

Mail, Drop-Off or Fax :

Family Last Name	Date
------------------	------

Street Address _____ Home Phone _____

City _____ Zip _____ Cell Phone _____

Frankfort Park District
140 Oak Street
Frankfort, IL 60423
Phone: 815-469-9400
Fax: 815-469-9275

I want to receive program & Park District updates via email ☐ Yes ☐ No E-Mail Address _____

☐ **The Frankfort Park District welcomes individuals with disabilities into its programs. Please check the box if you or a family member require special assistance and describe any accommodations needed**

Participant Name	Program Name	Session	Birthdate Mo/Day/Yr	Grade	Sex: M/F	Fee

Please Indicate your choice of payment ☐ Check ☐ Cash ☐ Credit Card

Total Enclosed

10

Account Number - must complete when using Visa, MasterCard , or American Express

[illegible]

Cardholder Name _____ Exp. Date _____ Charge Amount _____

Authorized Signature _____ Security Code _____

Must have signature to be processed

READ CAREFULLY

READ CAREFULLY

Please be aware that, in signing up and participating in Frankfort Park District programs, you will be waiving and releasing all claims for injuries, arising out of these programs, that you or the other named participants might sustain. The terms "I", "me", and "my" also refer to parents or guardians as well as participants in the programs. In registering for these programs, you are agreeing as follows:

As a participant in these programs, I recognize and acknowledge that there are certain risks of physical injury, and I agree to assume the full risk of any injuries, damages or loss, which I may sustain as a result of participating, in any manner, in any and all activities connected with or associated with such programs. I further recognize and acknowledge that all athletic activities involving strenuous exertion or potential body contact are hazardous recreational activities and involve substantial risks of injury.

I hereby grant authority to the Frankfort Park District and the teacher/instructor supervising an event to obtain a paramedic to give emergency treatment to my child or obtain ambulance services for my child when it is deemed necessary. I also give permission to the selected paramedic/physician to treat my child as requested by the Frankfort Park District in the event that I cannot be reached. I am aware that any expenses incurred for any of the above services will not be the responsibility of the Frankfort Park District.

I agree to waive and relinquish any and all claims I may have as a result of participating in these programs against the Frankfort Park District, any and all participating cooperating governmental units, any and all independent contractors, officers, agents, servants and employees of the governmental bodies and independent contractors, and any and all other persons entities, or whatever nature, might be directly or indirectly liable for a n injuries that I might sustain while participating in these programs. (The parties described in the preceding sentence are referred to as "released parties" in the remainder of this Agreement.)

I do hereby fully release and discharge the Frankfort Park District and any and all claims for injuries, damage or loss which I may have or which may accrue to me on account of my participation in these programs.

I further agree to indemnify, hold harmless and defend the Frankfort Park District and any and all other released parties, from any and all claims resulting from injuries, damages and losses sustained by anyone, and arising out of, connection with, or in any way associated with my conduct and the activities of these programs.

I further understand and agree that the terms such as "participation", "programs", and "activities", referred to in this Agreement, include all exercises and physical movements of any nature while I am participating in these programs and further include the provision of or failure to provide proper instructions of supervision, the use and adjustment of any and all machinery, equipment, and apparatus, and anything related to my use of the services, facilities, or premises involved in these programs, and transportation to any from any events.

I understand the nature of these programs for which I am registering, and have read and fully understand this Waiver, Release and Hold Harmless the nature of these programs for which I am registering, and have read and full understand this Waiver, Release and Hold Harmless Agreement. I further understand that any advisements or warning of the particular risks of these programs that I subsequently receive will be incorporated by reference into and become a part of this Agreement.

CANCELLATION AND REFUND POLICY: Refunds of 100% will be made, less a \$5.00 service charge, if notified at least 2 working days prior to the start of the program or if a doctor's note is provided for an injury or illness. Refund checks take up to two weeks to be processed. ***There are no refunds given for Trips, One-Day Programs, or Special Events. All League deposits are non-refundable. There are NO refunds on Leagues once the teams/schedules are made.*

A 50% refund will be given if notified prior to the second course meeting for reasons other than a doctor-verified illness or injury. All refunds must be done in person at the park district office. They cannot be completed over the phone or by fax. Full refunds are granted without penalty for: A refund that is initiated by the Park District (i.e. low enrollment/canceled class)

***With the exception of patrons who have registered on-line, the convenience fee is NON-refundable.**

NSF RETURNED CHECK POLICY: For any check returned to the Park District for non-sufficient funds, the issuer must pay with cash to cover the check, pay any bank charges and fees and pay a \$25 NSF surcharge to the Park District.

X Mandatory signature of participant, parent or legal guardian

Date _____



Prairie Care Parent Handbook

Grand Prairie Elementary School
10480 Nebraska St.
Frankfort, IL 60423
815-464-2887 or 815 464-5579
kmorrison @frankfort parks.org
Tax ID# 36-2673904

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Signature Approval

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.

Signature

Date

PRAIRIE CARE PROGRAM
GRAND PRAIRIE SCHOOL 2016-2017

Child's Name _____ Grade _____ Gender _____

Address _____ Date of Birth _____

Home Phone _____ Mother's Cell # _____ Father's Cell# _____

Marital Status of Parents _____

Father or Guardian Name _____

Employer Name, Address and Phone _____

Mother or Guardian Name _____

Employer Name, Address and Phone _____

Child Physician Name, Address and Phone _____

Emergency Contact other than Parent or Guardian

Name _____

Phone # _____ Relationship to child _____

Any Allergies or other important information the teachers should be aware of? Explain

I give my permission for my child to participate in all the activities of this program . I will contact Prairie Care Staff if I do not want my child to participate in gym games or outdoor play.

Signature Parent/Guardian

Date

Child's Name _____ Grade _____

Persons authorized to pick up your child (Parents are automatically an authorized pick up person unless otherwise stated). Photo identification may be required.

Your child will not be allowed to leave Prairie Care with anyone not listed, unless consent has been given by parent or guardian.

NAME

RELATIONSHIP

PHONE#

1. _____

2. _____

3. _____

Prairie Care Phone System

Prairie Care currently has two phones. One phone is the office phone and the other phone is the Prairie Care cell phone.

- Office Phone # 815-464-2887
- Prairie Care Alert Cell Phone # 815-641-2458

Parents may call the office phone during Prairie Care hours and staff will assist you. This number is connected to an answering machine as well. If you would like to leave a message, staff will get back to you as soon as possible.

The cell phone is used at an alert system. For obvious safety reasons, the building has to stay locked. This phone is your way into the building. When the staff members hear this phone ring, they will come to the door and open it for you. It used as a doorbell. The front doors will be locked at all times.

We encourage you to enter both numbers into your contact list on your cell phone. Both numbers will be posted on the front door for your convenience.

Please contact Prairie Care or Park District office staff if you have question about the current phone system.

FYI! If you receive a call from the Prairie Care office phone, it will come up on your caller ID as the Grand Prairie School office phone number. This is how the phone system is set up in the building and cannot be changed at this time. Please listen to your messages. If we happen to leave a message for you while using this phone, please return call to the Prairie Care office number (815-464-2887).



Prairie Care 2016/2017 District Holiday Care/Early Dismissal Days

Participants may register for all District Holidays/Early Dismissals on the monthly Prairie Care forms. Below are Prairie Care offerings of the dates that 157C students are off of school. Labor Day, the day before and after Thanksgiving, Winter Break and Memorial Day are not available. *Note: There must be a minimum of 10 participants in order to run this program. You do not have to be a regular participant of Prairie Care to sign up for the District Holidays/Early Dismissal Days.*

*Holiday Care \$45 per day 7am – 6 pm
Early Dismissal \$25 per day after school until 6 pm*

September 2	Institute Day	\$45
October 6	Early Dismissal	\$25
October 7	Institute Day	\$45
October 10	Columbus Day	\$45
November 21	Parent/Teacher	\$45
November 22	Parent/Teacher	\$45
January 16	MLK Day	\$45
February 17	Institute Day	\$45
February 20	Presidents Day	\$45
March 7	Pulaski Day	\$50
March 27 - 31	Spring Break Camp	\$145 (before & after care included)
May 26	Early Dismissal	\$25
June 6 (tentative last day)		TBA



Name _____

Grade _____

CONSENT \ RELEASE FORM

List any medical information that would be necessary for us to know to ensure proper medical treatment.

Allergies _____

Medical Condition _____

Other _____

I hereby grant authority to the Frankfort Park District and the teacher supervising an event to obtain a paramedic to give emergency treatment to my child or obtain ambulance services for my child when it is deemed necessary. I also give permission to the selected paramedic/physician to treat my child as requested by the Frankfort Park District in the event that I cannot be reached. I am aware that any expenses incurred for any of the above services will not be the responsibility of the Frankfort Park district.

Signed _____ Date _____

(Parent / Guardian)



Consent/ Release Form

Child's Name _____

Photographs

I / we authorize photographs to be taken of my child to be used for publicity purposes.

Signature _____ Date _____
(Parent / Guardian)

Relationship to child _____

Emergency First Aid

The only measures taken at the school are as follows:

Bump or Bruise _____ Splinter _____
Cut or Scratch _____ Nose Bleed _____

If further care is needed, we will notify a parent.

Signature _____ Date _____
(Parent / Guardian)

Relationship to child _____

Field Trips

I/ We authorize the teachers of the Frankfort Park District to take my / our child on walking Trips, field trips and to nearby park facilities. A five-day notice will always be given for field trips.

Signature _____ Date _____
(Parent / Guardian)

Relationship to child _____



Frankfort Park District
Prairie Care Discipline Policy

The Frankfort Park District Prairie Care staff would like your child to have the best experience possible while at Prairie Care this year. Thus, all participants must understand and follow the Prairie Care guidelines and rules. These guidelines and expectations are in place to ensure the safety of your child and staff.

1. Listen to staff.
2. Respect Prairie Care staff and other Prairie Care participants.
3. Respect Prairie Care property and facility property.
4. Keep hands, feet, and other objects to yourself.
5. Participate in Prairie Care activities.
6. Use an inside voice when indoors.
7. Respect the bus and rules of the bus.
8. Follow staff instructions on field trip days.
9. Clean up after yourself.
10. Be positive and have fun!

Should a participant choose not to follow any of these rules, these are the guidelines that the staff will follow to handle the situation:

Step 1: Verbal Warning.

Step 2: Time out or time away from group.

Step 3: Behavior Warning report sent home.

Step 4: Conference with Parent.

Step 5: Meeting with the Supervisor, necessary staff, parent(s), and child.

At this time, suspension or expulsion will be discussed.

- In the event that a Prairie Care participant engages in behavior which possess a threat of bodily harm to himself, others, or facility property, an immediate meeting with the parent(s), or guardian may be called. If such behavior warrants it, an immediate suspension or expulsion may result.
- Situations that will result in an automatic Behavior Warning report are: stealing, use of profanity, excessive violence (hitting, kicking, biting, etc.) and property damage.

Please review these rules with your child. The staff will review these rules with your child at the beginning of the school year. Thank you in advance for your cooperation, and we hope to have a great school year!

I have reviewed the discipline policy with my child. Date:

Child's Name: _____ Child's Signature: _____

Parent Name: _____ Parents Signature: _____