



# **PARENT HANDBOOK**

**Village of Brookfield**

Dear Parents,

Thank you for choosing The Village of Brookfield Parks and Recreation Department's before & afterschool program for your beyond school hour needs. We have developed our programs to include a large variety of activities over the course of the year that will keep your child entertained, engaged and active in a safe and supervised setting. We are excited and ready to meet the needs of you and your family.

This program is administered by the parks and recreation department; however, we work cooperatively with District 103 in the use of their local elementary school to maximize the amount of benefit and convenience for your family.

This parent manual is designed to outline and explain the details of our program. Please read all the information carefully and thoroughly. After reading the parent manual you must sign and date your child's emergency form stating your cooperation and understanding of all program policies and procedures within this manual. The emergency form must be filled out in its entirety and returned for your registration process to be complete.

If you have any questions, please feel free to contact us. Thank you for entrusting us with the care of your child and we look forward to a happy and successful summer with your family.

Sincerely,

Cindy Yelich  
Recreation Supervisor  
Email: [cyelich@brookfieldil.gov](mailto:cyelich@brookfieldil.gov)  
Phone: 708-485-1528

## Mission & Philosophy of STARS Program

The Village of Brookfield has developed the STARS (Students Together in an Active Recreation Setting) program to meet the before & after school childcare needs of the community. We aim to provide a safe, healthy environment for children K-5<sup>th</sup> grade.

We value our community and surrounding communities and it is the mission of the program to work cooperatively with the school district to ensure safe, quality care of children beyond school hours that will uphold our program goals and objectives while keeping the mission of the school district at our forefront through activities that promote and support self-assured, life-long learners.

The Village of Brookfield's Before & After School program is designed to keep the participants active, engaged, entertained and socially involved through a variety of activities within a safe and supervised setting. We have an inclusive environment and treat all participants and fellow staff members as individuals with respect, care and sincerity. Your child is ensured the best care from our trained, qualified instructors taking place right in the comfort of their hometown. All our carefully planned activities are implemented with the following goals in mind:

1. Build on our program character traits of being: Respectful, Responsible, Peaceful and to act with Integrity.
2. Encourage children to be **social** and **boost their self-confidence** within group settings.
3. Promote **teamwork, sportsmanship and respect** with fellow participants and instructors.
4. Provide a **positive, sound environment** in which children can learn and play.
5. **Develop skills** and knowledge through a variety of activities involving, but not limited to: **sports, art, crafts, nature, games, academics and fitness.**
6. **Reinforce** student **work ethic** and **responsibility** through providing quiet homework time daily and answering any questions to the best of our ability.

Not typically part of our regular school year goals and objectives but important to insert here is our Mid-Day option goals and objectives which is meant to facilitate your child's remote learning plan. In addition to the above, our mid-day option will:

1. Provide a positive, quiet, and sound environment in which children can learn and complete remote work
2. Facilitate remote learning through providing access and attempting to answer any questions a child might have in their schoolwork

## **REGISTRATION INFORMATION**

The STARS Before & After School Program runs according to the District 103 school calendar. The first day of the program is the first, full day of school and the last day of the program is the last, full day of school according to the District calendar.

When you register for the program, you are registering for the annual offering (on-going September-May). If you only need services for a select period, you will be charged according to our monthly fee schedule. \*Please note, depending on the length of time you are requesting enrollment- fees will look different. Please see cancelation policy in withdrawal from the program.

Program does not run on Student Improvement days or days off school dates. Please look at our current Recreation Guide to participate in early dismissal days or days off school programming at the Recreation Hall, 8820 Brookfield Ave.

### **BEFORE-SCHOOL PROGRAM:**

**Program Start Time:** 6:30am

**Program End Time:** 8:30am (school start bell)

\*parents can drop-off at any time between 6:30am

### **AFTER-SCHOOL PROGRAM:**

**Program Start Time:** 3:05pm (school dismissal bell)

**Program End Time:** 6pm

\*parents can pick-up at any time from the program site

**PROGRAM REGISTRATION OPTIONS:**

We provide for flexible registration with our 3 or 5-day registration options. Any changes to your initial registered days require at least 2 weeks’ notice and is pending availability.

**If choosing the 3 day FLEX options:**

Any changes made to your selected days requires at least 2 weeks advanced notice via direct communication with the Site Supervisor and/or Recreation Supervisor.

We schedule our staff according to number of students enrolled to keep safe ratios. Failure to communicate with site staff and give the appropriate notice will result in loss of flexibility of enrollment.

**If choosing the 5 day option:**

You can register online using our web trac registration system and pay the deposit.

**Registrations are not complete until we completion of ePACT emergency information. Available by request and located on our website at [www.brookfieldil.gov](http://www.brookfieldil.gov)**

<b>Enrollment option</b>	<b>Before Care (6:30am – 8am)</b>	<b>Before &amp; After Care</b>	<b>After Care (3pm – 6pm)</b>
<b>3 Day FLEX</b> <small>(you choose your days)</small>	\$648/yr <b>\$72/mo</b>		\$1296/yr <b>\$144/mo</b>
<b>5 Days</b> M-F	\$1044/yr <b>\$116/mo</b>	\$2340/yr <b>\$260/mo</b>	\$2088/yr <b>\$232/mo</b>

**PROGRAM PAYMENT GUIDELINES**

We are so happy to have your child in our program! To serve all of our families with efficiency, we ask that you adhere to the payment guidelines detailed below. All questions/concerns may be directed to the Brookfield Parks and Recreation Department: 708-485-1528

**There will be NO makeup days, NO prorating and NO alternate attendance options.**

i.e. If registering and paying for 3 days of care, you cannot adjust down to 2 days in the same month and receive a prorated rate. \*Payment will be adjusted in the following month for selected day changes & pending we have availability for the requested change.

**Payment Guidelines**

- The FULL monthly tuition will be due if child is attending ANY days within that month.
- Tuition is based on a full nine-month program and is broken into 9 easy monthly payments SEP-MAY
- Monthly payments are due the 15<sup>th</sup> of each month September-May

- The following payment methods will be accepted: cash, checks made payable to “Village of Brookfield” or credit card. We accept Visa, Mastercard and Discover
- In the event of a returned check, the responsible party will be charged a \$25 NSF FEE . After one incident, checks will no longer be accepted. Future payment may be made with cash, cashier’s check or credit card.

**Deposit Refund Policy**

- Refunds requested by August 17 will receive full deposit refund
- Refunds requested after school start date and before second program meeting date will receive half of the deposit
- Refunds will not be processed after second program meeting date

Spots are not guaranteed if you do not pay by the monthly payment deadline. Failure to make payment may result in cancelation of the program. Please contact the Parks and Recreation office if you need to make payment arrangements due to emergency/unexpected situations. We understand these types of situations and will make our best efforts to accommodate so long as we receive communication.

**WITHDRAWAL FROM PROGRAM**

If your child needs to be withdrawn from the program, please notify the Brookfield Parks & Recreation Department at least 2 weeks prior to the last day. If you do not receive a confirmation email or telephone call of the withdrawal, please follow up. Failing to do so may result in the monthly fee charge even if days are not attended.

A nonrefundable \$15 fee will be applied to any adjusted registrations made after the requested 2 weeks advanced notice of changes (i.e. changing selected days of attendance OR number of days you are adjusting registration- 3 days to 5 days, for example).

**PROGRAM GROUP STRUCTURE**

Our STARS participants are divided into age appropriate groups when needed. Age groups may have separate activities planned to align with age appropriate development, abilities and needs. Whole program activities are planned weekly to coincide with theme days and all participants are divided equally according to age and ability level.

Age groups are as follows:

- K-1<sup>st</sup>
- 2<sup>nd</sup>-3<sup>rd</sup>
- 4<sup>th</sup>-5<sup>th</sup>

We adhere to a Staff to Child ratio that allows for safety and efficiency in instruction. Ratios are as follows:

(IL state ratio: 1 staff per every 20 school-aged children)

- **Brookfield STARS program ratio:**

- 1 staff per every 10 school-aged children ages 5-8yrs.
- 1 staff per every 15 school-aged children ages 9-11yrs. old

Groups will be divided into no more than 15 participants per group. We will do our best to keep siblings together & differentiate activities. In the event that there is too large of an age gap to accommodate activities, we will ask the parent what their preference is.

All participants within the same age group & group # will be doing activities throughout the day together. Their designated Instructor(s) means that is who you speak to in regard to any day-to-day communication. The designated Instructor is primarily responsible for your child in pick-up/drop off procedures, emergency forms and addressing participant needs throughout the day (i.e. snack being eaten/homework /providing first aid/disciplinary procedures/sunscreen & hydration).

### **Getting to Know your Instructors**

Please, please, please get to know your child’s/children’s program Instructors by name. This information will assist you in giving us any necessary information when picking up/dropping off any important items to your child. It only takes a few minutes to do so and makes everyone’s day flow smoothly.

### **LOCATION & ACTIVITY ROTATIONS OF PROGRAM**

Our program activities are planned to utilize different locations. We have pre-planned activity blocks with transition times to the next activity to accommodate clean-up, water bottle refills, bathroom breaks and set-up for the next activity.

Activities blocks are planned the week BEFORE to ensure quality, predetermined activities. The activity form that is used for block rotations is located below our map locations. We try and get participants outside as much as possible! In case of inclement weather i.e. extreme heat, rain or storms- we remain indoors. Please view our program activity location map below.

Staff are trained to pre-plan activities but are flexible to changes as well. Location of group will always be posted on the entry door to the Recreation Dept. (Inside #1) and can be given prior to your day of pick-up by speaking with the instructors.

### **PROGRAM SCHEDULE**

<i>BEFORE CARE (6:30am – 8am)</i>	
6:30am – 7am	<b>Check-In &amp; Independent Play:</b> Students will check in with their group down in the lower level of Village Hall as well as engage with quiet play until students are all checked in.
7:15am – 7:50am	<b>Group Game:</b> This game will be a fun indoor game (usually related to the theme of the day) and will engage students in active movement, creativity and/or academic enrichment.
7:50am – 8:10am	<b>Clean Up:</b> Students will put supplies away and get ready to head to breakfast

AFTER CARE (3pm – 6pm)	
3:05-3:15pm	<b>Movement Activity:</b> It has been a long school day and now it is time to burn off some energy & steam before diving into homework. We might head straight outside, do some yoga or play a large group game. The activity will allow for movement & transition from school to Afterschool as all students arrive.
3:15-3:40	<b>Homework/Quiet &amp; Snack:</b> Our children are hungry afterschool and there is no time to waste in feeding their hungry bellies and hungry minds. We incorporate 30 minutes of homework or quiet time daily. We do not force participants to do their homework but will encourage and assist to the best of our ability. Participants who do not have homework can read or do a separate game or table activity so long as it is quiet. Participants eat their provided or home brought snack at this time.
3:45-4:30	<b>Group Games:</b> This is an opportunity for age appropriate smaller group activities. Instructors will plan according to their age group but may choose to combine activities as well. Choices can include gym activities, outdoor play or an alternative.
4:35-5:20	<b>You Choose:</b> All of our little learners think, act and like different things. In order to provide a structured setting with the freedom to choose what the participant likes best, we will plan some options daily. At this time, participants can choose from:  <ol style="list-style-type: none"> <li>1. Planned art or craft activity of the day</li> <li>2. Sports or large movement game activity of the day</li> <li>3. Table Games of the day option Or participant table game choice like “MAGIC the gathering”</li> </ol>
5:25-6pm	<b>Specialty/Theme Program:</b> After we clean up our “You Choose” activities. All participants come together for a pre-planned all group themed activity. We will schedule themes sporadically throughout the month so that all participants have a better chance of participating. Special themes include: Ice cream socials, Movie days, Art days, National celebrate “this” days etc. <i>On days not a theme day or special activity, participants may choose to extend their previous choice if behaving appropriately.</i>

### **Drop-Off & Pick-Up Policy**

You MUST park and come in to find your child’s Instructor/group. No Child may be dropped off or picked up without a parent/guardian signature. Parking is available in Brookfield’s front municipal lot and is the closest proximity to the side-entry door.

*Please make sure to update your child’s emergency form as needed throughout the year, keeping all emergency contacts and those authorized to pick up current.*

If pick-up is done by an unfamiliar face, instructors will ask for a picture I.D. (\*regardless if the person picking up is on the emergency contact list or not). If someone is picking up who is on your authorized



pick-up list, they MUST bring a picture ID with them. We will not release a child without this verification step.

**Drop-off and Pick-up of your child is a NO CELL PHONE ZONE. Our instructors often have important information in regards to the program and most importantly to your child that will need to be relayed. Please be courteous and give your full attention to instructors when dropping off and picking up.**

**Late Pick- Up Policy**

If you are going to be late picking up your child, please make your **best efforts to call the program Supervisor phone at 708-485-1528**. Any parent who arrives after the pick-up time of 6pm will be charged a **\$5.00 late fee for each 5 minutes late per child. This will be documented and you will need to sign a late pick up form at the 2<sup>nd</sup> offense. Program instructors do NOT take payment on site.** Habitual late pickup may result in removal of program.

**You may come in-person or call for an over the phone payment. Cash, check or CC is accepted.**

If the child is not picked up after 15 minutes of the program ending and no verbal contact by the parent is made, the emergency contacts as well as the Recreation Supervisor will be called. After 30 minutes of no communication between parents and/or emergency contacts the Police Department will be called. All actions hereafter will be done according to police procedure.

**Late Pick-up will result in the following:**

**1<sup>st</sup> offense: Instructor verbal warning with written acknowledgement.**

**2<sup>nd</sup> offense: Supervisor verbal warning with written acknowledgement and FEE**

**3<sup>rd</sup> offense: Child will be removed from the program without a refund.**

*We understand emergencies and unforeseen circumstances and greatly appreciate communication from parents if you believe you may be late. Policies and procedures are in place to prevent repeated zero communication and/or abuse of pick-up time.*

## **EVENTS/THEME DAYS**

We will be scheduling designated event and Theme Days. Prior notice will always be given. We would really like to see **120%** participation from the children on these days. Please remember that the excitement starts at home! Please follow the Program Calendar -handed out at the start of program session or at the Parent Meeting.

☺ **Be involved and get your child involved!** ☺

## **BELONGINGS**

Participants should always keep their belongings in a bag. Please use a book bag or athletic bag (Plastic bags commonly get mistaken for trash. Avoid using them. Draw String bags can be painful or too small)

## **ELECTRONICS**

\*Phones needed for the purpose of parent communication are allowed, however, they cannot be out and in use during program activities. If there is an abuse of phone usage or non-compliance in putting it away when asked, we will request the phone be checked in with the Instructor at sign-in and checked out at sign out. There will be designated times during the program in which we allow screens or devices. Instructors will limit screen usage and keep parents informed on duration.

**Participants are responsible for all their belongings that are brought to program. The Parks and Recreation Department and Staff are not responsible for the loss, damage or theft of any participant's belongings.**

## **Medication**

Participants requiring any type of medication during program hours must have a signed medication release form on file (provided by request only). We highly recommend that the medication schedule is altered to fit times outside of the day program schedule if possible. Medication cannot be distributed without the fully completed release form and detailed note from the pediatrician/specialist. If your child is taking medication, the medication must be in an original container with the child's full name on the label and the correct dosage enclosed. Please separate prescriptions so the program staff are given only the required dosage. The medication will not be passed back and forth between the parents and the program. **Medication and written instructions must be given to the Recreation Supervisor prior to the child's first day at program.** All medication will be kept in a safe, acceptable place as required by the medication.

### **In Case of Serious Injury**

All of our staff members are trained in CPR and First Aid. If the injury requires emergency medical attention (per staff member's judgment). We will take whatever steps necessary to obtain emergency care. These steps may include, but are not limited to, the following:

- Call 911
- Make an attempt to contact the parent or guardian immediately.
- Attempt to make contact through any of the persons listed on the emergency form.
- If recommended by medical personnel, child will be taken to an emergency facility accompanied by a staff member.
- Continue to attempt contact with guardians.

Parent/Guardians are responsible for the emergency medical charges for all services rendered. Your authorization for the program instructors to secure emergency medical care for your child and your commitment for payment thereof is part of your registration agreement. Village employees are not permitted to transport participants in park vehicles or private automobile.

### **CODE OF CONDUCT/DISCIPLINE POLICY**

The Village of Brookfield Parks and Recreation Department reserves the right to suspend, expel or deny participation in any program, event or facility to any person whose behavior interferes or disrupts the quality of the offerings, the enjoyment of them by other participants, or the ability of the staff to conduct or manage the activities or facilities.

In the case of any unacceptable behavior during program hours, our staff will always make their best efforts to discuss with your child the negative behavior that needs to be changed, give ways to correct it and give the consequences if not corrected. We understand that all children will have an occasional bad day or make a wrong choice and believe, through positive reinforcement, choices can be improved.

*We enforce positive character traits daily and expect all participants to develop through upholding these traits during our program. Our character traits guideline is as follows:*

As a parks and recreation participant you are expected to act with **integrity**, as well as behave in a **peaceful**, **respectful** and **responsible** way. If these traits are broken through not following program and site established rules, instructors will do the following:

1. Counsel the child in what behavior needs to be corrected, how to do so and the consequences of not correcting behavior. This serves as their verbal warning. Depending on the severity of the behavior, children will be **allowed NO MORE than 2 verbal warnings** per program day before removal from activities.
2. If a participant has chosen not to correct their behavior, they will be asked to sit out from activities. The length of time they are removed from activities is age appropriate to the child. \*Participants are allowed **NO MORE than 3 "time outs" or removal from activities** per program day before they receive a *written behavioral form*.

## WRITTEN BEHAVIORAL FORM POLICY

Participants are allowed no more than 3 time outs or removal from activities per program day. In the event that a participant chooses not to correct their behavior repeatedly, instructors will fill out a disciplinary form. Policy regarding written behavioral slips is as follows:

**1<sup>st</sup> written behavioral incident: Parent is notified and must sign the behavioral form. Every effort should be made by both the parents and instructors to ensure positive attitudes and behaviors are reinforced both at home and during program programs.**

**2<sup>nd</sup> written behavioral incident: Parent as well as Recreation Director is notified. Parent must sign the behavioral form as well as have a mandatory meeting with Program Supervisor & Director to ensure reinforcement of all program rules and character traits. Depending on the nature of the incident, participant may be suspended from the program at this time for an appropriate time period. There are no refunds or proration of fees due to suspensions.**

**3<sup>rd</sup> written behavioral incident: Parent as well as Recreation Director is notified. Parent must sign the behavioral form. **CHILD IS REMOVED FROM THE PROGRAM SESSION.**  
**NO REFUNDS ARE GIVEN DUE TO REMOVAL FOR BEHAVIORAL WRITE-UPS.****

## PARENT RESPONSIBILITIES

Parents/Guardians of participants are responsible for the following (additional parent responsibilities are outlined in the Mid-Day remote learning facilitation within the appendix documents):



1. Contacting the **STARS Site Instructors if you will be late for pickup.** Please let us know your participant's first and last name as well as age and what group they are in. **Please communicate EVERYTIME your child will not be attending STARS Before & After School.**

Contact Cindy Yelich for ANY absences at 708-485-1528.

2. Contacting the parks and recreation office for withdrawals/cancellations OR changes in sessions **PRIOR** to the session it affects. **REGISTRATION & CANCELLATION MUST** be done by the deadline date.



### **Please Remember:**

**Our instructors are staffed and activities are planned according to how many children are expected on each day.**  
**When families are inconsistent with attendance it negatively affects the program.**

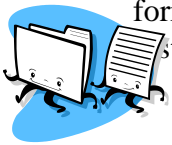


3. Communicating your child's needs to your child's Instructor as well as Recreation Supervisor when needed. Talk to our Instructors daily, we are happy to communicate your child's day with you.

\*Remember, upon pick-up, Program is a cell phone free zone! Give your child's Instructors your attention so they may tell you about their day. Please contact instructors and/or supervisor with any questions or concerns so that we may better serve you and your family.



4. Picking up your child on time. If you think there is a possibility of being late, please give a courtesy call to the program site phone number.



5. Have up to date emergency contact numbers and additional information on your child's emergency form. If there are any household changes, or additions to be made, please contact your child's instructors immediately.

***EPACT is our Emergency Form database. Upon receipt of email, please complete the program so we have access to your child's emergency information.***

*Our program plans get developed and executed by our STARS Instructors on a weekly basis. For questions regarding scheduling, programming, specific activities or themes, please contact Cindy Yelich, Recreation Supervisor, directly at [cyelich@brookfieldil.gov](mailto:cyelich@brookfieldil.gov)*