

# Chicago Ridge Park District

# RAH

## (Recreation After Hours)

2020-2021 Parent/Student Handbook

**\*\*UPDATED PLEASE READ\*\***



**Chicago Ridge Park District**  
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## Table of Contents

<b>Table of Contents</b>	<b>2</b>
<b>COVID-19 Update</b>	<b>3</b>
<b>Positive COVID-19 Test</b>	<b>3</b>
<b>Hand Washing</b>	<b>3</b>
<b>Masks Coverings</b>	<b>3-4</b>
<b>Purpose and Goals</b>	<b>4</b>
<b>Ratio</b>	<b>4</b>
<b>RAH Registration</b>	<b>4</b>
<b>Medications</b>	<b>5</b>
<b>Payments and Schedules</b>	<b>5</b>
<b>Transportation</b>	<b>5-6</b>
<b>Newsletters</b>	<b>6</b>
<b>Homework</b>	<b>6</b>
<b>Snack</b>	<b>6</b>
<b>Lost and Found</b>	<b>6</b>
<b>Health</b>	<b>6-7</b>
<b>Conduct of Rules</b>	<b>7</b>
<b>Discipline</b>	<b>9</b>
<b>Departure Procedures</b>	<b>10</b>
<b>Handbook Agreement Form</b>	

## **COVID-19**

As we all know, there are many changes this school year. The Park district takes the safety of our patrons and staff seriously. We strictly adhere to the current Restore Illinois Phase 4 COVID-19 Guidelines and IAPD Recommendations. Our rules and procedures can change.

We have the right to cancel the program if low enrollment. Each child will be required to bring and wear a face mask.

### **Positive COVID-19**

If a child or household member tests positive for COVID-19 all children from those families will not be permitted to return for 14 days. We will report the case to the Cook County Health Department and proceed by following the guidance from said Department. Per IDPH Guidelines, participants and staff testing positive are to isolate at home for a minimum of 10 days after symptom onset and can return when feverless for 72 hours or two (2) negative Covid-19 tests. The CDC Guidelines state those in the same class should self-isolate for 14 days. If a staff or participant are found Covid-19 positive, then CDC disinfecting protocols will be performed in areas where staff/participant were.

### **Hand Washing**

- It will be important to wash/sanitize hands often to stay healthy and safe. This school year staff and participants are required to wash or sanitize their hands before and after all activities on top of the already required hand cleaning (after bathroom breaks and before meals).
- All staff will also be required to wash or sanitize their hands before and after all activities on top of the already required hand cleaning (after bathroom breaks and before meals).

### **Cleaning Supplies**

- The Park District will provide disinfectant spray and wipes, gloves, and face coverings for use by staff to clean the facilities daily.
- We will also provide hand sanitizer, hand soap, and paper toweling to be used by staff and participants with staff supervision.
- To keep the facility clean and sanitary there will be several modifications made to our daily cleaning:
  - Cleaning of counter tops, door handles, and high frequently touched areas with disinfecting spray throughout the day as needed.
  - Cleaning of bathroom toilets, stall handles and sink handles with disinfecting spray every day.
  - Equipment and activity supplies will be cleaned as needed. Classes will not share supplies or equipment without disinfecting between uses.

### **Masks**

- Masks are a great way to help stop the spread of germs but must be used properly for them to be effective. Masks must be worn so that both the nose and mouth are fully covered.
- All participants are required to wear face masks while entering and participating in the RAH program.
- Individuals with a medical condition or concern which prevents them from wearing a face mask/covering will be handled on a case-by- case basis, with additional accommodations being made for those individuals.
- Masks for participants will NOT be provided by the Park District.

## **Purpose and Goals**

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 that attend District 127.5. We will follow the safety guidelines recommended by the CDC.

When your child arrives here at the Freedom Activity Center after school, 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.

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.

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.

## **Group Size**

Based on safety and social distancing guidelines from the CDC and the Illinois Department of Public Health we will be taking precautions with our group size to mitigate the risk of illness. Groups will not exceed 12 students and there will be two staff in each group during phase 4. Additional measures and accommodations will be made. Social distancing guidelines between students will be enforced and maintained.

## **RAH Registration**

At the time of registration, you will need to complete and turn in all forms listed below.

- Information and Authorization form
- Emergency treatment form
- waiver
- credit card authorization form
- Handbook agreement form
- First RAH payment form
- Photo ID to prove residency

**Registration forms can be printed from our website at [Chicagoridgeparks.com](http://Chicagoridgeparks.com).**

## **Medications**

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. By filling out and signing this form you are allowing our staff to dispense the medication to your child. All medication needs to be in the correct pill bottle with the prescription on the bottle with child's name and may not be expired or we will not be allowed to dispense the medication. If your child has asthma or severe allergies, we require you have an inhaler or EPI Pen at our facility that the staff will carry with them if the child needs it. Please label everything with your child's name on it.

## **Payments and Schedules**

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.

**Each week your child will be sent home with a RAH payment form that will need to be filled out and turned in during your child's pick up before 6PM on Fridays. Forms can be turned in earlier but credit/debit cards will not be charged until Friday evening.**

We now will only be accepting payments by credit/debit card only due to safety guidelines. During the time of registration, you must complete a credit/debit card authorization form that we will keep safely on file. RAH payments will be withdrawn on Friday prior to the dates requested on your weekly submitted RAH forms between the hours of 5PM-6:30PM. You must turn in a RAH payment form in order for your credit/debit card to be charged.

Receipts will be kept on file. If you would like a copy, you can request one at the time of pickup and we will have it for you the next scheduled day.

**There will be a \$10 late fee per child if it is not paid for by the Friday before. We will not be able to guarantee we will have a spot for your child if registered late due to staffing.**

**RATES:** Residents - \$10.00/day; Non-Resident - \$13.00/day  
No refunds or credits for sick days or no show

## **Transportation**

Transportation will be provided by the Chicago Ride Park District. All RAH participants scheduled for PM RAH will be transported from their schools to the Freedom Activity Center.

### **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

11. Wear face masks at all times
12. Sit one person to a seat due to CDC guidelines

## **Newsletters**

Each month, all RAH participants will receive a newsletter and activities calendar via email provided at registration. They will highlight RAH happenings, classes, special events, and parent reminders about days we will be closed. Please be sure to read them and mark any key dates on your calendar.

## **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.

Due to the guidelines, we ask that all participants have their own set of the school supplies they will need in their backpacks to use for homework.

**We will not be responsible for Chromebooks** and recommend a safe bag your child can store it in while going back and forth to school and RAH.

## **Snack**

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 every day. All food must be sent in a disposable bag with the child's first and last name on it. No reusable storage containers will be allowed. Snacks cannot be refrigerated and will be kept with the child's belongings until snack time. Per the guidelines, no lefts overs can be saved. Everything must be tossed after snack is over. There will no longer be a vending machine available at this time. We also ask that you send your child to RAH every day with a water bottle with your child's name labeled on it, as we will no longer have water fountains available. Children will not be allowed to share food or drinks. Social distancing will be used during your child's snack time.

## **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 call during program hours and we can see if we placed your items in the lost and found.

## **Health**

- RAH has the right to refuse any child who is ill or has a fever.
- If a child becomes ill during the program, a parent will immediately be notified and asked to pick-up the child as soon as possible. If parent is unavailable, an emergency contact will be called.
- We ask that parents keep their child home if he/she appears ill or has been ill during the night.
- If the child is sent home from school for any reason, he/she may not attend the RAH Program.
- A parent, guardian or emergency contact must pick up the child within 30 minutes of receiving the phone call. This policy is for the safety of all the children and staff.

### **A child will be sent home if:**

- Has temperature of 100 degrees or more within 72 hours
- Vomiting, has diarrhea or rash (if cause is unknown)
- Has severe cold with fever, coughing, unclear mucus
- Has nits or lice in hair

Parents are asked to please notify us within 24 hours if their child has COVID-19 diagnosis/symptoms or a communicable disease, such as chicken pox, strep throat or lice, so that we can inform other parents and staff (the name of the child will not be disclosed). The child is welcome back to the program with a note from the doctor.

## **Conduct of Rules**

### **It is the parent's responsibility to:**

- Review the rules with your child.
- Parents and/or emergency contacts/authorized pick-ups are required to follow the Park District policies while you are at our program.
- 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.
- 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)
- Keep 6 feet of distance
- Wear a mask at all times
- Respect each other—No name calling
- Not use foul language
- 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 toys will be allowed in RAH. Cell phones may be brought, but not used during the Program.**

## **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.

## **Departure Procedures**

### **When picking up your child you will:**

- Pull up to Freedom Activity Center's front entrance.
- Stay in vehicle at all times.
- Wear a mask during dismissal
- Have your photo ID ready
- A staff member will approach your vehicle to release your child after proper identification was proven.
- Sign your child out on the clipboard.
- And turn in a payment form to staff once a week.

**Children will be released only to their parent/guardian or other authorized contact on your emergency form. You can update your emergency form during pickup if needed in person only!**

Most days, weather permitting, the children will be outside and will get picked up in the Lily Pad parking lot. Please stay in your vehicle and we will have you sign your child out.

All children must be picked up by 6PM from the Freedom Activity Center. A late fee of \$1 per minute/per child will be assessed to anyone picking up a child after 6PM.





# Chicago Ridge Park District

## Handbook Agreement

Please sign and return at registration as acknowledgment that you have read and understand the RAH parent handbook. Handbook is posted on our website at [Chicagoridgeparks.com](http://Chicagoridgeparks.com).

Child/Children's Name \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_