



BUTTERFIELD PARK DISTRICT REC KIDS PARENT HANDBOOK



**BUTTERFIELD PARK DISTRICT
21W730 BUTTERFIELD ROAD
LOMBARD, IL. 60148
630.858.2229**

Dear Parents,

Welcome to the Butterfield Park District Rec Kids program. This parent handbook is designed to provide you with information about the Rec Kids activities, procedures, and guidelines. Please read through the manual carefully and keep it as a reference throughout the school year.

It is our goal to provide a quality before and after school program where your child feels safe, stays active and is fully supervised. If you have any questions, concerns, or suggestions please feel free to give the front office a call at 630.858.2229.

We look forward to meeting your child and working with your family this school year.

Sincerely,

Rene Beck

Recreation Coordinator

630.858.2229 ext. 15

rene@butterfieldpd.com

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Park District Mission Statement:

- The Butterfield Park District mission is to promote ongoing development of a park system providing recreational opportunities for all residents. Butterfield Park District strives to offer diversified programs and activities encompassing personal enjoyment contributing to self-fulfillment and enhancing the quality of life.

Site Phone Numbers:

- **District 44:** Butterfield Elementary School
2S 500 Gray Ave
Lombard, IL 60148
Cell Phone: 630-306-3662
- **District 89:** Butterfield Park District
21W730 Butterfield Road
Lombard, IL. 60148
Cell Phone:630.306.2235
- Contact information:
Office: 630.858.2229
Rec Kids Coordinator: Rene Beck- Rene@butterfieldpd.com
Registration: Oona Kelly- Oona@butterfieldpd.com
Superintendent of Recreation: Anne Popek - Anne@butterfieldpd.com

About Our Staff:

- Butterfield Park District Rec Kids program are supervised daily by Site Directors who are highly qualified and experienced in working with children. Rec Kids counselors are a mixture of mature and enthusiastic college and high school students.
- Approximate child to staff ratio: 15 to 1. All staff attend a training program, which includes topics such as: supervision, safety techniques, curriculum development, and CPR/First Aid training. All staff work as a team in all activities, projects and events.
- We are proud of our staff and think you will feel the same. Illinois park districts are required under the Park District Code (70 ILCS 1205/8-23) to conduct a criminal background check through the Illinois State Police (ISP) on all applicants offered employment.

Butterfield Park District Rec Kids Before and After School Program

- Butterfield Park District and Rec Kids is not licensed or regulated by DCFS.
- Butterfield Park District Rec Kids is a recreation-based program
- Our staff are trained to provide your children with safe and fun recreation activities while in our care. Butterfield Park District Rec Kids' goals to provide a supportive environment in which all children can participate in activities that build self-esteem, encourage friendships, and teach group cooperation.
- Rec Kids will have a variety of recreation activities planned each day. This will include arts and crafts, sports, games and more.
- Rec Kids is our fun and exciting before and after school program. This program provides quality childcare services in a fun, safe and active environment. Breakfast is served in the AM session and a snack is served in the PM session. Each fee is per month based on the number of days needed each week. No School Days are an additional fee. For further information, visit our website at www.butterfieldpd.com or call at 630-858-2229.
- Masks at Butterfield Park District and Rec Kids Before and After School Program will be required to be worn. We will do our best to create an environment where children are free to play and enjoy their time without the use of a mask; however, there will be times when a mask will be required. All children and staff will always be required to wear a mask when inside of the facility.

- Masks will not be required outside if social distancing measures can be maintained. All participants will be expected to attend to the program each day with a mask. Butterfield Park District Rec Kids ask that registrants are sent with a back-up mask in the event of a misplaced or dirtied mask.

Emergency School Closings:

- If schools are closed for any reason, we have new “emergency closing service protocol” services that will align more closely with our neighboring school districts. The Park District will no longer offer Emergency Snow Days or Emergency Cold Days when District 44 closes their schools. If the School District closes for those days, the Park District’s Butterfield Park District Rec Kids Programs will also be closed. Our first concern is for the safety of you and your family, as well as the safety of our staff, who must also travel to be here on those treacherous days. When our news broadcasters are advising everyone to stay home unless you must leave your home, we don’t feel it is in the best interest of everyone concerned to remain open at the Park District, putting you, your children or our staff at risk.
- When the schools close their facilities because it is unsafe for the school buses to be on the roads, it is not smart for us to entice you to come out of your home (to be on those same roads) to bring your children to the Butterfield Park District Rec Kids.
- The great news is that when the schools have planned Institute day closures or other Holiday related closures, Butterfield Park District will still offer an outstanding experience at our Rec Kids Camp Experience. Examples: **The No School Day Camps, Thanksgiving Camp, Winter, and Spring Break Camps are still offered and will be better than ever.** Please be clear on that point. We will continue to offer many fun Camp Day experiences when there is no school offered. We simply are going to err on the side of safety during our often difficult and challenging winter months.
- We will send out an email communication and we will place the information on our “Rainout line” app that you may download to your mobile device. Please search Butterfield Park District. It is available on Android Market, Apple, and Amazon app store. As soon as we hear that District 44 will be closed due to Emergency Snow Days or Emergency Cold Days. This will be done as early as possible.

Illness

- For the protection of all children and staff, Butterfield Park District Rec Kids will not be able to accept a child who appears to be ill. Staff have the right to refuse admittance of a child who appears to be ill to attend on any given day. If a parent is unsure about their child’s health, please keep them at home. If the child is believed to be ill, parents/guardians will be contacted for pick-up.
- Fever: temperature must be normal (without the use of over the counter medication for 24 hours before returning).
- Vomiting and/or diarrhea: child must be asymptomatic for 24 hours before return.
- Unusual lethargy, irritability, difficulty breathing or other signs of possible severe illness.
- Conjunctivitis: condition must be medicated for 24 hours before return.
- Rash: must be diagnosed by a doctor as non-communicable.
- Strep Throat: medication for 24 hours and fever-free before return.
- Head Lice: treated per DuPage County Health Department recommendations before return.
- Chicken Pox: children must remain at home for 7 days after the onset of the rash. Blisters must be crusted.
- Communicable Disease(s): A child diagnosed with a communicable disease must be non-communicable before return. A doctor’s release may be necessary.

COVID-19 Protocols and Procedures

- COVID-19 PRECAUTIONS In addition to the above criteria, the Butterfield Park District requests that patrons and program participants answer the following questions prior to visiting our parks, facilities and programs. Participants must be able to answer “no” to the following questions to attend Butterfield Park District Rec Kids:

- Have you felt feverish?
 - Do you have a cough?
 - Do you have a sore throat?
 - Have you been having trouble breathing or shortness of breath?
 - Do you have head or muscle aches?
 - Have you noticed a new loss of taste or loss of smell?
 - Have you been experiencing chills?
 - Have you been experiencing any other symptoms?
 - Is anyone in your household displaying any symptoms of COVID-19?
- To the best of your knowledge, have you or anyone in your household come into close contact with anyone who has tested positive for COVID-19?
 - Other symptoms include running nose, diarrhea, nausea, vomiting or abdominal pain. For reported headaches, consider if new or unusual onset, not related to caffeine, dietary reasons (hunger), or history of migraines, cluster or tension headaches or headaches typical for the individual.
 - Close contacts include household contacts, intimate contacts, or contacts within 6 feet for 15 minutes or longer unless wearing a mask during period of contact.
 - The Butterfield Park District asks that our patrons and program participants stay home if they are exhibiting any COVID-19 symptoms.
 - Individuals should remain isolated at home for a minimum of 10 days after symptoms onset or until feverless and feeling well (without fever-reducing medication) for at least 72 hours or confirmed to not have COVID-19 via two negative COVID-19 tests in a row, with testing performed at least 24 hours apart.
 - For additional community-related resources, please contact your local health provider and follow CDC recommended steps.
 - ***The Butterfield Park District, and all attending districts will operate in compliance with the CDC and IDPH guidelines, as well as our own risk management recommendations. We have developed protocols for Park District Programs, regarding the need to shut down due to a staff member or child contracting COVID-19 and related communications.***

Registration and Start Date:

- All registration forms must be completed before the child's first day.
- A \$100.00 non-refundable one-time registration fee for Rec Kids must be paid upon enrollment. This fee will assure you of placement in this program as well as be used for supplies and materials. Space is limited. Prompt registration ensures your child's space in the program.

Schedule of Activities:

The following is a flexible listing of how a typical day might run at Butterfield Park District Rec Kids.

Before School District 44 @Butterfield Elementary School

- 7:00am-8:30am Participants being dropped off and signed in, eating breakfast (items include cereal, toast/yogurt, muffins, etc.), table activities (board games, art projects, reading, cards, etc.).
- 8:00am-8:30am Outside/gym time.
- 8:30am Participants are released and walked to their home rooms to start their day.

Please stay in your vehicle when dropping off your child. Staff will come to the car to get your child. Staff will sign your child in.

After School District 44 @Butterfield Elementary School

3:15pm-3:30pm	Participants being checked in, snack is served (crackers, fruit snacks, cheese sticks, etc.)
3:30pm-4:00pm	Homework time if they have any homework that needs to be finished, table activities.
4:00pm-6:00pm	outside or gym time, table activities, homework.
Please stay in your vehicle call cell phone staff will bring child out for dismissal. Staff will sign your child out.	

Before School District 89 @ Butterfield Park District

7:00am-8:00am	Participants being dropped off and signed in, eating breakfast (items include cereal, toast/yogurt, muffins, etc.), table activities (board games, art projects, reading, cards, etc.).
8:00am-8:15am	Outside/gym time.
8:15-8:45am	Transportation to school
Please stay in your vehicle when dropping off your child. Staff will come to the car to get your child. Staff will sign your child in.	

After School District 89 @ Butterfield Park District

3:35-4:00pm	Transportation from School
3:45-4:00pm	Participants being checked in, snack is served (crackers, fruit snacks, cheese sticks, etc.)
3:45-4:30pm	Homework time if they have any homework that needs to be finished, table activities.
4:30pm-6:00pm	outside or gym time, table activities, homework.
Please stay in your vehicle call cell phone staff will bring child out for dismissal. Staff will sign your child out.	

Program Attire

- Closed toe shoes with backs must be worn daily to allow for full participation. For outdoor play, children must be dressed appropriately for the weather (hats, scarves, gloves, boots, snow pants, etc.) in order to play outside. Butterfield Rec Kids will attempt to bring children outside as much as possible, which will require all children to have the appropriate attire in order to participate. Please make sure that children are sent to Butterfield Rec Kids dressed for successful outdoor play.

Half Day & No School Day Adventure Camps

Butterfield Park District
21w 730 Butterfield Road
Lombard, IL 60148
630-858-2229 Ext. 15-Rene Beck
630-858-2229 Ext.31-Room 3
Fax: 630-858-2234
Contact Information Rene Beck Recreation Coordinator Rene@butterfieldpd.com

Program Hours

Half Day District 44 Only 12:15pm-6:00pm
Full Day District 44 8:30am -3:30pm
Extended Hours District 44- 7:00-8:30am/3:30pm-6:00pm

Program Fees

Full Day-\$40
Extended Day- \$22
Half Day-\$30

Program Hours

Half Day District 89- 11:40pm-6:00pm
Full Day District 89- 8:30am -3:30pm
Extended Hours District 89- 7:00-8:30am/3:30pm-6:00pm

Program Fees

Half Day- \$30
Full Day-\$40
Extended Day- \$22

Please note registration and fees are separate from Rec Kids Programs and require 5 days advanced registration. **There will be an additional charge of \$10.00 for same day registration. Refunds and/or exchanges will not be given for same day cancellations.*

Program Purpose

No School Adventure Camps are designed to provide fun, safe and exciting activities and/or trips (if allowed by the CDC and IDPH) on days when school is not in session.

Staff: Our Rec Kids counselors will provide supervision and interaction with your child on no school days.

Schedule: Schedules and activities will vary throughout the year. Please see the No School Camps calendar/registration form for dates of camps and themes. We will provide a few field trips throughout the year and will design games and art projects with each theme.

Billing and Payments:

- Butterfield Park District Rec Kids offers an automatic payment plan for your convenience. By using this plan monthly fees will be charged to your designated credit/debit account on the 15th of each month. **It is the parent's responsibly to inform the Park District of any changes (expiration date, new account number, etc.)**
- **Auto Debit:** Automatic payments are required for each monthly payment. All participants must have a completed auto debit form before beginning the program. We will no longer accept independent payment plans without approval from the Superintendent of Recreation.
- **Please notify the Butterfield Park District front office via phone or email if your child will be changing days or will no longer be attending the program.**

OPTION 'A' MONTHLY PAYMENTS/ SCHEDULE

Payments are designed monthly and 2/3/4/5 day per week options are available. Each monthly fee is based on the total number of school days. We create an average rate per month, so we are not changing fees month to month. We understand that some months may have more days off than others, but we have based our payments on the total number of school days throughout the year. Please note we do not charge you for any No School Day, Early Release Day or Half Days in your monthly tuition. No School, Early Release and Half Days are separate and are not included in your monthly payments.

MONTH	DUE DATE
August	July 15th
September	August 15 th
October	September 15 th
November	October 15 th
December	November 15 th
January	December 15 th
February	January 15 th
March	February 15 th
April	March 15 th
May	April 15 th

NOTE: Anyone wanting to pay for the entire year at the beginning of the school year or make large payment increments is welcome to do so. Please let our registration office know what payments you would like to make.

OPTION 'B' MONTHLY PAYMENTS/ SCHEDULE

Payments are designed monthly and 2/3/4/5 day per week options are available. We create an average rate per month, so we are not changing fees month to month. We have based our payments on the total number of school days throughout the year as well as all Half-Days, Early Release Days, In-service Days and No School Days. When choosing this option, you will be automatically registered for all days whether used or not. There will be **NO** prorating for this option.

MONTH	DUE DATE
August	July 15th
September	August 15 th
October	September 15 th
November	October 15 th
December	November 15 th
January	December 15 th
February	January 15 th
March	February 15 th
April	March 15 th
May	April 15 th

NOTE: Anyone wanting to pay for the entire year at the beginning of the school year or make large payment increments is welcome to do so. Please let our registration office know what payments you would like to make.

Reporting Absences:

- If your child is going to be absent from the program due to illness or any other reason (Brownies, Boy Scouts, etc.) it is the parents responsibility to inform Rene Beck that your child will not be attending, not your child. Leave a message on the program cell phone voice mail or send Rene Beck an email at Rene@butterfieldpd.com

Drop off and Pick up:

- Whenever you drop off or pick up your child, you **MUST** stay in your vehicle and pull up to the front door (circle drive) at the **District 89 Butterfield Park District**. Staff will greet you at your car and sign your child in and out. We will have a staff member at the front door waiting and will sign your child in at drop off and out at pick up. You will receive a laminated car tag. This is how we will distinguish who is picking up your child. This is for your child's safety. Please be aware that the staff will not release a child to an individual who is not listed on the child's release form. For safety precautions, any individual picking up a child will be required to present a picture ID until staff becomes familiar with names and faces. A child should never be dropped off and left alone.
- Whenever you drop off or pick up your child, you **MUST** stay in your vehicle and pull up to the door 6 at **District 44 Butterfield Elementary School**. Please call 630-306-3662. Staff will greet you at your car and sign your child in and out. You will receive a laminated car tag. This is how we will distinguish who is picking up your child. This is for your child's safety. Please be aware that the staff will not release a child to an individual who is not listed on the child's release form. For safety precautions, any individual picking up a child will be required to present a picture ID until staff becomes familiar with names and faces. A child should never be dropped off and left alone.

Late Pick-Up:

- In the event you are running late picking up your child please contact the program cell phone number. Our program does end at 6pm and it is necessary that your child be picked up at that time. We do understand that emergencies come up and traffic can be heavy from time to time, but please contact the program if you are running late.
- ***After 3 late arrivals a fee will be assessed of \$5 for every 10 minutes past 6pm plus our staff's hourly pay. This fee will need to be paid upon pick up. The Rec Kids team will be monitoring pick up times and will be enforcing this policy.***

Medication and Allergies:

- Parents of children requiring medication are required to make the necessary arrangement with the Park District staff. A letter from the child's doctor is required and a medical release/ dispensing form, which is available at the park district office, and must be filled out.
- All Butterfield Park District program staff are qualified and trained to follow allergy management plans. Any participant with a severe allergy must notify the park district and provide appropriate documentation from a doctor regarding an emergency allergy plan. An Epi-pen must also accompany the participant and will be stored in a red safety pack with the participants name and information.

Communication/Internet-Student/Staff:

- Given certain developments in our culture, we believe that it is important to set guidelines regarding the interaction and communication between participants and staff outside of the Butterfield Park District Rec Kids program. We recognize that participants and staff develop trusting relationships with one another and that it is natural for students to want to keep in touch or contact with staff via the internet and/or telecommunication once Butterfield Park District Rec Kids hours are over.
- While we acknowledge and understand the shift in society toward social media, phone calls and text messages, our policy is to forbid the exchange of contact information between students and staff in that capacity. Our policy forbids student-staff contact via social media, unauthorized email accounts and unauthorized telecommunication devices.
- Our culture is changing rapidly, and it is important that both the parents and the park district work together to keep experiences safe, healthy and positive.
- **We realize that you may value the skillset of our employees to take care of your children in our programs; however, they are not available for outside childcare employment opportunities.**

Insurance Information:

- The Park District is unable to assume responsibility for injuries, accidents or loss of personal property occurring at programs, parks and facilities. The Park District does not carry hospitalization insurance for program participants. Such insurance would make programs and user fees prohibitive. Your individual health care policy must cover all your medical needs.

Child Abuse and Neglect Reporting:

- All staff members of Butterfield Park District Rec Kids are required by law and Park District policy to be DCFS Mandated Reporters. If there is reasonable cause to believe a child may be abused or neglected a report must be filed with DCFS. Failure to report suspected child abuse or neglect could result in dismissal from employment and/or being charged with a Class A misdemeanor by the State of Illinois.
- Staff are certified as mandated reporters for the Butterfield Park District Rec Kids Program. A mandated reporter is a professional with the legal responsibility to report suspected child abuse or neglect to the Illinois Department of Children and Family Services. As professionals that work with children, we are required to report any suspicion of child maltreatment immediately when we feel we have reasonable cause to believe that a child known to us, in our professional or official capacity, may be abused or neglected.

Comments or Questions:

- Parents are encouraged to speak directly to the Recreation Coordinator should they have any concerns regarding their child's care. If a satisfactory solution cannot be reached, they are asked to speak to the Superintendent of Recreation.

Photography:

- By registering your child for Butterfield Park District's Rec Kids, you acknowledge and grant permission for your child to be photographed at any Butterfield Park District program, event, or facility. Photos taken at Butterfield Park District's Rec Kids can be used to promote the Park District through brochures, the website, and other promotional materials. The photos remain the property of the Butterfield Park District. Due to the nature of the Butterfield Park District's Rec Kids program, children may be photographed at facilities we visit.
- Please let the Recreation Coordinator know, in writing, if you do not want your child to be photographed.

Special Accommodations:

NEDSRA

- NEDSRA is the Northeast DuPage Special Recreation Association. This organization provides year-round recreation activities for individuals with disabilities and cognitive delays. NEDSRA also provides inclusion assistance to those individuals who wish to participate in their home district program. Park District staff training, adapted equipment, or a program aide is made available to facilitate a positive recreation experience.
- The Butterfield Park District works in cooperation with NEDSRA to assist those individuals that wish to attend the Butterfield Park District Rec Kids program and need additional assistance. Upon registration or entry into the program, the parent/guardian needs to request special assistance. The parent/guardian will be contacted by the Recreation Coordinator to obtain follow up information.

Behavior/Code of Conduct for Butterfield Park District Rec Kids:

- As part of a community effort, the Butterfield Park District is proud to be a part of the PBIS Behavioral Standards. PBIS stands for Positive Behavioral Interventions & Supports. Through this program we will establish behavioral supports and social culture needed for all school age children. This will be the basis of appropriate behaviors within the programs. We will encourage a safe, calm, and predictable environment. Any time your child does not follow our behaviors associated with PBIS, the child will receive a reminder. Behavioral problems will be discussed with the parent and a behavioral plan will be put in place. Our goal is to make every participant successful! Removal from the program is our last

resort. As a park district we will be creating and implementing a behavior matrix that includes expectations while attending the program.

- Butterfield Park District promotes the concept of “equal fun for everyone”. No eligible participant shall, on the basis of race, sex, creed, national origin or disability, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity. Butterfield Park District participants are always expected to exhibit appropriate behavior. The Park District’s behavior code has been developed to help make the programs safe and enjoyable for all participants. Additional rules may be developed for specific programs and athletic leagues as deemed necessary by staff.

Participants shall:

- Show respect to all participants and staff
- Take direction from staff.
- Refrain from using abusive or foul language.
- Refrain from causing bodily harm to self, other participants, or staff.
- Show respect to equipment, supplies and facilities.
- No gum chewing.
- No electronics allowed.
- Personal belongings (toys, fidget spinners, video games, etc.) are not allowed at the Butterfield Park District Rec Kids.

Write-Ups, Suspension/Dismissal:

Issued for the following:

- Fighting, teasing, or using inappropriate language towards other students.
- Damaging property and or equipment
- Destroying property of other students
- Disobeying staff or other park district staff
- Leaving designated grounds without permission
- Leaving designated group without permission
- Unauthorized use of cell phones and other electronic devices
- Disobeying established Rec Kids rules
- Other incident/situations that are not listed may warrant suspension and/or dismissal from the Butterfield Park District Rec Kids program without refund.
- **Depending on the situation and the degree of the offense, a program participant may be given a write up, suspended, or permanently dismissed from the program following the offense without refund.**

Adult Conduct:

- Parents are to refrain from speaking with other children regarding behavioral issues. Please bring all concerns regarding conduct and behavior to the Recreation Coordinator. Only Butterfield Park District staff is permitted to manage participant conduct and behavior.
- Any parent/guardian, authorized person or site personnel who display any of the following behaviors will no longer be allowed at Butterfield Park District Rec Kids.
 - Physical abuse, shaking, grabbing, hitting, pushing, etc.
 - Verbal abuse including inappropriate language or threats to the child, other families or any staff
 - Use or possession of alcohol or illegal substances
 - Smoking on the premises
 - If staff suspect an authorized person of substance abuse or view any act of child abuse or its effects, the police and DCFS will be notified. The staff’s first responsibility is to the safety of the children.

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Discipline Procedures:

First Observed Infraction.....Verbal Warning

- Counselor will talk to the camper away from the group. We will remind camper of behavioral expectations.
 - An explanation to the participant as to why the behavior is unacceptable.
- Initial _____

Second Observed Infraction.....Behavioral Log Initiated/1st Removal

- Camper will be removed from their group. The Site Director will speak to the camper about his or her behavior in an alternate location. Before the camper returns to the group, a counselor will talk and confirm that he/she understands why they were removed. (i.e. following directions, keeping our hands to ourselves, affecting the group)
- Initial _____

Third Observed Infraction..... Behavioral Log / 2nd Removal

- Same as Above: In addition, there will be a discussion with the Superintendent of Recreation.
- Initial _____

First Behavioral Log Infraction.....

- This would be a discussion between the parent and Superintendent of Recreation about handling future behaviors.
- Initial _____

Second Behavioral Log Infraction.....Participant Sent Home

- This would be a discussion between the parent, Superintendent of Recreation, and our Executive Director about handling future behaviors.
- Initial _____

Third Behavioral Log Observed Infraction.....Temporary/Permanent Suspension

- This would be a discussion between the parent, Superintendent of Recreation, and our Executive Director about handling future behaviors.
- Initial _____

Parent/Guardian Guide Acknowledgement

Please sign below confirming you have read through the Rec Kids Handbook. This page should be returned before your child begins the program. If you do not understand one of the policies or anything in the handbook, please contact a Butterfield Park District staff member and they will clarify any questions or concerns. Please also review some of the guidelines with your child to make sure they understand the behavioral expectations.

Child's Name: _____

Program Name: _____

School: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

PLEASE SIGN AND RETURN