



Beyond the Bell After School Program

PROGRAM POLICIES AND PARENT HANDBOOK



Village of Lake in the Hills

Parks & Recreation Division

lith.org

Revised May 2021

IMPORTANT CONTACT INFORMATION

General Inquiries, Concerns and Program Changes (address, attendance, schedule changes, withdrawals, etc.)

Kristi Brewer, CPRP
Recreation Supervisor

Village of Lake in the Hills
Parks & Recreation Division
600 Harvest Gate, Lake in the Hills, IL 60156

Phone: 847-960-7463
Email: kbrewer@lith.org

Payment Inquiries (receipts, payments, etc)

Village of Lake in the Hills
600 Harvest Gate, Lake in the Hills, IL 60156

Business Hours: Monday-Friday; 8:30am-5:00pm
Phone: 847-960-7400

Program Site Phone

(847) 658-1663

The BTB Program has an on-site land-line phone to contact staff during program hours. Outside of regular program hours, you may call the Recreation Supervisor or speak with a Customer Service Representative at the Village of Lake in the Hills. *Please note, if BTB is outside of the building or handling a program related situation we may not hear the phone ring. Please keep calling until a staff member answers the phone.*

The program site does not have a voicemail box. If you need to report an absence you may email the Recreation Supervisor [kbrewer@lith.org], leave a message for the Recreation Supervisor [847-960-7463] or speak with a Customer Service Representative during business hours to relay the message.

Notification **MUST** be communicated before 1:00pm phone if your student will not be attending on their regularly scheduled day.

Registration, Authorized Pick-up, Financials

Community Pass website: <https://register.communitypass.net/LakeintheHills>

Beyond The Bell After School Program Overview

- The Beyond the Bell After School [BTB] Program follows the regular school year calendar [D300]. Our program operates when schools are in session. BTB is held in your student's school from school dismissal until 6:00pm.
- On Early Release days or when the school site availability is not sufficient the BTB Program is held at the Lake in the Hills Village Hall [lower level]. Village Hall is located across the parking lot from the school.
- Daily activities include a snack provided by the program, a designated Homework/ Quiet Time and Activity Time that may include art, crafts, science, games, outdoor play, organized recreation and free play opportunities.

Statement of Purpose

The program stimulates students' social, physical, and intellectual abilities through participation in activities with their school peers in a recreational based program. Tuition fees fund the cost for operation of school facilities during the extended hours.

Goals of the Afterschool Program

1. To provide quality afterschool enrichment activities.
2. To provide students a structured and safe environment that stresses responsible behavior, respect for others, and positive attitudes.
3. To provide a caring staff who will interact with the students in group and individual situations.
4. To provide communication with parents regarding their children's general well-being.
5. Program based on the Illinois Statewide Afterschool Quality Standards (*Illinois ACT NOW Coalition*) by identifying and understanding the factors that support or inhibit top performance, utilizing that information to make data driven decisions, continuing to grow and improve program/content, and maximizing positive impacts for staff, youth, families, and community peers.

Student Supervision

We operate with the highest ratio of 1:15 and lowest ratio of 1:10 staff to child. Activities such as outdoor play, facility use or daily planned activities will be modified if ratios cannot be met.

A Typical BTB Day

The Site Supervisor is responsible for overseeing all aspects of the daily program operations with help from their Counselors. If you have any questions or concerns, please speak to the Site Supervisor.

Attendance – Program staff spend the first part of every program day verifying that the students who are scheduled to be at the program site are accounted for as per the daily Attendance Roster. If your student is going to be absent from the program on a regularly scheduled day, please email or call the Recreation Supervisor prior to 1:00pm.

- If your student is expected at the program and does not arrive, the program staff must make all attempts to locate your student, which causes unnecessary stress at the beginning of the program.
- Parent communication is essential for your student's safety and ensuring our staff is aware of the whereabouts of your student at all times.

Homework Assistance – Homework completion is encouraged during the designated daily quiet time. Our staff will assist and encourage your student with any general questions about their homework assignments.

Please check your student's homework for accuracy.

Depending on their grade and number of assignments, they may not be able to finish all of it during the allotted quiet time. If requested in writing, our staff will allow your student to continue homework after quiet time if needed; however, we cannot guarantee a quiet place for homework assignments as we continue with the BTB program

Snacks - All students will receive a snack and beverage each day as part of the program. Please inform staff if your student has any food allergies or restrictions. You may provide additional snack for your student.

Program Activities – a wide variety of activities are offered each day including indoor and outdoor play and sports and enrichment activities. Program specialists and special events are also scheduled on a regular basis to enhance the daily program at each site.

Student's Personal Items - As part of a recreationally based after school program, we are committed to minimalizing screen time in our programs. Students are not encouraged to bring toys or electronic games from home, such as DSs, Tablets, Gameboys, iPods or cell phones. The Village of Lake in the Hills is not responsible for these items in the event they are lost or damaged.

Parent/Authorized Pick-up Procedures

If BTB is inside the building:

1. Enter the first set of door into the school.
2. Parents/Authorized Pick-ups should firmly press the doorbell button to ring the doorbell.
 - a. This is located near the first set of INTERIOR doors.
3. The BTB doorbell is located near the sign that indicates '*BTB Program Only, Ring bell for Assistance*'
 - a. NOTE: Do NOT press the exterior silver camera/doorbell combo that is located on the brick wall. This rings the school office staff that is not part of the BTB program and are not authorized to permit you into the building for the BTB program.
4. Wait for the BTB staff person to greet and open the door.
5. Use your PIN code to check-out your student.
6. Exit the building the way you came into the building.
 - a. Parents/Guardians or students are NOT permitted to return to classrooms, lockers or cubbies once the dismissal bell has rung.
 - b. Consistent violation of the policy can result in the expulsion from the BTB program.

If BTB is outside the building:

1. You may walk towards the playground area and speak with a BTB Staff member who will assist you with the check-out process
2. Use your PIN code to check-out your student.
3. Gather your student's belongings that have been brought outside with them.

Additional Information on Picking-Up:

- Authorized Pick-ups are adults, other than a student's primary parents, who are able to drop-off/pick-up students.
- Parents may enter the necessary information for their students' Authorized Pickups through the Parent Dashboard.
- Each Primary Parent and Authorized Pickup has a unique six-digit PIN code.
- Use the PIN pad to enter the PIN code, or click "Forgot PIN?" to send the PIN code to the parent or Authorized Pickup's cell phone by text message.
- The Parent or Authorized Pickup will be listed, along with any students they are able to check in or out using this PIN code
- Parents have the ability to provide information about their students' Authorized Pickups through their Parent Dashboard account.

Picking up another Family's Student

- Family ID numbers are unique to the student.
- If you are authorized to pick-up for another student you must know that student's family ID number.
- Ensure the parent/guardian has knowledge of you picking up their student. BTB staff does not verify if you SHOULD pick-up only that you are AUTHORIZED to pick-up another family's student.

Release of Students

- Students are signed into the BTB Program upon arrival to the cafeteria by BTB staff.
- Parents must provide information during registration of adults who are authorized to pick up your student in your absence.
 - Be sure to add anyone who could possibly need to pick-up your student from the program. You can update this information at any time via the Parent Dashboard>Authorized Pick-ups.
[<https://lakeinthehills.programmanagement.com/progamers/>]
- Students are never permitted to leave the building with unauthorized adults. Please verify that these individuals will be available to come for your student when you cannot and that they can arrive at the program site within 30 minutes.
- Parents must provide updated telephone numbers and alternate pick-up information whenever a change occurs.
- All students MUST be signed out by an adult (18 years of age and older). Students are not permitted to sign themselves out to walk home or to be dismissed from the program.
- If the parents or person(s) authorized by the parent appears to be physically and/or emotionally impaired to the extent that, in the judgment of the Site Supervisor and/or staff member, the student would be placed at risk of harm if released to such an individual, the procedures shall require that:
 - The student shall not be released to such an impaired individual; Staff members attempt to contact the student's other parent or an alternative person(s) authorized by parent(s).
 - If the program staff is unable to make alternative arrangements, a staff member shall call the police Division/9-1-1 to seek assistance in caring for the student.
- **Once a student is signed out of the program, they cannot be signed back into the program on the same day.**

- If the student is not picked up by scheduled BTB Program closing, two staff members will continue to supervise the student the school site.
 - A staff member will attempt to contact the parent or authorized adult.
 - If the student has not been picked up one hour or more after closing time, the staff will call the police Division/9-1-1 to seek assistance in caring for the student.

After School Activities Administered by Your Student's School

Please help the BTB Program keep your student safe at all times during after school hours. If your student is to attend any after school activities in the school building such as: Scouts, Sports or Enrichment Programs, etc., please inform the staff in writing or email the Recreation Supervisor at least one day ahead.

- You must indicate the location of the activity within the building and the approximate time your student will be returning to the BTB Program.
- If this is an ongoing activity, you may send in an email stating all the dates on which that activity takes place.

Please ensure that an authorized adult from the activity will bring your student back to after care and sign them in with our staff. **It is not the responsibility of our staff to escort your student to or from any activity.**

Late Pick Ups

Punctuality is a crucial element in our operation:

- A late fee of \$15.00 per 15 minutes is charged on late pickups.
- Late fees are added to your account. The account balance can be viewed on the parent dashboard. Late fee time is determined by the system check-out time.
- If you cannot arrive before 6:00pm, it is your responsibility to arrange for an emergency contact to pick up your student.
- Please call the BTB land-line phone to notify them of the change in arrangements.
- Continuous late pick-ups may result in termination from the program.

Scheduled Early Dismissals, Emergency and Weather Related School Closings

Scheduled Early Dismissal "Half Days" are included in your monthly tuition. On these days, the BTB Program will provide two snacks/beverages. Typically Early Dismissal Days will take place across the parking lot at the Lake in the Hills Village Hall, 600 Harvest Gate. We will walk supervised to Village Hall and on inclement weather the Village of Lake in the Hills bus will provide shuttle transportation.

If your student's school is closed due to inclement weather or emergency closing during normal school hours, there will be no BTB Program.

If the program has already begun and inclement weather takes place we will provide care as schedule.

If during the school day or after school, the weather forecast is predicting a snowstorm, we recommend that you contact your emergency person for early pick up. This includes emergency school closings, holidays and weather emergencies.

Scheduling Changes, Withdrawals, Extra Days & Temporary Holds

- Additions or reductions in your student's program schedule must be submitted in writing via email to the Recreation Supervisor: kbrewer@lith.org. Two weeks' notice is required for any schedule changes.
- Thirty days written notice is required for withdrawals from the program. Please email notification to the Recreation Supervisor. A verbal notification to site staff is not sufficient to update the information in our billing system. When the proper notice has been received, the deposits held on your account will be applied to any outstanding balance or where applicable, a refund will be issued.
- No "swapping" days. If your student is absent on their regularly scheduled day, you may not make up that day later in the week. Please follow the schedule you have selected for your student.

Extra Day/Add a day for the week- Your student may attend the BTB Program for an additional day that he/she is not regularly scheduled with prior approval from the Recreation Supervisor. This for temporary needs only. Sibling discount does not apply.

- \$13.00 per occurrence; per student

Holiday and Vacation Days

BTB is not provided when school is not in session. However, Winter Break, Spring Break and Summer Break Activities are organized and include swimming, sports and games, arts and crafts, cooking and trips. Pre-registration is required. Please check the website www.lith.org for the program fee and registration information. These programs are held at the Lake in the Hills Village Hall, 600 Harvest Gate, Lake in the Hills.

Temporary Enrollment Hold

Account Paid in Full

- Holding a registration spot/attendance days for temporary reasons [vacation, home care availability, etc] will only be granted if the tuition for the student has been paid in full for the school year.
- Refunds are not given for months student is not attending program.

Account on Monthly Installment Plan

- If the school year tuition is not paid in full the ability for a temporary enrollment hold or holding your attendance days will be determined by the Recreation Supervisor for program availability. If the program has a waitlist for any attendance days and your attendance days can be filled by a student on the waitlist you will lose your spot during the temporary hold in which you are not paying monthly tuition.

Conditions:

- Account holder must have made consistent payments for a minimum of 3 or more months for eligibility.
- \$75.00 per month is charged regardless of the amount of days attended per week in replacement of monthly tuition fee.
- Duration of hold/break may only be for two consecutive months.
 - This will only be allowed once during the school year.
 - Exceptions can be approved by the Recreation Supervisor on a case-by-case basis.

Parental Responsibilities

The Village of Lake in the Hills and Lincoln Prairie Elementary School seeks to partner with our parents in the care of their students. Communication is key to a successful experience in the Beyond the Bell After School Program.

It is your responsibility as the parent/guardian to read through the Parent Handbook and understand the content and policies. You are required to complete and sign all enrollment, parent information and medical release forms before your student starts our program. Your student will not be allowed to start the program with incomplete paperwork.

We ask that you inform your student's school and teacher that he/she will be attending the BTB Program. This helps to minimize any confusion on first days or when schedules change.

Providing your email address to the Village of Lake in the Hills and keeping it updated will be critical for the distribution of timely and up-to-date information about BTB. Participation surveys will also be administered via email as we value your feedback. Your input allows us to make ongoing improvements to our programs.

We encourage parents to discuss any questions or concerns about the policies and practices of the BTB Program with us. We will also share information on the site bulletin board and handouts, as well as distribute an on-line survey twice per year. By giving us your input, we can work together to develop a high quality program for your students.

Court Orders and Confidentiality

In cases where an enrolled student is the subject of a court order, the Village of Lake in the Hills must be provided with an original certified copy of the most recent order and all amendments for our information and files. In the absence of a court order on file with the Village of Lake in the Hills, both parents will be afforded equal access to their student as stipulated by law.

Confidential and sensitive information will only be shared with employees who need to know in order to provide the most appropriate and safe care for your student. Employees are strictly prohibited from discussing information about someone else's student with you.

Students with Special Needs

Our programs comply with the Americans with Disabilities Act in accepting students with special needs. Our programs provide student care in a large group setting, which can be an adjustment to students who are used to small classes with low student-teacher ratios.

Our staff will make reasonable accommodations to meet the needs of individual students. Please request a meeting with the Recreation Supervisor and/or Site Supervisor to share information such as your student's IEP or 504 with our staff. Your cooperation and communication with staff is essential to your student's success in our program.

Enrollment and Payment Policy

Tuition is charged on a monthly basis. Tuition remains the same regardless of the number of days in a school month. Tuition is based on the student's schedule for that month. Tuition is not prorated for absences, vacations, illness or disciplinary reasons.

Tuition is due the fourth (4th) Friday of the month: July-April. Payments may be made in advance.

The Village of Lake in the Hills offers flexible payment options based on need. You may discuss these options with the Recreation Supervisor.

- All payments are to be made by check, money order or credit card (MasterCard, Visa and Discover). Check payments must be arranged for receipt during regular business hours, Monday through Friday; 8:20am-5pm. NO payments will be accepted at school.
- A charge of \$35 will be levied for decline form of payment. After two declined forms of payment, payments must be made by certified check, money order or credit card.
- If more than one student from the same family is enrolled in the program, a discount of 10% of the monthly tuition charge will be awarded to each additional sibling.
- A late charge of \$15 will be assessed for any payments received after the 5th business day of the month. In the event your tuition is not received by the 15th of the month, services may be suspended until payment is made.
- In the event the parent/guardian is in default and fails to make payment, the parent/guardian is responsible for all costs of collections, including collection agency fees and legal costs. Re-enrollment in any program requires prior satisfaction of all balances due, including collection costs.
- A non-refundable deposit is due at the time of enrollment. Upon withdrawal from the program. Withdrawal from the program requires that you give one month's written notice. At that time possible refunds will be determined and could take up to 14 business days or longer depending on the cancelation date.
- Changes to the student's schedule must be requested two weeks in advance. Any change is subject to approval by the Recreation Supervisor.

Miscellaneous fees:

- A onetime non-refundable registration fee is required for all new students.
- The student must be a student enrolled at Lincoln Prairie Elementary School. Registration from outside of this school is not permitted.
- Late pick up fees of \$15 per fifteen minutes are assessed after the program site's closing.
- No fees are charged for addition or reduction of days.

Services may be terminated for:

- Failure to make payment on time.
- Continuous pick up after program closing time.
- Student or Parent/Authorized Pick-up behaviors.
- Continually visiting unauthorized areas of the school building during or after student pick-up.

Off-Site Trips

If for any reasons an off-site field trip is planned, program staff will provide parents advance notice of any field trip, outing or special event involving the transportation of students and receive written consent of the parent before taking a student on such a trip.

In the event of an emergency that requires the school to be evacuated, BTB Program staff will escort students off the school grounds if instructed by Emergency Responders. Permission is granted by signing the Parent Agreement.

Photographs and Media

We value the privacy of students and staff members. No photos or videos will be made of any student without the consent of BTB Program staff. This includes the use of cell phones, cameras or videos. Your student's photo may be taken for Village of Lake in the Hills marketing purposes and used in newsletters, media advertisements or articles.

Behavior, Discipline and Expulsion

At the BTB Program, discipline is handled with much care and thought. Positive discipline is used to help promote social and emotional growth. We use two methods for promoting positive behavior. First, we reinforce acceptable behavior with verbal rewards. Second, we talk with students making inappropriate choices to educate them about making better choices in the future and allow the student to rejoin activities.

The following behaviors are inappropriate in our program:

- Behavior on the part of the student that interferes with the safety and well-being of himself/herself, or any other person.
- Verbal disrespect of BTB Program staff or other students.
- Lack of respect for property and/or the property of others.
- Abusive language or gestures.

The goal of our expectations is to create an environment of shared values, working together with parents, to correct behaviors and separate negative actions from a student. If appropriate, we may have the student take a timeout. During this time, the student will be removed from the group and remain under the supervision of staff. A student will never be deprived of food, struck, name called, threatened or ridiculed by staff.

If the remedial actions do not work, parents/guardians will be advised verbally and/or in writing in the form of a Behavior Report. The benefits of a Behavior Report are to encourage positive behavior and/or correct a situation in a positive manner with parents/guardians as our partners. We encourage parents to share with us any appropriate behavior management strategies to help your student make better choices in the future.

Inappropriate behavior that cannot be redirected may result in the following:

- Verbal warning from the Site Supervisor or staff.
- Written communication of student's inappropriate behavior.
- Communication requesting corrective measures at home and/or conference meeting.
- Suspension or expulsion from the program without refund.

Parent/guardians will be informed, in writing, about the length of a suspension and the expected behavioral changes required in order for the student or parent to return to the site. Failure of the student/parent to satisfy the terms of the plan may result in permanent expulsion from the site.

In case of expulsion, the parent/guardian will be given a specific date that allows sufficient time to seek alternative student care, whenever possible.

Expectations & Behavior

Every person has the right to have the best possible experience during the BTB Program, and by working together as a team to identify and manage bullying, we can help ensure that all students and staff have a great summer at BTB Program.

Rules We Live By

The following is a list of rules that all students must adhere to at all times:

- All school rules apply during the after school program
- Keep your hands and feet to yourself
- Rocks and sticks belong on the ground
- Use appropriate language
- Respect all students and staff
- Try your best
- Follow all directions
- Wear appropriate footwear
- Stay with your group
- Toys and games belong at home including personal sports equipment
- Electronics and cell phones stay at home; Chromebooks are used only during designated times.
- Leave money at home
- Sports balls belong outside, in the gym or in designated areas
- No pets in the program area

Students are entitled to a pleasant and safe environment while participating in this program. We will make every effort to help your child adjust to BTB Program. The Village of Lake in the Hills reserves the right to withdraw a participant from our program if he or she is unable or unwilling to adjust to our schedule and program.

Good behavior will be encouraged in a positive manner. The staff will work cooperatively with parents, keeping them informed of behavior problems and methods used to teach and guide them toward socially acceptable behavior. Behavior problems that cannot be resolved cooperatively will result in your child's dismissal from the BTB Program. Certain abusive behaviors will result in immediate dismissal.

Steps taken for serious behavior problems may include written reports with behavior contracts, additional positive reinforcement, and counseling with parents to create a plan for change. Only staff is permitted to discipline children- if you have a concern please report it to the Site Supervisor or Recreation Supervisor.

If your child needs to be disciplined acceptable measures by staff may include:

- stern verbal warnings
- time-out from activity
- removal from activity and placed with staff away from group
- suspension and or removal from program

If your child has been receiving assistance in behavior management during the school year, it is imperative that this information be shared with the program staff. This will enable us to work more effectively and productively with your child.

The following disciplinary policy will be followed for general misbehavior:

- 1st offense: Student will be redirected and given a verbal warning
- 2nd offense: Student will be asked to take a personal time-out
- 3rd offense: Student will lose some or all of the privilege of participating in a special activity (Loss of privilege of any high risk activity such as swimming, they may be assigned to a silent lunch table, etc.)
- 4th offense: Student will talk with Program Supervisors and parent will be called to discuss a positive plan for change.
- 5th offense: Parent will be called to pick-up child early or risk the child being suspended for additional days of program or removed from program completely.
- 6th offense: Student will be suspended based on severity of the offense from a day to a week of program.
- 7th offense: Student's enrollment will be terminated for the remainder of the season.

Code Of Conduct

To ensure safe and enjoyable programs and facilities for all participants, the Village of Lake in the Hills has developed the following Code of Conduct.

Participants in programs and those using facilities shall:

1. Show respect to all participants, staff, equipment, supplies, and facilities.
2. Refrain from using offensive or profane language.
3. Refrain from aggressive behavior that could cause bodily harm.

The Parks & Recreation Division reserves the right to dismiss a participant from a program if their behavior or language is deemed inappropriate by staff.

All BTB Program participants are guests of District 300 during the program and need to respect the school and abide by all school rules.

Parent Code Of Conduct

- Any parent/guardian who displays any of the following behaviors, including, but not limited to: physical abuse, shaking, grabbing, hitting, pushing, verbal abuse including inappropriate language or threats to a child, family, or staff; or is in possession or under the influence of alcohol or illegal substance will be asked to leave the premises and may no longer be allowed on site.
- If staff suspects a person of substance abuse or view any act of child abuse or its effects, the police will be notified.
- The staff's first responsibility is the safety of the children.

Medical & Safety Information

ALLERGIES

We try our best to accommodate these students without inconveniencing other students. If you're aware that your student is severely allergic to something, it is your responsibility to notify the Parks and Recreation Division in advance so we may take proper precautions. This shall be done by indicating allergens within the medical/health forms. We ask that you do not provide lunch or snacks that contain peanuts, peanut butter or other nuts to BTB to ensure the safety of all students.

Students with Life Threatening Food Allergies:

There may be students with severe food allergies enrolled in the program. Hand washing and sanitizing will happen frequently, especially before and after preparing and eating snacks. Please discuss the severity of food allergies with your student.

Medications

Administration of medication or special diets will be undertaken by the program after a completed emergency and medical forms are accepted at the time of registration. This Village of Lake in the Hills/BTB program staff must receive this form before any prescribed medications will be accepted or administered. The staff will make note of administering medications dosing in a confidential log.

Over-the-counter medication/topical lotions cannot be administered, given to, or applied to students. Sunscreen lotions are welcome at BTB; however, they are categorized as a topical lotion. Parents must complete the Sunscreen authorization form at the time of registration for staff to be authorized to administer to the student. BTB does not provide sunscreen.

Inhalers and Other Emergency Medications

Pertinent information regarding any special medical issues, special needs and allergies must be clearly noted in the Health History section of your student's Medical and Emergency Information. All inhalers and other emergency medications are readily available to program staff members who are working with students that may need such items. These will only be administered to the prescribed student under the direction/conditions provided for use. A student who is in need of an inhaler may be allowed to carry the inhaler. Please send an extra inhaler for the Lead Counselor or BTB Supervisor to place in the appropriate grade level; emergency back pack.

It is important to keep staff aware of any allergies your student may have such as possible allergic reactions to bee stings, peanuts, other food allergies, etc. If you know your student is allergic to something, please note this information on his/her health history and note the severity of a possible reaction. Please provide any emergency medications (bee sting kits, Epi pens, etc.) for your student. Parents will be notified if emergency medications need to be used.

Illness Policy

- Students must be healthy enough to participate in the program's daily routine. We do not have the facilities to care for sick students and therefore do not allow them to attend the program.
- For the safety and comfort of your student, please keep them home until they feel better and no longer present the danger of passing on their illness.
- When your student has a fever (fever of 101) or vomiting/diarrhea, please make sure they remain at home 24 hours after their temperature and symptoms returns to normal.
- We may require a physician's release for any medical or health condition.
- If your student becomes ill during BTB, you will be asked to pick up your student as soon as possible.

- Please notify the BTB Supervisor or Recreation Supervisor if your student or any member of your immediate household develops a communicable condition (as defined by the local health Division), such as pink eye, chicken pox or lice.

- Parents are responsible to notify the Parks and Recreation Division within 24 hours or the next business day. In the case of a life-threatening illness, please notify the Parks and Recreation Division immediately. It is important for us to post a notice to other parents as soon as possible.

- In the case that your student becomes ill during the program, you will be contacted as soon as possible. If the parent or guardian is unable to be reached, the student's emergency contact will be notified. It is the responsibility of the parents to arrange for the student to be picked up from BTB as soon as possible.

The following are defined as illness or communicable health problems:

- Conjunctivitis (pink eye)
- A chronic runny nose with colored discharge
- A chronic cough
- A fever
- Vomiting or upset stomach
- Signs of general fatigue or discomfort
- An open rash
- Head lice
- Knowledge that the student has had a fever within the past 24 hours

Accidents/Emergencies

All reasonable precautions will be taken to prevent serious health risks to all students. In the event that a minor injury occurs, First Aid will be administered at the BTB location by the staff, by facility staff during a field trip depending on the situation.

The following procedures will be followed:

- First Aid will be provided and the incident recorded on an Incident/Accident Report (either in paper form or within our electronic archive).
- The student will periodically be observed after First Aid has been applied; or restricted from activities until deemed appropriate.
- In the event of a medical emergency, immediate action will be taken by the staff as per your orders. Staff will follow information you have provided from the medical/emergency/health information provided during registration.
- Please be sure to keep these forms updated at all times.
- The incident will be described in writing on the Village of Lake in the Hills incident report - or- logged into our medical reporting database.
- Copies of these reports are not given to parents/guardians. A request can be made through the Lake in the Hills Human Resources Division.
- If parents or other responsible adults are unable to be reached, the student needs medical attention:
 - 911 or emergency service will be called.
 - Student will be taken to the nearest hospital for any necessary treatment.
 - The Village of Lake in the Hills does not incur the cost of medical treatment

In the event that a major injury, life threatening emergency or health problem arises and professional medical care is required, the following steps will be taken:

- Immediate First Aid will be administered by the staff person until professional services arrive.
- 911 will be called.
- You will be contacted via the phone number you provided on the emergency contact information at registration. If you cannot be reached, the next emergency contact person will be notified.
- A staff person will accompany your student to the hospital and remain until you or your emergency contact person arrives.
- The incident will be described in writing on the Village of Lake in the Hills incident report. Copies of these reports are not given to parents/guardians. A request can be made through the Lake in the Hills Human Resources Division.
- The Village of Lake in the Hills does not incur the cost of medical treatment
- Emergency information is very important for us to provide the safest possible environment for your student. Please update emergency information, emergency contact information, insurance providers, etc., through the Parent Dashboard/registration website.

Student Abuse Policy

The Village of Lake in the Hills believes that the safety, support and care of our student is the most important goal of any program, event, facility or park. The law also has provisions safeguarding the well-being of our student.

All staff has completed the DCFS Mandated Reporter Training. Staff are considered mandated reporters. Therefore, we must comply with the law as outlined in the following:

- Student care and BTB personnel having reasonable cause to believe that a student under the age of 18 years of age whose parent or any person responsible for his or her care* (such as a student care provider, foster parent, or anyone responsible for the welfare of a student receiving residential care at an institution): Causes or threatens to cause a non-accidental physical or mental injury; Has a student present during the manufacture or attempted manufacture of a controlled substance or during the unlawful sale of such substance where such activity would constitute a felony violation; neglects or refuses to provide adequate food, clothing, shelter, emotional nurturing, or health care; abandons the student; neglects or refuses to provide adequate supervision in relation to a student's age and level of development; knowingly leaves a student alone in the same dwelling with a person, not related by blood or marriage, who has been convicted of an offense against a minor for which registration is required as a violent sexual offender; or commits or allows to be committed any illegal sexual act upon a student, including incest, rape, indecent exposure, prostitution, or allows a student to be used in any sexually explicit visual material are required by law to immediately report their concerns to the local Division of social services or to the Student Abuse and Neglect Hotline.

****NOTE: State of Illinois law requires that mandated reporters report all cases of suspected student abuse or neglect to student protective services regardless of the abuser / neglector's relationship to the student.***

Suspected Abuse Or Neglect

In accordance with the procedures set forth on the Abused and Neglected Student Reporting Act, any BTB personnel having reasonable cause to believe that a student known to them in their professional capacity may be an abused or neglected student, shall immediately report the matter to their supervisor. The proper authorities will be notified.

Baby-Sitting Policy

Although BTB staff work well with student, our policy states that employees of the Village of Lake in the Hills BTB program are not permitted to have additional contact, baby-sit or provide transportation for families with student currently enrolled in our programs.

Incident Action Plan [IAP]

Each BTB site will have a site-specific emergency plan including an assembly area program, facility evacuation plan, notification (sounding of alarms) system, shelter-in-place plan, locations of fire extinguishers and first aid kits, etc.

Incident Protocols:

- Any BTB staff member can activate the IAP.
- An incident does not have to constitute an emergency in order for the IAP to be activated.
- Once the IAP is activated, the Lead Counselor, BTB Supervisor and appropriate staff will respond.
- Response will be appropriate and calm.
- Decisions will be made by the appropriate Lead Counselor, BTB Supervisor or Counselor available.
- Appropriate responses to those decisions will be the responsibility of the supervisory staff available (ie: If the
- Site Supervisor or responsible staff member determines that an ambulance is needed for a medical emergency, the subordinate staff will ensure that the request is followed.)
- Incidents and/or emergencies will be defined by two categories:
- Isolated: incidents or emergencies are those that involve or affect an individual or small group of individuals. (ie: one grade level, individual injury)
- Program Wide: incidents or emergencies are those that involve or affect the entire BTB program including facilities. (ie: approaching severe weather)

For purposes of this IAP, the following will be considered general procedures for Program Wide Incidents and/or Emergencies:

Shelter-in-Place: In the event of an emergency that requires an on-site shelter-in-place, Student and staff will assemble in the designated area on site (please refer to site-specific plans for actual locations). In the event of an emergency that requires Students or staff to be moved to an alternate location, participants and staff will be transported via Village of Lake in the Hills buses to the safer location.

Facility Evacuation (in case of fire, or other emergency): In the event of an emergency requiring facility evacuation, Students and staff will exit the building through the nearest exit and meet at pre-determined assembly areas. BTB staff will take roll of Students in their groups, site supervisors will take a total count to assure that all students have left the building safely, BTB counselors are responsible for medication, first aid kits and evacuation kits.

Chemical / Biological / Terrorist Emergency Plan: In the event of any of these emergencies, Students and staff are required to relocate to the on-site shelter in place location. Once there, no one (including parents and student) will be allowed to enter or exit the building until there is further notification from Police Division, Parks and Recreation Division Director, Superintendent or Recreation Supervisor.

Severe Inclement Weather: All Students will remain in their groups until the weather passes or the parents pick the Student up. No refunds will be given for inclement weather closures or modifications to the program schedule.

Modified Operation: May include cancellation/postponement or rescheduling of normal activities. These actions are usually taken in case of storm, flooding or building problems (such as utility disruptions) that make it unsafe for student but may be necessary in a variety of situations.

Lost Students

The safety and care of your student is our number one priority and we go to extensive measures to ensure all Students are accounted for at all times:

- Students are assigned to groups with designated staff who are responsible for their whereabouts at all times.
- Prior to leaving any location, staff takes roll call and a head count of the group.
- Staff is routinely asked to identify the number of Students in their direct care as well as the total number in BTB that day.

In the event that a Student is missing, the entire group shall remain where they are until the Student has been found. If the missing Student is not located within five minutes, staff will complete the steps:

- Staff notify the BTB Supervisor or Recreation Supervisor of the missing student with all pertinent information.
- The Student's picture card is retrieved while staff and Students are asked where the Student is or was last seen.
- The BTB staff member or Site Supervisor initiates the Emergency Action Plan for a Missing Person which notifies all staff (not just BTB staff) of the situation and begins the search for the Student.
- If the Student is not found after five minutes of searching, 911 is called. The parent/guardian and emergency contacts, if necessary, are also contacted at this time.