program please provide a letter from your child's doctor outlining the nature of the injury, permitted activity, warning signs to look for etc. Any child arriving with a medical apparatus will not be permitted to participate in any recreational or physical activity within the program until a release is signed by the doctor and A-T receives a copy of that release.

Hiring of a staff member for personal child care

AT staff are not permitted to provide any type of child care outside the program at any time to any families currently enrolled. The AT director will issue a warning notice to any staff after becoming aware of providing this type of care. Repeated incidents of this nature could result in a staff member being terminated. This also includes any transportation of a child currently enrolled in cases of late pickups.

History of the Adventure Time Program

A-T began as a cooperative effort in 1999 between the current director (Debra Shakin) and the Glen Ellyn Park District. What originally began as a prototype eventually evolved into what the program is

today. The program is planned using seasonal activities and “The Waldorf Educational Guidelines” for child care. It is the program’s philosophy that the whole child be nurtured in an atmosphere of peace and harmony. This nurturing takes into consideration the emotional and physical needs of a child. The program relies on old fashioned activities in keeping children actively engaged. In 2009, the program added a second site for A-T at Churchill School. A-T is well known in the area for its loving and caring staff, unique special events and most of all, its high priority of providing a safe and secure environment.

House Rules

Please. . . while in the Adventure Time Program

- ✓ Use walking feet and inside voices
- ✓ Keep your hands to yourself
- ✓ Take turns and be patient
- ✓ Be kind toward others in your actions and words
- ✓ Listen and be respectful to others
- ✓ Help do your part in cleaning up
- ✓ Share all toys with others
- ✓ Be a friend to someone

Thank you for making A-T a peaceful place for all who work, play and visit with us.

Holidays Observed in the Program

The A-T program will not operate on the following holidays:

Labor Day

Columbus Day

Thanksgiving Break

Winter Break

Martin Luther King Day

President’s Day

Spring Break

District Holiday (Good Friday)

Memorial Day

Invitations to Birthday Parties

If you are having a birthday party for your child, please do not send those invitations to the A-T program. Many a times a child who is not invited will see these being handed out and their feelings will be hurt. Please mail out these invitations to that child. The A-T program publishes a directory of all enrolled, please take one of those for the addresses of participants. This directory is available on the parent’s table.

Location, Location, Location

The Churchill Site of A-T uses Door #18 for all arrivals and departures. There are days where there may be a scheduling conflict with the site, but a sign will be posted on this door to the new location for that session. Parking for this site is available in the lot for both AM & PM sessions.

The phone number at the site is: 630-303-3128

The Forest Glen Site of A-T uses Door #15 for all arrivals and departures. Due to limited amount of parking in the back lot of this site, it is suggested you do your arrivals and departures in a timely fashion. Please do not block or double park behind any cars in this lot.

The phone number at the site is: 630-303-3127

Open Door Policy

The program has an “Open Door Policy” which simply put means you, the parent, can visit at any time without making prior arrangements. This does not mean that the safety and the security of the sites are ever put into a compromising position. The staff recognizes the importance of a good parent child relationship and highly encourages this practice of visiting. The only stipulation of visiting the program is that you must participate in the activity your child is actively involved in. The program also encourages parents to take on the role of a volunteer during SIP and Teacher Institute Days.

Personal Belongings of a Child (including lost and found items)

Although staff will make every effort to help a child keep track of their personal belongings, the final responsibility rests with that child. Personal items may be brought into the program on a daily basis, but if they are lost, stolen or broken the program cannot be held responsible for the replacement or repair of those items. This includes any special treasure items brought in. Homework being left in the program after a child leaves for the day will be stored in a safe area until the child returns. A call will be placed to your home if staff finds any homework left over at cleanup time. The program does not maintain its own Lost and Found therefore any items left at that the end of the day will be placed on the parent’s table for pickup.

Personal cell phones (brought in by children)

The program does not permit any child at any time to text, receive or make calls with a personal cell phone. These phones are to be turned off while the child is in the program and stored in a child’s backpack. In cases of any issues regarding cell phones the staff will take the cell phone and return it to the parent upon pickup.

Registration/Payment Information

Enrollment is open to any child in grades K-5 who attend Forest Glen School or Churchill School provided the program can meet the needs of the child. Registration will be for the complete year (September-May/June). A deposit of \$50.00 is required to register and is non-refundable. A Visa, MasterCard, AMEX or Discover credit card is required to make 9 equal payments. These payments are made on the 1st of each month (September – May). Registration is taken on a first come, first serve basis. Wait lists will be formed after registration has met its maximum number of enrolled children.

In order for your child to begin the program, all registration paperwork must be in the A-T Family File before the first day of participation. Participants without completed paperwork will not be permitted to attend the program. New families to the program will receive an intake phone call from the director to go over program essentials and guidelines. This is to ensure that your family and child have an easy transition into the A-T program.

Billing Information

The A-T program fee includes supervision, activities and care of all children on your designated days. SIP & Teacher Institute Days are included in all registration whether that be AM or PM for students enrolled in 3, 4, or 5 days. Billing information is only available through Jeannie Robinson at the Glen Ellyn Park District. A-T staff does not have access to billing records.

If you decide to depart from the A-T program for any reason, please phone the director at the site your child attends and Jeannie Robinson at the Glen Ellyn Park District 630-942-7267. It is also necessary to give us at least a week’s notice to properly handle the paperwork and credit your account for unused days if necessary.

Tax/Reimbursement Information

AT tax receipts are now available through your online household account. You can print a receipt with your totals for the year through the online registration system. Details on steps to download your receipt will be sent at the end of the calendar year and can be provided upon request.

For tax purposes, our Federal ID number is #36-6005896.

Rest Room and Hallway Visits

All children are escorted to the rest room with a staff member while indoors and outdoors. A child's belongings (backpack, coat, boots, etc.) are placed in the site in a secure area and not in the hallway. This way it is easier to retrieve any items needed and there is supervision of the belongings to prevent theft or loss by other groups who are in the school. Children needing to retrieve any forgotten homework or other belongings must do so with a parent upon pickup as the schools do not allow a child or the AT staff to return to the classroom after school is closed.

School Sites: A-T Separate Business from D41/FG/CH

Please understand and keep in mind that the Adventure Time Program is a **separate business** from the school sites it occupies. The Adventure Time Program is organized and operated by the Glen Ellyn Park District, which means that the school office does NOT handle any A-T business including phone calls or emails about special events or call-offs regarding attendance. It is the family's responsibility to contact the Adventure Time Program directly concerning any changes in your child's schedule, information that needs relayed to the AT Staff, changes to your child's emergency information, etc. There is 24hr voicemail on each site's contact phone for A-T that can be used to leave a message, or you can email the Director at adventuretime@gepark.org. Please DO NOT contact the school regarding your child's enrollment in the Adventure Time Program.

Siblings Accompanying Parents at Arrival and Departure Times

Please always supervise your younger children while entering the program. Due to the nature of the activity in progress and the supplies necessary, please do not permit the sibling to join in without being directly invited by a staff member. Siblings also are not permitted to sign an enrolled child out; this must be done only by the parent/guardian.

SIP Days

These are days when the schools have an early dismissal and the A-T program is available from 12n-6p for all those who sign up. These days are by **SIGN-UP ONLY**, regardless if your child is normally enrolled for attendance on this day. A clipboard signup is available on the parent's table at least 2 weeks before the actual date. Parents are encouraged to sign their child up as soon as the clipboard is set out to ensure that a child has a reservation. Children without a reservation will not be permitted to attend. These days are free of charge for all 3/4/5day a week enrollment. For 1 and 2 day per week enrollments there is an additional charge, parents must call the Glen Ellyn Park District to be added to the signup and arrange for payment. Both A-T sites are open on these days.

***Please note no hot lunch is served on these days. Parents are responsible for providing their child with an allergen free sack lunch, a PM snack and a beverage.**

Site Phone Usage

The program has a cell phone at each site. This phone is used strictly for attendance, emergency calls and other program business. Children enrolled are not permitted to use this phone unless staff deems it necessary. Please keep in mind there are times that while the program is in session, the phone is unable

to be answered. In those cases, it is suggested that a parent leave a message. Voicemail is checked every 30 minutes or so during the session.

Snow Days/School Closures due to circumstances beyond program control

If the school site is closed for weather or unexpected circumstances such as loss of power or lack of water, A-T is unable to operate. Please listen to AM stations WGN (720), WMAQ (670), WBBM (780), WLS (890) or even local TV stations for closures. You may also check the www.wgnonline.com to see if a school has been closed.

Special Treasures

This term is given to any personal item brought in by a child to be played with and shared with the group. Special Treasures may be a craft item, a board game, doll, car, etc. Items that are frightening, military in nature or morbid/gruesome in nature are not permitted at any time. Special Treasures not willing to be shared by a child will be put to rest by staff until a parent arrives.

Sportsmanship Guidelines Used in the Program

The staff of the program exercises these guidelines while orchestrating low impact recreational games.

1. Staff selects all teams for all games. The teams are selected with a range of different age groups on each side.
2. Staff decides what games to orchestrate and for how long of a duration.
3. All children enrolled are encouraged to be involved in group games. If a child chooses not to participate that child will sit off to the side for a quiet table activity.
4. The staff does not keep score, nor is there an emphasis on winners or losers of any game.
5. Rules for the games are explained before picking teams. The staff may change or alter some rules of any game in order to make them less confusing and easier to play for younger children.
6. The staff of the program may remove any child from any game for a period of time, if they deem that child is playing in a manner that could cause injury to someone, not participating fairly or could damage the equipment being used in the game.

Staff of the Program

Director: The program employs a director (Debra Shakin) who has an extensive background in Waldorf Education along with years of experience in different child care venues; including summer camps, child care workshops, parent education workshops, telephone counseling of adolescents, special events, educational classes for homeschooling groups and training programs for new child care staff. In 2011 the director was the recipient of the Glen Ellyn "Person of Character" Award for her work within the Adventure Time program by the Glen Ellyn Character Coalition. Mrs. Shakin has been the director of the Adventure Time Program since its inception in autumn of 1999.

The program also employs assistants that work closely with the director in orchestrating activities and special events for the participants. These assistants each bring with them a vast knowledge of working with children in many different environments such as nanny work, summer camps, teaching and more. All assistants hired are required to attend a training program, receive daily on-site training and must attend bi-weekly staff meetings. Many also attend continuing education workshops throughout the year.

All employees working with the A-T program are CPR certified and background checked to maintain the high standards with a child care program. A-T staff is easily recognized by an A-T uniform shirt and name badge. For a current list of staff please see the monthly newsletter.

Teacher Institute Days

These are days when the schools are closed but the Adventure Time Program is open all day (7a-6p) for those children enrolled. These days are by **SIGN-UP ONLY** regardless if your child is normally enrolled for attendance on this day. A clipboard sign-up is available on the parent's table at least 2 weeks before the actual date. Parents are encouraged to sign their child up as soon as that clipboard is set out to ensure that a child has a reservation. Children without a reservation will not be permitted to attend. On Teacher Institute days, the Churchill site of A-T is closed but families may use the Forest Glen Site. Field trips and special events are usually scheduled for these days. These days are free of charge for all 3/4/5 day a week enrollment.

***When field trips are scheduled for a Teacher Institute day, a parent's signature is required on the sign-up. This signature acts as a permission slip in order for the child to attend.**

***Please note: no hot lunch is served on these days. A parent is responsible for providing their child with an allergen free sack lunch, 2 snacks and a beverage.**

COVID-19 POLICIES/PROCEDURES

Please note that the Adventure Time Program will be following the policies and procedures regarding COVID-19 mask requirements and illnesses for the duration of the school year. At this time, all staff and students, regardless of vaccination status, will be required to wear a face covering while attending the program and participating in activities indoors.

We will do our best to go outside and take mask breaks after school during outside play time; however, whenever students are not able to maintain proper distancing, they will be required to put their face coverings back on.

Likewise, if your child is showing any symptoms of COVID-19, or has been in close contact with an individual who has tested positive for COVID-19, you are required to notify not only the school, but the Park District as well, in case we need to do any additional contact tracing within the program for staff/students.

We appreciate your support and vigilance in keeping all of our students and staff safe in the program!

Have a wonderful and safe school year!
Thank you.

