

School-Age Program Meeting
October 22, 2021
1:00 PM
Platform: Zoom

Attendee's: Jess Tompkins-New Lenox Park District; Laurie Murray- Pleasant Dale; Amanda Gaus-Homewood Flossmoor Park District; Rebecca Perkaus- Alsip Park District; Mike Gianatasio- Homewood-Flossmoor; Leanna Hartung- Park District of LaGrange; Manny Esparza- Homewood-Flossmoor; Annie Harmon-Joliet Park District; Casey O' Connell- Joliet Park District; Angel Sanchez-Hickory Hills; Melissa Seaberg- Park District of LaGrange

October Meeting Agenda

Agenda

Before/After School

- Staffing
- Behavior Tracking/forms
- Covid/Quarantine Concerns

Youth Enrichment Classes

- Enrollment Numbers
- New Contractors
- New Class ideas

Questions for the Group

After School Update

- **Hickory Hills Park District**
 - Staff- not having any current staffing issues. Struggle to get some new staff. May have to fill in with full time staff.
 - Behavior forms- strike system. Also uses a reward system.
 - Covid concern- had a student who tested positive. That student as well as the students who were on the bus with them had to follow quarantine procedure.
- **Homewood Flossmoor-**
 - Staffing- Still an issue and full-time staff are working. People are event showing up for interviews.
 - Also having bussing concerns, with the bussing shortage.
 - Behavior forms- have added some things recently to reflect some concerns. Will forward forms on for the group.
 - Covid: Working with the school but communication can be challenging with them on protocol.
- **Joliet Park District-**
 - Capped at 68 kids due to bussing
 - Staffing is pretty good, not a concern as of right now.
 - Behavior: Participation From- 3 strike system. Also uses a positive reinforcement system (fake money).
 - Covid: Have had a few kids in quarantine due to being in close contact with others who tested positive.
- **Alsip Park District**
 - Staffing: Not struggling but would like to bring on some additional staff
 - Behavior Forms: have a few forms
 - Covid: Had several students that have had to quarantine due to being in close

contact with someone.

- **Park District of LaGrange**

- Staffing: not great. Short about 9 staff right now. Have 120 kids on the waitlist
- Behavior Form: will send over for the group
- Covid: Schools were very forthcoming last year but this year it is more challenging getting that information from the school.

- **Pleasant Dale Park District**

- Filled the position so only struggling when someone needs off a day.
- No Covid concerns happening there.
- Behavior Forms: Incident form and will send it along.

- **New Lenox Park District**

- Staff is a big concern.
- No Behavior forms that are being used
- Have a few families that have been quarantined.

- **Lockport Park District (Submitted by e-mail)**

- Staff- I am having trouble with staff especially due to the vaccine mandate. We have out ads out to get applications and I have had maybe a handful come in. I also have a few staff this last week that ended up getting sick so they are out.
- Behavior tracking/ forms: we have two forms we use. The first is strictly just for instructors to use. It has a color system (traffic light colors) if we have to speak to them about a behavior we document on this particular form and if we continue to have issues with the child that day then it turns in to a disciplinary form. The disciplinary form describes the incident that occurred, how resolved it/ what corrective action was taken and then the parent is spoken to regarding the situation and the parent then has to sign the form.
- Covid concerns- the schools I have my program at are being more precautious as we come into the winter months by really making sure the kids are following the social distance and masks are being worn correctly and handwashing. I am a little leary as we come in to the winter months that we may see Covid numbers spike. So far with in the programs themselves we have not had an outbreak. We have had children that are enrolled in our program have to be quarantined due to close contact during school.

Youth Enrichment Classes

- **Homewood Flossmoor**

- Schools' day out (8am-3pm or 8am-6pm)
 - About 10 enrolled
 - Inhouse field trips, crafts, games, park time.
 - Bring their own food/drink.

- **Joliet Park District**

- Gymnastics is about 75% what it was in 2019
- Dance
 - More classes are running then they were before.

- **Pleasant Dale**

- Ignite Cheerleading is a new contractor will be using it starting in January. Finds local coaches.
 - Kelly Stewart, President
815-955-9811 (Local)
kelly@ignitecheerleading.com
- Crosstown Exotics (Colin Langenderfer-Crosstown Exotics-815-715-4815)
 - One day workshops. 3–12-year-olds.
 - Minimum 10
 - Cost is \$25 per child
 - Critter Class is an introduction to some of the world's most misunderstood creatures. Reptiles, Amphibians and Bugs. We will teach the importance of these creatures to the environment as their natural history and how to take care of them as pets. Each class will feature live animals. Classes are taught by the experts from Crosstown Exotics, who have entertained and amazed audiences throughout Chicagoland with their extensive collection of cold-blooded ambassadors. Some classes take place outdoors, so dress accordingly. NO open toed shoes please!
- Lisa Lombardi
 - Steam Program/Life-Coach
 - Halloween goar-tastic
 - Slime

Questions from the Group for December Meeting to discuss

- **What is the format of your program?**
- **What is your admin fee and late fee for registration?**
- **Program survey questions?**
 - If you do post class surveys, what questions do you ask?

Meeting Dates Going Forward

Meeting Time: 1:00-2:00PM

December 3, 2021

January 28, 2022

February 25, 2022

March 25, 2022

April 22, 2022

May 27, 2022: In person at Joliet Park District

Joliet Park District Summer Camp Discipline Report

Date: _____

Time: _____

Name of camper receiving strike: _____

Campers involved in incident: _____

Description of incident:

Description of all campers' involvement; what happened:

Description of actions taken by counselor(s):

Camper received:

- ☐ Strike 1
- ☐ Strike 2
- ☐ Strike 3
- ☐ Out
- ☐ Other: _____

Counselor Signature: _____

Supervisor Signature: _____

To Parents:

I agree that I have read and understand the above information.

Parent Initials: _____

Joliet Park District Participation Information Form

Program Name: _____



Participant's Name: _____ ☐ Male ☐ Female

Address: _____

Birthdate: _____ Age: _____ Grade: _____

T-Shirt Size (please check one): YOUTH: ☐ 6/8 ☐ 10/12 ☐ 14/16 ADULT: ☐ Small ☐ Medium ☐ Large

Mother/Legal Guardian: _____ Father/Legal Guardian: _____

Address: _____
Street/City/State/Zip

Home Phone: _____

Cell Phone: _____

Work Phone: _____

Email Address: _____

Work Address: _____
Street/City/State/Zip

Parents are: ☐ Living Together ☐ Separated ☐ Divorced ☐ Other

ADDITIONAL EMERGENCY / PICK-UP CONTACTS:

Please list those authorized to transport your child to and from the program.

Name: _____ Name: _____ Name: _____

Relation: _____ Relation: _____ Relation: _____

Phone Number: _____ Phone Number: _____ Phone Number: _____

In the event that someone who does not usually transport your child should arrive for pick-up, they will be required to produce a photo ID before a child will be released. The Individuals listed above will also be contacted in the event of an emergency or illness if we are unable to reach you.

Signature of Parent or Guardian: _____ Typing your name in this field will act as your signature. Date: _____

Will your child be walking/riding their bike to and from the program?*	Yes <input type="radio"/>	No <input type="radio"/>	
IF YES, YOU WILL NEED TO FILL OUT THE PERMISSION TO LEAVE AND RETURN PROGRAM WITHOUT ADULT ESCORT			
Does your child have any medical conditions or disabilities?	Yes <input type="radio"/>	No <input type="radio"/>	Please explain:
Does your child have any physical limitations that would require adaptive activities?	Yes <input type="radio"/>	No <input type="radio"/>	Please explain:
Does your child have allergies?	Yes <input type="radio"/>	No <input type="radio"/>	Please explain:
Does your child have dietary restrictions?	Yes <input type="radio"/>	No <input type="radio"/>	Please explain:
Does your child have seizures?	Yes <input type="radio"/>	No <input type="radio"/>	If yes, how often?
Is your child on medications?	Yes <input type="radio"/>	No <input type="radio"/>	If yes, list medications:
Is medication required during the program hours?	Yes <input type="radio"/>	No <input type="radio"/>	
IF YES, YOU WILL NEED TO FILL OUT THE PERMISSION TO DISPENSE MEDICATIONS WAIVER & INFORMATION SHEET			
Are your child's immunizations up to date:	Yes <input type="radio"/>	No <input type="radio"/>	
When was your child's last tetanus shot?	Date:		
Does your child need a life-vest to swim?	Yes <input type="radio"/>	No <input type="radio"/>	Please describe, in detail, your child's swimming abilities:

*Does not apply to SRJC, Sunshine & Rainbows Early Learning Center or Early Childhood participants.

Does your child use adaptive devices in the water?	Yes <input type="radio"/>	No <input type="radio"/>	Please explain:
On what level does he/she participate in most activities? <input type="radio"/> High <input type="radio"/> Moderate <input type="radio"/> Low <input type="radio"/> None	Please explain what types of activities your child enjoys:		
What type of structure does he/she respond to best during activities? <input type="radio"/> Highly Structured <input type="radio"/> Moderately Structured <input type="radio"/> Unstructured	Please explain:		
Is your child able to follow directions?	Yes <input type="radio"/>	No <input type="radio"/>	Please explain:
Which type of directions work best? <input type="radio"/> Verbal <input type="radio"/> Demonstration <input type="radio"/> Combination of both	Please explain:		
How does he/she relate to a group most of the time? <input type="radio"/> Prefer to be with group <input type="radio"/> Prefer to be by him/herself	Please explain:		
Please describe the type of discipline your child responds to best:			
Is he/she able to adjust to new settings easily?	Yes <input type="radio"/>	No <input type="radio"/>	Please explain:
Does your child cope with unexpected changes in daily schedule?	Yes <input type="radio"/>	No <input type="radio"/>	Please explain:

PARTICIPANT'S FUN FACTS: PLEASE ASK YOUR CHILD TO PROVIDE THESE ANSWERS.

Favorite Activity: _____	Favorite Animal: _____
Favorite Candy: _____	Favorite Flower: _____
Favorite Place: _____	Favorite Sports Team: _____
Favorite Color: _____	Favorite Song/Group: _____
Favorite Food: _____	Favorite Season: _____
What Do They Want To Be?: _____	

EMERGENCY CARE AUTHORIZATION

In the event of an emergency, I hereby authorize Joliet Park District to secure from any licensed hospital, physician, or medical personnel any treatment deemed necessary for my child's/ward's immediate care and agree that I will be responsible for payment of any and all medical services rendered.

I also authorize staff to administer CPR & First Aid for which they are trained. In case of an accident or health emergency, paramedics will be called. Every effort will be made to contact parents or guardian immediately.

Signature of Parent or Guardian: _____ Typing your name in this field will act as your signature. Date: _____

WAIVER

You must sign and date waiver to participate in park district programs. Please read carefully and be aware that in registering yourself or your minor child/ward for participation in the program(s), you will be waiving and releasing all claims for injuries you or your child/ward might sustain arising out of the program(s).

I recognize and acknowledge that there are certain risks of physical injury to participants in the program(s) and I agree to assume the full risk of any such injuries, damages or loss regardless of severity, which my child/ward or I may sustain as a result of participating in any activities connected or associated with any such program(s) including transportation services and vehicle operations, when provided. I waive and relinquish all claims I or my child/ward may have against the Joliet Park District and its officers, agents, servants and employees as a result of participation or the participation of my child/ward in any of the program(s). I further agree to indemnify and hold harmless and defend the park district and its officers, agents, servants and employees from any and all claims resulting from injuries, damages and loss sustained by me or by my child/ward, arising out of, connected with, or in any way associated with the activities of any of the program(s). I have read and fully understand the program details and waiver and release all claims.

Signature of Parent or Guardian: _____ Typing your name in this field will act as your signature. Date: _____

LATE FEE STATEMENT:

I understand that my child may be picked up five minutes before or after ending time of the program/camp that I have registered them for. If I arrive after this time, a late fee will be assessed for the program, with one courtesy allowance. The late fee is \$10.00 for 5-15 minutes after pick-up and an additional \$5.00 for each 5-minute period beyond 15 minutes. An acknowledgement form must be signed and the fee must be paid by the following business day or my child will not be able to attend the program that day. I understand that if this is the fourth time this child has been picked-up late, my child may be dismissed from the program.

I have read and understand the Late Fee agreement with the Joliet Park District.

Signature of Parent or Guardian: _____ Typing your name in this field will act as your signature. Date: _____

MOVIE PERMISSION

My child has permission to view movies at the program. I understand that all movies shown will have ratings of "G" or "PG".

Signature of Parent or Guardian: _____ Typing your name in this field will act as your signature. Date: _____

Please list any movies that you feel may not be appropriate for your child/children: _____

Sign & Return to the Joliet Park District

Joliet Park District Programs Behavior Guidelines and Disciplinary Procedures

Participants are expected to always exhibit appropriate behavior in order to maintain a safe and enjoyable environment. As with any large group of children, a strict discipline policy must be enforced by the Joliet Park District Staff. We ask that you, as parents, please go over this information with your child so they are aware of the consequences of unacceptable behavior. Below is a list of some common unacceptable behavior that will not be tolerated.

1. Harming one's self such as, but not limited to
 - A. Leaving designated grounds without permission
 - B. Leaving designated group without permission
 - C. Physical damage to self
 - D. Possession, use or transfer of alcohol, illegal drugs, tobacco or tobacco products...this includes matches and lighters
2. Harming others such as, but not limited to:
 - A. Fighting
 - B. Throwing objects at or near others
 - C. Bringing or using weapons...knives, glass, sharp objects, etc.
 - D. Extreme verbal use
 - E. Profanity
 - F. Other aggressive behaviors
3. Damage to property
 - A. Vandalism
 - B. Tantrums resulting in damage to property
 - C. Breaking, damaging or destroying property
 - D. Theft: taking any item that does not belong to the participant

Note: Parent/Guardian of program participants will be responsible for any damages caused by their child/participant.

DISCIPLINE PROCEDURES

Staff will reinforce appropriate behavior through firm statements and redirection of activity. Listed below are the discipline procedures for campers who are exhibiting unacceptable behavior.

Time Outs are used as a disciplinary measure for minor infractions of the program rules. During a time out, a participant will have to sit out from activities including games, crafts, swimming or a special event. If the misbehavior continues or if a more serious infraction has taken place, the 3 strike process will begin to take effect.

1st strike: Warning: A form will be given to the parents/guardian to be signed and acknowledged by the parent/guardian and program participant.

2nd strike: Warning/Suspension: A form will be given to parent/guardian to be signed. Also, a meeting will be held with the participants and parent/guardian in which suspension for the following day may be a result if deemed necessary by Program Director.

3rd strike: Warning/Suspension: A form will be given to parent/guardian to be signed. Also, a meeting will be held with the participant and parent/guardian of participant in which suspension may be a result if deemed necessary by Program Director

OUT!: Participants will be dismissed from current session of program or for the next couple sessions. A refund will not be issued for any missed days due to unacceptable behavior.

****The Joliet Park District staff reserves the right to suspend or expel any participant whose actions are seen as detrimental to the camp program. Each situation will be evaluated on its own merit. The staff may develop additional rules for each site as they deem necessary.

I have read and discussed the Discipline Policy of the Joliet Park District with my child. I also acknowledge that I received adequate information and understand the disciplinary action taken by the Joliet Park District.

Signature of Parent or Guardian: _____ Typing your name in this field will act as your signature. Date: _____

Signature of Child: _____ Typing your name in this field will act as your signature. Date: _____
Does not apply to Sunshine & Rainbows Early Learning Center or Early Childhood participants.

(One signed copy of the Discipline Policy must be returned to the Joliet Park District by the beginning of the program. Only one completed Discipline Policy is needed per participant for the entire year.)

Pleasant Dale

Child's Name: _____

Date: _____ Time: _____

Activity: _____

Behavior Observed: _____

Response To Behavior: _____

Other Observations: _____

Parents Contacted: _____

Staff Name And Initials: _____

Child's Name: _____

Date: _____ Time: _____

Activity: _____

Behavior Observed: _____

Response To Behavior: _____

Other Observations: _____

Parents Contacted: _____

Staff Name And Initials: _____



Behavior Report-Internal

Date of incident: _____ Time of incident: _____ Program/Event: _____ Location: _____

Participants involved:

Name	Parent Notified	Date & Time of notification	Behavior Challenge <i>(write # in accordance with the key below)</i>	Disciplinary Action (circle one) <i>Warning, Suspension (S.) 1 day, 2 days, Week, Dismissal</i>
	Yes No			Warn, S. 1 day____, S. 2 days____, Week____, Dismissal
	Yes No			Warn, S. 1 day____, S. 2 days____, Week____, Dismissal
	Yes No			Warn, S. 1 day____, S. 2 days____, Week____, Dismissal
	Yes No			Warn, S. 1 day____, S. 2 days____, Week____, Dismissal

Specific Details of incident (use back side if necessary):

Behavior Challenge Key:

1=Disrespectful of Staff / 2=Disrespectful of another child / 3=Fighting / 4=Profanity / 5=Disruptive in group / 6=Refusing to cooperate
7=Defacing Property / 8=Site Rule / 9= Not Applicable/participant was the victim in the incident

Completed By: _____ Site Director: _____ Recreation Supervisor: _____ Superintendent of Recreation: _____

Behavior Expectations

Behavior Expectations

The goal of the Homewood-Flossmoor Park District is to create a safe and nurturing environment where children can learn, grow, play and have fun. It is at the discretion of the staff to implement the discipline procedures and the discretion of the Recreation Supervisor to suspend a child in violation of the behavior expectations. The H-F Park District appreciates your cooperation and understanding of our behavior expectations. Please direct any questions to the Recreation Supervisor.

1. Respect others

- Listen to staff and guests
- Keep hands to self
- Give personal space to others
- Wear face coverings at all times

2. Respect Property

- Use supplies, equipment and facility space appropriately
- Use respectful language
- Use manners and kind words
- Talk through disagreements

3. Respect the environment

- Pick up after yourself and others

4. Respect yourself and your time in the program

- Make good choices so that you are able to enjoy all that the program offers
- Wear face coverings at all times

Discipline Procedures:

First Infraction:	Warning, age-appropriate timeout, parent notification
Second Infraction:	One day suspension, parent conference with Site Director (no refunds)
Third Infraction:	Two-day suspension, parent conference with Recreation Supervisor and Site Director (no refunds)
Fourth Infraction:	One week suspension (no refunds)
Fifth Infraction:	Dismissal from program

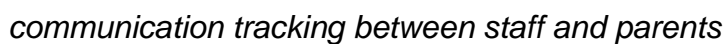
Please note that the discipline procedure is a general guideline and infractions may not proceed in order in all cases. At the discretion of the Recreation Supervisor, a severe infraction may lead to an increased infraction number or even an immediate dismissal from the program.

PARENT CONFERENCES

If a child consistently displays unacceptable behavior, parents may be asked to attend a conference with the Site Director and/or the Recreation Supervisor. Parents may also request a conference to discuss any concerns. Please feel free to ask questions at any time. We believe that open communication between parents and staff is essential for your child's success and happiness.

SPECIFIC NEEDS

If your child has any specific needs, check the appropriate box on the Child Information Form. Depending on the specific details, special arrangements may be made to best serve the needs of your child. Our goal is for everyone to fully enjoy the AM Club and/or Extra Innings experience.



Program staff must discuss the incident and complete the form with the child.

Child's Name: _____ Date: _____ Time: _____

Program/Site: _____

1. Talk to the child about why you think they need to "take a break." Write what you said to him/her.

2. List and discuss what rule they weren't following.

3. Comments from child:

Parent Notified Date: _____

Parent Initials: _____

Staff Initials: _____

This is this child's _____ Take A Break form.

Note: After three Take A Break forms, all subsequent write-ups will be behavior reports

Alsip Park District

Time-Out Log

INSTRUCTIONS: Fill in this form and have parent sign for every time out given.

Participants Name: _____

[illegible]



DISCIPLINARY REPORT FORM

Participants Name: _____

Date of Incident: _____ Time of Incident: _____ Location of Incident: _____

Your child broke the following rule(s):

Conduct Rules

1. No fighting of any type will be tolerated. This includes rough-housing or horseplay. _____
2. No threats or foul language of any type will be tolerated. _____
3. No talking back or disrespect to the Alsip Park District Staff, volunteers, or patrons. _____
4. No vandalism of any type will be tolerated. (park property and/or student property) _____
5. Children need to stay with their designated group at all times. _____
6. Other: _____

Steps of Action: (Steps may be skipped for repeated or serious offenses.)

- 1st Infraction: Child is warned and reminded of the rules.
- 2nd Infraction: Discipline report is written up and given to the parent/guardian at time of pick up.
- 3rd Infraction: Discipline report is written up and parent/guardian is notified **immediately**.
- 4th Infraction: Discipline report is written up and parent/guardian is called to pick up child **immediately**. Program Coordinator and parent/guardian will discuss a return date.
- 5th Infraction: Discipline report is written up and parent/guardian is called to pick up child **immediately**. The child will be dis-enrolled from our program **immediately**.

Description of Incident

Parent contacted: Yes / No Staff who talked to parent: _____

Disciplinary Action Taken: _____

If a suspension occurred, what date can the participant return on? _____

Staff Signature: _____ Date: _____

Program Coordinator Signature: _____ Date: _____

Recreation Supervisor: _____ Date: _____

(Original goes in Rec Supervisors File, Copy goes to program binder and parent)

Alsip Park District

Parent Notification Form

Information from Staff

Date: _____

Participants Name: _____

Staff Name: _____

Reason for Contacting Parent:

☐ Behavior Concern ☐ Sick ☐ Injury ☐ Not at program

☐ Other: _____

Explanation: _____

Information from Staff

Child is: ☐ Staying at Program ☐ Leaving Program ☐ Other: _____

1. Parent/Guardian Name Being Contacted:

Way of Contact: ☐ Phone ☐ In-Person ☐ Remind App/E-mail

If called and didn't get a hold of the contact, did you leave a message to call back?

☐ Yes ☐ No ☐ No, mailbox was full

Notes: _____

2. Parent/Guardian Name Being Contacted:

Way of Contact: ☐ Phone ☐ In-Person ☐ Remind App/E-mail

If called and didn't get a hold of the contact, did you leave a message to call back?

☐ Yes ☐ No ☐ No, mailbox was full

Notes: _____

Name of Staff who made contact: _____

Recreation Supervisor Signature: _____