



# Prairie Care Parent Handbook

Grand Prairie Elementary School  
10480 Nebraska St.  
Frankfort, IL 60423  
815-464-2887 or 815 464-5579  
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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 coordinated by qualified staff who strives 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.

**PROCEDURES AND PROGRAMMING**

The Frankfort Park District reserves the right to change any procedures and programming related to the Prairie Care program.

**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 School will be bussed from their school 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 required 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 staff will verify their identification. Your child will not be released to another adult without your consent.

**FEES AND PAYMENTS**

A separate registration form for each child attending Prairie Care must be filled out at the time of services requested. A monthly calendar has been provided for your convenience. On the calendar, please mark the days your child will be attending Prairie Care. **Payments will be due on Wednesday prior to the week of requested service.** Your payment will reserve your spot for the following week. **No late Registration will be accepted, due to safety issues with buses and staff scheduling.** Discounts are available for additional siblings. Please see current registration forms for more information. *Early dismissal days and Teacher Institute days have a separate fee.* **Failure to make payments will result in a possible suspension or permanent dismissal from Prairie Care.**

You may drop off your payments to the Frankfort Park District at 140 Oak Street or at the Prairie Care site by Wednesday prior to the week of service. There is also a drop box at the 140 Oak Street address for your convenience. Cash will be handled only at the Frankfort Park District business office at 140 Oak Street. Your cancelled check will be your record for tax purposes. Parents are encouraged to keep a set schedule for the sake of the staffing schedules and your child's safety.

For late pick up, a \$10.00 fee will be charged for the first 15 minutes you are late after 6:30 PM. After the 15 minutes, one dollar for every minute thereafter will be charged. We will set our clocks by the school district clocks. The school district asks that after 8:00am or prior to 3:30pm, that no cars be in the bus loop. You may use 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. It is not the school district's responsibility to take messages for Prairie Care. Call before 8:30am at 815- 464-2887. You may leave a message on the answering machine. There is no pro rating of fees due to non-attendance.

### **PERSONAL BELONGINGS**

We recommend that personal belongings such as toys, hand held games, phones, sports equipment, etc. may not be brought to Prairie Care. The staff/Frankfort Park District 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 inform you of the situation. If you cannot be reached, we will call the emergency numbers that you have provided.
- B. Medical paramedics will be called to handle any serious accidents.
- C. If your child needs medical care, we 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 Prairie Care, 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 Recreation Supervisor 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 given an immediate one day suspension from Prairie Care. Reoccurring problems could result in a permanent dismissal from Prairie Care.

**If inappropriate behavior becomes severe, the programs practice of written warnings may not be used and suspension or discharge may occur immediately.**

### **COMMUNICATION**

Communication efforts will be implemented through a variety of ways. Letters from the Recreation Supervisor 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 Recreation Supervisor, Kristen Morrison at 464-2887 or 464-5579. You may also reach me at kmorrison@frankfortparks.org

### **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 or incomplete forms.
2. Participant's 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.

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Signature

Date

