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# PARENT HANDBOOK

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Beyond the Bell After-school Program at Lincoln Elementary School

REVISED JULY 2024

VILLAGE OF LAKE IN THE HILLS RECREATION DIVISION  
600 Harvest Gate, Lake in the Hills, IL 60156

## IMPORTANT CONTACT INFORMATION

Teresa Chapman, CPRP	Recreation Supervisor	(847)960-7463	<a href="mailto:tchapman@lith.org">tchapman@lith.org</a>
Kim Buscemi, CPRP	Recreation Superintendent	847-960-7462	<a href="mailto:kbuscemi@lith.org">kbuscemi@lith.org</a>
Village Hall	Customer Service	847-960-7400	
Beyond the Bell	Site Phone	(847) 815-9468	
Lincoln Prairie Elementary	Secretary	(847) 532-6600	

## BEYOND THE BELL PHILOSOPHY

The after-school program stimulates students' social, physical, and intellectual abilities through participation in enrichment activities with their school peers in a recreational-based program. By caring staff in a safe environment that stresses responsible behavior, respect for others, and positive attitudes.

## 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.

## SNACKS

All students will receive a snack 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.

## ENROLLMENT & REGISTRATION INFORMATION

The participant must be a student enrolled at Lincoln Prairie Elementary School. Registration from outside of this school is not permitted.

Registration is on a first-come/first-served basis. Some days or weeks of the afterschool program do fill, but there is really no telling how quickly that will happen, so we suggest registering online as soon as you can. We do not hold spots for students without monthly payments.

Only online registration is available for the afterschool program at [www.lith.org](http://www.lith.org). However, for your convenience, our customer service desk is staffed and ready to assist you during business hours, Monday-Friday, 8:30 am-5 pm. You must fill out online enrollment forms for each student attending the afterschool program. A link to the ePACT forms will be sent within 48 hours of registration and only need to be updated annually. Attendance days must remain as consistent as possible.

## PROGRAM HOURS

The Beyond the Bell After School [BTB] Program follows the regular school year calendar [D300]. Therefore, our program operates when schools are in session. BTB is held in Lincoln Prairie Elementary School from school dismissal until 6:00pm.

## PROGRAM FEES

A \$65 non-refundable deposit per family + First months installment due at the time of registration, and potentially next months payment as we bill one month ahead of time.

### **2023/2024 School Year Fee Schedule\***

\*Rates are subject to change without notice. Consult the most current program and event guide for additional information

**5 Day** | \$300 per month

**4 Day** | \$270 per month

**3 Day** | \$215 per month

**2 Day** | \$185 per month

### **2023/2024 Flex-Day Option**

**10-Visit Flex-day Package:** \$235

**4-Visit Flex-day Package:** \$125

Flex-day option is for those who will not attend Beyond the Bell regularly but would like to participate on a flexible and as needed basis. In addition, Flex-day packages can be shared between student family members residing within the same household and attending the same school. No deposit is required; pay in full at the time of registration. NOTE: To receive a sibling discount, a coupon booklet must be purchased for each student.

One (1) Flex-day visit = One (1) student program day

[10 Flex-days = 10 days of attendance for a single student -or- 5 days of attendance for two students, etc.] Flex-day packages are only valid for the Beyond the Bell Afterschool Program at Lincoln Prairie.

- Flex-days expire on the last day of school purchased for the current school year.
- Any unused flex-days are non-refundable or transferable. Anytime a Flex-day is used, 48 hours notice of the attendance date is mandatory.
- Any student whose parent/legal guardian does not give 48 hours notice will not be permitted to attend the program at the discretion of the Recreation Supervisor.

## PAYMENT PROCEDURES

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 pro-rated for absences, vacations, illness or disciplinary reasons.

We accept Visa/Mastercard/Discover Card debit/credit card and e-check payments for program tuition. Suppose you must pay with cash or split payment between two caregivers. In that case, registration and payment will need to occur during regular business hours at the Lake in the Hills Village Hall (600 Harvest Gate) at the customer service counter. Your student will not be enrolled until payment is received.

A charge of \$25 will be levied for the decline form of payment. After two declined forms of payment, payments must be made by cash, certified check, 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.

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. Therefore, re-enrollment in any program requires prior satisfaction of all balances due, including collection cost.

A late charge of \$15 will be assessed for any payments received after the 15th day of the month. In the event your tuition is not received by the end of the month, services may be suspended until payment is made.

## PAYMENT SCHEDULE

PAYMENT MONTH	PAYMNET CHARGED ON	PAYMENT MONTH	PAYMNET CHARGED ON
Payment for August	Upon registration	Payment for February	January 1, 2025
Payment for September	August 11, 2024	Payment for March	February 1, 2025
Payment for October	September 1, 2024	Payment for April	March 1, 2025
Payment for November	October 1, 2024	Payment for May	April 1, 2025
Payment for January	December 1, 2024	No Payment is due in May 2025	

\*NOTE\* an additional auto-payment will be placed if the student is registered within the month they are starting a program, as we charge tuition one month in advance.

Example: Student registers in August, and will attend August 17. Automatically due at registration, a \$65 non-refundable deposit is due and tuition for attending in August is due. However, as we bill one month in advance, a manual charge will be added the following business day to the account for the September tuition.

## FINANCIAL ASSISTANCE

**Sibling Discount:** Receive 10% off tuition for siblings. This discount will be taken off the total registration fees during checkout. You must register one student first for the additional siblings to be discounted.

**Fee assistance is available for Lake in the Hills residents** under 17 years of age. Funding is provided by the People for Parks Foundation, Lake in the Hills, Inc., and an application must be completed with supporting documentation. Eligible residents must participate in a current school lunch program or show need based on the Federal Free Meals guidelines. Unused scholarship funds are not refunded or credited to families. Because assistance is available on a first-come, first-served basis. Applications are available at the Lake in the Hills Village Hall and online: <https://www.lith.org/government/departments/community-services/parks-and-recreation/scholarship-assistance>

## ENROLLMENT CHANGES

Any change is subject to approval by the Recreation Supervisor

Changes to the student's schedule must be requested two weeks in advance and is only an option if space is available. No transfers fees for addition or reduction of days. If increasing the days per week, you must pay the program fee difference or increase

Withdrawal from the program requires that you give a minimum of two weeks' written notice. At that time, possible refunds will be determined and could take up to 14 business days or longer, depending on the cancellation date.

Your student may attend the BTB Program for an additional day that they are not regularly scheduled with prior approval from the Recreation Supervisor. This is for temporary needs only. Sibling discount does not apply.  
\$15.00 per occurrence; per student

## ABSENTEE REPORTING

The notification **MUST** be communicated before 1:00 pm if your student will not attend their scheduled day. We prefer an email notification to the Recreation Supervisor, as this can be communicated easily to program staff. 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. Additions or reductions in your student's program schedule must be submitted in writing via email to the Recreation Supervisor, two weeks' notice is required for any schedule changes. Fees will not be refunded for missed program days.

Notify the Recreation Supervisor via email [tchapman@lith.org](mailto:tchapman@lith.org)

Include student name, grade, and information.

Notify the school office at 847-532-6600

## EARLY DISMISSALS, EMERGENCY & WEATHER-RELATED CLOSINGS

On early release days or when the school site availability is insufficient, the BTB Program is held at the Lake in the Hills Village Hall [lower level]. We will walk supervised to Village Hall which is located across the parking lot from the school

- If the school is closed due to inclement weather or emergency closing during regular school hours, there will be no BTB Program.
- If the program has already begun and inclement weather occurs, we will provide the program as scheduled.
- If the weather forecast predicts a snowstorm during the school day or after school, we recommend that you contact your emergency person for early pick-up.

## SCHOOL ACTIVITIES & CLUBS

If your student attends 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. Pro-rated fees are not issued for time missed from the BTB program to attend other activities.

## PICK UP PROCEDURES

IF BTB IS INSIDE THE BUILDING:

- Call the program cell phone at (847) 815-9468 upon arrival. If you are having any issues reaching program staff, Call the Recreation Supervisor at (224) 713-8508
- Staff will meet you at the door to check out the participant. Please have QR code or ID ready.
- Parents/Guardian are to wait in the vestibule while staff gets the participant.
- Parents/Guardians are NOT allowed into the school past the vestibule.
- Parents/Guardians or students are NOT permitted to return to classrooms, lockers, or cubbies once the dismissal bell has rung. Consistent violation of the policy can result in expulsion from the BTB program.

### IF BTB IS OUTSIDE THE BUILDING:

- A sign on the front door of the school building will indicate the program is outside.
- You may walk towards the playground area and speak with a BTB Staff member who will assist you with the check-out process. Please have QR code or ID ready.

### ADDITIONAL INFORMATION ON PICKING-UP

- Authorized Pick-ups are 16 years and older, other than a student's primary parents, who can pick-up students.
- Parents may enter the necessary information for their students' Authorized Pick-ups through ePact.

### PICKING UP ANOTHER FAMILY'S STUDENT

- You must be listed as an authorized pick up person in that participants ePact.
- 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.

## CONCEALED CARRYING PROHIBITED

Notwithstanding the EXCEPTIONS, any property or building that is controlled by the Lincoln Prairie Elementary is a “prohibited area” under Section 65 of the Illinois Firearms Concealed Carry Act and thus, concealed carrying in or on any School Property or building under the control of the School is not authorized by Illinois law.

## LATE PICK UP FEE

If you are running late, place a call the BTB cellphone. If you cannot speak with a staff member, call the Recreation Supervisor at (224) 713-8508. Late pick-up fees of \$15 per fifteen minutes are assessed after the program site's closing. The official time is determined by the recorded ePACT check-out time.

For all students not picked up by the end of the program, the following late policy will be in effect:

6:01-6:05 = Waived

6:06-6:21 = \$15.00 per child

6:22-6:37 = \$30.00 per child

6:38 = \$45.00 & Abandoned Child Procedure Initiated. Children who remain on site after 6:38 PM will be released into the custody of a law enforcement officer. We reserve the right to dismiss your child from the program after three late pick-ups.

- After the third late fee, parents/guardians may be asked to withdraw from the program.
- Late fees will be charged to the student's household account by the Recreation Supervisor.
- The household account (parent/guardian) of the student is responsible for all late fee payments.
- Not paying late fees will affect the parent/guardian's ability to register for programs in the future

## STUDENT INFORMATION- ePACT

What is ePACT? ePACT is your emergency network, allowing you to securely store all your important information online. ePACT helps us better manage your critical information. We use ePACT to collect the same information that they previously collected on paper forms. This ranges from medical information, like allergies, health conditions and medications, to contact details for guardians and emergency contacts. You will receive an invite to ePact to upload your information and documents.

## CONFIDENTIALITY

All records, progress and behavior of the children will be kept confidential.

## INCIDENTS AND ACCIDENTS

Should your child be involved in an incident/accident during the course of the program, a staff member will notify the parent/guardian regarding the incident at pick-up. We will call for emergency medical services, if necessary.

## HEALTH STANDARDS

If a child becomes ill, has diarrhea or is vomiting at BTB, the parent/guardian or other emergency contact person will be notified immediately. The child should be picked up from school within one hour. If a parent/guardian is reached, but cannot pick up their child within sixty minutes, it becomes the parent's/guardian's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. If a parent/guardian cannot be reached, the staff will begin to call the people listed as emergency contacts until arrangements can be made for the child to be picked up.

Children will need to remain at home for at least 24 hours after they stop vomiting or having diarrhea and are fever-free without using any fever-reducing medicines.

Children should not attend BTB when any of the following symptoms exist:

- Persistent fever
- Nausea or vomiting or diarrhea
- Skin rash or sores, headache/earache
- Inflamed, swollen or reddened eyes
- Excessive coughing or sneezing or sore throat
- Runny nose
- Shortness of breath
- Chills
- Headache
- Unexplained Fatigue
- Loss of taste or smell
- Lice or nits in hair
- If the illness lasts 72 hours/three (3) days or less, the participant may return under the following conditions:
  - Participant has been fever-free for 24 hours without the use of fever-reducing medicine.
  - Participant is free of any other COVID-19 related symptoms.
  - If the illness lasts for more than 72 hours/three (3) days, the participant will not be allowed to return to

BTB until they are symptom free and have been medically cleared by a treating medical provider.

## MANDATE REPORTER

Under the Illinois Child Protection Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The BTB staff are considered mandated reporters under this law. Under the Act, mandate reporters can be held criminally responsible if they fail to report suspected abuse or neglect.

## STUDENTS WITH SPECIAL NEEDS

Our programs comply with the Americans with Disabilities Act in accepting students with special needs. In addition, 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 are essential to your student's success in our program.

## PHOTOGRAPHS AND MEDIA

We value the privacy of students and staff members. Therefore, no photos or videos will be taken of any student without the consent of BTB Program staff. This includes the use of cell phones, cameras, or videos. However, 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 MANAGEMENT POLICY

Our behavior management policy is an on-going process and 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 and allowing them to rejoin activities.

## 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:

- Show respect to all participants, staff, equipment, supplies, and facilities.
- Refrain from using offensive or profane language.
- Refrain from aggressive behavior that could cause bodily harm.
- The Recreation Department reserves the right to dismiss a participant from a program if their behavior or language is deemed inappropriate by staff.



## BEHAVIOR MANAGEMENT

If remedial actions do not work, parents/guardians will be advised verbally and/or in writing in the form of a Behavior or Conduct Report. The benefits of a Behavior or Conduct 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.

### **If unacceptable behavior occurs, the following steps will be taken:**

- A verbal warning is given to the child.
- If behavior continues after a verbal warning, a behavior report is issued.
- If behavior continues after 3 Behavior Reports, a Conduct Report will be issued and parent/guardian signature is required.
- A Conduct Report may be issued immediately, without warnings for any serious misbehaviors.
- On the occurrence of a third Conduct Report, issued within a 90 day period, a child will be suspended for one day.
- Contingent on the severity of the infraction, suspension may be effective immediately. On a case by case basis.
- If upon return, inappropriate behavior continues, or three additional Conduct Reports are issued in another 90 day period, the Village of Lake in the Hills may permanently suspend a child from the program. Future participation will be determined by the Village of Lake in the Hills on a case by case basis.
- Refunds will not be issued for suspensions.

## ZERO TOLERANCE POLICY

The Village of Lake in the Hills has a zero-tolerance policy for serious behavior infractions since our goal is to provide a safe and fun environment for staff and Students. Bullying that is verbal or physically abusive, threatening, obscene, disrespectful behavior, and physical violence will not be tolerated by either parent/guardian or participant. The BTB Supervisor and the Recreation Supervisor will meet with the student's parent(s) to determine a course of action and the length of the suspension. Refunds will not be issued for suspensions.

## PERSONAL BELONGING & ELECTRONICS

Personal belongings and toys from home are not allowed in the program. Staff are not responsible for lost, damaged or stolen items and reserve the right to restrict or confiscate inappropriate toys. There will be scheduled time for participants to use electronics. Participants may not take or share photos and videos, view inappropriate content, or use certain restricted apps or websites.