

**THE FLASH  
PROGRAM  
2014-2015  
PARENT HANDBOOK**



***SPONSORED BY***  
**THE OAK LAWN PARK  
DISTRICT**



Dear Parents,

Welcome to the FLASH program! The Oak Lawn Park District, with the cooperation of your school district, has developed a program to provide quality care for your child(ren) before and after school. As we begin our fifth year providing this program, we are excited and ready to exceed your expectations. We are sure that the FLASH program will be a fun and enriching recreational experience for your child(ren).

Due to the many details regarding the implementation of this program, this Parent Handbook has been developed. Please read all of the information carefully and thoroughly. If parents, guardians, or relatives from two different households are caring for your child, it is the custodial parent's responsibility to supply the FLASH office with a copy of the custody portion of the divorce decree. It is also the responsibility as the registrant to share the information in this parent handbook with anyone involved. Extra copies of the parent handbook are available upon request. This will help prevent fines and/or your child being dismissed from the program due to a parent, guardian, or relative being unaware of proper procedures. If you have any questions, please do not hesitate to call the FLASH office.

Sincerely,

Nicole Yost  
FLASH Program Coordinator  
(708) 857-2420  
[nyost@olparks.com](mailto:nyost@olparks.com)

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## Section I – General Information

### Program Philosophy

The FLASH program is committed to providing safe recreational programs, both before and after school, for children of working parents in need extended care. The program is structured to be comfortable and recreational to counterbalance the day's educational activities. The experienced & caring staff are sensitive & flexible to meet the needs of parents, as well as to meet both the physical & emotional needs of the children.

### Description of Program

Ridgeland School District 122, Oak Lawn Hometown School District 123 and the Oak Lawn Park District work together to provide the FLASH program. FLASH stands for, Fun & Leisure After School Hours. The FLASH program is administered and directed by the staff of the Oak Lawn Park District. The School District provides facilities for the program, as well as custodial services. All staff are hired, trained, and supervised by the Oak Lawn Park District.

This program is offered to **Kindergarten-5<sup>th</sup> Grade** students that attend Ridgeland School District 122, Oak Lawn Hometown School District 123 elementary schools along with Oak Lawn Hometown Middle School. Any student attending Covington, Hannum, Hometown, Kolmar, Sward, OLHMS, Columbus Manor, Harnew, Kolb, and Lieb are eligible to participate in the FLASH program. Students at these schools will attend FLASH at the school in which they attend.

Children will participate in a wide variety of activities while at the FLASH program. Children can play active games, participate in sports and fitness, create arts and craft projects, and enjoy passive activities such as cards, board games, and reading. Staff will also offer children the opportunity to work on their homework. A peanut free snack will be provided for all children in the afternoon. Parents are welcome to send their children with additional snacks in the morning or afternoon.

The FLASH program is based on a choice system. This means that there are between two to five activities at a given time for children to choose between. We have found that by letting the child choose the activity they would like to participate in they gain a sense of independence. FLASH provides each site with supplies for all to share. **Children are not allowed to bring toys from home.** FLASH and the school are not responsible for any toys brought that are lost, since they are not allowed. Cell Phones are allowed, but are only to be used for emergencies. We will require the children to keep cell phones in their backpacks.

### Half Day Kindergarten

#### **District 122 Only**

Ridgeland School District 122 has half day Kindergarten only. FLASH is not able to use the school facilities during the school day and for this reason cannot provide a program during the regular school day for Kindergarteners. However, we are able to provide before care for AM half day Kindergarteners from 7:00AM until the start of school. Additionally, we are able to provide after care for PM Kindergarteners from school dismissal until 6:00PM.

### Hours of Operation

Before: 7:00AM - School Begins

After: School Dismissal - 6:00PM

### Registration

#### **In Person**

You will need to fill out the FLASH registration packet for **each child** accompanied by a regular park district registration form. Registration packets are available on our website at [www.olparks.com/programs/flash.htm](http://www.olparks.com/programs/flash.htm), and can also be picked up at the Community Pavilion, Oak View Center, Ice Arena and Fitness, Gymnastics & Racquet Center. There is a \$30 non-refundable registration fee (per family) due at the time of registration, NO exceptions. Registration will be accepted at all of the facilities listed above. For credit card accounts the Oak Lawn Park District accepts **Visa or Master**

**Card ONLY.** Checks must be written out to the **Oak Lawn Park District.**

You will receive a confirmation email once your registration packet and completed and received by the FLASH office. The email will include your tuition amount, due dates and other important information that must be verified. Please legibly include your primary email address when completing the registration forms and allow 1-5 days for the email confirmation.

#### ***Online***

Online registration for FLASH will be available in September 2014. Please check the Oak Lawn Park District website at [www.olparks.com](http://www.olparks.com) for further information regarding registration.

## **Section II – Tuition & Payment Information**

### ***Tuition***

Typically, your annual tuition is split into 9 equal payments to be made throughout the school year. This tuition includes all school attendance days, including late start and half days (depending on your schedule). Tuition rates are based on a 36 week 180 day school calendar. **Regular tuition does NOT include any days that school is not in session.** All payment due dates are scheduled for Monday, unless otherwise specified.

### ***Delinquent Tuition***

Each parent is given a tuition payment amount and calendar of due dates upon registration. For each day a payment is late the parent will be charged an additional \$5 up until one week from the due date. If the payment is not received in full by 5:00PM the Friday after the due date the program director will instruct the site director and the school not to allow the child entrance into the program. Once the payment is received the program director will allow the child back to the program. FLASH reserves the right to suspend or expel any household with a delinquent balance from the program.

### ***Payment Options***

#### **Pay in Full**

You are welcome to pay the full balance of your tuition at the start of the program.

#### **Pay by Check**

You may choose to pay monthly via check. With this plan you will have 9 equal tuition payments due at the start of each payment period (calendar provided in registration packet). You can make these payments at your FLASH site to the Site Director with a check the site director will issue you a written receipt. If you would like to make this payment by credit card you must come into a Park District facility and pay at the front desk (tell the front desk you owe a payment for FLASH and give them the program code). The front desk will not know what your payment amount is, so make sure you know how much you owe.

#### **Pay by Cash**

You may choose to pay monthly via cash. With this plan you will have 9 equal tuition payments due at the start of each payment period (calendar provided in registration packet). You can make these payments only at a park district facility. If you would like to make this payment by credit card you must come into a Park District facility and pay at the front desk (tell the front desk you owe a payment for FLASH and give them the program code). The front desk will not know what your payment amount is, so make sure you know how much you owe.

**CASH WILL NOT BE ACCEPTED AT ANY SITES. IF YOU WISH TO PAY CASH YOU MUST COME INTO A PARK DISTRICT FACILITY.**

#### **Direct Debit**

The Direct Debit option will automatically deduct money from your credit account. Please fill out the Credit Card Authorization Form using your credit card to set up the payments. Your tuition will be broken down into 9 equal payments and will be automatically debited on the 1<sup>st</sup> of the month starting on September 1 and ending on May 1. If you do not want to be on the direct debit plan please do not fill out the Credit Card Authorization Form. **Visa and Master Card only.**

### Pay by Online

Online payments will be accepted starting September 2014. Please check the Oak Lawn Park District website at [www.olparks.com](http://www.olparks.com) for further information regarding online payments

**The Oak Lawn Park District will charge a \$30 service fee for any electronic fund transfers (EFT) or checks that are denied due to credit cards or bank account with insufficient funds.** If a payment is returned (declined), payment must then be resubmitted with the \$30.00 service fee included in the form of money order, cashier's check, or cash. **If a parent/guardian is delinquent on the child's account, the child may be suspended or removed from the program unless special arrangements have been made with the Director of FLASH.**

In the event of changes in direct debit or credit card payments (e.g. new card number, new expiration date etc.) a **new** payment form must be filled out. These forms will be available at each site, in the FLASH office or online. Signed forms must be at the FLASH office by the 20<sup>th</sup> of the month preceding the month that the change will become effective

If for any reason a parent has difficulty in meeting a payment deadline, the FLASH Director must be contacted at (708) 857-2420 one week prior to the payment due date. Based on the circumstances for the lateness, alternate arrangements may be made. **If a parent neglects to notify the FLASH office of any account or schedule changes, service fees as stated above may be assessed.**

### Illinois Action for Children

Households wishing to use Illinois Action for Children as a method of payment must apply through the state. A portion of paperwork must be completed by the FLASH Program Director. Please contact the FLASH office at (708) 857-2420 to request assistance with this paperwork. **PARENTS WAITING FOR APPROVAL FOR ACTION FOR CHILDREN WILL BE RESPONSIBLE FOR ALL FEES UNTIL THEIR APPROVAL LETTER HAS BEEN RECEIVED.** You will be refunded for all fees paid that were within your coverage.

### Punch Cards

For parents with an unpredictable schedule we offer prepaid Punch Cards. If you do not know when or how often you will need FLASH you may purchase a punch card instead of committing to a schedule. When your child attends FLASH the card is punched and when your run out of days you are required to purchase another card before your child can return. Parents **MUST** alert the FLASH staff and their child's school when their child will be attending the program. Punch Cards can be purchased from your child's site director or at the front desk of any park district facility. **FLASH REQUIRES 24 HOURS NOTICE WHENEVER YOUR CHILD WILL ATTEND THE AFTER SCHOOL PROGRAM.**

**WE WILL ONLY ACCEPT 10 CHILDREN PER SCHOOL ON THE PUNCH CARD PLAN. FIRST COME FIRST SERVE.**

Punch Cards can only be used for regular FLASH days and NOT half days, camps or field trips. You can purchase one punch card for more than one child, but they cannot be transferred to other participants outside the immediate family. **PUNCH CARDS EXPIRE AT THE END OF THE SCHOOL YEAR. THERE ARE NO REFUNDS FOR PUNCH CARDS THAT HAVE REMAINING PUNCHES.**

### Punch Card Fees

5 Mornings: \$30	10 Mornings \$60
5 Afternoons: \$65	10 Afternoons: \$130

## Section III – Attendance Policies & Procedures

### *Your Child's Attendance* **PLEASE READ CAREFULLY**

To indicate your child's daily schedule at the program you must complete the Enrollment Agreement form in the registration packet. **This agreement states that you will be responsible for tuition fees for time reserved in the program and not actual time spent. For this reason please indicate the correct schedule on the enrollment agreement. If FLASH is notified in advance of extended absences (3 paid days or more) we may be able to pro-rate**

your tuition.

### Schedule Changes

Changes in a child's schedule require advance notification. Please contact the Program Director in advance of any schedule changes, permanent or temporary. Your tuition amount will be re-determined at the time of the schedule change. If you need to change your schedule more than 4 times throughout the school year you are subject to a \$5 charge per schedule change.

### Absences

In the event a child will not be attending FLASH due to illness, appointments, or other obligations, it is the parent's responsibility to inform the Site Director by calling the site phone during program hours or **leaving a message during non-FLASH hours. The school does not contact FLASH if a child is absent or goes home early. Notification is imperative.** Frequent or re-occurring lack of notification of absences may result in the suspension or termination of your child from the program. FLASH wants to know that your child(ren) is safe at all times. We will contact the police in the event that we cannot locate a child or contact anyone on the call list.

### Drop-off Procedures

As stated in the Hours of Operation section, children can be dropped off at 7:00AM or after, up until the time school begins. When dropping off their child, parents must accompany their child(ren) to the entrance of the school. Each morning the child attends parents must sign them in on the Sign In/Out Form. **Parents must remain with their child until they have signed them in with the FLASH Staff.**

### Pick-up Procedures

In the afternoon, children must be picked-up and signed out from FLASH by an adult that accompanies them out. Before leaving, each child must be signed out on the Sign In/Out Sheet by the person picking-up the child(ren). Unless a parent/guardian provides legal documentation or court orders explaining a custody arrangement (which would need to be brought to the FLASH office), both parents will be allowed to pick-up their child at any time. Other than parents, **no child will be released to an individual whose name does not appear on the FLASH Emergency Contacts and Pick-up Permission Form, and under no circumstances will a child be allowed to leave the program unescorted.** Staff will ask to see picture identification of anyone picking-up a child, including parents. If someone is going to pick-up a child who is not listed on the Emergency Contacts and Pick-up Permission Form and it is a one-time occurrence, then one of the child's parents will need to contact the FLASH office or the Site Director at their school to let them know. If a parent needs to add someone to the pickup list on a permanent basis, a Change of Information form must be completed and that person will be added to the list. No one other than the parents/guardians, regardless of who completed the original form, may make any changes to pick-up procedure-related documents. Change of Information forms are available at your child's site, or on the FLASH website. **ANY PERSON PICKING UP A CHILD FROM THE FLASH PROGRAM MUST BE PREPARED TO SHOW A PHOTO ID CONFIRMING THEIR IDENTITY OR THEY MAY NOT BE ALLOWED TO PICK UP THE CHILD. THIS IS FOR YOUR CHILD'S PROTECTION.**

Please be advised to allow sufficient time when picking up your child. Your child is expected to clean up whatever activity they were engaged in prior to leaving. This is your child's responsibility and your support is greatly appreciated.

FLASH also has a "pick up and leave policy." When the person picking up your child arrives, your child needs to get ready to leave at that time. Children need to be signed out promptly. Once a child is signed out they are no longer considered to be under FLASH's care. **No adults are allowed to stay at the program or interact with any child under the care of FLASH other than their own.**

Any parent who attempts to talk to a child other than his or her own child regarding that child's behavior or a problem, will be dismissed from the program. If there is a problem between two children, the parent should bring it to the attention of the Site Director or the FLASH office. Only Oak Lawn Park District staff is permitted to discipline or question a child in their care.

As stated in the Hours of Operation section, children can be picked-up at anytime from when school lets out until 6:00PM. The pick-up time of 6:00PM will be strictly enforced. If a parent is unable to pick-up their child by 6:00PM, it is

the parent's responsibility to make other arrangements. The parent must notify the site as soon as they are aware that they may be picking up their child after 6:00PM. Because FLASH realizes that work or traffic conditions are sometimes beyond anyone's control, parents will be granted one free pass for the first late pick-up. This free pass will waive the late fee up to 6:15PM. After the free pass has been issued, any person who arrives after 6:00PM to pick-up a child will be charged a \$5.00 per child late fee for every 15 minutes that they are late. Whomever picks-up the child(ren) late will be required to sign a Late Pick Up Notice which will be sent to the FLASH office. When a Late Pick Up Notice has been issued, the person picking-up the child must pay the fee at the time of occurrence (the site director will issue a written receipt).

**AFTER A HOUSEHOLD'S FOURTH LATE PICK UP THE LATE PICK UP FEE WILL DOUBLE.**

## **Section IV – Late Start, Early Dismissal, Field Trips, etc.**

### **Late Start Days**

#### **District 123 Only**

Oak Lawn Hometown School District 123 will host Late Start Days throughout the school year. School will begin 1 hour later than the normal time on these days. If a participant is registered for five days before school, the late start days are included in the program fee. If a child is registered for less than five days before school, then late start days are included only on the days that the child is scheduled to attend. There will be an additional fee of \$10 for any parents wishing to add a late start day for their child. To register parents must inform their site director or the program director at least 24 hours in advance of the late start day. A peanut-free morning snack will be provided on Late Start Days. **FLASH DOES NOT PROVIDE BREAKFAST.**

### **Late Start Days (Due to Inclement Weather)**

School District 123 may choose to have a Late Start Days due to inclement weather. On these days FLASH will still start at the regular time and run until school starts. If your child is not registered for a late start morning you may send them for an additional fee of \$10.

### **Early Dismissal Days**

If a participant is registered for five days of afternoon service, Early Dismissal Days will be included in the program fee. If a child is registered for less than five days in the afternoon, then early dismissal days are included only on the days that the child is scheduled to attend. There will be an additional fee of \$15-\$25 for any parents wishing to add an early dismissal day for their child. To register parents must inform their site director or the program director at least 24 hours in advance of the early dismissal day. FLASH will provide an afternoon snack. **PLEASE SEND YOUR CHILD WITH A SACK LUNCH ON THESE DAYS.**

### **Emergency School Closings/Emergency Make-Up Days**

In the event that the school has an emergency closing (due to weather, mechanical difficulties, etc.), the FLASH program at that school will be canceled. All full-day closings will be announced on the radio (WGN, WBBM). For midday closings, after school FLASH will also be canceled. **No credit will be given for these days, as they will be made up at the end of the school year.**

### **Field Trip Days**

The FLASH program will conduct full day childcare from 6:45AM to 6:00PM on selected school holidays and institute days at an additional cost. There will also be extended services during school breaks, such as Winter and Spring break, at an additional cost. Each of these days will consist of a field trip either on or offsite. **The fees for these days are not included in your regular FLASH tuition.** Field Trip Registration Forms will come out in advance of each day off and will be due back with full payment by the deadline stated on the registration form. If you are paying exact cash or check you can pay at your site and your site director will issues a written receipt. You can also write down your credit card information (visa or master card) on the registration form to be charged (expect 1-3 days for this to go through). If you need to pay any other way you must come into the Oak Lawn Park District Community Pavilion, fill out the fieldtrip form and make the payment in full at the time of registration. Please note the deadline date for returning fieldtrip forms to the office. We will accept the field trip form after the deadline with a \$5 late fee up until 24 hours before the field trip

**at the director's discretion.** The fieldtrip form states the latest time children may be dropped-off and the earliest time children may be picked-up. Note these times as buses will not wait for late children. On fieldtrips that are offsite FLASH does not allow children to be dropped off or picked-up from actual fieldtrip locations. In addition, we are not scheduled to return back to the assigned facility prior to the published return time, so please schedule appointments and activities accordingly. **FLASH DOES NOT PROVIDE LUNCH ON FIELD TRIP DAYS. PLEASE SEND YOUR CHILD WITH A SACK LUNCH ON THESE DAYS. FLASH will provide an afternoon snack.**

#### **Field Trip Only**

A FLASH non-participant can attend field trips. FLASH non-participants are age-appropriate siblings of FLASH participants or those in the general school population not attending our daily FLASH program. In order to attend field trips, non-participants need to sign up with the Site Director at their school or at any park district facility. They must submit the completed Field Trip Registration Form, a park registration form and pay in full by the deadline. They must also purchase a FLASH t-shirt for the field trips for \$5.

#### **Cancellation Procedures**

If a child needs to withdraw from a field trip, FLASH policy states that the parent will receive a 50% refund for any trip cancelled after the registration deadline up to 7:00AM the morning of the scheduled trip. There will be no refunds granted after 7:00AM the morning of the scheduled trip. **To cancel a trip, you must call the FLASH office at (708) 857-2420. Please leave a message if no one answers.**

#### **T-Shirt Procedures**

Each FLASH participant will receive a complimentary t-shirt upon registration. **Children must wear their FLASH shirt when attending fieldtrips (when specified) or they will not be permitted to attend the fieldtrip.** During FLASH Camp weeks, children will only be required to wear their FLASH t-shirts when leaving park district property. Extra t-shirts are available for purchase at the Community Pavilion through the FLASH office and also through the Site Director at your school. Fieldtrip participants that are not in the regular program will need to purchase a FLASH shirt for \$5.

## **Section V – Policies & Procedures**

#### **Arts & Crafts**

Children will have the opportunity to create a wide variety of arts and craft project. Although we encourage each child to participate in these activities, not all choose to do so. In addition to the art projects, art supplies will always be available for the children's use when they wish.

#### **Babysitting (FLASH Staff)**

If you choose to arrange for a member of the FLASH program staff to babysit your child please be aware that the staff member does NOT represent the FLASH program or The Oak Lawn Park District outside of their scheduled program hours. If you wish for your child to leave the program with a member of the FLASH staff this staff member MUST be put on the Pick Up List in order to be allowed to sign your child out and leave the program with them.

#### **Change of Information**

If a parent has a change in any pertinent information, such phone numbers, address, marital status, or adding another person to your pick-up list, a Change of Information Form must be completed. No one other than the parents/guardians, regardless of who completed the original forms, may sign and authorize these changes. These forms are available at your child's site, or on the FLASH website.

#### **Children with Special Needs**

In cooperation with the Oak Lawn Park District Special Recreation Department, we are able to provide inclusion aides to provide one-on-one assistance to children with special needs. If your child requires the use of a one-on-one aid please feel free to contact Jacqueline Canty, Special Recreation Coordinator, at (708) 857-2200 or [jcanty@olparks.com](mailto:jcanty@olparks.com). *Special Recreation Information Forms provided in registration packet.*

### **Code of Conduct & Discipline**

The "FLASH Code of Conduct" states that participants shall:

1. Show respect to all participants and staff, and take directions from staff.
2. Not disturb or hurt others verbally or physically.
3. Not intentionally damage equipment.
4. Not place him/herself in a dangerous situation.
5. Not bring any toys with them to FLASH.

A "Zero Tolerance" policy exists for any kind of violence brought about by adults and/or children at FLASH.

A caring, positive approach will be taken regarding discipline. The purpose of discipline is to help children develop self-control and learn to assume responsibility for their own actions. It is also necessary for the safety of all participants and staff. FLASH uses corrective statements and "time-outs" to redirect negative behavior. Recurring or major problems will be discussed with the parent/guardian. Recurring or severe behavior problems may lead to suspension or dismissal from the FLASH program. **Any irreparable damage intentionally inflicted upon any property belonging to any of the Schools, FLASH, the Buses or any of our field trip destinations, will be billed to the responsible child(ren)'s family.**

FLASH reserves the right to document all concerning behaviors that take place at the program. FLASH staff may complete a Situation Report in the event of any violation of the Code of Conduct. Parent/guardian will be asked to review and sign this documentation and it will be kept on file by the Oak Lawn Park District.

### **Communication**

For communication purposes, each site has a site phone. The telephones at the sites are for parents needing to contact FLASH staff to inform them of an absence, late pick-up, or family emergency. These telephones are not for parents wishing to call their children, as this is not fair to the other participants. Children will not typically be permitted to use the site phone. The telephone at each individual site will only operate during their hours of operation (before and after school). Site cell phones have 24-hour message service, but calls will only be returned during program hours. **If a parent needs to leave a message, they need to call the site phone and leave a message on the voicemail.** The FLASH office can be reached during business hours at (708) 857-2420.

### **Concerns & Problems**

Any troubles your child has at school or at home may affect behavior during the FLASH program. Please keep FLASH informed of any unusual circumstances so we can be sensitive to your child's needs. The FLASH staff strives to work with each family and school as a team. Open communication is vital to accomplishing this goal.

### **Extracurricular After School Activities**

Children may take part in extracurricular activities held at the school they are attending FLASH during the program (i.e. scouts, intramurals, clubs). **To do so, a parent must notify the Site Director, in writing, by completing an Extracurricular Activity Form** for each activity the child will be attending. Children will not be dismissed from FLASH to attend any activity unless this form has been completed prior to the start of the extracurricular activity. These forms are available at each school site. The person in charge of the extracurricular activity is responsible for taking the child to and from the FLASH program when their program starts and ends.

### **Homework Policy**

FLASH offers a 20-30 minutes quiet time after school for children to work on homework. It is not FLASH'S responsibility to ensure that any child does their homework. However, FLASH staff will be on hand to encourage children to do their homework and assist them when possible. FLASH staff is happy to remind and encourage your child that it is time to do their homework, but will not force them to do so.

### **Illness**

FLASH has the right to refuse any child who is ill or has a fever. If a child becomes ill during the program a parent will be notified and asked to pick-up the child. If the child is vomiting the parent must have the child picked up immediately. If the parent is unavailable an emergency contact will be called. As mandated by the school districts **a child must be fever-free and/or taking antibiotic for 24 hours before returning to the program.** A child may not return to the program until

the following day after vomiting. **In case of contagious disease, please notify FLASH staff immediately.** All parents at that site will be notified as soon as possible. Your cooperation is appreciated.

### **Medication**

We prefer not to dispense medication during FLASH hours. In the event a child must have medication, the parent should do the following:

1. Communicate the need to the Site Director.
2. Put all directions in writing by completing a Permission to Dispense Medication Form included in the registration packet.
3. A doctor's signature or note must accompany all medication requests.
4. Have medication in the original container with dosage instructions.

**We reserve the right to refuse to dispense medication.** If your child requires medication during a fieldtrip day, please bring the medication with you and hand it to the staff when you check-in that morning. Staff **will not** be able to transfer medication from their school site to the fieldtrip day due to the varying schedules they work on those days. Please notify FLASH of any existing medical conditions. *Permission to Dispense Medication Forms provided in registration packet.*

### **Movies**

Movies may be shown on bad weather, early dismissal and field trip days. No more than one movie will be shown per week. FLASH will show only G or PG-rated movies. If you have any concerns about the types of movies that your child is permitted to watch, please contact the Site Director. While the movie is running, there will be other recreational activities going on for those children whom do not wish to watch the movie or those that are not permitted to view it.

### **Newsletters & Snack Calendars**

The program director will create a monthly newsletter with important information and updates. These newsletters will be emailed to all parents on the email list, they will be available on our website and a limited amount will be distributed to the schools. A snack calendar is available for viewing at each site and shows the daily snacks being offered to our afternoon participants. You may ask your site director if you are interested in seeing this calendar. FLASH does NOT provide breakfast for morning participants. Children with food allergies and/or restrictions are always welcome to bring their own snack. In accordance with the school policy, we do not serve snacks that contain peanut products.

### **Outdoor Activity**

Children need to be dressed appropriately for the weather, as FLASH will play outdoors when weather permits. During the winter months, the temperature must be 25 degrees or above for the children to play outside. **Children will not be permitted to go outside during the winter months without a coat, gloves, and hat.** On snowy or muddy days, children must also be wearing boots to play outside. Children must bring snow pants or a change of clothing if they wish to play in the snow. Gloves, hats, scarves, and boots should be marked with the child's name for easy identification. When it is 65 degrees or below we will require all children to at least have full-length pants on and long sleeves (i.e. jacket, sweatshirt, hoodie). Children will not be allowed outside if the temperature is 100 degrees or higher outside.

### **Photo Disclaimer**

Registrants and participants of programs and special events permits the Park District to take photos and videos of themselves and the minor for publication in the program brochure, website and additional uses as the Park District deems necessary unless the registrant or participant expressively files with the Park District a written objection as to photos or videos of themselves and their children.

### **Receipts & Tax Statements**

When you make a payment at your child's FLASH site you will receive a written receipt from your site director. If you are on an EFT plan and would like a receipt please call the FLASH office and request a receipt. You may come in and pick it up from the FLASH office or give FLASH 2-5 days to get it to your site director where you may pick the receipt up when you drop off or pick up your child. In addition, you will also receive a "Year-End Childcare Expense Statement" at your FLASH location no later than January 31. For tax purposes, our FEIN number is 36-6006025.

### **Refund/Credit Policy**

Refunds of monthly tuition will be given if the participant moves out of the school district, withdraws from the program, or for an extended medical reason (3 days in a row or more). The refund for moving or withdrawals will be pro-rated based upon your child's last day of attendance. **Refunds or credits will not be given for snow days, vacation, short term illness, extracurricular activities, or other temporary childcare arrangements.**

### **Staff**

All the FLASH staff have experience working with children and may include parents, college students, and high school upperclassmen. All FLASH staff have gone through hours of job specific training for their position and received an annual background check from the Oak Lawn Park District. All Staff are certified in first aid, CPR, and AED and have completed mandated reporter training. In addition, staff will be attending in-service training sessions and continuing education workshops throughout the year so that they can continue to provide the best care for your child. The Oak Lawn Park District FLASH program maintains a ten participant to one staff ratio.

### **Sunscreen and Bug Spray**

FLASH will spend a good deal of time outside when the weather is nice. If you have concerns regarding sunburn or bug bites, it is your responsibility to send your child with the appropriate materials and instruct them as to how and when to apply them. FLASH will not distribute sunscreen or bug spray to any child.

### **Suspected Abuse or Neglect**

In accordance with the procedures set forth in the Abused and Neglected Reporting Act, Oak Lawn Park District staff, having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child, shall immediately report the matter to their supervisor. Chain of command will be followed and the proper authorities will then be notified.

### **Withdrawal**

If a parent wishes to withdraw a child from the program, **you must contact the FLASH Director as soon as possible.** Parents will be responsible for all tuition fees for the days your child was scheduled to attend the program until the FLASH office has been notified. If the FLASH Director determines a refund is due, the parent will receive a refund check by mail in 1-3 weeks.

## **Section VI – Registration Paperwork**

### **FORM INFORMATION**

1. **Park District Registration Form:** This form must be completed and handed in with your FLASH packet in order to complete your registration.
2. **Registration Form:** Please complete all of your child's information thoroughly. List any concerns, habits, special needs, medications, special education classifications, etc. in the spaces provided.
3. **Waiver, Release of All Claims & Assumption of Risk:** Please read carefully and sign this form.
4. **Emergency Contacts and Pick-up Permission Form** – This informs staff as to who may pick up your child from the program and how to contact them.
5. **Enrollment Agreement** – This form will indicate what your child's schedule will be, as well as their first day at the program. It also covers some important policies of the program that parents must be aware of and agree to before enrolling. Please read carefully and sign.

7. **Special Recreation Information Form** – This form is to be completed if your child has any special needs. The Oak Lawn Park District is happy to offer an inclusion aid when required. For more information contact the FLASH office.

8. **Direct Debit/Credit Card Form** – This form is to be filled out if you would like to participate in Direct Debit using your credit or debit card. **Visa or Mastercard ONLY!**

When forms are complete please bring them to any park district facility to complete your registration. Upon receiving your completed forms we will send an email confirmation if an email address has been provided. Your child cannot start FLASH until 24 hours after the FLASH Office has received all of these forms. There is a \$30 registration fee per family due at the time of registration.

Please contact the FLASH office with any questions at  
708-857-2420 or via e-mail at [flash@olparks.com](mailto:flash@olparks.com).

More detailed information can also be found on our website at:  
<http://www.olparks.com/programs/flash.htm>