

OAK GROVE SCHOOL DISTRICT 68

Extended Day Program Parent Handbook



Oak Grove School District 68 1700 S. O'Plaine Rd. Green Oaks, IL 60048

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Welcome to Oak Grove School District 68's Extended Day Program!

About our Program

Oak Grove School's Extended Day Program is designed to meet the needs of working parents and create a structured environment for children to have an enjoyable and memorable experience. Children in grades kindergarten through eighth grade who are enrolled at Oak Grove School can attend. The Extended Day Program is held here at Oak Grove School. Our program will follow the District 68 calendar. We are open Monday through Friday, including early dismissal days, days off (except as otherwise noted herein), winter break and spring break.

Session

School dismissal – 6:00 pm

Our Mission

Our mission is to provide your child with the opportunity to interact with others and participate in various enrichment activities that include, but are not limited to:

- ✓ Gym Activities
- ✓ Indoor and outdoor activities and games
- ✓ Homework time
- ✓ Crafts
- ✓ Academic activities

How to Contact Us

Robert Rendon, *Site Director*

Phone: 847. 996.1421

Room: 521A

Email: rendon@ogschool.org

Registration Procedures The Extended Day Program is offered to students in kindergarten through eighth grade who attend Oak Grove School. Enrollment is satisfied when the following are completed and submitted to the Extended Day Program Director.

- ALL registration forms (including the Acknowledgement of Receipt of Parent Handbook
- Payment of the one time, \$50 deposit.

Children attending the Extended Day Program may not bring un-enrolled friends or guests to the program.

Enrollment Information

All enrollment information should be kept current. If there is a change of address, phone number, emergency phone number, or email address, please inform the Extended Day Program Director.

Inclusion

Parents of students with special needs should contact the Extended Day Program Director prior to registering for the Program. The Extended Day Program is not part of a student’s Individual Education Plan (IEP) or an extension of the academic day. The same support available to a student during the academic day is not necessarily available after the academic day. Accordingly, in order to ensure that everyone is comfortable with the support available, please communicate the needs of your child to the Extended Day Program Director before enrolling your child.

Tuition Fees

There is a \$50 deposit due at the time of registration. Tuition payments may be made by check or online through our RevTrak system. Payment may be made for the week, the month, or the semester depending on parent preference. The tuition fees are as follows:

Session	Daily Fee	Weekly Fee
Daily rate	\$20.00	\$100.00
Daily Play date rate	\$22.00	N/A
Early dismissal days – (from dismissal until 6:00 pm)	\$22.00 for afternoon dismissal \$29.00 for morning dismissal, with lunch provided by the District	N/A

Billing

Bills will be available every Thursday on a weekly basis. Payment must be made prior to your child attending the program the following week.

There will be a \$10 late fee assessed after the second week of non-payment for each week (i.e. payments will be considered late if not paid before the bill for the following week is received).

Arrival and Departure

Children are to be picked up at or before 6:00 p.m. Authorized individuals picking up a child must come inside the building to sign a child in/out for the day. We will not allow your child to leave the building alone. The sign-in/sign-out sheet will be on the desk. Please write your initials and the time on the appropriate day.

Children will only be allowed to be picked up by individuals listed on the pick up form. Please notify staff if you would like to validate an individual to pick up your child. We will then add him or her to the pick up list.

Please note: An individual picking up your child will need to show a valid I.D. in order for your child to be released.

Reimbursement of Fees

Parents are entitled to any remaining funds in their Extended Day Program account due to overpayment. Please contact the Extended Day Program Director for further information regarding the procedure.

Late Pick-Up

After 6:00 p.m. there will be a five minute grace period in which you can pick up your child free of charge. However, there will be a charge of \$1 for each additional minute after 6:05 p.m. In the event that you are late, please have cash readily available when you pick your child up, to pay the staff member present. Children whose parents are habitually late will be suspended from the program.

Staff will remain with your child until they are picked up. However, if a child has not been picked up by 6:30 p.m. and attempts to make contact with the parents, and/or the designated emergency contacts are unsuccessful, the local Police Department will be contacted and the child will be released to their custody.

Schedule and Attendance

We do **not** require a full time commitment to participate in the Extended Day Program. There is an area on the registration form for you to indicate your preferences for the days of the week your child will need care. We staff our

Program based on expected attendance. Once your child's schedule is in place, any changes to their permanent schedule will require written documentation at least one week in advance, from the parents or legal guardian to the Extended Day Program Director.

If your schedule varies from week to week, you may sign up for 'Play dates'. Play dates offer the flexibility to attend on an occasional basis at an affordable price. Contact the Extended Day Program Director a week in advance to reserve your space. You will be charged based on the schedule of attendance you have given to the Extended Day Program Director, including any missed sessions.

Should you need to add sessions to your child's schedule, please notify the Extended Day Program Director in writing of the additional sessions needed for your family.

Sick Days

Please notify us if your child will not be attending the program on their regularly scheduled attendance day. Each child will be allowed a total of five "Sick Days" each school year. These "Sick Days" will prevent you from being charged when your child is absent due to illness on one of the regularly scheduled attendance days. Please let the staff member know when you call to notify the program of your child's absence that you would like to utilize one of the five "Sick Days". A "Sick Day" will be reflected on your bill the following week.

Please note: After these five "Sick Days" are used, you will be charged for the days your child are not in attendance during their regularly scheduled day.

Early Dismissal/School Days Off

We are open on early dismissal days and school days off. The charges for early dismissal days are as follows:

\$22.00 for afternoon dismissal

\$29.00 for morning dismissal with lunch provided by the District

\$40.00 for full day on days when school is not in session

A minimum of 20 students must be signed up for the program on Full Days when school is not in session. If the minimum amount of students has not signed up, we will notify parents three days in advance in order to make other arrangements for their child.

Holidays/Snow Days

Our program will be available during winter break and spring break. We will go on field trips during these breaks. The field trip cost is an additional cost to the full day charge and must be paid prior to the day of the trip. This additional fee will cover the cost of the field trip and the cost of transportation. Parents will be notified of the field trips in advance.

We will be closed on the following holidays: Labor Day, Thanksgiving, and the Friday after Thanksgiving, Christmas Eve, Christmas Day, New Years Eve, New Years Day and Memorial Day.

Please note: We will be closed on all snow days. Please check the website for updates if inclement weather occurs.

Illness/Injuries/Accidents

Should your child become ill during their time in the Extended Day Program, a parent will be contacted immediately and arrangements for the child to go home will be made. In the event that a student encounters a serious injury or accident, 911 will be called, and then parents will be notified as soon as possible following the incident.

If a parent cannot be reached, then an emergency contact will be notified. Staff members are required to complete a Report of Student Incident for each injury or accident that occurs. There will be a CPR, AED, First Aid certified staff member on site at all times. However, there are no Oak Grove School medical personnel working in the building during the Extended Day Program hours.

Behavior

The Extended Day Program will follow the behavior guidelines outlined in the Oak Grove School District 68 Parent Student Handbook.

Personal Belongings

Students are allowed to bring their own personal belongings to the program. Oak Grove School is not responsible for lost or stolen items.

Withdrawal

If you are withdrawing your child from the program, please notify us as soon as possible.



I have received a copy of the Oak Grove School District 68 Extended Day Program Parent Handbook. I have read the above information and I understand that I am responsible for following the procedures outlined in the Parent Handbook. If I fail to follow the procedures outlined in the Handbook, the Extended Day Program has the right to suspend my child's participation in the Program.

Child's Name

Parent/Guardian Signature

Date