Belvidere Park District

Third Base After School Program

2026 - 2027 Parent Handbook

Welcome

Dear Families,

We are excited for the 2026/2027 school year and are thrilled you have chosen the Belvidere Park District (BPD) Third 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 Third 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. Each site is run independently with a varied schedule and offers a variety of activities daily. These include games, homework time, outside play time, crafts, snack time, 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 every child that attends our program and will always strive to do what we feel is in the best interest of 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 regard to your child(ren).

Katie Inman
Recreation Supervisor—YOUTH Email: kinman@belviderepark.org
Phone: 815-547-5711 x 106 Cell: 815-997-3117

Location & Phone Information

Third Base After School program takes place at the following District #100 Elementary schools: Seth Whitman, Caledonia, Meehan, Washington, and Lincoln. Below is the location and site cell phone of each Third Base location. Please use these numbers when you need to reach staff during Third Base operating hours.

Caledonia Elementary—(Door 3)
Address: 2311 Randolph Street, Caledonia, IL
Site Phone: 815-978-4219
Entrance: Door # 3 by 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 12)
Address: 1401 E. 6th Street, Belvidere, IL
Site Phone: 815-978-4249
Entrance: Side Door #12 (there is a buzzer)

Washington Academy - (Door 9)
Address: 1031 5th Ave, Belvidere, IL
Site Phone: 815-978-4226
Entrance: Door #9 by cafeteria (there is a buzzer)

Seth Whitman Elementary - (Door 2)
Address: 8989 Beloit Road, Belvidere, IL
Site Phone: 815-978-6834
Entrance: Door #2 near the cafeteria (there is a buzzer)

The District 100 facilities and Third Base programs 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 registration fees until the State of Illinois authorizes financial assistance.

Mandated Reporting

ILLINOIS MANDATED REPORTER STATEMENT

All Belvidere Park District 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 Third Base 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.dcfs.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 BPD 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 (mr.dcfstraining.org/)

Registration Process & Fee

REGISTRATION and PAYMENT PROCEDURES; FEE INFORMATION

Third Base runs from August 20 -May 24 (emergency days are TBD based on D100 school calendar), from after-school until 6pm, Monday – Friday. The program follows D100 schedule, including weather cancellation and emergency days. Third Base WILL NOT be held on D100 no school days or if school closes early due to weather.

1. Program fee includes, but not limited to: daily snack, weekly themed/cooking snack, craft supplies, 1:15 staff to participant supervision (and activity planning), and much more!
2. Registration can be completed online (www.belviderepark.org) or at the following locations:
   - Rivers Edge Recreation Center (1151 W Locust St, Belvidere)
     Year Round 9:00am – 5:00pm Monday thru Friday
   - Weekly registration with the option of one to five days of attendance. **The deadline is the Wednesday at 11:59pm before the week attending.** There will be no option for drop-ins.

DAILY FEE
$18/day
2nd Child: $17/day
3rd + Child: $16/day

3. Payment is required prior to attendance by in-person/online or by EFT payments.
   - EFT payments are automatically deducted from your credit/debit card on Thursday prior to the week attending. You will be required to chip your card in person for this payment option. *After 3 declines you will be removed from installment billing.
   - In-Person/Online payments are due at time of registration (by the Wednesday of each week prior to attendance) and can be in the form of cash, or credit/debit card. Registration/payment is accepted online or the Rivers Edge Recreation Center.
   - Failure to make a payment by either option will result in participant not being able to attend the program for the following week.
4. Change or cancel registration days you must email the Belvidere Park District at reception@belviderepark.org and sent before the registration deadline (the Wednesday at 11:59 pm before the week attending).

Behavior Policy

BPD BEHAVIOR MANAGEMENT POLICY

All participants in the Third Base program are expected to adhere to the behavior guidelines set forth in our behavior policy. 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. The following is a behavior code of conduct for the BPD and is to be used as a guideline for discipline for any program participant.

PARENT CODE OF CONDUCT

- **Parents/Legal Guardians must demonstrate respectful behavior toward staff, have 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).

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/running off
- 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, staff will work with the participant to find a resolution specific to the situation. The BPD reserves the right to dismiss any participant whose behavior endangers their safety or the safety of others and may bypass standard procedures to immediately dismiss participation if the severity of the situation warrants it.

BEHAVIORAL PROCEDURES

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

- A verbal warning.
- Supervised time-out from an activity. The length of the time-out will vary based on age (a participant that is 5 years old will receive a 5-minute time-out)
- A suspension from the program for a designated period.
    - 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 Recreation Supervisor first, the Superintendent of Recreation second, and finally the Executive Director.
- Participants will show respect for equipment, supplies, and facilities.
- Participants will not use foul and inappropriate language at any time.
- Participants will not show aggressive/disruptive behavior (hitting, punching, slapping, kicking, biting, etc.) regardless of whether the behavior is initiated or in retaliation.
- Participants will follow directions from Staff.
- Participants will always stay with the group. No running away from staff at any time or at any place.

DISCIPLINARY TOOLS

- **Time Out:** Staff will have the participant sit in a time out that is deemed appropriate for their age. 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.
- **3 Strikes**: 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 case scenarios, participants can be issued a Behavior Strike and sent home for the remainder of the day. They may also receive a suspension from Third Base or be dismissed from the program after 3 Behavior Strikes. *** We do NOT issue refunds for suspensions or dismissal from the program.**
- **Damaged Property Replacement:** If your child intentionally breaks or damages Belvidere Park District property, you will be responsible for replacing/paying the damaged/broken item(s).

Inclement Weather & Cancellations

INCLEMENT WEATHER PLAN

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 be relocated to a safe area.

TEMPERATURE GUIDELINES

Extreme heat is defined as temperatures reaching 90°F or higher. In instances of extreme heat, Third Base activities will be restructured to protect participants from conditions by providing a temperature-controlled facility.

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

WEATHER CANCELLATION PROCEDURE

- Third Base will align its weather closing instances with that of District 100. If D100 cancels school, Third Base will be cancelled. If they cancel after school activities, you will be asked to pick up participants early from Third Base. This will ensure the safety of BPD staff and participants.
- Parent/guardian will be notified of early pick up through Remind. **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 Third Base 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 in the school sites.

- Drills (Fire, Severe Weather, & Lock Down) will be practiced on early release days once a month.

Program Information

DROP OFF/PICK UP TIMES

Monday thru Friday. after school – participants walk to the cafeteria. Upon arrival, participants will be checked in by a staff member. **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.**

Drop-off Time:	After school, approximately 2:05pm • Students will be sent to the designated Third Base area in their school. Each child will be checked in by a Third Base staff. • Early Release Days: drop off time is 1-hour earlier than the typical drop off time described above.
Pick-up Time:	Third Base ends at 6:00pm, daily • 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 few weeks of the program, anyone (i.e., parent, family member, etc. known or unknown by staff) will be required to show a state issued photo ID to pick up participants. o 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 child(ren) will not be attending Third Base or arriving late for any reason – please contact the site cell phone (phone call or text). If no one answers, leave a message. You may also email each site.

Washington: 815-978-4226 washington@belviderepark.org
Seth Whitman: 815-978-6834 seth@belviderepark.org
Caledonia: 815-978-4219 caledonia@belviderepark.org
Meehan: 815-978-4249 meehan@belviderepark.org
Lincoln 815-978-4074 lincoln@belviderepark.org

Staff will contact the parent/guardian if a participant has not arrived within 15 minutes of the 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. 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, Third Base 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 Third Base for that date of attendance. The late fee is required to be paid prior to registration for the next week of attendance.

REFUND PROCEDURE

Third Base does not offer refunds or credits given for missed days; including personal vacation time off and program suspensions due to behavior. If a participant misses or plans to miss a significant amount of time, they are responsible for payment.

SNACKS

One peanut-free snack will be distributed daily around 3pm to the Third 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 Third Base each day. A calendar is posted on the whiteboard in the entrance/vestibule and sent via email, monthly.

Program Information

WHAT TO WEAR AT THIRD BASE

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 Third Base. ***Please label everything that is brought to school and Third 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.* Participants must be potty trained to be eligible for the program.

PERSONAL ITEMS FROM HOME

Staff kindly ask that participants leave all personal items such as toys, books, electronics, cell phones/smart watches, etc. at home. **BPD cannot be responsible for items brought from home that are lost, stolen, or damaged.**

CHROMEBOOKS

Chromebooks 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 Third Base. The Belvidere Park District is NOT held responsible for any damaged Chromebooks. Staff will be monitoring participants' Chromebook activity.

HOLIDAY PARTIES

Third 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.

"A Typical Day"

A TYPICAL DAY AT THIRD BASE

2:05 – 2:15pm	Arrival of participants
2:15 - 3:15pm	Active Time in Gym or Outside
3:15 – 3:45pm	Snack
3:45 – 4:15pm	Homework (w/ Chromebooks) or Quiet Time
4:15 – 5:00pm	Activity Time
5:00 – 6:00pm	Free Play

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

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

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

Emergencies, Illness & Allergies

MEDICAL EMERGENCIES

All Staff are First Aid/CPR/AED certified. Third Base 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 Third Base, 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 staff to take whatever emergency medical measures deemed necessary is understood to be part of this agreement.

ILLNESS

For the protection of everyone 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 Third Base, they will be placed in a separate area, 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 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 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, Third Base 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 school 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 Third Base.
- 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 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 Third Base. 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, Third Base 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.

Communication

Communication is very important to the success of Third Base. 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.

THIRD BASE UTILIZES THE FOLLOWING METHODS OF COMMUNICATION:

Clipboard: all participants will be signed into the program via the program clipboard. Be on the lookout – program announcements may also be placed on this clipboard for an added layer of communication.

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

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. 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.

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 Third Base happenings, along with easy to find reminders. Downloading the app is not required, but helpful.

CCAP Guidelines

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

CHILDCARE ASSISTANCE PROGRAM (CCAP) Participation Guidelines

To ensure a safe and well-managed program 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) week's 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.

Staffing Ratios

- **Third Base:** The program will maintain a **1:15 staff-to-participant ratio**.

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.