

Club Horizon After School Program



2025 - 2026
Parent Handbook

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Welcome

Dear Parents/Guardians:

Welcome to the 2025 – 2026 Club Horizon season! We have a fun, exciting, and action-packed school year planned that you are sure to enjoy! Each week is themed around a fun topic/event/holiday that will not only provide learning, but new recreational experiences for everyone.

In order to familiarize you and your participant with our program, we are providing you with this Parent Handbook. The handbook contains important information about Club Horizon; rules, regulations, and procedures. We strongly recommend you read over this handbook with your participant.

If you have any questions or concerns throughout the school year, please feel free to contact me, at your convenience.

Thank you,



Sean Cramer, CPRP

Special Recreation Supervisor

Phone: 815-547-5711 x 601

Cell: 815-391-4010

Email: scramer@belviderepark.org



Search: Belvidere Park District Special Recreation

Location & Phone Information

Club Horizon is located at the Belvidere Park District (BPD) Special Recreation Facility – 6581 Revlon Dr, Belvidere, IL. Alternative BPD facilities and community locations may be used to carry out program activities. Parents/guardians will be notified of alternate locations in advance.

The Special Recreation Facility and Club Horizon program are not licensed or regulated by the Department of Children and Family Services (DCFS). However, the facility is considered “license-exempt.” The Belvidere Park District follows the guidelines put in place by the Illinois Department of Human Services (IDHS) and accepts requests for childcare assistance from DCFS. Parents/guardians are responsible for program fees until the State of Illinois authorizes financial assistance and no refunds will be issued.

Belvidere Park District – Special Recreation Facility

Horizon Room Phone: 815-547-5711 x609

Address: 6581 Revlon Dr, Belvidere, IL

Parking: Please park and pick-up/drop-up in the north parking lot.

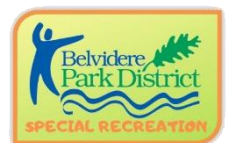
Program Hours: After school – 6:00pm

Registration Hours: Monday – Friday: 3:45pm – 6:00pm (Year Round)

Registration Phone: 815-547-5711 x603

Club Horizon Program Cell Phone:

815-298-6481



Mission, Philosophy, & ADA

WHAT IS CLUB HORIZON?

Club Horizon is an after school program for individuals 5 through 22 with disabilities. The primary goal of the program is to encourage independence through recreation-based activities, while providing quality care after school. Club Horizon meets Monday through Friday, after school until 6:00pm, throughout the Belvidere School District 100 School Year. The program is not held when D100 is not in session.

PROGRAM MISSION

It is the mission of Club Horizon to enrich and empower the lives of our participants by providing activities that focus on recreation skills, which allow them to become independent and confident members of the community. It is a priority that the after-school program provides participants with memories that are lasting and enjoyable. When planning the school year curriculum, staff do their best to consider individual differences and special abilities as well as family and cultural patterns.

FULL ACCESS FOR ALL - ADA

The Belvidere Park District Special Recreation advocates for full participation under the Americans with Disabilities Act (ADA), which prohibits discrimination in the provision of programs, services or activities to individuals with disabilities. Every attempt at reasonable accommodation will be made so individuals may participate in Club Horizon. Special Recreation staff are committed to meeting participants' unique and individual leisure needs.

Mandated Reporting

ILLINOIS MANDATED REPORTER STATEMENT

All Belvidere Park District Special Recreation staff are mandated reporters. In accordance with the Illinois Abused and Neglected Child Report Act (ANCRA) (325 ILCS 5/), all staff members, volunteers, and affiliates of Club Horizon are designated as mandated reporters under Illinois law. This means that the aforementioned individuals are legally required to report any suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services (DCFS).

Reporting Obligations, Confidentiality, & Protection of Reporter:

- A report must be made immediately when there is reasonable cause to believe that a child may be abused or neglected.
- Reports will be made to the DCFS Child Abuse and Neglect Hotline at 1-800-25-ABUSE (1-800-252-2873) or online at <https://dcfsonlinereporting.dcf.illinois.gov/>.
- All reports are confidential, and the identity of the reporter is protected under state law. Good-faith reporters are granted immunity from liability, meaning they cannot be legally penalized for making a report, even if the allegation is not substantiated.
- If agents of the Belvidere Park District fail to report suspected abuse or neglect, they may incur legal penalties including fines and potential criminal charges.

Training Requirements:

- All mandated reporters are required to complete the Illinois DCFS Mandated Reporter training (<https://mr.dcfstraining.org/>) upon hire and renew the training every year thereafter.

Eligibility Requirements

CLUB HORIZON CAMPER ELIGIBILITY REQUIREMENTS

Individuals who wish to attend and participate in Club Horizon After School Program must meet the following guidelines and expectations (with minimal assistance) to participate. These guidelines are set forth to ensure a successful experience for everyone involved in the program. Safety for participants and staff is of utmost importance for the duration of the program. All situations will be reviewed on a case-by-case basis and with the participant's best interest at the forefront of discussion.

- **Staff to Camper Ratio:** participant must be able to function on a 1:4 staff to participant ratio at all times of programming. The Club Horizon program is not staffed or equipped to accommodate any individual who requires 1:1 assistance on a consistent basis. Functioning must be dependent on all unknown factors that may arise for the duration of the program.
- **Independent Living Skills:** participant must be able to perform independent living skills with minimal assistance.*
 - What are independent living skills?
The participant's ability to function independently during most everyday situations; with minimal accommodation. This may consist of personal, physical (i.e., eating, drinking, etc.) vehicle and travel safety, interpersonal and socialization skills, time management, etc.
- **Self-Care:** participant must show the basic self-care principles independently or with minimal assistance.*
 - What is Self-Care?
Individuals take responsibility for their own health and well-being, with minimal support from staff.
 - Exceptions and accommodations related to the ability to show independent basic self-care principles in individuals who require toileting assistance:
 - If a participant is between the ages of 5 – 8 and shows emerging skills of toileting (delays due to a disability), Club Horizon staff will assist with changing a diaper or pull-up.
 - In this case, a staff member will be accompanied by an additional staff member when tending to self-care needs with a participant.
 - If a participant's toileting assistance is not emerging (at any age) and not due to disability, they will not be accepted into the program.
 - However, if a parent/guardian (or person appointed by the camper's family) would like to meet Club Horizon in their location and attend to toileting needs, the participant will be admitted to the program.
 - If a participant needs minimal assistance when toileting, a Club Horizon staff member will assist in this situation, along with an additional staff member present.
 - For example, a participant needs assistance with transitioning from a wheelchair to the toilet, unbuttoning pants, or pulling pants up/down.
 - Staff **will not** assist with wiping and the use of feminine products.
 - Self-Care Principles:
 - Participants make informed choices to manage their self-care needs.
 - Participants effectively communicate individual self-care needs.
 - Participants are able to manage their self-care needs.
 - Self-Care Examples:
 - Personal appearance, hygiene, toileting, relaxation, time management, meal management, etc.
- **Following Group Direction and Instruction:** participant must possess the ability to stay with the group and not wander/stray.
 - Participant must be able to demonstrate willingness to participate in daily program activities within reasonable accommodation.
 - Participant must be able to follow simple 1 – 2 step directions, independently.
 - Participant must be able to complete tasks that may be undesirable to participant's likes and interests but are necessary for recreational activities.
 - Participant must demonstrate the ability to wait and transition to activity with minor staff assistance.

*Minimal assistance is defined as camper being able to complete most toileting, eating, drinking, and other daily living tasks independently, requiring only **limited support** from staff. This may include: the use of verbal cues or reminders, setup assistance such as adjusting clothing or positioning mobility aids, minor physical support, and cues for hygiene tasks such as reminders to wipe or flush, cutting food, etc.

Horizon Room Rules

The following rules are posted in the Club Horizon program space, the Horizon Room, to remind participants of behavior expectations:

1. Be Responsible
 - Participate in all activities.
 - Take turns with others.
 - Complete daily responsibilities/tasks.
2. Be Respectful
 - Use good manners.
 - Listen when friends and staff are talking.
 - Follow directions.
 - Always be honest.
3. Be Safe
 - Keep hands, feet, and objects to ourselves.
 - Walk, don't run!
 - Ask before leaving the room.
 - Use equipment wisely.
4. Be Caring
 - Use kind words.
 - Help others.
 - Share with our friends.
5. Be The Best You Can Be
 - Be positive.
 - Be pleasant.



Handle with Care Policy

HANDLE WITH CARE BEHAVIOR SYSTEMS POLICY:

The Handle with Care (HWC) Behavior Management System is a program that provides training techniques in crisis intervention and behavior management and will be utilized in specific instances when other de-escalation tactics have failed. Select employees are trained in the HWC philosophy, which allows them to use physical interventions when encountered with individuals who pose an imminent risk to themselves and others while participating in District programming. Employees are provided with HWC Verbal Intervention training and a select few are trained in the Physical Intervention portion of the program.

While the District utilizes HWC program techniques (manual restraints), it is the policy of the District to promote and maintain an individual's independence and embrace their dignity. This will be accomplished using appropriate and safe interventions when encountering unsafe behavioral situations that include verbal and physical interventions in the least restrictive manner as possible.

Special Recreation Staff who are trained in HWC:

- Full time and Part-time Employees over 18 years of age.
- Part-time employees must be a minimum of a 2nd year counselor/instructor.

All applicable employees will be trained annually in accordance with HWC program techniques. If the training requirement is not complete, identified employees will not be allowed to perform physical restraints. All employees are prohibited from using corporal punishment, seclusion, and prone restraint.

Behavior Policy

BPD BEHAVIOR MANAGEMENT POLICY

All participants in BPD programming are expected to exhibit appropriate behavior at all times and guidelines for discipline. They have been developed to ensure programs are safe and enjoyable for all participants. Additional rules may be developed for specific programs as deemed necessary.

BEHAVIOR CODE OF CONDUCT

All participants shall:

- Show respect to all participants, staff, and volunteers.
- Follow program rules and take direction from staff.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, other participants, or staff.
- Refrain from eloping.
- Show respect for equipment, supplies, and facilities.
- Not possess any weapons.

DISCIPLINE PHILOSOPHY

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to an individual's situation. The BPD reserves the right to dismiss a participant whose behavior endangers their safety or that of others.

BEHAVIORAL PROCEDURES

BPD Staff will determine the severity of action and immediately take steps to correct the unwanted behavior. Action steps may include, but are not limited to:

- A verbal warning.
- Supervised time-out from the program. The type of time-out will vary according to the situation.
 - For example – observational: from sidelines of an activity; exclusion: away from the group, but within view of the activity; seclusion: time-out area with staff member present, away from view of the activity.
- Physical Restraint.
 - If a situation escalates where physical restraint is necessary, the Handle with Care Behavior Systems Policy will be followed.
- Police Contact will be initiated if:
 - a participant makes a direct threat of hurting themselves and a parent/guardian is not immediately reachable.
 - a participant becomes overly aggressive and violent.
- A suspension from the program for a designated period of time.
 - Time will depend on severity of actions, length of program or activity, any past behavior issues with the participant, and their willingness to improve unwanted/inappropriate behavior.
- Transfer to another program where inappropriate behavior may be less prone to occur.
- Limited/reduced timeframe a participant is allowed to attend the program.
- Dismissal from program or activity.
 - If inappropriate behavior persists or the behavior completely disrupts the program, removal may be necessary.
- Appeals should be directed to the Special Recreation Manager first, the Superintendent of Recreation second, and finally the Executive Director.

Program Calendar

AUGUST 2025				
MON	TUES	WED	THURS	FRI
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

SEPTEMBER 2025				
MON	TUES	WED	THURS	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

OCTOBER 2025				
MON	TUES	WED	THURS	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

NOVEMBER 2025				
MON	TUES	WED	THURS	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

DECEMBER 2025				
MON	TUES	WED	THURS	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
28	30			

	NO SCHOOL DAY – CLUB HORIZON CLOSED			
	EARLY DISMISSAL DAY – CLUB HORIZON AVAILABLE AFTER SCHOOL 1-HR EARLY			
	D100 EMERGENCY/CANCELLATION DAY			
	FIRST & LAST DAY OF SCHOOL			

JANUARY 2026				
MON	TUES	WED	THURS	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

FEBRUARY 2026				
MON	TUES	WED	THURS	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

MARCH 2026				
MON	TUES	WED	THURS	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL 2026				
MON	TUES	WED	THURS	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY 2026				
MON	TUES	WED	THURS	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE 2025				
MON	TUES	WED	THURS	FRI
1	2	3	4	5

DRILLS

- Fire
- Severe Weather
- Lock Down

Inclement Weather & Cancellations

INCLEMENT WEATHER PLAN

The BPD Special Recreation makes every attempt to run programs, as scheduled. However, weather circumstances beyond the District's control may prohibit certain activities while at Club Horizon or the program running overall. Occasionally, special activities, outdoor activities, and field trips may be cancelled or altered due to inclement weather or unusable facilities/amenities affected by weather. At these times, it may be difficult to transport participants and staff to/from different program locations.

- If there are any changes to the daily plans, because of the weather, staff will notify parents via Remind of the revised plan and any pick-up location changes.

LIGHTNING & THUNDER GUIDELINES

If lightning is seen or thunder is heard, all outdoor activities will be suspended for 30 minutes and the program will seek shelter in an indoor location (if available). If an indoor location is not available, the program will relocate to a safe area.

TEMPERATURE GUIDELINES

Extreme heat is defined as temperatures reaching 90°F or higher. In instances of extreme heat, Club activities will be restructured to protect participants from conditions by providing a temperature-controlled facility and/or vehicle. If neither is available, staff will ensure that plenty of water is consumed by participants to combat heat exhaustion.

Extreme cold is defined as ambient temperatures below 0°F and windchills between -10°F to -24°F. In instances of extreme cold, club activities will all be held indoors.

WEATHER CANCELLATION PROCEDURE

- Club Horizon will align its weather closing instances with that of District 100. If D100 cancels school, Club Horizon will be cancelled. If they cancel after school activities, you will be asked to pick up participants early from Club Horizon. This will ensure the safety of BPD staff and participants.
- Parent/guardian will be notified of early pick up through Remind and social media. **You will only be notified if the program is cancelled.**
- If the program is cancelled – refunds will be issued. However, if the program ends early due to weather-related cancellations, no refunds will be issued.

Emergency Drills

All Club Horizon staff and participants take part in emergency preparedness drills; fire, lock down, and tornado/severe storm. These drills will explain, in detail, the actions that must be taken in the event of an emergency. Emergency exit plans are posted in each room of the Special Recreation Facility and next to the phone/exit from the room.

2025 - 2026 CLUB HORIZON EMERGENCY DRILL INFORMATION	
<u>DRILL TYPE:</u>	<u>DRILL DATE:</u>
FIRE	2025: September 8 th , October 20 th , November 10 th , December 8 th , 2026: January 12 th , February 9 th , March 9 th , April 13 th , and May 11 th
SEVERE WEATHER	2025: September 15 th , October 27 th , November 24 th , December 15 th , 2026: January 26 th , February 23 rd , March 16 th , April 20 th , and May 18 th
LOCK DOWN	2025: September 2 nd , October 7 th , November 18 th , December 2 nd , 2026: January 6 th , February 3 rd , March 3 rd , April 7 th , and May 5 th

Program Information

DROP OFF/PICK UP TIMES

Monday thru Friday, after school – participants that are dropped off via school bus will be greeted by a Club Horizon staff member at the bus stop. The bus stop is at the street/end of north entrance driveway to the Special Recreation Facility on Revlon Dr. Upon arrival, participants will be checked in by a staff member. Participants who arrive at Club Horizon by drop-off from a parent/guardian **MUST** be checked into the program with a staff member.

Drop-off Time:	After school, approximately 2:15 – 3:30pm <ul style="list-style-type: none">Drop off time is determined by school district bus company and school release time.<u>Early Release Days</u>: (only for elementary students) drop off time is 1-hour earlier than the typical drop off time described above.
Pick-up Time:	Club Horizon ends at 6:00pm, daily <ul style="list-style-type: none">If you will be late to pick up your participant, you will incur a late fee.For the safety of your child, you must always sign your child out of the program.During the first week of the program, anyone (i.e., parent, family member, etc. and known or unknown by staff) will be required to show a state issued photo ID to pick up participants.<ul style="list-style-type: none">Staff reserves the right to request a state issued photo ID, at any point throughout the school year, if the person picking up a participant is unknown to that staff member.

ABSENCES/LATE ARRIVAL

If your participant will not be attending Club Horizon or arriving late for any reason – please contact the program cell phone at 815-298-6481. If no one answers, leave a message. Staff will contact the parent/guardian if a participant has not arrived within 15 minutes of expected time and have not been notified of absence/late arrival.

LATE PICK-UP PROCEDURE

We understand that situations arise, resulting in a late pick up from the program, however – the additional expenses incurred must be passed on due to your late arrival. Participants who are consistently picked up late will be removed from the program.

If a participant is picked up late, they will be issued a late fee. A written warning will be given for the first offense of the school year during Club Horizon participation. The second offense and any other offense thereafter will result in a late fee of \$15.00 for every 15 minutes of tardiness. For example, Club Horizon ends at 6:00pm; 6:01 – 6:15pm is a \$15.00 charge, 6:16 – 6:30pm is a \$30 charge, etc. The fee will be added to the cost of Club Horizon for that date of attendance. The late fee is required to be paid prior to registration for the next week of attendance.

PARKING

Utilize the north parking lot when dropping off/picking up participants. The south parking lot is reserved for staff. However, there may be times when the north parking lot is closed due to special events. During these times, use the south lot to park and pick up participants. Please **DO NOT** park in any grassy areas.

SNACKS

A daily snack will be distributed between 3:00 and 4:00pm, which is provided by the Northern Illinois Food Bank. A calendar is posted on the whiteboard in the entrance/vestibule and sent via email, monthly.

If a participant requires a special snack due to food intake restrictions and/or allergies, it must be provided by the parent/guardian. The snack can be packed daily or stored at the Special Recreation Facility for their use only.

Each week, participants will make a special treat that requires them to utilize cooking ingredients. This treat will be something that they can make at home during their leisure time.

Program Information

****PROGRAM INFORMATION CONTINUED FROM PREVIOUS PAGE****

WHAT TO WEAR AT CLUB HORIZON

Participants should wear comfortable clothing to Club Horizon. Tennis shoes and socks are highly recommended. The program encourages play whether indoors or outdoors. Staff will do their best to keep clothing clean, since participants are dressed for school rather than Club Horizon.

Please label all belongings with participant's name. Any items not labeled may be subject to labeling by Club Horizon staff. A lost and found box is located at the Special Recreation Facility Front Desk. Items will only be kept for two (2) weeks after the conclusion of the school year. After that time, all items will be donated.

WHAT TO BRING TO CLUB HORIZON

KEEP AT CLUB HORIZON	BRING TO CLUB HORIZON DAILY
<ul style="list-style-type: none">• Full change of clothes (keep in mind the weather/season conditions)• Deodorant; if needed• Feminine hygiene products; if needed	<ul style="list-style-type: none">• Sweatshirt, light jacket, or coat (depending on weather and/or daily activities)• Closed toed shoes – no sandals. Please wear shoes appropriate for daily activities.

Please clearly label everything that is brought to Club Horizon with the participant's name.

PERSONAL ITEMS FROM HOME

Staff kindly ask that participants leave all personal items such as toys, books, electronics, cell phones, etc. at home. However, it is understandable that a participant may benefit from the use of one of these items. If they need to bring something of a personal nature, please communicate with the Special Recreation Supervisor prior to bringing that item to Club Horizon. **BPD cannot be responsible for items brought from home that are lost, stolen, or damaged.**

VISITORS

Club Horizon staff will occasionally seek out community members to come to the program as a special visitor. These visitors allow participants to learn and participate in a new skill. Staff are always present during the times visitors are on site. Also, they are looking for new and exciting ideas for activities! Please let a staff member know if you have any ideas or connections for visitors to come and interact with Club Horizon participants.

"A Typical Day"

A TYPICAL DAY AT CLUB HORIZON

2:15 – 3:15pm	Arrival of participants Structure choices/free play
3:00 – 4:30pm	Snack
3:15 – 3:20pm	Circle time – talk about day
3:20 – 5:00pm	Themed activities/games/crafts
5:00 – 6:00pm	Group games

Participants may be picked up at any time after arrival until 6:00pm.

If Club Horizon is outside, a note will be placed on the door with their location.

Emergencies, Illness & Allergies

MEDICAL EMERGENCIES

All Special Recreation staff are Medic First Aid/CPR/AED certified. Club Horizon always carries a fully equipped first aid kit with them. In the case of minor injuries; the injury will be assessed, first aid will be administered, and an agency accident report will be completed.

In the event a participant is seriously injured at Club Horizon, parents will be immediately notified and staff are required to call emergency medical service. They will then transport the participant to a hospital of choice or the nearest hospital (if a parent/guardian cannot be reached). Staff are not allowed to transport participants, but they will accompany the participant to the hospital.

Your authorization for BPD Special Recreation staff to take whatever emergency medical measures deemed necessary is understood to be part of this agreement.

ILLNESS

For the protection of everyone at the Special Recreation Facility, participants should be kept home if they show any of the following symptoms: **temperature, diarrhea or vomiting, rash, nasal discharge, or discharging of the ears or eyes**. Parents/guardians should exercise every precaution and keep their participant home for at least 24 hours upon showing symptoms of illness. Participants should be well enough to participate in all regularly planned activities upon returning to the program from an illness.

If a participant becomes ill while at Club Horizon, they will be placed in a separate room, under the care of a staff member, and the parent/guardian will be contacted to pick the participant up immediately.

ALLERGIES

All allergies MUST be listed in ePACT. The Special Recreation Supervisor will check all participant files prior to first day of attendance to note the allergies listed. Those will then be transferred to a spreadsheet that will be kept in the program clipboard, at all times, and communicated with program staff.

SEIZURE DISORDER

If a participant has a known seizure disorder, a Seizure Action Plan (SAP) must be completed annually by a parent/guardian and physician. This document can be turned in to the Special Recreation Supervisor who will then upload it to ePACT. Or the parent/guardian can upload the form to ePACT on their own. If an SAP is not on file (in ePACT) or a participant does not have a known seizure disorder, Club Horizon staff will be instructed to notify 911 at the onset of a seizure. More specific Belvidere Park District seizure procedures are included in the SAP.

EMERGENCY CONTACTS & PICK-UP

The parent/guardian is required to provide at least two emergency contacts and they MUST be listed under participant's Emergency Contact/Pick Up information in ePACT. These individuals will be contacted when a parent/guardian is unavailable and your participant is sick, injured, or still at camp after the program ends. The parent/guardian will be called first and foremost, but emergency contacts will be notified for pick-up if a parent/guardian is unreachable.

- The emergency contacts MUST show a state issued photo ID when picking the participant up for the first time – or unrecognizable to staff.
- No one other than the emergency contacts listed will be able to pick your participant up from Club Horizon.
- If there are to be any changes to the emergency contact information – it MUST be updated via ePACT.
 - If you need assistance making changes to ePACT, contact the Special Recreation Supervisor.
- These procedures are implemented for the safety of participants and staff.
- Staff members may not be considered as an authorized emergency pick-up contact for a participant (including family members or close friends) if they are working or on the schedule to work that particular day. If they are not working, they may be considered as an authorized emergency pick-up contact.

Medication

MEDICATION

- Prescription & Non-Prescription Medications: there may be times where it may be necessary to administer medications to a participant while in Club Horizon. This is permitted with written permission from the parent/guardian. There are specific rules that **MUST** be followed when dispensing medications to participating.
 - A Medication Administration Form and Dispensing Log **MUST** be completed and signed in order to dispense medication to any participant. The medication information on the Dispensing Log **MUST** match the original container/label.
 - BPD Full Time Staff, Club Horizon Coordinators, or an appointed staff member are the only staff allowed to administer medication.
 - All medications must be current and not expired.
- To ensure proper dispensing of prescription medications:
 - All medications **MUST** be in original container, with the participant's full name clearly visible on the label.
- To ensure proper dispensing of Non-prescription Medications:
 - All medications will be administered according to the medication package instructions, regardless of parental instruction. If staff is to deviate from these instructions, directions from a doctor must be submitted, in writing.
 - Write the participant's name on the medication package/bottle.
- **DO NOT** send medications in a participant's backpack or their lunch. It will not be dispensed and a parent/guardian will be contacted immediately if found in either location.

Transportation

PUBLIC TRANSPORTATION

At times, Club Horizon participants may take advantage of public transportation to arrive and depart from the Special Recreation Facility. It is the parent/guardian's responsibility to realize that this mode of transportation can often be unpredictable. Club Horizon ends at 6:00pm, daily. We do not alter Club Horizon or its activities to accommodate any type of public transportation. If public transportation is late picking up a participant, it is the responsibility of the parent/guardian to pick up their participant and cover all late fees incurred

BPD TRANSPORTATION

The BPD Special Recreation does not provide transportation to participants to and from Club Horizon. The district will, however, provide transportation for activities which are not held at the Special Recreation Facility. The following guidelines have been implemented to ensure the safety of participants and staff during transportation to and from activities:

- All passengers must be seated and buckled at all times.
- All wheelchairs must have brakes and be in working order.
 - Participants riding in Amigo-type wheelchairs must be able to transfer into appropriate seating and be always buckled into the seat.
- It is the responsibility of the driver to determine whether it is safe to transport a participant. If the driver feels conditions are not appropriate for transport, they may refuse transportation to any participant at any time.
- *Belvidere Park District reserves the right to refuse transportation to any participant.*

Communication

Communication is very important to the success of Club Horizon. All of us – participants, parents/guardians, staff, etc. work together to ensure everyone involved has a positive while participating in the program. This can only be achieved through effective communication.

CLUB HORIZON UTILIZES THE FOLLOWING METHODS OF COMMUNICATION:

Clipboard: all participants will be signed into the program via the program clipboard. A staff member will check everyone in as they get off the bus and prior to them entering the program space. This is also the same location to sign participants out each day. Be on the lookout – program announcements may also be placed on this clipboard for an added layer of communication.

Email: all flyers, activity calendars, menus, and any other pertinent information regarding Club Horizon will be regularly sent out via email. Please make sure the Special Recreation Supervisor has a current and working email and it is also updated in RecTrac (BPD registration software) & ePACT.

Special Activity/Snack Menu Flyers: flyers, special activity notes, and snack menus are distributed once per month. The goal is to help prepare participants for the month's activities.

Progress Reports: are written, as needed, to let parents/guardians know more formally about the participants' progress – both positive and negative. When a Progress Report is written, a staff member will explain the day's occurrence, ask the parent/guardian to sign the report as an acknowledgement, and then will be provided with a copy.

Program Cell Phone: a parent/guardian may call at any time during the day to check on their participant's progress or leave a message. The phone number of the program cell phone is 815-298-6481. If no one answers, please leave a message and someone will get back to you, during program hours. If you call during non-program hours – a staff member will return your call as soon as the phone is retrieved for the next program session.

Drop-off & Pick-up: face to face communication is the preferred method of communication. Staff are available during drop-off and pick-up times to answer any questions or address concerns.

Website: check out www.belviderepark.org for additional information about the park district and its services, upcoming events, and to register for programs.

Facebook: find us on Facebook – search Belvidere Park District Special Recreation and hit the like button to stay updated on programs, events, and program photos.

Remind: is a texting service used to specifically communicate pertinent program information in real time. Download the app on your smartphone to stay updated with Club Horizon happenings, along with easy to find reminders. Downloading the app is not required, but helpful.

TEXT @clubhoriz to 81010



**DOWNLOAD OUR MOBILE APP
for iPhone and Android!**

Club Horizon Staff

ABOUT THE STAFF

Club Horizon staff are mature, caring, and energetic individuals who have a genuine love and compassion for working with individuals with disabilities. At least 70% of staff are over 18 years of age, with the remainder being ages 16 – 17. All staff are carefully selected and thoroughly trained prior to the start of Club Horizon. All staff and volunteers go through an extensive background check prior to being hired.

Club Horizon staff are the most important means of communication. Staff are busy with Club Horizon participants and activities, but will always make time for questions, concerns, and of course, compliments. Additionally, staff have taken the time to complete “Staff Profiles,” which are hung on the corkboard in the Special Recreation Facility lobby. Browse the profiles and get to know a little more about those who are working with participants each day.

If you have an emergency, please contact the Special Recreation Supervisor immediately. These guidelines will ensure and maintain the quality and staff ratios of Club Horizon.

STAFF TRAINING

Training is our most useful tool for ensuring professional, prepared, and caring staff. Topics for training include: safety, dealing with unwanted behaviors in a positive manner, program/activity planning, emergency procedures, positive communication, disability awareness, and more. First Aid/CPR/AED and Handle with Care behavior management are also required. Staff attend bi-weekly Club Horizon and quarterly all staff meetings, which include a review of procedures, discussion of problems and potential solutions, additional training topics, etc.

STAFF RESPONSIBILITIES

The following is a list of staff positions at Club Horizon as well as a brief description of their typical duties.

- Special Recreation Manager (Katie Humphrey) – responsible for year-round operations of the Special Recreation department. Along with the Special Recreation Supervisor – assists participants, staff, and parents/guardians, as necessary.
- Special Recreation Supervisor (Sean Cramer) – directly supervises staff and organizes Club Horizon on a daily basis. BPD Special Recreation is fortunate to have a qualified and experienced staff in this position. The supervisor is experienced in working with the participants and excited to work with program staff and patrons.
- Club Horizons Coordinator – works closely with the Special Recreation Supervisor to ensure all aspects of Club Horizon are running smoothly. The coordinator will bring ideas and create meaningful activities while maintaining the quality and safety of Club Horizon. They will also work closely with other staff and participants to make sure plans are being carried out accordingly.
- Club Horizon Assistant Coordinator – works closely with the Special Recreation Supervisor and Club Horizon Coordinator to ensure camp runs smoothly.
- Club Horizon Counselor – works directly with participants. Counselors are responsible for the direct safety and well-being of participants. They will plan and implement various activities to ensure purposeful and fun experiences.
- Club Horizon Recreation Aide – assists the Camp Counselors with activity implementation and supervision of participants.



CCAP Guidelines

The following information is intended to assist and guide those that utilize the Child Care Assistance Program.

CHILD CARE ASSISTANCE PROGRAM (CCAP) Participation Guidelines

To ensure a safe and well-managed programming experience for all participants, please review the following guidelines. While many of these items are included in the Parent Handbook, we are emphasizing them here to reinforce their importance. CCAP program is a state-funded initiative that provides financial assistance to low-income families to help them afford quality childcare. CCAP helps parents work, attend school, or participate in job training by subsidizing childcare costs.

Enrollment and Notice Requirements

- **State Approval & Enrollment Notice:** A minimum of **one (1) weeks' notice** is required after state approval has been received before a participant may begin attending the program. This allows time for adequate staffing and preparation.
 - If your child(ren) is registered for a park district childcare program and is later approved for CCAP funding, those benefits may only be applied to future charges; payments you've already made are **non-refundable**.
- **Copayments:** Monthly copayments are due on the **third Thursday of the month prior** to attendance. Monthly copayments will be automatically deducted from the credit card on file. Copays will not be prorated for illnesses, absences or weather-related closures. Please refer to the parent handbook for more information regarding payments.
 - **If copays are declined**, participants will be removed from the program until payment is collected.
 - When copay declines, payment must be received by the fourth Thursday of the prior month to attending. If a failure to make payment occurs, the participant will be removed for the next month.
- **Failure of Payment:** Failure of payment by the deadline will result in removal from the first week of the following month. Payment needs to be completed to be eligible for the following week to attend care. The monthly copay will still be required in full.
- **Please note**, if you have three card declines within the current school year, you will be removed from installment billing.

Attendance & Absences

- **Absence Notification:** Parents/guardians must notify the program site **at least one hour prior to the start time** if their child will be absent. Call the **site cell phone** to report absences. Timely notification helps ensure appropriate staffing levels. Please refer to the parent handbook for more information or clarification.
- **No Call/No Show or Excessive Absences:** Participants must attend at least **85% of their scheduled dates each month**. Failure to meet this requirement will result in removal from the program.

Late Pick-Up Procedure

- Children must be picked up by **6:00 PM**. A late fee will be charged for any child picked up after this time. Please refer to the parent handbook for more information regarding the district's Late Pick-Up Procedure.
- This fee is the responsibility of the parent/guardian and **must be paid before the participant's next day of attendance**. Please note: this fee **cannot** be billed to or covered by the state.

CCAP Guidelines

CHILD CARE ASSISTANCE PROGRAM (CCAP) Participation Guidelines Continued...

Staffing Ratios

- **Club Horizon:** The program will maintain a **1:4 staff-to-participant ratio**, at all times. Club Horizon is specifically for individuals with disabilities.

Emergency Contacts

- Each participant must have an emergency contact who is **reachable by phone during all program hours**.
- If contacted due to illness or injury, the participant must be picked up **promptly**.
- Emergency contacts must be listed in ePACT. More information on ePACT is included in the parent handbook.

Parent Code of Conduct

- A Parent Code of Conduct will be included in the Parent Handbook. It emphasizes **respectful behavior toward staff, appropriate communication, and cooperation with program policies and procedures**.
- All Belvidere Park District program staff are mandated reporters. This means that the staff are legally required to report any suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services (DCFS).

Program Handbook Acknowledgment

- Parents/guardians must sign an acknowledgment form confirming receipt of the Program Handbook and agreement to the policies, procedures, and expectations outlined therein.

Required Participant Information

- **ePACT** records must be fully completed and submitted **prior to the participant's first day of attendance**.

Medication Dispensing

- All **District medication forms** must be completed and submitted prior to attendance.
- Parents must follow all established **medication dispensing procedures** without exception.

