

Freedom Activity Center  
6252 West Birmingham  
Chicago Ridge, IL 60415  
(708) 636-4900



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Chicago Ridge Park District

# RAH

(Recreation After Hours)  
2019-2020 Parent/Student Handbook  
**\*\*UPDATED PLEASE READ\*\***



# Program Philosophy

The goal of Recreation After Hours (RAH) is to provide children with a safe, structured, and well supervised before and after school program. The program format provides a variety of activities for children in grades kindergarten through the eighth grade. Traditional sports and recreational activities, music and field trips round out the curriculum.



The RAH program utilizes various park district facilities during each day's programming including the Freedom Activity Center, 6252 Birmingham; Frontier Park Fieldhouse, 9807 S. Sayre; the Teen Center, 10736 S. Lombard; Ball Fore, 6701 W. 107th St; Lily Pad, 6246 W. Birmingham; as well as various park district playgrounds. RAH participants may visit the Chicago Ridge Public Library on some occasions.



(Please return this portion to a RAH Coordinator)

Child's Name \_\_\_\_\_

I have read the rules and regulations. I have also explained these rules to my child/children.

I give my permission for my child/children to be transported via Chicago Ridge Park District bus or vans during the school year.

Signature of Parent or Guardian \_\_\_\_\_

Date \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

## Conduct and Rules

### It is the parents responsibility to:

- Complete the emergency form and turn it in before your child attends RAH
- **Review the rules with your child**
- Encourage proper conduct by supporting the rules
- Make sure your child has appropriate play wear, including gym shoes and socks everyday
- **Put your child's name on everything brought to RAH**
- Pick up your child by 6 PM
- Sign your child out on the roster
- If there is a change in your child's schedule, you must contact the Freedom Activity Center. **THE SCHOOL DOES NOT CONTACT US!**
- Check before leaving that your child has all belongings (bag, clothing, etc)



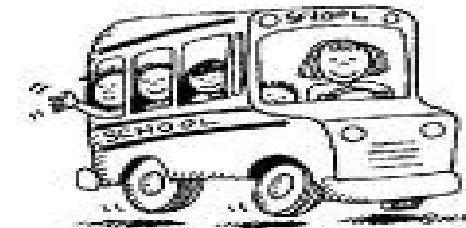
### It is the child's responsibility to:

- Obey all the RAH rules
- Keep his or her hands to themselves (no rough play or fighting)
- Respect each other—No name calling
- Not use foul language
- Not run or play in the halls
- Put all bags and belongings neatly in the proper places such as bins or cubbies
- Respect others' property and do not take anything that does not belong to you
- Respect RAH equipment, games, etc.
- Get permission to leave the group at any time, such as bathroom, drinks, etc.
- Clean up his or her area

**\*\*No electronic devices or trading cards will be allowed in RAH. Cell phones may be brought, but not used during the Program. No wheeled shoes may be worn!\*\***

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## What is a Typical Day at RAH?

When your child arrives here at the Freedom Activity Center in the morning, we take attendance and get them ready to start their day. A schedule of activities is planned ahead of time, some of which include a wide variety of challenges. Some days may include fueling their minds with crossword puzzles, word searches and crafts. Other activities include physical participation such as kickball, relay races and basketball drills. All of the activities that are planned for the morning are geared to get your child ready for their school day.

When we transport your children after dismissal from their respective schools to the Freedom Activity Center, our goal is to provide them with fun, structured activities that keep their mind and bodies invigorated. We have them do their homework, as well as group activities and snack. Homework time is supervised by our staff and they also provide assistance and guidance to those children who need it. We then gather to discuss the plans for the day and begin our activities.

The children are separated into groups by their grade, having different activities scheduled for that day. Each group will have a chance to participate in each activity during a 25-30 minute session. These activities keep us busy until 5:45 P.M., at which time we clean up the rooms and finish our day.

One of our goals at RAH is to keep your children involved in group participation. Our activities are planned with the best interest of the children being top priority. Our door is always open to new ideas from our participants.



## Vehicle/Travel Rules

The children may be transported to one of our many park facilities by our buses or vans.

### All children must:

1. Take their seats in an orderly manner
2. Wear their seatbelt at all times
3. Obey the driver
4. Stay in their seat—no changing seats
5. Keep hands, heads, arms, and all body parts inside the vehicle
6. Not eat or drink while in the vehicle
7. Not open or close vehicle doors at any time
8. Not yell or scream in any way that may disrupt or distract the driver
9. Clean up area before exiting
10. Exit the vehicle when directed in an orderly manner



## Discipline

Self-respect and respect for others will be enforced. Rough play that could lead to injury will not be permitted. Participants will be held responsible for their actions. All disciplinary measures will be up to the discretion of Chicago Ridge Park District management.

## Morning Drop Off

The Freedom Activity Center doors open at 6:30 A.M. A **parent/guardian MUST sign in their child each morning.** Please do not drop your child off at the door and leave before signing in.

## Afternoon Pick Up

- Pick up children at the Freedom Activity Center or Frontier Fieldhouse. We may be utilizing other facilities on certain days. Please refer to the monthly newsletter for more pick-up information.
- Children must be picked up by the parent, guardian, or a designated adult listed on the emergency form. Picture ID must be shown!
- Any person picking up a child must sign the sign-out register at the front counter. Do not enter the gym or other rooms.
- When picking up a child, park in an appropriately marked parking space. **Do not park your car in front of the building. Handicapped spaces are reserved for vehicles marked as such.**
- All children must be picked up by 6:00 P.M. A late fee of \$1 per minute/per child will be assessed to anyone picking up a child after 6:00 P.M.



## Transportation

**AM RAH** All RAH participants attending morning RAH will be transported to their schools beginning at 7:45 A.M. for District 127.5.

**PM RAH** All RAH participants attending afternoon RAH will be transported from their schools to the Freedom Activity Center.

**Transportation is provided only for children attending RAH.**

## Emergency Forms

- An emergency form must be filled out **completely** for each child participating in the RAH program (including returning members) by the Friday prior to the first day of participation
- Your child may not attend until forms are turned in and completed
- Please list **ALL** persons that are allowed to pick up your child. **A picture ID must be shown when picking up a child.**
- **Your child will not be released to anyone that is not listed on your emergency form**
- **When adding additional contacts, it must be done in person or on a written, signed, and faxed letter**

## Medication

Medication will be dispensed to a child only when properly authorized by a signed order from the child's physician and parent. The order must be renewed each year.



## Lost and Found

**The Chicago Ridge Park District is not responsible for lost, stolen, or damaged personal property.** Put your child's name on EVERYTHING (book bags, jackets, hats, etc). If your child loses something at RAH, you can check with the office.

## Holidays

There will be no RAH on the following holidays:

Labor Day:	September 2 (Mon)
Thanksgiving:	November 28&29 (Thurs, Fri)
Christmas Eve:	December 24th
Christmas:	December 25th
Day after Christmas:	December 26th (Fri)
Good Friday:	April 10th (Fri)
Memorial Day:	May 25th (Mon)

# Payments

A new RAH week begins each Monday. In order to be placed on the new week's pick-up list, a child must be registered with fees paid no later than the Friday prior to the start of the next week. **There will be a \$10 late fee per child if it is not paid for by the Friday before.**

## Fees

\*Registration fees are due in full at the time of registration. All fees **MUST** be paid as scheduled. NSF checks will be assessed a \$40 fee. Weekly fees that are not paid the Friday prior to the next weeks service will result in a \$10 late fee per child

\*In order to assure the safety of all children, RAH participants **MUST** be paid and registered prior to attending our RAH program. No child may attend without a payment.

## NO EXCEPTIONS

In order to have your child added to the pick up list anytime after the Friday deadline, you must:

- Register in person at the Freedom Activity Center or call (708) 636-4900 by 2:00 P.M. **THE SCHOOL DOES NOT CONTACT US!**
- Call your child's school to notify them
- A \$7.00 unscheduled fee will be assessed with your payment if your child is in the RAH line and not scheduled and a phone call had to be made.
- There is a maximum of 2 changes per week. There will be a \$10 book keeping fee for each additional change after two.
- NO CREDITS will be issued for any absence unless you cancel RAH the day before by 6:00pm.
- A.M. credits may be issued as long as the patron informs the office about the cancellation the day before RAH is needed by 6 P.M.
- Credits expire one week after they are issued.
- If a child is registered to attend RAH but is absent from school a parent must call the office to inform us that their child will not be attending RAH that day. If our office is unaware of your child's absence at the time of pick up, that day cannot be switched to another day in the week and no credits will be issued

## NO EXCEPTIONS

	<b>Resident</b>	<b>Non-Resident</b>
Registration Fee per child	\$15.00	\$25.00
AM and PM (same day)	\$17.00	\$23.00
PM Only	\$10.00	\$13.00
AM Only	\$7.00	\$10.00
Full Day Service	\$20.00	\$28.00
Half Day Service	\$15.00	\$20.00
AM and Half Day	\$19.00	\$25.00

\$2 discount for second child when signing both children up at the same time

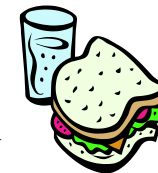
## Homework

Providing time for homework is a priority. A daily homework period is programmed into the schedule. Although tutoring is not available, our staff provides assistance whenever possible. Counselors will remind the children that they have time to work on homework, however it is the responsibility of the child to complete their homework.



## Snacks

A twenty-minute snack period will be provided each day after school. **We do not provide snacks for participants, so please send your child with a snack everyday.** There are vending machines available that provide refreshments and snacks that your child may purchase. We cannot make change for the machines. Please send your child with coins or \$1.00 bills for the vending machines. Snacks must be consumed in designated areas.



## Lunches

On half days and full days at RAH including snow days, please provide a lunch and two snacks for your child. We cannot supply lunches or snacks for any children.

## Field Trips

Occasionally, field trips will be planned. A description of each trip, and cost per child, plus a parental permission slip will be in the monthly newsletter.

## Newsletter

Each month, all RAH participants will receive a newsletter and activities calendar. They will highlight RAH happenings, field trips, special events, and parent reminders about full days and half days off from the school calendars. Please be sure to read them and mark any key dates on your calendar.

