



# AM Jeans

## Before/After School Program

### 2009 – 2010

Under the direction of Burr Ridge Park District in cooperation with School District 180

Dear Parents,

Welcome to the Before/After School Child Care (BASC) Program at Anne M Jeans School. We at the Burr Ridge Park District feel very honored to be given the opportunity to once again serve the needs of all working parents and their children in School District 180. The Park District prides itself in providing a safe, recreational and educational program for every child enrolled in the program.

During the course of the school year there may be some changes, but fundamentally the BASC Program will remain as previously structured. We will always keep you informed when any changes may occur.

**All calls made to the BASC program must be made to the Burr Ridge Park District rather than District 180.** The BASC program will have its own on-site phone. During operational hours, staff will be available to answer your calls; voicemail will be activated during non-operational hours and your calls will be returned if necessary.

All parents of enrollees will receive cards with all Park District and BASC contact names and phone numbers. The Burr Ridge Park District is happy to be responsible for this program, therefore please direct all calls, comments or concerns to the Park District.

We are certain that this program will be a positive experience for everyone involved.

Vicki Manteck, BASC Director  
BASC Director Park District Phone: 630-920-1969  
On Site Phone: 630-464-0954

Lavonne Campbell, Supt of Recreation  
Park District Office: 630-920-1969  
Cell: 630-464-1736  
email: parkdistrict11@comcast.net



# About the Program

## Contact Information

We welcome any questions, comments or suggestions about the BASC program.

Please direct calls to BASC Director Vicki Manteck at 630-464-0954 (on-site phone) or Burr Ridge Park District Office at 630-920-1969.

## Absence Information

Call the School to report absences. BASC will refer to the School's absentee list.

## Checking In & Out of Care

Drop off and pick up is at the multi-purpose room (cafeteria). When you bring your child to Before/After Care or pick them up in the afternoon, please make sure you check in with the appropriate staff member. Our first priority is your child's safety, therefore at the end of the day, you must sign your child out of the BASC program

## After School Activities

Children must report to the BASC program before going to any after school activity (scouts, clubs, tutoring, etc.)

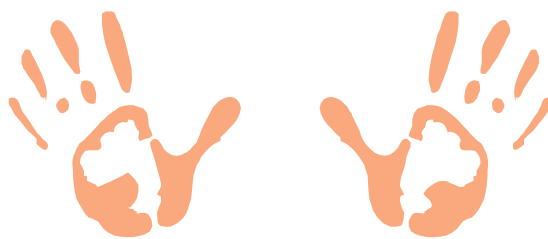


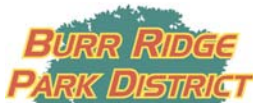
## After Hours Snacks

An afternoon snack is included in our program at no additional cost.

## Newsletter

You will receive periodic newsletters from the Director throughout the school year. We'll keep you up to date on activities, pertinent dates and any other information that you need to know.





# AM Jeans 2009-2010 Before/After School Care Hours

Grades K - 5

**Before School Care\***  
7:00am – 8:15am

**After School Care**  
3:25 – 6:00pm



**Early Dismissal Days**  
11:30am – 6:00pm

**No B/A Care if school is cancelled due to weather conditions.**

## Fees

### Registration Fee

\$40 per student, non-refundable

### Weekly Attendance Fees

Before & After School	\$100 per week
Before School Only	\$40 per week
After School Only	\$65 per week

### Single Day Attendance Fees

Before & After School	\$25 per day
Before School Only	\$12 per day
After School Only	\$13 per day

### Early Dismissal Fees

(11:45 – 2:25) Add \$30 per day  
To the weekly fee

### Late Pick Up

An additional \$10 per quarter hour may be charged at the discretion of the staff.

### B/A Calendar

A complete calendar will be mailed after registration.

## Tuition

### Payments

Billed weekly for the previous week's attendance. Payment is due on Friday. Payments may be made by check payable to the **Burr Ridge Park District**, cash or credit card. Credit card numbers are not retained – please remember to include expiration date.

### Late Fees/Returned Checks

Late payments will be charged a \$25 late fee. A returned check fee of \$30 will be charged. Future payments may be required in cash or money order if deemed necessary by the Park District.

## Planned Activities

Adult/Child ratio 1:15

All students will be given the opportunity to take part in age-appropriate activities led by experienced staff.

Home Work Time	Outdoor Play
Indoor Gym Games	Snack Time
Crafts	Board Games
Quiet Reading Time	Newsletters
Occasional G Movies	
Free Time Indoors and Out	



# AM Jeans 2009-2010

## Before/After School Student Information Form



Please fill out a separate form for each child.

### Student Detail

Name \_\_\_\_\_

Age \_\_\_\_\_ Birthdate \_\_\_\_\_ Male/Female \_\_\_\_\_

Home Address \_\_\_\_\_

City, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Grade in School (08/09) \_\_\_\_\_ Teacher \_\_\_\_\_

Does your child have an classroom aide? \_\_\_\_\_

Please list any special needs your child may have.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Transportation

Who will be picking up your child? Parent Other\*

\*Name authorized by parent \_\_\_\_\_

Phone \_\_\_\_\_

\*Name authorized by parent \_\_\_\_\_

Phone \_\_\_\_\_

### Emergency Contacts

Mother's Name \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Father's Name \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

In case of emergency we will try to notify the mother or father at home or work first. If neither parent can be reached, who are your alternate emergency contacts?

Name, Relationship \_\_\_\_\_

Phone \_\_\_\_\_

Name, Relationship \_\_\_\_\_

Phone \_\_\_\_\_

### Medical

Doctor's Name \_\_\_\_\_ Phone \_\_\_\_\_

In case of emergency, your preferred medical facility is \_\_\_\_\_

Allergies or special problems your child may have.  
\_\_\_\_\_  
\_\_\_\_\_

Does your child need to take any medication during BASC hours? If so, please explain.\*  
\_\_\_\_\_  
\_\_\_\_\_

**Acknowledgement of Guidelines for Conduct**  
Must read and sign Guidelines for Conduct on reverse side.

\*Medication cannot be dispensed without a special form. You may request one by calling 920-1969.

# Guidelines for Conduct

## Discipline

A 3 step behavior management technique will be used at our program. The 1-2-3 Method identifies a specific inappropriate behavior, documents a second offense, and administers a previously known outcome. This process will be performed objectively, openly and immediately. Participants will be expected to respect this process and the authority of the staff. "Time Out," a period of non-participation not to exceed ten minutes, will be used as the standard response to inappropriate behavior. If behavior patterns continue, a parent/director meeting will be requested. The objective of this meeting will be to identify strategies that will modify behavior and restore the fun of the program for the child. If problems persist, an out of program suspension will be administered. Further problems may result in a dismissal from this program.

## Inappropriate Language

We have a "Zero Tolerance" policy for inappropriate language. Our staff is being advised to turn any language issues over to Director Vicki Manteck. If we cannot deal with this issue at the program level, we will be calling parents in to conference on further action.

## School Behavior

Before/After School students are guests at Anne M Jeans School during our program. As guests we are expected to adhere to school rules. Please encourage your child to remember that certain things are not allowed in schools such as running, yelling, etc. Games such as dodge ball, catch, etc. will not be allowed outside of the gym.



## Immediate Discontinued Enrollment

Certain behavior may cause a significant risk of harm to the health and safety of other children or staff. For example: a physical assault which results in serious bodily injury, an attempted physical assault which if completed, would result in serious bodily injury, setting or attempting to set fires, bringing weapons to the site, substantial damage to real or personal property, etc. The Burr Ridge Park District may discontinue-enrollment of any child whose behavior creates a significant risk of harm to the health and safety of other children or staff.

## Guidelines for Conduct

### Acknowledgement

I have read and understand all the Guidelines for Conduct.

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Parent Name

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Parent Signature

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Date