

# ASAP Contact Info

For information on Before School or ASAP program:



Phone: 847-433-0377 ext. 303  
Fax: 847-433-0461  
E-mail:  
bobbie.hinden@family-focus.org  
Web Address:  
[http://: familynetworkcenter.org](http://familynetworkcenter.org)

District 112 Administration Office  
847-681-6700

Oak Terrace School  
847-433-0930  
Oak Terrace ASAP Cell Phone: 847-636-3632

Indian Trail School  
847-432-9257 ext. 122  
Indian Trail ASAP Cell Phone: 847-613-0682

*"Tell me and I'll forget;  
show me and I may remember;  
involve me and I'll understand."  
—Chinese Proverb*



**ASAP**  
After School  
Activity Program  
And Before School Program

## Parent Handbook

Two Program Sites:

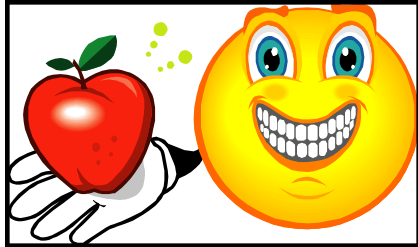
**OAK TERRACE SCHOOL**  
240 PRAIRIE AVENUE  
HIGHLAND PARK, IL 60035  
847. 433—0930

**INDIAN TRAIL SCHOOL**  
2075 ST. JOHNS AVENUE, ROOM 122  
HIGHLAND PARK, IL 60035  
847. 432—9257

*· 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.*

# 2010-2011

**WELCOME TO ASAP  
and  
The BEFORE SCHOOL PROGRAM  
(at Oak Terrace)  
2010-2011**



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

**First day of ASAP: 8/25/10  
Last day of ASAP: 6/8/11**

**First day of Before School Program: 8/25/10  
Last day of Before School Program: 6/6/11**

**For full calendar, see page 8 and page 9**

**For ASAP information contact:**

**Bobbie Hinden, ASAP Director  
Family Network  
330 Laurel Ave.  
Highland Park, IL 60035  
Phone: 847-433-0377  
Fax: 847-433-0461  
[bobbie.hinden@family-focus.org](mailto:bobbie.hinden@family-focus.org)  
[www.familynetworkcenter.org](http://www.familynetworkcenter.org)**

**NOTES**

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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**  
**3:17 pm —6:00 pm**  
**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:

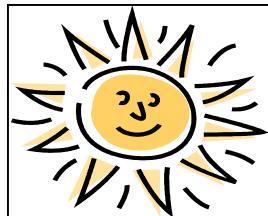
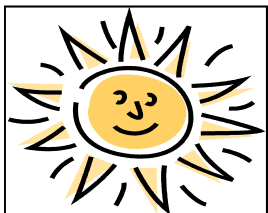
In the event that the public schools have an emergency closing (due to weather, mechanical difficulties, etc.), **ASAP and the BEFORE SCHOOL PROGRAM WILL NOT BE OPEN AND REFUNDS WILL NOT BE ISSUED.** In the event of an emergency while children are in after school care, ASAP staff will follow the District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

## Early School Dismissal

On days when school is dismissed early, ASAP will begin at dismissal and conclude at the regular ending time, 6:00 pm. This option is available for students that are registered for the day on which the early dismissal is taking place and there is **no extra charge for this service.**

## 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.



## SAMPLE ROUTINE FOR ASAP:

- **Meeting time** - Students arrive, put away their belongings and sign in. Sometimes a group meeting will start the day. At that time, the children may address any concerns, questions, kudos, complaints they have before we begin our afternoon activities.
- **Snack** - Emphasis is on healthy choices. Snack at Oak Terrace is provided by the Northern Illinois Food Bank through the state's Youth Nutrition Program. Indian Trail snacks are purchased by the ASAP program.
- **Outdoor play** - Outdoor activity is a cornerstone of the program. Both exercise and socialization are valuable by-products of outdoor play. If inclement weather occurs, gym time replaces outdoor time.
- **Homework/quiet free time** - Homework time is an important part of each day.
- **Free choice** - The children spend part of each afternoon choosing their own activities. Down time will be welcomed. The site coordinator and teachers not only "work" with the children, but play with them as well: games, cards, simple cooking activities, painting, clay, drawing, etc.



## 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 be 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 remains 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.

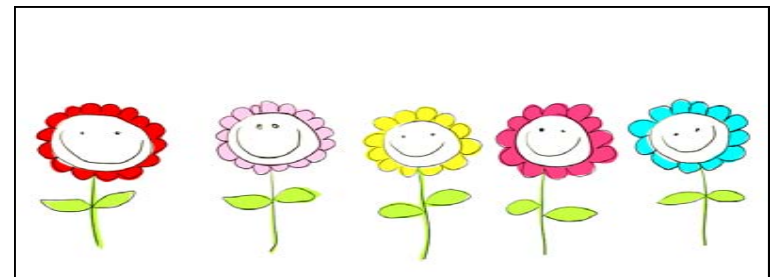
***\*Records Update: Please notify our staff of any changes in the emergency information you provide at the time of registration.***

## 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—for ASAP and Before School

The ASAP monthly tuition fee is based upon a total yearly cost and divided into nine equal monthly payments of:  
 \$320/5 days per week \$270/4 days per week \$210/3 days per week. Before school tuition is \$10 per day. Both are **payable on the 15<sup>th</sup> of the previous month (first payment due August 15<sup>th</sup> last payment is May's tuition (due April 15<sup>th</sup>)). May invoices are for May full days only. Fee adjustments will not be made for early pick up. Scholarships are available for families needing assistance.**

## Delinquent Fees

**Monthly tuition is due by 15<sup>th</sup> of the month prior to the month of attendance.** For example, September tuition is due by August 15<sup>th</sup>. Repeated late payments will result in a **\$20 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

**Please notify the ASAP director, by phone or e-mail, as soon as a decision has been made to withdraw from the program.** If notification is received prior to the beginning of the month, and the month has already been paid for, a full refund will be issued. If withdrawal occurs before the 15th of the month, partial refunds will be issued for days of the month not attended. There will be no refunds for partial months, if a child is withdrawn after the 15th. **A parent must contact the ASAP director to make an official withdrawal.**

## 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.

## Late Pick-Up for ASAP

**Children must be picked up by 6:00.** If not picked up by 6:15, parents will be called first, followed by emergency numbers on file. Frequent late pick-up may result in suspension or being dropped from the program. ***After three incidences of late pick-up, a late fee of \$10 will be imposed. Excessive lateness may require a conference with the director, possibly leading to suspension or being dropped from the program.***

## 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. Maintain a consistent routine and ground rules for the program.
2. Provide a wide variety of activities and materials with ample opportunities for interaction.
3. Speak to a child at his/her eye-level using a soft voice.
4. Use positive language and praise appropriate behaviors.
5. Re-direct a child in conflict to another activity or area of the room.
6. Ask a child to sit - time out - and think about the inappropriate behavior in which he/she engaged.
7. Informal parent/staff conferences will be held for repeated use of inappropriate behaviors.

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

Healthy snacks will be provided by ASAP.

Birthdays and holidays are special times at ASAP. In celebration of these events, parents are welcome to bring a special treat to share with our group. Please consider sharing your family traditions and favorite holiday treats.

Lunch will be brought in from an outside location to the ASAP site for full days. Please make staff aware of dietary restrictions.

## Outdoor Play and Dress

ASAP believes daily outdoor play, weather permitting, is fun and helps grow healthy bodies. We will play outside during all kinds of weather. Please send your child with the appropriate outdoor attire. On cold days, we will be outside so it is imperative that your child wear a warm winter jacket, hat, gloves, scarf, snow pants and boots. Please provide a full change of clothing, especially socks, labeled with child's name to be kept in the student's ASAP locker for emergencies.

## Homework

**Homework time will be part of our daily programming, though completion of homework is not our only goal.** A daily 45 minute period will be allotted for homework. 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. Please inform staff if you and your child have agreed homework will be done at home, not at ASAP.

## Parent/Staff Communication

ASAP encourages ongoing communication with parents. Parents are welcome to come and relax for a few minutes in the "living room" prior to 6:00. 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.

## Full Day Fees

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.

## Absences/Illness

A child must attend school in order to attend ASAP. **If your child is scheduled, but 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.**

**Indian Trail ASAP cell—847-613-0682**

**Oak Terrace ASAP cell—847-636-3632**

When a child is expected after school and does not arrive, the following steps will be taken:

1. ASAP staff checks with school/office staff
2. Parents are contacted at home/work/cell phone
3. Emergency contacts are called
4. ASAP supervisory staff is notified
5. Police Department is notified

When ASAP staff determines a child to be ill while in after school care, parents will be contacted for pick-up.

## Bus Transportation— ASAP and Before School

**Bus transportation is provided to Wayne Thomas** for before school students and after school from off-site schools to the ASAP school site (Oak Terrace or Indian Trail) for children enrolled in ASAP. Transportation is provided by District 112. **It is the responsibility of the parents to make District 112 aware that your child will need bussing to ASAP (either to Oak Terrace or Indian Trail).**

## Drop-Off and Pick-Up Procedures—ASAP/Before

For the Before School program, parents must bring children into Oak Terrace and sign them in. At ASAP, staff will help your child sign in for the day. Each child must be signed out by a parent or authorized adult when leaving ASAP. ***Parents or an authorized adult must come in, sign the child out and then leave for the day.*** 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.

**ASAP 2010-2011 Calendar**  
**School days beginning 8/25/10 through 6/8/11.**

**Time: 3:17 p.m.—6:00 p.m.**

**Early Dismissal & Full Days Off of School Available to ASAP Students**  
**THERE IS NO BEFORE SCHOOL PROGRAM ON SCHOOL HOLIDAYS!**

**Early Dismissal Days Available:**

*(Included in monthly tuition)*

Friday, Sept. 24, 1:00 PM dismissal  
 Thursday, October 14, 1:00 PM dismissal  
 Wednesday, December 8, 1:00 dismissal  
 Tuesday, January 11, 1:00 PM dismissal  
 Wednesday, February 9, 1:00 PM dismissal  
 Tuesday, April 26, 1:00 dismissal  
 Tuesday May 19, 1:00 PM dismissal

***ASAP will be offered on June 7 & 8***

**ASAP Holidays:**

*(NO Program on these days)*

August 24: partial first day of school

Labor Day: September 6

Thanksgiving Break: November 24-26

Winter Break: Monday, December 20—

Friday, December 31

Spring Break: Monday, March 28—Monday,  
 April 4

Memorial Day: May 30

**Full Days off of School Available:**

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

Thursday, September 9, No School  
 Tuesday, November 2, Teacher Institute Day  
 Thursday, November 11, Veteran's Day  
 Monday, November 22, Conferences  
 Tuesday, November 23, Conferences  
 Monday, January 17, MLK's Birthday  
 Monday, February 21, President's Day  
 Thursday, March 17, Conferences  
 Friday, March 18, Conferences  
 Tuesday, April 5, Teacher Institute (tentative full day)  
 Friday, April 22, No School  
 Tuesday, June 7, end of school (11:40 am)  
 Wednesday, June 8, end of school (10:00 am)  
**Before school students are welcome to attend full day programs at an additional charge.**  
*\*ASAP/Family Network reserves the right to cancel a full day program due to insufficient enrollment one week in advance.*