



Prairie Care Parent Handbook

Grand Prairie Elementary School
10480 Nebraska St.
Frankfort, IL 60423
815-464-2887
Tax ID# 36-2673904

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PURPOSE

The goal of Prairie Care is to provide a safe, recreational based program for children whose parents or guardians find it necessary to work or to further their education. The program is staffed by qualified coordinators who strive to develop a warm constructive relationship with the children. Prairie Care provides a creative and stimulating environment in which children can learn, grow and thrive at their own developmental pace.

DATES AND HOURS

Regular hours of the program will be from 6:30 AM until school begins and then from the end of school until 6:30 PM. Check your contract sheets for special services on half days of school. **ALL BEFORE AND AFTER SCHOOL PROGRAMS WILL FOLLOW THE SCHOOL DISTRICT POLICY ON SNOW DAYS.....CLOSED.**

LOCATION

Prairie Care will be held at Grand Prairie School. Students from Chelsea and Hickory Creek School will be bussed from their schools to Grand Prairie School. Our main room for drop off and pick-up will be the lunchroom.

ARRIVAL AND DEPARTURE PROCEDURES

Children must be accompanied by an adult when arriving or departing from the program. A "Sign In" book will be placed out in the morning and a "Sign Out" book will be placed out in the afternoon. An adult is expected to sign the children in and out of the program. If someone else will be picking up your child please make sure they are listed on your registration form. Tell them to bring a form of identification with them because we will I.D. them. Your child will not be released to another adult without your consent.

FEES, PAYMENTS AND PENALTIES

A registration form must be filled out for each week of services requested. **A minimum of two weeks prior to services requested is the rule.** Deadline is Monday at closing two weeks prior the week you are requesting. All checks are payable to the Frankfort Park District.

There will be a \$10 late fee for any payments turned in 1 week after the Date the payment is due on the weekly registration sheet.

You may drop off your payment at the Frankfort Park District business office or at the Prairie Care site. The two weeks advance notice is necessary for scheduling with the school district, the bus company and the Prairie Care Staff. Your cancelled check will be your record for tax purposes.

A \$10.00 late fee will be charged for the first 15 minutes you're late after 6:30 PM. After the 15 minutes, one dollar for every minute there after will be charged. We will set our clocks by the school districts clocks. Late fee payment is due at the time you pick up your child.

The school district asks that after 8 am or prior to 3:30 pm no cars are to be in the bus loop either attended or not attended. You may use either the parent parking lot or the main parking lot.

SHOES

Prairie Care will follow the school district's policy concerning the white sole shoes only in the gym. Children not wearing the proper shoes will not be allowed to play in the gym. Removing their shoes and running in their stocking feet will not be allowed.

ABSENCES

It is the Parent's responsibility to report absences to Prairie Care, not the school's or the bus driver's. Call before 8:30 am at 464-2887. There is no pro rating of fees due to non-attendance.

PERSONAL BELONGINGS

We recommend that personal belongings such as toys or sports equipment not be brought to Prairie Care. The staff will not be held responsible for the children's personal belongings.

ALL CHILDREN MUST BE TOILET TRAINED. CHILDREN MAY NOT WEAR PULL-UPS.

EMERGENCY MEDICAL AND HEALTH POLICY

Prairie Care will always try to provide a safe environment for your children, but occasionally children are hurt or injured. In the event of such an occurrence, Prairie Care will follow the procedure below:

- A. A call will be made to you to inform you of the situation. If you cannot be reached we will call the emergency numbers that you have given.**
- B. Medical paramedics will be called to handle any serious accidents.**
- C. If your child needs medical care, we will accompany them to the nearest facility.**
- D. You must meet us at the medical facility as soon as possible.**

If your child becomes ill at the center, we will call you to inform you of their condition. However, if your child is running a fever, vomiting, or experiencing diarrhea we will request that your child be picked up as soon as possible. Similarly, if your child gets sick at home or at school, please make arrangements for their care until they are well.

This policy is not only for the protection of your children it extends, also, to other children in our care.

BEHAVIOR REQUIREMENTS

Discipline is carried out in a way to help your children develop self-control and assume responsibility for their own behavior. It is kind and gentle, yet firm. It is based on four overall rules:

- A. A child may not disturb or hurt others, verbally or physically.**
- B. A child may not damage equipment.**
- C. A child may not place himself/herself in dangerous situations.**
- D. A child needs to listen and respect staff.**

REMEDY PROCEDURES

Staff will redirect the uncooperative child to another activity or redirect the entire activity into a more wholesome direction. Staff will encourage children to work out their own solutions. Staff will help children to understand one another's actions.

Staff will attempt to correct improper language. Sometimes we say "talk nicely". Excessive swearing, etc. will be addressed to both the parents and the child. Continued problems may result in dismissal for the day of the program.

One of our most reoccurring and disruptive problems has been name-calling and verbal abuse between children. If this occurs children are given a verbal warning, followed by a time out separation, and lastly, if the problem persists the child could be suspended from the program.

Discipline is the responsibility of the staff as well as the parents. If there is an assessment of the child's pattern of unacceptable behavior the entire staff shall be made aware of it and cooperate in carrying out the specific plan developed for the child.

If there is concern the Director of Prairie Care may consult the school to gain any insight on daily concerns as well as consult with the parents.

Prairie Care has developed a program of written warnings for inappropriate behavior. The child will receive a written warning for inappropriate behavior (hitting, foul language, etc.) This will be signed by the child, parent and the staff member. On the third warning, after discussing it with you and your child, your child will be asked to miss a day of Prairie Care.

QUIET TIME

Each day we will have a half hour of “Quiet Time”. During this time the children will be able to do homework, read or play games. Your child is welcome to bring books or magazines from home. Have them keep this in a pocket of their backpack. We will do this everyday from 4:15 to 4:45.

COMMUNICATION

Communication efforts will be implemented through a variety of ways. Letters from the director will be sent home, as important information needs to be addressed.

Talking to the staff on a daily basis is another means of communication. If you have any concerns please call the director at 464-2887 or 464-5579.

DISCHARGE POLICY

A child may be discharged from Prairie Care if any of the conditions outlined above arise. Discharge is the last alternative, but will be implemented if the problem poses immediate danger to the welfare of the participants and/or is a detriment to the quality of the program operation.

1. **Verification of falsified admission records. Incomplete or missing forms.**
2. **Participants actions or activities endangerment's to the safety of self and/or the other participants and staff of the program and newly established behavior management techniques fail. This includes inappropriate behavior, action or language.**
3. **Repeat violations of the transportation arrangements for the child, i.e. no phone to the program when the child will not be in attendance.**
4. **Repeat violations of payment policies and due dates.**
5. **Repeat violations by the parents of the (6:30pm) pick up time.**
6. **The childcare needs of the participant are incompatible.**
7. **Any additional violations or concerns deemed unacceptable by the Prairie Care Staff.**

NOTE: In compliance with the Americans with Disabilities Act, The Frankfort Park District and The School District 157 C will make all reasonable efforts to accommodate children with disabilities. Parents are encouraged to provide any related information to assist Prairie Care in providing a quality service to the child.

I acknowledge that I have received a copy of the Parent Handbook outlining the policies of the Prairie Care Program and it meets with my approval.

Signature

Date