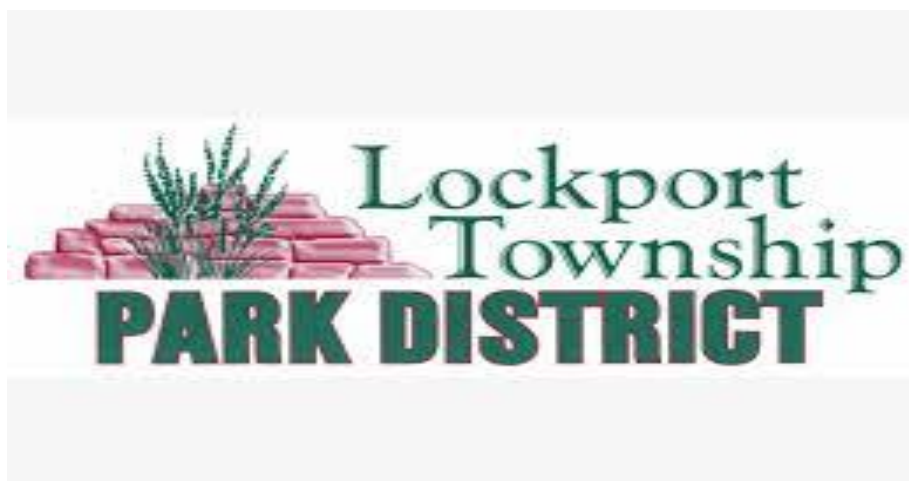


# PARENT HANDBOOK

Sponsored by



Dear Parents,

Thank you for choosing The Lockport Township Park District's OASIS Program for your child care needs. We have, with the cooperation of your child's school district, developed a program in order to provide quality care for your child before and after school. We are excited and ready to meet the needs of you and your family.

This parent manual is designed to outline and explain the many details of the OASIS Program. Please read all of the information carefully and thoroughly. After reading the parent manual you must sign and date the parent handbook waiver and emergency form. 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 me. Thank you for entrusting us with the care of your child and we look forward to a happy and successful year with your family.

Sincerely,

Sarah Hamilton

Recreation Supervisor

Email: [shamilton@lockportpark.org](mailto:shamilton@lockportpark.org)

Phone: 815-838-1183 X208

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# General Information

## Program Philosophy

OASIS believes in keeping participants active, engaged, entertained and socially involved through a variety of activities within a safe and supervised before and/or after school setting. We have an inclusive environment and treat all participants and fellow staff members as individuals with care, respect and sincerity. Your child is ensured the best care from our trained, qualified instructors taking place right in the comfort of their home school.

## Program Mission

The program is structured to ensure your child experiences benefits socially, physically and academically. The OASIS Program is administered and directed by staff of the Lockport Township Park District. The school districts with which we work cooperatively provides facilities for the program, as well as custodial services. All questions regarding program operation are to be directed to the Lockport Township Park District OASIS supervisor. All instructors are hired, trained and supervised by the Lockport Township Park District. In addition, we work closely with Northern Will County SRA to provide any person with the one-on-one aide they may need as well as providing reasonable accommodation to all participants. Our instructors meet weekly to plan a variety of activities for our program. We ask all children to participate in activities so that they may receive the maximum benefits our program has to offer. All of our carefully planned activities are implemented with the following goals in mind:

1. Encourage children to be **social** and **boost their self-confidence** within group settings.
2. Promote **teamwork, sportsmanship and respect** with fellow participants and instructors.
3. Provide a **positive, sound environment** in which children can learn and play.
4. **Develop skills** and knowledge through a variety of activities involving, but not limited to: **sports, art, nature and fitness.**
5. **Reinforce** student **work ethic** and **responsibility** through providing quiet homework time daily and answering any questions to the best of our ability. Giving children a role in upholding OASIS character traits (outlined in our discipline policy).

## About Staff

Our staff is composed of high school, college, and retired individuals whom we have carefully selected and trained to work with our program. They are employees of the Lockport Township Park District. We strive to maintain a staff-to participant ratio of 1:15. All staff is certified in First Aid, CPR, and the use of AED. In addition, staff will be attending in-service training sessions throughout the year so that they can continue to provide the best care for your child. The OASIS program is under the direction of Sarah Hamilton, Recreation Supervisor.

## Cooperation with School Districts

The OASIS Program, while managed and staffed by the Lockport Township Park District, is offered to meet the needs of the residents of Homer 33c, Districts 90, 91, 92, Irene King and Richland. The school districts and the Lockport Township Park District work cooperatively to provide a positive, nurturing environment for the participants and their families.

## Emergency Form

Lockport Township Park District provides you with a Student Emergency Form. You must fill the form out and bring it at the time of registration. We cannot allow a child to attend unless this form is on file. A copy is kept at the home school. The Lockport Township Park District must have the phone number of at least one individual on the Emergency Form whom we can reach at all times. If you are not going to be at your usual daytime phone number, please give your child's OASIS instructors the number where you can be reached in case of emergency.

## Emergency School Closings

In the event that the school has an emergency closing (due to weather, mechanical difficulties, etc.) the OASIS program at that school is cancelled. If OASIS is cancelled because of a midday school closing, the Recreation Supervisor will notify the parent/guardian. If the parent cannot be reached, the emergency contact will be notified.

## Early Release Days and School Holidays

There will be NO OASIS on school holidays OR early release days this includes 1 hour and 2-hour early releases. Morning Oasis will still be available on early release days. We will provide Day-off camps during the Thanksgiving, Winter and Spring Breaks and school holidays (Columbus, MLK, Presidents day) from 7am-6pm at Challenge Fitness. Holiday camps are not included in your Oasis fee. Please see our brochures for more details.

- **District 33C (Homer Schools)** has implemented an emergency weather late start policy. In lieu of canceling school entirely due to weather, the school will have a designated late start. In the case that this should occur, OASIS will have a regular start time and go through the late start school time. Please check your child's school website for more specific information regarding this policy.
- **District 91 (Milne & Kelvin Grove)** has implemented a late start day once a month for teacher development and training. On these days, we will have extended OASIS until the start of school. Please see your child's school calendar for days when late start is implemented.

## Oasis Payment Plan Policies

### Debit Account Information

- Payment Plans are available for OASIS at time of registration. You will pay one payment at the time of registration and then payments will come out of the credit or debit card that is on file on your park district account.
- Payments will be taken out on the first of the month September through May.
- In the event you need to update your card on file please call the Oasis Supervisor or Front Desk to make the necessary changes.

## Non-Sufficient Fund Policy

- The Lockport Township Park District will **charge a \$30 service fee for any electronic fund transfers that are denied due to insufficient funds.**
- The first time a payment is returned NSF or declined, payment must then be resubmitted with the \$30 service fee included in the form of a money order, a cashier's check, or cash.
- If an NSF happens a second-time full payment on your balance for the program will be due 7 days from the original due date. If payment is not received it is understood your child will not be allowed to attend the OASIS program until payment is received. Children will be sent home on the bus so it is up to the parent to make other after school arrangements.
- Collections will be notified if no attempt of payment is made.

## Refunds/ Withdrawals

There is a \$10 administration fee for refunding out of any Park District program.

**Refunds will be pro-rated upon receipt of a Refund Withdrawal Form. Refunds will not be given based on your child's last day of attendance, ONLY to the date a withdrawal form is received by the administration office.** A written notification of withdrawal is required to process a refund. Notification can be emailed to [shamilton@lockportpark.org](mailto:shamilton@lockportpark.org) or faxed to 815- 838-4974. A written note should also be given to the OASIS instructor and your child's teacher letting them know of the change. If the Recreation Supervisor determines a refund is due, the parent will receive a refund check by mail or if wanted, a credit will be given to your Park District account for other programs. **\*\*Please note: If you withdraw from the program and re-register within 30 days, you will be treated as a schedule change and are subject to the \$25 schedule change fee. You will also lose your ability to have priority registration for the next school year. \*\***

## Tax ID Number

For tax purposes, our EIN number is 36-6006-340. The Park District does not sent out Tax forms for Oasis. If you need a receipt of OASIS payment please contact the administration desk at 815-838-1183 x201 or x214. You may also submit a request via email to [shamilton@lockportpark.org](mailto:shamilton@lockportpark.org).

# Daily Operations

## Drop-off and Pick-up

Please take note of your child's Oasis site phone number and add it to your contacts in your phone. **This is the number to call to reach the Oasis instructors to let them know you are on site to drop-off or pick-up your child(ren).** If you ever have any questions regarding the location of drop-off or pick-up, this site number is how an instructor will be reached most easily. If the instructors know ahead of time that the drop-off or pick-up location has been switched due to being moved for the day that instructors will have let parents know or will have a sign up at the normal drop-off and pick-up location. When you are dropping off or picking up your child, you must enter the building through the designated doors and initial the daily attendance sheet. **Signing the attendance sheet must be done for both morning and afternoon OASIS. Children are not allowed to enter or leave the building by themselves. A parent or Guardian must sign the child in in the morning and out in the afternoon.** Instructors will not release a child to an individual whose name is not listed on the emergency form as someone who is able to pick-up the child. \*\* Please make sure to update you child's emergency form as needed throughout the year, keeping all emergency contacts up to date. If someone is listed on the emergency form that is not allowed to pick-up your child or there are court orders, this information should be given to the Oasis supervisor (Sarah Hamilton) to be kept on file. If someone else that is not listed on the emergency form is picking your child up from OASIS, please send a note or call to the instructors to let them know who it is that is picking up your child/ren and that persons contact information. \*\* Instructors will ask for a picture ID (regardless of if the person picking up is on the emergency contact list or not) if pick-up is done by an unfamiliar face. A parent or legal guardian will be permitted to pick-up a child unless legal documentation shows otherwise.

**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 your child ,that will need to be relayed. Please be courteous and give your full attention to instructors when dropping off and picking up. Thank you.**



## Drop-off and Pick-up Locations

<b>Butler Elementary Door B</b>	<b>Reed Gymnasium door</b>
<b>Schilling Elementary Door J</b>	<b>Walsh Morning: Door 3 Afternoon: Door 3</b>
<b>Young Elementary Main Entrance Doors</b>	<b>Kelvin Grove Door 18</b>
<b>Hadley Middle Auditorium Door</b>	<b>Milne Grove Gymnasium Door</b>
<b>Goodings Grove Elementary Door E/ Gym Door</b>	<b>Richland Kindergarten Wing Door</b>
<b>Ludwig Main Entrance</b>	

## Oasis Site Numbers

If your child will not be attending OASIS please call and notify the school and OASIS instructors. You can leave a message on the OASIS cell phone.

<b>OASIS School</b>	<b>Cell Number</b>	<b>OASIS School</b>	<b>Cell Number</b>
Butler	815-641-6508	Kelvin Grove	815-641-1084
Schilling	815-641-6997	Walsh	815-955-3843
Goodings Grove	815-641-6782	Reed	815-641-3152
Young	815-641-3715	Ludwig	815-641-9534
Hadley	815-641-9970	Richland	815-641-9646
Milne Grove	815-641-1815	Supervisor: Sarah Hamilton	815-838-1183 x 208

# Parent Responsibilities

Parents of participants are responsible for the following:



1. Contacting the OASIS instructors & school secretary if your child will be absent. Please leave a message on the Oasis site phone, messages are checked upon instructor arrival.
2. Contacting the OASIS instructors & school secretary if there is a change in which days your child is attending PRIOR to the week it affects. Please submit a printed calendar with your child's schedule of changes to BOTH the OASIS instructors and the SCHOOL OFFICE SECRETARY. We understand there are varied family schedules. It is very important that the instructor as well as the school office is notified of your child/ren's schedule for safety purposes. Changes in days attending DO NOT INCLUDE the amount of days attending. This MUST be done through the registration desk at the Park District. There is a \$25 fee for changes made to the number of scheduled days you have registered for.

**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 the OASIS instructors. Talk to our instructors daily, we are happy to communicate your child's day with you. \*Remember, upon drop-off and pick-up, OASIS 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 OASIS 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.

## Daily Schedule

School	Morning	Afternoon
Butler, Goodings Grove, Schilling, Young	7:00am-9:00am	3:15pm-6:00pm
Hadley	No morning Oasis	2:10pm-6:00pm
Ludwig	No morning Oasis	2:30pm-6:00pm
Reed, Walsh	7:00am-8:50am	3:30pm-6:00pm
Kelvin Grove, Milne Grove	7:00am-8:30am	3:15pm-6:00pm
Richland	7:00am-8:30am	3:15pm-6:00pm
Irene King	7:00am-9:00am	3:15pm-6:00pm
Taft	7:00am-8:30am	3:15pm-6:00pm

Children can participate in a variety of activities while at OASIS. The children may play games and sports, make arts and craft projects and other passive activities. The activities may vary based upon the needs and ages of the children, as well as the schools where we hold the program.

## Homework and Quiet Time

Every day, the OASIS instructors will supervise a minimum of 45 minutes of quiet time for homework, quiet reading, etc. It is not the OASIS Programs responsibility to ensure that any child does their homework. However, the OASIS Program schedules homework time for all students that need to do homework. OASIS instructors are happy to remind and encourage your child that it is time to do their homework. The instructors will not force children to do their homework. Instructors will assist students with their questions to the best of their ability.

## Outdoor and Indoor Activity

Lockport Township Park District has a designated area at each school that we use for the program. We have access to outdoor playgrounds and field areas. We have access to gymnasiums based upon availability and when it is not in use by other school activities. We will go outside to play as the weather permits. Please be sure your child is prepared by dressing appropriately for the weather.

## Snacks

A snack is offered in both morning and afternoon OASIS. All efforts are made to ensure snack is a healthy choice. There are some exceptions to this and snack options will change based on store availability. Be sure to inform the instructors of any food allergies your child might have. This is to be documented on their emergency form as well. Children are welcome to bring their own drink and additional snack to have during snack time. Please make sure your child eats breakfast before morning OASIS. The snack is not breakfast for your child.

# Program Guidelines

## Arrival and Dismissal

- Please do not drop your child off before the starting time of the program and please be prompt when picking up your child from OASIS each day.
- You will be required to sign your child in and out each day.
- Your child if in the afternoon OASIS will not be allowed to leave OASIS with anyone not listed on the Emergency form. Please be advised that we may ask for ID from anyone picking up your child at any time.
- If your child's Oasis schedule is switching for a day you must inform the school office and OASIS instructors with a note or phone call. If we do not receive notice of a change our policy is to keep the child at OASIS so that they are in a safe place and not an empty house

## Late Pick-up Policy

If you are going to be late picking up your child you must contact the OASIS instructor on the site cell phone. Any parent who arrives after pick-up time of 6:00pm will be charged a **\$2.00 late fee for each 5 minutes late per child. This will be documented and you will need to sign a late pick-up form. OASIS instructors do NOT take payment on site. You will be given a letter that you will take to the front desk at Dellwood Park Community Center (1811 S. Lawrence Ave. in Lockport) to pay your late fee. Business hours are Monday through Friday 8am -4pm.**

**Failure to pay late pick-up fees will result in your child being dropped from the program, no refunds will be given.**

If your 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 supervisor will be called. After 30 minutes of no communication between parent and /or emergency contacts, the police 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 and FEE**

**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.**



## Extra Curriculars

Children may take part in before and after school activities held at their school. The parent/guardian is responsible for letting the OASIS instructor know, in writing, specific information on the program (day, time, leader's name). This must be done PRIOR to the start day of the activity. The person in charge of the extracurricular activity for after school is responsible for taking the child to the OASIS program when activity is over. The OASIS instructor will be responsible for escorting students to before school activities.

## Personal Belongings

You should mark all personal belongings- such as coats, gloves, hats, scarves, etc.- with your child's name for easy identification. We will maintain a lost and found at each site. If a child has a lost a belonging, please have your child check the lost and found. We recommend that the children not bring personal belongings, such as toys, trading cards, electronics or sports equipment to OASIS. The staff will not be held responsible for them. Some items may be dangerous and possibly cause injury. The staff has the right to determine which items they will not allow at OASIS.

## Electronics

If you allow your child to carry a cell phone, it must be kept in a backpack and only used with the permission of the Oasis instructors. If instructors see the students on their phones, they will be taken away and held for the remainder of their time at Oasis for the day. The use of other electronics will only be given on certain days and at the discretion of the instructors. Parents will be notified by the instructors of electronic days.

## Code of Conduct

The Lockport Township Park District 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 of 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. Behavioral circumstances will be handled with reasonable accommodation for all participants.

### Expected Behavior

Participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make park district programs safe and enjoyable for all participants. Additional rules may be developed as deemed necessary by instructors.

#### Participants will:

- We expect all staff to be respected by the students. This includes, but not limited to: listening and following directions, refrain from backtalk to staff, no swearing/comments made about staff or fellow students, no name calling, etc.
- Bullying behavior will not be tolerated. This includes, but not limited to: teasing, name calling, excluding, physical or verbal taunts, etc.
- Students will follow rules of Oasis, failure to abide by the rules/instructions of the Oasis staff could result in the student being sent home this includes, but not limited to: refusing to move when Oasis moves, intentional property destruction, bullying behaviors etc.
- Students will participate in activities and demonstrate good sportsmanship while participating in any activity
- Campers are to inform an Oasis instructor when being disturbed or taunted by other students. If staff do not know something is occurring, we cannot work to

stop it. Just because instructors are in the area does not mean they saw/heard what was done.

## Discipline Policy

A caring, positive, approach will be used regarding discipline. The OASIS instructors will be using the green, yellow, orange and red behavioral chart

**Green:** The students will begin each day on green. If a student needs a reminder about behavior it will be as followed:

1st warning – child sits out for 3 minutes and is spoken to about behavior is moved to yellow.

2nd warning – moves down to orange and will have a “timeout” and instructors will talk to child

3rd warning moves down to red.

**Yellow:** The yellow is a reminder to students to be responsible for his/her own actions. If the student needs additional reminders, they will move from yellow to orange.

**Orange:** The orange is the “think about it”. The students will have a “timeout” or losing a privilege. If the student needs reminders they will move to red. Parents will be notified about their child’s behaviors for the day.

**Red:** The red is the final reminder. The red means the child will receive a discipline form and parents need to sign the form and will be notified of why the form was given. The instructors will stress the importance of following the rules. **Hitting another participant or instructor or vandalism will result in an automatic red light and a discipline form will be given.**

\*\* If a child gets moved to the yellow light from the green light they will have the chance to show improvement in their behavior and will get to move back up to green.\*\*

## **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 must fill out a disciplinary form. Policy regarding written behavioral slips is as follows:

- **Offense 1 – Student will have a discipline form filled out and must have it signed by parent. Parents are encouraged to speak with the OASIS instructor regarding the situation.**
- **Offense 2 – Student will have discipline form filled out and must have it signed by parent. Parents are encouraged to speak with the OASIS instructor. Notification is given to Recreation Supervisor by OASIS instructor of child's behavior.**
- **Offense 3 – Student will have a discipline form filled out and must have it signed by parent. Parents are encouraged to speak with the OASIS instructor regarding the situation. Parent(s) required to meet and/or talk with the Recreation Supervisor within two days of action. Final warning is given regarding child's discipline situation.**
- **Offense 4 – Upon review by the Recreation Supervisor an OASIS instructor, student will be expelled from the OASIS program. This removal from the program is immediate and there will be no refund.**

## **Discharge Policy**

Lockport Township Park District reserves the right to discharge a child from the OASIS Program if any of the conditions outlined below arise. It is the Lockport Township Park District's policy that discharge is the last resort 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.

- Participant actions or activities that are an endangerment to the safety of self and /or the other participants and staff of OASIS Program. This includes inappropriate behavior, actions and/or language.
- Repeat violations of late pick-up for child
- Violation of the tuition payment policies and deadlines
- Any additional violations or concerns deemed unacceptable by the OASIS Program staff.



# ADA Guidelines

The Lockport Township Park District advocates full participation, which prohibits discrimination in the provision of programs, services, activities, facilities, and employment to individuals with disabilities, and will make reasonable accommodations to facilitate such. The park district kindly requests that a description of any accommodation needed be attached to your registration form. It is the responsibility of the parent/guardian or participant to notify the district of any medical, physical and/or mental condition that may require special consideration by the staff. Confidentiality will be respected.

## Inclusion Support

Inclusion support is designed to provide the least restrictive environment while providing the maximum opportunity to participate in the park district programs with reasonable accommodations. The Lockport Township Park District will work with staff from Northern Will County Special Recreation Association to make every effort to provide participants with disabilities reasonable accommodations. Should you or your child be in need of inclusion services, it is your responsibility to contact the park district at the time of registration. Once notification has been made, a park district staff member will contact you to review the inclusion services process. This review may or may not occur prior to the commencement of the program, however participation in the program is not allowed until after the review process has occurred. **Please note – the LTPD staff is NOT responsible for diaper changing or toileting participants.**

**\*School Districts have greater inclusion obligations under ADA and other laws. Unlike non- mandatory public recreation, public education is mandatory. Unlike, school districts, communities have the option of providing public recreation facilities and programs and when provided, the public has the option of taking advantage of public recreation opportunities.**

# Health and Safety

## Illness

If your child is ill or has a fever they MAY NOT attend OASIS until fever free for 24 hours. If your child does not attend school due to illness, they MAY NOT attend OASIS that day. If your child becomes ill during the program, you will be notified to pick them up. If parent is unavailable, the emergency contacts will then be called. You must have an emergency contact that is able to pick-up your child within 30 minutes in case of emergency or illness.



## Medical Emergencies

All OASIS instructors are CPR, First Aid and AED certified. However, if your child requires more than just basic first aid the following steps are taken:

1. Instructor will call 911
2. Parent/Guardian will be notified of incident
3. Emergency contacts are called if parent/ guardian cannot be reached.

Parents/ Guardians are responsible for the emergency medical charges for all services rendered. Your authorization for the OASIS instructors to secure emergency medical care for your child and your commitment for payment thereof is part of your registration agreement. Park District employees are not permitted to transport participants in park vehicles or private automobiles. In the case of a medical emergency where a child needs to be taken to the hospital an OASIS instructor will stay with the child until the parent/guardian arrives at the hospital.