

ASAP Contact Info

For information on the ASAP program:



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[http://: familynetworkcenter.org](http://familynetworkcenter.org)

District 112 Administration Office
847-681-6700

Oak Terrace School
847-433-0930

Family Network
847-433-0377 ext. 303

*“Tell me and I’ll forget;
show me and I may remember;
involve me and I’ll understand.”
—Chinese Proverb*

update 6/08



ASAP
After School
Activity Program

Before School Parent Handbook

Program Site:

OAK TERRACE SCHOOL
240 PRAIRIE AVENUE
HIGHLAND PARK, IL 60035
847. 433—0930

· A community collaboration to help meet the after school needs of students attending Oak Terrace, Wayne Thomas, Indian Trail, Lincoln and Ravinia schools, including afternoon kindergarten through fifth grade.

2009-2010

ASAP is a Family Network program in collaboration with North Shore School District 112.

NOTES

ASAP BEFORE SCHOOL CALENDAR:
School days beginning 8/26/08 through 6/9/09:

Full Day Care Days: 8 a.m. to 6 p.m.
(Pre registration and \$50 fee per day is required.)

Tuesday, September 28: No School

Monday, October 12: No School, Columbus Day

Tuesday, November 3: Teacher Institute Day

Wednesday, November 11: Veteran's Day

Monday, November 23: Conferences

Tuesday, November 24: Conferences

Monday, January 18: Martin Luther King's Birthday

Tuesday, February 2: Teacher Institute Day

Monday, February 15: President's Day

Thursday, March 18: Conferences

Friday, March 19: Conferences

Tuesday, June 8: School ends at 11:40 am— **Charge \$40**

June 9: Last day of school— 10:am dismissal— **Charge \$50**

**ASAP/Family Network reserves the right to cancel a full day program due to insufficient enrollment one week in advance.*

****Family Network will not release personal information without consent from the parent/guardian.**

*****Please note that Family Network, A Family Focus Center, has obtained Liability Insurance to cover activities to be held at Oak Terrace and Indian Trail Schools, Highland Park, IL 60035 throughout the school year. The liability insurance covers general, automobile, and excess/umbrella.**

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As parents, your input is valuable to us. We encourage you to visit the program. As questions or concerns arise, please talk to our staff. Together we can provide a quality after school experience for you and your child.

**Hours of Operation: Monday—Friday
7:00 am —8:00 am**

Students will be supervised by Oak Terrace staff from 8:00 to 8:15. At 8:15, Wayne Thomas students will be bussed to school.

Full days: 8 am—6 pm

Program Objectives

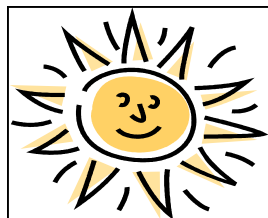
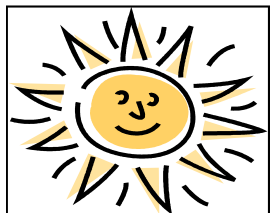
- *Offer a school-based home-like after school environment.
- *Provide a setting that promotes social, emotional, physical, intellectual and moral development.
- *Encourage sensitivity to others and a sense of group belonging.
- *Foster autonomy, initiative, independence, cooperation, freedom of choice and responsibility.
- *Present a fulfilling, enriching and consistent experience.

Emergency Closings:

In the event that the public schools have an emergency closing (due to weather, mechanical difficulties, etc.), **ASAP WILL NOT BE OPEN AND REFUNDS WILL NOT BE ISSUED.** In the event of an emergency while children are in after school care, ASAP staff will follow the District 112 Emergency Procedure Plan.

First Aid

Staff will administer first aid to the extent of applying a bandage, ice pack, soap and water, for small accidents such as minor cuts, scrapes, bloody noses, etc. Your consent for the staff to administer first aid to your child is part of your registration agreement.



**For more information
Please visit our new website!**

www.familynetworkcenter.org

**Go to Programs...
Click on
After School Activity Program**



Rules of Conduct

In order to provide a safe, constructive and fun atmosphere for everyone in our program, the following rules have been established:

1. Be respectful to staff and other participants.
2. Work together to keep our room orderly and clean up after yourself.
3. Rough play is not allowed.
4. No one may leave the room or any area of play without permission from staff.
5. Running is not allowed indoors, in the halls or the classroom.
6. Keep hands to yourself.
7. No inappropriate language.

Confidential Parent Observation Survey

We ask that parents complete an observation form about their children to help us provide the best possible services. These forms remain confidential and a release form must be signed if information is to be shared with professionals outside of ASAP.

Program/Facility Participant Conduct

ASAP/Family Network reserves the right to suspend, expel or deny participation to any person whose behavior interferes with or disrupts the quality of the program.

A child's parent or guardian will be notified of the first incident of misbehavior; the second incident will require the presence of a parent at a meeting with the program director and the child; a third incident may result in expulsion or suspension from the program.

If a child engages in behavior which may result in bodily harm to others, an immediate meeting with a parent will be called. If such behavior warrants it, immediate suspension or expulsion may result.



Medical Emergencies

In the event of a medical emergency or of an accident, we shall attempt to contact the child's parents. If the parent cannot be reached and emergency treatment is required, the child will be taken to Highland Park Hospital via paramedics. Parents will be responsible for the emergency medical charges upon receipt of the statement. Your authorization for the program staff to secure emergency care for your child, and your commitment for payment thereof is part of your registration agreement. ASAP employees are NOT permitted to transport injured parties in school, agency, or private vehicles.

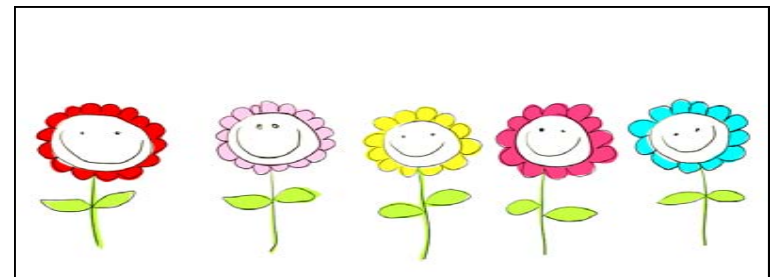
****Records Update: Please notify our staff of any changes in the emergency information you provide at the time of registration.***

FORMS

ALL FORMS MUST BE COMPLETED AND RETURNED BEFORE YOUR CHILD BEGINS AT ASAP. INCLUDING: ASAP discipline procedures, consent form and emergency contact information, tuition policy form, parent observation survey and family demographic form.

Medication

If your child needs to receive medication, ***a medication consent form must be completed. Forms are available from ASAP staff. This form must be signed by you and your child's physician. You must fill out the form for non-prescription medicine including sun screen and insect repellent.*** The dosage, the time of day to administer, number of days taken and need for medication must be included. Medication must be in the original container.



Monthly Tuition

The monthly tuition fee is based on the number of registered days per week times the \$10 per day fee. Tuition is **payable on the 15th of the previous month (first payment due August 15th last payment is May's tuition (due April 15th)). May invoices are for May full days only. Fee adjustments will not be made for days missed. Scholarships are available for families needing assistance.**

Delinquent Fees

Monthly tuition is due by 15th of the month prior to the month of attendance. For example, September tuition is due by August 15th. Repeated late payments will result in a **\$10 late fee which** will be added to your bill. Parents are responsible to pay tuition for the entire period during which their child is enrolled. Please contact ASAP director if you are experiencing difficulties paying the tuition on time. **If tuition is not received by the 1st of the month following your bill, your child cannot attend ASAP until the bill is paid.**

Withdrawal

To withdraw your child from the program, ASAP staff must receive notification either in writing or by phone to the ASAP Director. For more details, please check with the Family Network ASAP Director at 847/433-0377.

Days of Service and Switching Days

At the time you register, you will choose the number and the specific days of the week your child will attend the program. If you wish to change your child's schedule, you may do so, in writing or by calling the ASAP Director. Schedule changes will be determined based on space availability.

Full Days

Full days begin at 8am and end at 6pm. **There will be no supervision from 7am to 8am on full days.** The \$50 charge for attendance on full days will be charged on the next month's invoice. Parents are required to register for full days in advance. Lunch and snacks will be provided. Notification of cancellation must be given at least 24 hours in advance to avoid a penalty charge.

There will be a charge for the newly added full days: June 8th and 9th. There is no charge for other days in June.

Personal Belongings

ASAP is not responsible for lost or stolen personal items. **Personal items from home are not allowed at ASAP. This includes toys and electronic games.**

ASAP Discipline Procedures

A primary goal of our program is to help the children develop appropriate social skills. Through modeling appropriate practices, re-directing behaviors and guiding resolutions to conflicts, we help the children develop the skills needed to cooperate, to share space and to work out their differences. The following methods are used to help achieve this goal:

1. Maintaining a consistent routine and consistent ground rules for the program.
2. Providing a wide variety of activities and materials with ample opportunities for interaction.
3. Speaking to a child at their eye-level using a soft voice.
4. Use positive language and praise appropriate behaviors.
5. Re-directing the child to another activity in another area of the room.
6. Asking a child to sit - time out - and calm down before discussing the inappropriate behavior.
7. Informal parent/staff conferences will be held for repeated uses of inappropriate behaviors.
8. A child may be dismissed from ASAP when the health, safety and welfare of the child or any other member of our group is at risk.

A child shall not be subject to any corporal punishment or verbal abuse by any staff member employed by ASAP.



Snacks, Birthdays and Special Occasions

We do not serve any products containing peanuts.

On full days, lunch will be brought in from an outside location. Please make staff aware of dietary restrictions.

Outdoor Play and Dress

Weather permitting, there may be days when we take the children outdoors. We will play outside during all kinds of weather. Please send your child with the appropriate outdoor attire. On cold days, we may be outside so it is imperative that your child wear a warm winter jacket, hat, gloves, scarf, snow pants and boots.

Homework

Before school can be an excellent time for completing unfinished homework, though one-on-one assistance cannot be guaranteed. Please explain to your child that this is a great opportunity to get his or her homework done with the help of willing and knowledgeable staff. Children who have completed homework or have no homework will be expected to spend homework time reading or working quietly and independently.

Parent/Staff Communication

ASAP encourages ongoing communication with parents. Please keep us informed of any unusual circumstances (examples: child up late, on medication, parent out of town). This information will aid the staff when working with your children each day at ASAP. E-mail, if available, is a great way to keep in touch. The director will pass on any messages sent by e-mail. You are welcome to schedule a conference with the program site coordinator or ASAP Director.

Absences/Illness

Please notify the ASAP teacher in advance of planned absences. **If your child is in school OR absent from school and will not attend ASAP, notification is MANDATORY! This is for the safety of your child. Please add the ASAP cell phone number to your own cell phone.**

Bus Transportation

Bus transportation is provided to Wayne Thomas at 8:15am.

Drop-Off and Pick-Up Procedures

ASAP Before School will take place in the Oak Terrace multi-purpose room. Please bring your child to the door marked Exit 7 which leads directly into the room. Exit 7 is located at the end of the school bus driveway entered from S. Central Ave. Each child must be signed in by a parent or authorized adult. ***Parents or an authorized adult must come in, sign the child in and then leave for the day. In the rare case where a child needs to be released to an adult, children will be released only to those individuals who are listed on the consent form.*** No other person will be permitted to pick-up a child unless the parent has notified us in writing or signed a release form prior to the time of release; in these cases, photo ID's will be required.

Before School ASAP 2009-2010 Calendar
School days beginning 8/26/09 through 6/9/10.

Time: 7:00am—8:00am

Full Days Off of School Available to ASAP Students

ASAP Holidays:

(NO Program on these days)

August 26: partial first day of school

Labor Day: September 7

Thanksgiving Break: November 25-27

Winter Break: Monday, December 22—

Friday, January 2

Spring Break: Friday, Marcy 26—Monday,

April 5

Memorial Day: May 31

ASAP will be offered on June 8 & 9

Full Days off of School Available:

(Available at an extra fee. Must sign-up one week in advance)*

Monday, September 28, No School

Monday, October 12, No School, Columbus Day

Tuesday, November 3, Teacher Institute Day

Wednesday, November 11, Veteran's Day

Monday, November 23, Conferences

Tuesday, November 24, Conferences

Monday, January 18, MLK's Birthday

Tuesday, February 2, Teacher Institute Day

Monday, February 15: President's Day

Thursday, March 18, Conferences

Friday, March 19, Conferences

Tuesday, June 8, end of school (11:40 am)

Wednesday, June 9, end of school (10:00 am)

**ASAP/Family Network reserves the right to cancel a full day program due to insufficient enrollment one week in advance.*