



B.A.S.E

PROGRAM MANUAL

CONTACT



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(708) 749-4900



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Our Mission Statement

The North Berwyn Park District is an autonomous governmental entity established by the residents in 1976 to provide outdoor recreational areas and leisure service opportunities which foster community growth, family values, and enhance the quality of life.

Program Goals

- To provide a quality and affordable extended day program within our district.
- To provide a structured and safe environment in the extended day program within our district.
- To provide enrichment activities for students in the extended day program within our district.

B.A.S.E. Program Overview

The North Berwyn Park District operates and manages the B.A.S.E. program. Students must be enrolled at one of the Berwyn North School District 98 schools in Kindergarten-8th grade to participate in the program. The B.A.S.E. program consists of a before school session (7:00 – 8:25am) and an after school session (3:05 – 6:00pm). Registered students may attend one or both sessions.

The Recreation Supervisor manages and oversees the daily operation of the program. The B.A.S.E. program operates at Prairie Oak Elementary School. Parents/Guardians must notify the child's home school that they will be attending the B.A.S.E. program and give them a schedule of what days the child will be in the program so the teachers send them to BASE.

During B.A.S.E., the on-site staff lead the students in activities that emphasize teamwork, leadership skills, limited academics, and much more. Appropriate supervision is available for all grade levels while students have the opportunity to build social skills and relationships outside the normal classroom setting.

It is vital that parents/guardians, staff, and students are aware of the policies and procedures in place that allow the program to function smoothly. The purpose of this handbook is to provide a description of policies, program costs, and payment procedures. Please review this information carefully. Failure to follow procedures and policies may result in dismissal from the program.

Questions regarding the operation of the B.A.S.E. program should be directed to the Recreation Supervisor:

- (708) 749-4900– Office

Important Phone Numbers

North Berwyn Park District 708-749-4900

B.A.S.E. Direct Line (During program hours only) 708-341-1880, or 708-749-4980 (landline)

****The North Berwyn Park District reserves the right to make changes to the handbook. The full cooperation of parents/guardians is always appreciated.****

B.A.S.E. Program Overview

The Before School Program

The before school program begins at 7:00am and ends at 8:25am when students are released to their home school. All of the children are to be dropped off at Prairie Oak School using the South gym entrance (door closest to the school playground). While in the before school program, students will have time to socialize, have time to themselves, and will be encouraged to participate in physical activity such as warm up stretches and age appropriate games that require movement. This time may also be used to prepare for the upcoming school day including time to finish any homework. Students will be given time to eat any breakfast snack that they may bring from home. At 7:45am the children that attend a school other than Prairie Oak will be bused with staff to their home school via a North Berwyn Park District vehicle and be released into their school's care.

The After School Program

The after school program begins at 3:05pm and ends promptly at 6:00pm. Our program is not simply a longer school day; it is different in structure and in content. We offer a well-balanced program that provides plenty of opportunities for play and social interaction while offering opportunities to improve and encourage learning.

As the students enter the after school program, they will be signed in by one of the staff members and offered a snack. Students may also bring a healthy snack from home if they like. Students will meet in the commons every day except for Wednesday when they will go directly to the gymnasium. On Mondays, Tuesdays, Thursdays, and Fridays from 3:05pm- 4:20pm, parents/guardians may pick up their child(ren) using the main entrance of Prairie Oak School and walk to the commons to meet their student. After 4:20pm, and on Wednesdays, parents/guardians may pick up their students by using the south side gym doors located just off the playground. These days and times are subject to change due to the needs of the school district.

The students will work on their homework until 4:15pm. Students who do not have homework or choose not to do it in the program will be required to engage in quiet time activity such as reading a book, drawing, coloring, etc. at their assigned tables. From 4:20-6:00pm B.A.S.E. staff members will lead the children in a variety of recreational activities.

Pick Up Procedure

Parents/Guardians must notify their child's teacher that they will be attending the B.A.S.E. program to ensure that the school staff take your child to the pickup location designated at each school.

Havlicek Elementary School

Students that attend Havlicek Elementary School meet right outside of the gym door closest to the main office. Students will be greeted by a B.A.S.E. staff member once they arrive. Students will then be bused to Prairie Oak School.

Jefferson Elementary School

Students that attend Jefferson Elementary School must meet right outside of the gym door closest to the main office. Students will be greeted by a B.A.S.E. staff member once they arrive. Students will then be bused to Prairie Oak School.

Lincoln Middle School

Students that attend Lincoln Middle School must go directly to the North Berwyn Park District vehicle that will be in front of the school located on 16th St. between Elmwood Ave and Gunderson Ave (by the Lincoln statue). Students will be greeted by a B.A.S.E. staff member once they enter the park vehicle. Students will then be bused to Prairie Oak School. The bus will stay at Lincoln until 3:15pm before heading off to the other schools. If your child misses the bus, they should go to the office at Lincoln Middle School so that staff can contact the park district and have the bus go to pick up the student.

Prairie Oak Elementary School

Students that attend Prairie Oak Elementary School must meet in the commons/gym. Students will be greeted by a B.A.S.E. staff member once they arrive.

Hours of Operation

- The before school program begins at 7:00am and ends at 8:25am. Students are only allowed to sign themselves into the B.A.S.E. program when permission is given on the consent forms. It is the sole responsibility of the parent/guardian to ensure their child arrives safely to the program. Students may be signed into the program between 7:00 - 7:45am.
- The after school program begins at 3:05pm and ends promptly at 6:00pm. For safety reasons, all students must be signed out by a parent/guardian or authorized person. Students are only allowed to sign themselves out of the B.A.S.E. program when permission is given on the consent forms. Students may be signed out of the program at any time after 3:05pm.
- Please note that anyone authorized on the consent forms to pick up a participant from the B.A.S.E. program must present a valid government issued photo ID, including parents/guardians. Children will not be released to anyone who are not indicated on the consent forms and/or cannot produce a valid ID.
- If school is cancelled for any reason, the B.A.S.E. program will also be cancelled.
- On early dismissal days, morning care B.A.S.E. will be offered, however afternoon B.A.S.E. will not be held.

Registration & Payment

Eligibility

The North Berwyn Park District operates the B.A.S.E. program. Students must be in grades K-8th and be enrolled in one of Berwyn North School District 98 schools to participate in the program.

Registration

All students must be registered to attend the program. Registration for the B.A.S.E. program is taken at the North Berwyn Park District Community Center, 1619 Wesley Ave, or by calling 708-749-4900 during normal business hours.

The Following is due at the time of registration:

- Completed B.A.S.E. enrollment forms.
- Payment in the form of cash, check, or credit card
 - o \$80 for five after care days
 - o \$40 for five before care days

B.A.S.E. days are purchased in increments of five and can be used at any time throughout the school year. Students must have days purchased in order to attend the B.A.S.E. program. Students who do not have days purchased will not be allowed into the B.A.S.E. program and will be sent to their school's office.

The North Berwyn Park District accepts Day Care Action provided by the State of Illinois. Forms are available at the front desk at the North Berwyn Park District Community Center 1619 Wesley Ave. Parents/guardians are responsible for turning in the applications to Day Care Action themselves. Please note that the B.A.S.E. program is not licensed or regulated by DCFS.

Return Check Fee

There is a \$25.00 fee for returned checks due to insufficient funds. If this occurs, all subsequent fees for the following six months must be paid by cash or credit card.

Income Tax Information

Tax statements indicating the payments made to the North Berwyn Park District B.A.S.E. program will be prepared upon request. Requests must be made in writing at the Community Center 1619 Wesley Ave or by emailing frontdesk@nbpd4fun.org. Please allow two weeks for processing, especially during tax season. Please note that it is the responsibility of each parent/guardian to retain their receipts.

Refunds

Refund requests for unused B.A.S.E. days must be made in writing prior to the last day of the scheduled B.A.S.E. program. Forms are available at the Community Center, 1619 Wesley Ave. or by emailing frontdesk@nbpd4fun.org.

NORTH BERWYN PARK DISTRICT BEHAVIORAL STANDARDS & CONTRACT

The following standards have been adopted by the North Berwyn Park District to be used as guidelines for maintaining a safe and productive program environment. Failure to abide by these guidelines will result in disciplinary measures as indicated.

UNACCEPTABLE BEHAVIORS THAT WILL NOT BE TOLERATED

1. Swearing, or offensive language.
2. Disrespectful behavior towards staff and/or other participants.
3. Aggressive behavior such as slapping, punching, kicking, biting, spitting, etc. whether it is initiated or in retaliation to others.
4. Any activity or behavior which raises security or safety concerns.

FIRST WARNING - The first offense of unacceptable behavior will result in the parent/guardian being notified by staff by phone to discuss the incident. If the behavior occurs again that same day, the parent/guardian will be called to remove the child from the program for the remainder of that day and sign a breach of behavior contract. This note will state the unacceptable behavior of the child and will also notify the parent/guardian that any recurring incidents may lead to permanent removal from the program.

SECOND WARNING - If a child continues to display unacceptable behavior after a first written warning has been issued, the parent/guardian will be called to remove the child from the program for the remainder of the day and the child will then receive a written note of a second breach of behavior contract.

THIRD WARNING - Upon a third warning of unacceptable behavior, the parent/guardian will be called to remove the child from the program. A third breach of behavior contract will be issued. The parent/guardian will then be asked to attend a conference prior to the child being readmitted to the program. At this conference, the parent/guardian will be required to provide an acceptable solution to avoid recurrence of the problem. If an acceptable solution has been agreed upon, the child will be readmitted to the program at the discretion of the executive director. Any further incident will result in a minimum 1 year suspension from the program.

NOTICE - In an extreme case of unacceptable behavior that is threatening to staff and/or other participants, the progressive warnings may be lifted and the child may be immediately removed from the program.

Before School Program Policies

The Before School Program begins at 7:00am and ends at 8:25am when students are released to their schools. Students may be signed into the program anytime between 7:00–7:45am.

Sign-in Process

- A parent/guardian/authorized person must accompany the student to the designated Drop-Off location for Prairie Oak School. The drop off location is the south gym door (door closest to the school playground).
- Students are only allowed to sign themselves into the B.A.S.E. program when permission is given on the consent forms.
- After being signed in, the student will remain in the gym.
- A student does not become the responsibility of the North Berwyn Park District B.A.S.E. program until they are signed into the program.

Dismissal Process

Students that attend Havlicek, Jefferson, and Lincoln school will be bused to their home schools and released into their school's care. The B.A.S.E. vehicle departs from Prairie Oak School at 7:45am. All students will be supervised by the B.A.S.E. staff until they enter their home school.

Reporting Before School Absences

- If a child is not attending in the morning, notice is not required ahead of time.
- If someone other than the parent/guardian/authorized person is signing them into the before school program written authorization is required before the child attends the program.

After School Program Policies

The after school program begins at 3:05pm and ends promptly at 6:00pm. Students are dismissed from their classrooms to the after school program by their teachers. Each school has a designated meeting location (please see pg. 3 for details). Students are expected to bring their books, backpacks, coats, etc., with them to the designated pick-up location. Students will not be able to return to their rooms or lockers for items once they are signed into the B.A.S.E. program.

Sign-Out Process

B.A.S.E. staff members will be provided with individual B.A.S.E. slips that show how many registered days a student has available. Once a student is signed into the B.A.S.E. program a parent/guardian/authorized person will be required to sign them out.

Reporting After School Absences

The after school staff is responsible for a large number of children. The safety and well being of all students is of primary concern. As this is a drop in program it is imperative that parents/guardians notify the school of their child's B.A.S.E. schedule.

- Parents/Guardians should NOT send a note to their child's classroom teacher, as it may not reach the appropriate staff.

Sign-out Process

Parents/Guardians/Authorized persons are expected to pick up their child(ren) no later than 6:00pm. Children not picked up by 6:00pm will be assessed a late fee (please see below for details). For safety reasons anyone picking up a child must have a valid photo ID and must be designated as authorized to pick up that child. Students will not be dismissed to anyone not having a valid photo ID or that is not authorized to pick up. Students are only allowed to sign themselves out of the B.A.S.E. program when permission is given on the consent forms.

Once a student is picked up and signed out of the B.A.S.E. program, they may NOT return to the program that day.

Late Fees

Any student not picked up by 6:00pm will be assessed a late fee. The late fees are as follows:

- \$5 for the first 10 minutes.
- \$1 for every minute after the first 10 minutes.

Parents/Guardians/Authorized persons will be required to sign a late notice and receive an invoice for the amount due. Late fees must be paid during normal business hours at the North Berwyn Park District Community Center 1619 Wesley Ave or by calling 708-749-4900 before the student may return to the program. Please bring your invoice at the time of payment.

Please note that excessive late pick ups may result in the child's dismissal from the program per the Program Supervisor's discretion.

If staff cannot reach parents/guardians/authorized emergency contact by 6:30 pm, there will be no alternative other than to contact the police to handle the matter.

Homework Time

Homework time is scheduled as soon as the students arrive to the after school program and ends promptly at 4:15pm. Although this may not be adequate time for students to complete all homework, if the opportunity is used wisely, it is ample time to complete a substantial amount of work.

Students should bring any necessary supplies to complete their homework daily as it is not possible for the B.A.S.E. staff to provide all the needed supplies for the number of students we oversee. Students who do not have homework or choose not to do it in the program will be required to engage in quiet time activity such as reading a book, drawing, coloring, etc. at their assigned tables.

Considering the number of students enrolled in the program it is not possible to provide one-to-one homework assistance. To meet the needs of as many students as possible, the B.A.S.E. staff will circulate throughout the room during homework time and will assist children as needed. B.A.S.E. staff will provide guidance for homework, but in no way does the B.A.S.E. staff supersede a parents/guardians responsibility to check their child's homework. We recommend that parents/guardians review their child's homework daily.

General Policies

Personal Belongings

Personal belongings (i.e., backpacks, books, coats, etc.) must be taken home each day. Personal property that remains in the B.A.S.E program will be taken to the B.A.S.E. lost and found. The B.A.S.E. staff will attempt to help students stay organized; however, the North Berwyn Park District is not responsible for lost property.

Children are strongly discouraged from bringing toys, cash, games, and electronics to the program. The B.A.S.E. staff are not responsible for any personal belongings brought to the program. Additionally, the North Berwyn Park District will not provide reimbursement for items that may be lost, broken, or stolen. If a personal item is deemed inappropriate for the program setting or becomes a distraction to the program or to other children, staff members may withhold the item from the student and return it to the parent/guardian upon pick-up.

Students are not permitted to use their cell phones while in the program. If a child needs to call their parent/guardian during program hours, they will be allowed use of the Park District phone. If parents/guardians need to reach their child during program hours, they may do so by calling 708-341-1880 or 708-749-4980. Please note this phone is only staffed during program hours.

Chromebooks are only allowed for homework purposes.

Parent/Guardian Concerns

In order to achieve our goals it is important that staff and parents/guardians work cooperatively. We understand that your child(ren) are your highest priority, and that issues that affect them can elicit strong emotions. Please do not hesitate to discuss any issues or concerns directly with the B.A.S.E. site supervisor. The site supervisor is your main point of contact and oversees the program and staff on site.

Parents/Guardians should refrain from disciplining their own child(ren) in the B.A.S.E. program setting. Parents/Guardians may not have contact with other students and under no circumstance may a parent or guardian discipline, interrogate or reprimand another child. Any threat of physical violence toward a child, staff member or another parent/guardian, explicit or implied, will be reported to the appropriate authority and may result in the child's dismissal from the program. While we welcome open discussion regarding any concerns about our program, respectful speech and behavior is expected at all times.

Parent/Guardian Communication

At times it may be necessary for parents/guardians to communicate information to both the school and the B.A.S.E. program. This may result in parents/guardians contacting both the school and the program staff. School staff are not responsible for communicating messages to the program staff and vice versa. A clear communication process is of utmost importance in order to provide parents/guardians and students with the safest and most efficient program.

For information on fees, policies or procedures that are not outlined in this book, please contact the B.A.S.E. Supervisor.

Suggestions for improving the program are always welcome and will be considered.

Health & Safety

We take the responsibility for the health and safety of all children very seriously.

In accordance with state laws firearms are prohibited on school grounds.

Any pertinent medical information must be provided during the registration process so that we can safely attend to your child. The B.A.S.E. Supervisor should be notified immediately in writing any time there are changes to a student's medical condition. Participants must be fully restroom independent as staff do not provide assistance in the bathrooms. Diapers or pull-ups are not permitted.

If a student is sent home sick during the regular school day, they are ineligible to attend the B.A.S.E. program on that day. If a child becomes ill while at the program, a quiet area will be provided where the student can rest while the B.A.S.E. staff calls the parent/guardian or an authorized person to provide transportation home. To ensure the safety and health of all the students in the program, parents/guardians are asked to make every effort to provide transportation home as soon as possible if a child becomes ill during the B.A.S.E. program hours.

If a student needs to take medication during program hours, parents/guardians are required to fill out proper dispensing of medication forms. Forms can be picked up upon request at the North Berwyn Park District Community Center 1619 Wesley Ave.

The staff will provide first aid for minor injuries. Parents/Guardians will be contacted if there is a more serious injury. If immediate medical attention is required, the staff will call 911 and notify the parent/guardian immediately.

PARENT / GUARDIAN CONSENT FORM

Child's name: _____
Address: _____
Home phone: _____ Birth date: _____
Guardian 1 name: _____
Guardian 1 Address: _____ Work Phone: _____
Work hours: _____ Mobile phone #: _____
Email Address: _____
Guardian 2 name: _____
Guardian 2 Address: _____ Work Phone: _____
Work hours: _____ Mobile phone #: _____
Email Address: _____
In the case of an emergency whom should be contacted first? _____

Please X which school your child will be attending:

_____ Havlicek School _____ Prairie Oak School
_____ Lincoln Middle School _____ Jefferson School

Current Grade: _____

What day(s) per week will your child be attending?

Please circle: M Tu W Th F

Time Attending (circle one/both): Before Care After Care

Please list the following information for emergency contacts for your child:

Name: _____ Phone: _____

Address: _____

Relationship to child: _____

Name: _____ Phone: _____

Address: _____

Relationship to child: _____

Name: _____ Phone: _____

Address: _____

Relationship to child: _____

Doctor's full name: _____

Address: _____ Phone: _____

Please indicate any medical information (Allergies, disabilities, illnesses, allergies to insect bites, and behavior problems, etc.)

EMERGENCY E-MAIL AND TEXT REQUEST FORM

Being prepared in the event of an emergency or disaster is a responsibility the North Berwyn Park District has to the participants and families of our community, and is a responsibility that is taken very seriously.

In the above mentioned situations, we need to be able to reach parents and or guardian's as quickly as possible, therefore we are requesting you provide an email address and a valid cellular phone number which can receive text messages.

Your email address and cellular phone number will not be shared or used for any other purpose.

If you do not have access to email or text, please indicate so below.

Child's Name: _____
Parent/Guardian Name: _____
Parent/Guardian Email Address: _____
Parent/Guardian Text Number: _____

I do not have access to email _____

I do not have access to text _____

Parent/Guardian Signature: _____

Date: _____

B.A.S.E DROP OFF & PICK UP

For security reasons, the North Berwyn Park District requires all parents/legal guardians to specify authorization of individuals 16 yrs. and older to pick up or drop off their child at the B.A.S.E program, or to authorize their child to individually sign in and out.

Please list all authorized persons including self.

Drop Off Authorization

I give authorization to the following persons to drop off my child:

NAME	RELATIONSHIP	PHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Pick Up Authorization

I give authorization to the following persons to pick up my child:

NAME	RELATIONSHIP	PHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

WALKING PASS (leave blank if you do not grant permission)

I _____ grant permission for my child _____
_____ to sign themselves in and/or out of the B.A.S.E program.

Parent/Guardian Signature: _____ Date: _____

NORTH BERWYN PARK DISTRICT BEHAVIORAL STANDARDS & CONTRACT

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SECOND WARNING - If a child continues to display unacceptable behavior after a first written warning has been issued, the parent/guardian will be called to remove the child from the program for the remainder of the day and the child will then receive a written note of a second breach of behavior contract.

THIRD WARNING - Upon a third warning of unacceptable behavior, the parent/guardian will be called to remove the child from the program. A third breach of behavior contract will be issued. The parent/guardian will then be asked to attend a conference prior to the child being readmitted to the program. At this conference, the parent/guardian will be required to provide an acceptable solution to avoid recurrence of the problem. If an acceptable solution has been agreed upon, the child will be readmitted to the program at the discretion of the executive director. Any further incident will result in a minimum 1 year suspension from the program.

NOTICE - In an extreme case of unacceptable behavior that is threatening to staff and/or other participants, the progressive warnings may be lifted and the child may be immediately removed from the program.

PARENTAL WAIVER

I have read, understand, and accept the above Behavioral Standards and Procedures.

Child's Name: _____ Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Cell Phone: _____ Work Phone: _____

**NORTH BERWYN PARK DISTRICT
WAIVER & RELEASE**

Activity/Trip Name: B.A.S.E

Important Information

The North Berwyn Park District (NBPD) is committed to conducting its recreation programs and activities in a safe manner and holds the safety of participants in high regard. NBPD continually strives to reduce such risks and insists that all participants follow safety rules and instructions that are designed to protect the participants' safety. However, participants and parents/guardians of minors registering for this program/activity must recognize that there is an inherent risk of injury when choosing to participate in recreational activities/programs.

You are solely responsible for determining if you or your minor child/ward are physically fit and/or skilled for the activities contemplated by this agreement. It is always advisable, especially if the participant is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

Warning of Risk

Recreational activities/programs are intended to challenge and engage the physical, mental and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any recreation activity/program. Understandably, not all hazards and dangers can be foreseen. Depending on the particular activity, participants must understand that certain risks, dangers and injuries due to inclement weather, slipping, falling, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, premises defects, inadequate or defective equipment, inadequate supervision, instruction or officiating, and all other circumstances inherent to indoor and outdoor recreations activities/programs exist. In this regard, it must be recognized that it is impossible for NBPD to guarantee absolute safety.

Waiver And Release Of All Claims And Assumption Of Risk

Please read this form carefully and be aware that in signing up and participating in this program/activity, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or losses which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with this program/activity (including transportation services/vehicle operation, when provided).

I recognize and acknowledge that there are certain risks of physical injury to participants in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or losses, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child/ward may have(or accrue to me or my child/ward as a result of participating in this program/activity against the NBPD, including its officials, agents, volunteers and employees (hereinafter collectively referred as "North Berwyn Park District")

I do hereby fully release and forever discharge the North Berwyn Park District from any and all claims for injuries, damages, or loss that my minor child/ward or I may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with this program/activity.

I have read and fully understand the above important information warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, your on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

Print Participant's Name: _____
Participant's Signature*: _____ Date: _____

*(If under 18 years old Parent/Guardian must sign)

PARTICIPATION WILL BE DENIED if the signature of adult participant or parent/guardian and date are not on this waiver

**NORTH BERWYN PARK DISTRICT
PARENT/GUARDIAN ACKNOWLEDGEMENT RECEIPT**

I hereby acknowledge that I have reviewed the North Berwyn Park District B.A.S.E. Program Manual and fully understand the contents of the manual.

Parent/Guardian Signature: _____ Date: _____

I understand that a copy of this receipt will become a permanent part of my child's file and will serve as verification of my signature to the above acknowledgment.