



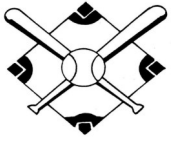
**2023-2024
PARENT
HANDBOOK**

Recreation Supervisor—Youth
Katie Inman
kinman@belviderepark.org
815-547-5711 ext. 106



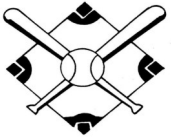
CONTACT INFORMATION

3rd Base After School program takes place at all District #100 Elementary Schools, with the exception of Perry Elementary, where students are bussed to Lincoln Elementary. Below is the location and site cell phone of each 3rd Base location. Please use these numbers when you need to reach staff during 3rd Base operating hours.



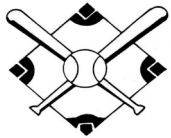
Caledonia Elementary—(Door 3)

Address: 2311 Randolph Street, Caledonia, IL
Site Phone: 815-978-4219
3rd Base Entrance: Door # 3 to the gymnasium (there is a buzzer)



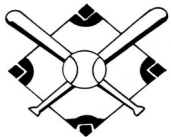
Lincoln Elementary—(Door 5)

Address: 1011 Bonus Avenue, Belvidere, IL
Site Phone: 815-978-4074
3rd Base Entrance: Door 5 (there is a buzzer)



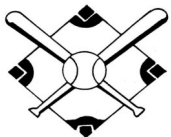
Meehan Elementary—(Door 7)

Address: 1401 E. 6th Street, Belvidere, IL
Site Phone: 815-978-4249
3rd Base Entrance: Gym Entrance Door #7 by basketball courts (there is a buzzer)



Seth Whitman Elementary—(Door 2)

Address: 8989 Beloit Road, Belvidere, IL
Site Phone: 815-978-6834
3rd Base Entrance: Door #2 near the cafeteria, opposite the main office (there is a buzzer)



Washington Academy —(Transported to Meehan)

Address: 1031 5th Avenue, Belvidere, IL
Phone Number: 815-544-3124

Perry Elementary—(Transported to Lincoln)

Address: 633 W. Perry St. Belvidere, IL
Phone Number: 815-544-9274

Staff

STAFF

Recreation Supervisor

Katie Inman
Kinman@belviderepark.org
815-547-5711 ext. 106

Did a 3rd Base Staff member go above and beyond to help a child succeed in a special way today? Do you feel that a staff needs to be recognized for something they have done?

STAFF TRAINING

Training is our most useful tool for ensuring a professional, prepared, and caring staff. Training topics include: safety, dealing with behaviors in a positive manner, program / activity planning, emergency procedures, positive communication, disability awareness and more. First Aid/CPR/AED and Handle With Care are also required.

Letter to the Families

Parents,

We are excited for the 2023/2024 school year and are thrilled you have chosen the Belvidere Park District 3rd Base program for your childcare needs! This program operates in cooperation with School District #100. This Parent Handbook is to be used as a resource. The handbook contains important information about the 3rd Base program and the day to day operations. I recommend that you read over this handbook before your child attends.

Safety, fun, and new experiences are at the forefront of what we value. While each site is run independently with a varied schedule, each site will offer a variety of activities daily. These include games, homework time, outside play time, crafts, snacks, special events and parties, and free time to interact with and hang out with their peers in a safe and structured environment.

We care about each and every child that attends our program and will always strive to do what we feel is in the best interest for the children. Communication is key in accomplishing our goals. I would encourage you to reach out to your site's coordinator, or myself with any concerns or updates that you have in regards to your child(ren).

Here's to an outstanding year, Katie Inman - Recreation Supervisor—YOUTH

General Information

3RD BASE FEE INFORMATION:

During the 2023– 2024 School Year, 3rd Base registration has a weekly registration with the option of one to five days of attendance. ***The registration deadline is the Wednesday at 11:59pm before the week attending.*** There will be no option for drop-ins. Below is the fee structure.

Daily Fee:	1 st Child	2 nd Child	3 rd + child (ren)
	\$17.00/day	\$16.00/day	\$14.00/day

Early dismissals are included in the daily fees.
No school days are listed below.

3rd Base operates on full school days. There is no 3rd Base when school is closed or closes early due to weather.

2023– 20234 District #100 No School Days:

Weeks:

12/22 – 1/5
3/25– 3/29

Days:

9/4, 10/6, 10/9, 11/10, 11/22- 11/24,
1/15, 2/16, 2/19, 5/27

- The following dates are Emergency Days, if needed/used, 5/30/24— 6/6/24

PAYMENT PROCEDURE:

Payment Options:

- EFT Billing- automatic weekly withdrawal from a debit/credit card on file:
An Electronic Funds Recurring Authorization Form must be completed and payments will be withdrawn on **THURSDAY** prior to the week attending.
- Payments made at time of registration:
All registration payments are due in full at the time of registration by cash or check in person or debit/credit car in person or online.

HOW TO REGISTER:

- Online at belviderepark.org
- In person at River's Edge Recreation Center — 1151 W. Locust St. Belvidere, IL 61008

HOW TO CHANGE OR CANCEL REGISTERED DAYS:

- You must **email** the Belvidere Park District at reception@belviderepark.org.
- The email must be sent **before** the registration deadline (the **Wednesday at 11:59pm** before the week attending) .



General Information

Site Cell Phone #'s:

Caledonia: 815-978-4219

Seth Whitman: 815-978-6834

Lincoln: 815-978-4074

Meehan: 815-978-4249

3RD BASE INFORMATION:

We will be using ePACT, In an effort to be more environmentally friendly and better protect your child's information, 3rd Base will be using an online system to collect general, medical, and emergency information. You will receive an email before the start of 3rd Base with instructions on how to complete all forms required for attendance. You are able to log in and update records at anytime.

OPENING/CHECK IN PROCEDURES:

-Students will be sent to the designated 3rd Base area in their school. Each child will be checked in by a 3rd Base staff.

-If a child is on our roster, but does not show up at 3rd Base, bus lines and a phone call to the parent will be first, followed with a visit to the school office. If the child is still missing after a thorough school/bus search, 911 will be called.

-If a child attends that is not on our registered roster, the child will then be taken to the school's office for pick-up.

CLOSING/CHECK-OUT PROCEDURES:

For your child's safety, you must always sign your child out at the end of the day when he or she is picked up.

Please bring a State ID for pick-up. Staff are trained to ask for these. Inform all authorized pick up people that they will be asked to show ID until staff become familiar with them. Staff will not release your child to anyone who is not listed on the Emergency and/or authorized pick-up contact form found in ePACT.

LATE PICK UP POLICY:

If you are late picking your child up, you will be issued a written warning for your first offense. The second offense will result in a late fee of \$10.00 for every fifteen (15) minutes you are late. For example: 3rd Base ends at 6:00 pm; 6:01 – 6:15 is a \$10.00 charge, 6:16 – 6:30 is a \$20.00 charge, etc. Children that are constantly being picked up late will be removed from the program.

COMMUNITATION: is very important to the success of 3rd Base. All of us; parents, site coordinators, leaders, etc. are working together to ensure each child has a positive experience while they are in our after school program. This can only be achieved through effective communication.

3rd Base utilizes the following methods of communication:

Clipboard - You must sign your child in and out on the clipboard daily.

Flyers & Letters - These letters and flyers will be given out at pickup. This will contain reminders about upcoming events or important information happening at 3rd Base and at the Belvidere Park District.

Phone - You may call at any time to check on your child's progress or to leave a message. If there is no answer, please leave a message.

ABSENT POLICY

If your child will not be attending 3rd Base, please call the site phone to leave a message or speak to a coordinator or one of the counselors.

A Typical Day at 3rd Base

TYPICAL 3rd Base SCHEDULE

2:05-2:15pm	Check in and Chromebook work time
2:15-3:15pm	ACTIVE TIME in GYM or OUTSIDE
3:15-3:30pm	Snack
3:30-4:00pm	Homework (with Chromebooks) or Quiet Time
4:00-4:30pm	Activity #1
4:30-5:00pm	Activity #2
5:00-6:00pm	Free Play



*** Activities include, but are not limited to: group games, crafts, board games, homework, manipulatives, activity bins, & holiday parties, etc.

CLOTHING

Our program encourages outdoor play. Please keep the weather in mind when sending your child to school for the day. During the winter warm coats, boots, gloves and hats are needed. We also take part in a variety of crafts and experiments. Staff will do their best to keep clothing clean, but sometimes fun can get messy. Generally, washable paints & easily cleaned items are used at 3rd Base. **Please label everything that is brought to school and 3rd Base with your child's name.** A lost and found box will be kept from month to month. At the end of each month, all items will be donated.

SNACKS

One (1) peanut-free snack will be distributed daily around 3pm to the 3rd Base sites that receive Food Bank, children may bring a snack if their site does not receive Food Bank. We aim to follow the nutritional guidelines set fourth by the Alliance for a Healthier Generation. If your child is in need of a special snack or does not like what we serve, please provide them with a snack dedicated for 3rd Base each day.

HOLIDAY PARTIES

3rd Base celebrates several holidays throughout the school year, often with a party. On these days we treat the children with a special snack, crafts, and/or take home prizes and treats. Each site is responsible for planning their own party.

NO TOYS FROM HOME

We ask that you leave all toys, including electronics, cell phones at home. The Belvidere Park District can not be held responsible for lost/stolen items.

PROGRAM BEHAVIOR GUIDELINES AND EXPECTATIONS

Belvidere Park District promotes and encourages the concept of fun for everyone. However, certain rules have been established to ensure the safety and enjoyment of all people involved. The following guidelines have been established to make sure -Belvidere's programs are safe and enjoyable for everyone.

Belvidere's participants are expected to demonstrate appropriate behavior during programs. The following is a behavior code of conduct for the Belvidere Park District and is to be used as a guideline for discipline for any program participant.

Chromebooks

Chrome books may be used to work on homework during a specific time set by site Coordinators. If Chromebooks are not being used in the correct manner, your child may lose their privilege to use their Chromebook while at 3rd Base. The Belvidere Park District is NOT held responsible for any damaged Chromebooks. Staff will be monitoring participants Chromebook activity. *Participants will show respect to fellow participants, staff, and volunteers.

Behavior

- Participants will follow direction from staff and volunteers.
- Participants will show respect to equipment, supplies, and facilities.
- Participants will not use foul and inappropriate language at any time.
- Participants will not show aggressive behavior (hitting, punching, slapping, kicking, biting, etc.) regardless if the behavior is initiated or in retaliation.
- Participants will not show continuous disruptive behavior.
- Participants will stay with the group at all times. No running away from staff at anytime or at any place.

DISCIPLINARY TOOLS

Time Out: Staff will remove the participant from the group and have them sit in time out. After the time out, the staff will debrief the participant on why they were asked to sit out and how to improve their behavior before returning to the group.

Missed Activity: If the participant continues inappropriate behavior, then they will have to sit out during the scheduled activity. (ie. limited free-time, help with site clean-up, etc.)

Call Home: If staff are unable to help your child find a solution to inappropriate behavior, then a phone call home may be a solution. Staff may contact you regarding a different technique to help your child succeed. In worse scenarios, participants can be sent home for the remainder of the day, receive a suspension from 3rd Base, or be dismissed from the program after 3 strikes. * We do NOT issue refunds for suspensions or dismissal from the program.

Illness & Medications

ILLNESS

For the protection of all students, your child needs to be kept home if he/she shows any of the following symptoms:

- A temperature
- Diarrhea or vomiting
- A rash
- Nasal discharge or discharging of ears or eyes
- Lice



Parents should exercise every precaution and keep their child home for twenty-four (24) hours once these symptoms have occurred. In the case of head lice, a child should stay home for 24 hours after his/her first treatment. Children must be well enough to participate in all regular planned 3rd Base activities upon returning from an illness.

If your child becomes ill while at 3rd Base, he/she will be placed in a separate area, in care of staff, and the parent will be contacted with the request to take the child home.

If the child has a contagious disease, he/she must be kept at home and the fact of his/her condition should be reported to the Recreation Supervisor (i.e. strep throat, measles, mumps, chicken pox, pink eye, scarlet fever, Hand Foot and Mouth, head lice, etc are conditions categorized as “highly contagious”).

MEDICATIONS

Necessary medications may be administered to a child upon electronic permission from parent/guardian. To ensure proper dispensing of medications, we have specific rules that everyone must follow:

- All medications must be in their original container, with the child’s full name.
- A medication release information must be filled out and digitally initialed in order to dispense medication to your child.
- Belvidere Park District full time staff, Site Coordinator other lead staff are allowed to administer medication.

Non-prescription medication may be administered upon electronic parental/guardian permission. Such medication shall be administered according to medication package instructions and shall be labeled with the child’s name and date. Any differences in medication procedures from parent instructions and packaged instructions will not be given without a doctor’s note.

MEDICAL EMERGENCIES

All Belvidere Park District staff are First Aid/CPR/AED certified. 3rd Base sites carry a fully equipped first aid kit with them at all times. In the case of minor injuries; the injury will be assessed and first aid will be administered.

In the event that a child is seriously injured at 3rd Base, parents are notified immediately and staff is required to call the Emergency Medical Services who will transport the child to nearest hospital. Staff is not allowed to transport children, but will accompany the child to the nearest hospital.

If your child has no known history of seizures and/or has a seizure lasting longer than 5mins. Emergency Medical Services will be called.

Your authorization for Belvidere Park District staff to take whatever emergency medical measures deemed necessary is understood to be part of the online agreement.

EMERGENCY CONTACTS & PICK-UP PROCEDURE

You are required to provide at least two emergency contacts, with at least one being able to reach the 3rd Base location **within 30 minutes**. These contacts **MUST** be listed on your child’s Emergency and/or authorized pick-up contact list found on ePACT. These Emergency Contacts will be contacted when parents/guardians are unavailable and your child is sick, injured, or still at 3rd Base after the program ends. The emergency contact person **MUST** show a state issued photo ID when picking the child up. No one other than emergency contacts listed will be able to pick your child up from 3rd Base. If there are to be any changes, please log into ePACT and make the changes and notify the staff. This is required for the safety of your child. To make changes or additions; see the Recreation Supervisor.