










SSPRPA School-Age Committee Meeting Minutes

- Agenda Topics:

- Structure of BASP, Themes for BASP, Systems Used for BASP, BASP Staff Manuals, BASP Parent Handbooks, BASP Forms Used

- Structure of BASP

- New Lenox

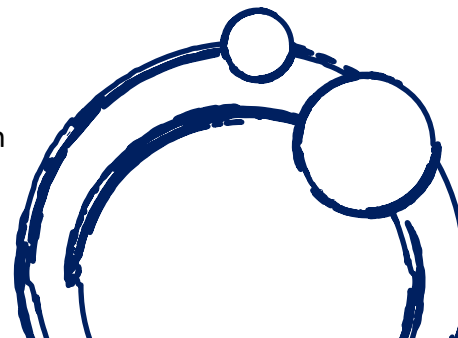
AM ACES Daily Structure	PM Daily Structure
<p>6:30-8:15am: Breakfast/Indoor Activities </p>	<p>2:00-3:15pm: Homework/Indoor Activity Outside time (if possible) </p>
<p>7:15am: Walk Intermediate students to school </p>	<p>3:15-3:30pm: Walk to primary school </p>
<p>8:15-8:45am: Everyone outside. If the outside temperature and/or wind chill is 15 degrees or less according to Weather.com stay inside. </p>	<p>3:45-4:00pm: Snack time. Put all iPads away. </p>
<p>8:45-9:10am: Get ready to dismiss for school. </p>	<p>4:00-4:30pm: Everyone outside. Bring all belongings out with you. </p>
	<p>4:30-6:30pm: Indoor activities/ Gym time (if available) </p>

- Joliet

- AM: begins at 6:15 am (younger students only as the older kids schools start earlier). Ends around 8:20am when all the kids get picked up to be transported to school
- PM: begins at 2:45 pm with the older kids. The younger kids get there between 3:20-3:45. Activities include doing homework, snacks, crafts, gym activities. Typically the groups the combine around 5pm as there are less kids and many have been picked up.

- Lockport

- AM: 7:00 am – 9:00am: variety of different activities
- PM: 3:15pm – 6:00 pm. Schedule includes check-in, bathroom/wash hands, Snack, High Energy Game, Homework, variety of activities.



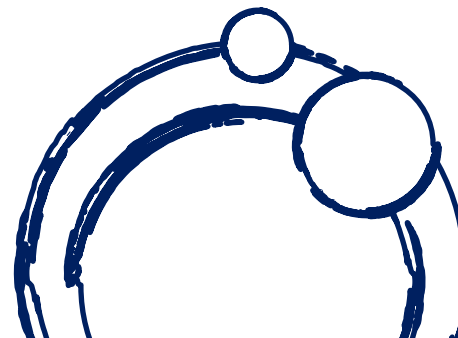
- d) Homewood Flossmoor
 - i) AM: 6:30 – 8:30am: 3 sites in the school and 1 at the Irwin Center. A variety of different activities are done during this time.
 - ii) PM: 3:00 – 6:00pm: Snack, homework and then either play/outside/craft activity.
- e) Pleasant Dale
 - i) AM: 6:45 – 8:45 am: crafts/games during this time
 - ii) PM: 3:00 – 6:00pm: Bathroom, Outside/Snack/Park then Indoor Play and crafts. Do not do homework time as the schools don't send out much homework.
- f) Alsip
 - i) AM: 6:45 – 8:30 am: Students can bring in their own breakfast to eat then we have a variety of different toys/games for them to engage in.
 - ii) PM: 2:30 – 6:00 pm: Student come to the rec center and head to the washroom/wash hands, then snack, then homework support time then play either outside or in the gym/classroom.

• Themes

- a) Most these across the board tend to be more seasonal and holiday themed crafts and activities throughout all the park districts.

• Systems used for registration/BASP

- a) Pleasant Dale: Rec Desk
- b) Lockport: Civic Rec
- c) New Lenox and Alsip: Rec Trac & ePACT
- d) Joliet: Sportsman
- e) Homewood Flossmoor: Smart Rec



- Forms Used

- a) Discipline Report Form, Late Pick Up Form, PDRMA Form/Accident Report, Medication Log, Minor Incident Log, Extra-Curricular Form

- Staff Manuals/Parent Handbooks

- a) These will be shared in a google doc, when that link goes out please feel free to add yours!

- Other Conversations

- a) Staff Scheduling/Time Clock Systems
 - i) Time Simplicity (New Lenox), When I work, Sling and Paylocity

- Attendees

- a) Sarah Carr- Pleasant Dale Park District, Rebecca Perkaus- Alsip Park District, Bethany Lerch- New Lenox Community Park District, Sarah Hamilton- Lockport Park District, Casey O'Connell- Joliet Park District, Dyana Metheny- Homewood Flossmoor Park District

