

VILLAGE OF LAKE IN THE HILLS BEYOND THE BELL AFTERSCHOOL PROGRAM FREQUENTLY ASKED QUESTIONS

PROGRAM INFORMATION

WHAT IS THE BEYOND THE BELL AFTERSCHOOL PROGRAM (BTB)?

The Beyond the Bell Afterschool Program (BTB) at Lincoln Prairie Elementary (LPES) is organized and supervised by the Village of Lake in the Hills Parks & Recreation Department. It draws them into supervised after-school programs that are safe, fun, and filled with learning opportunities. All school district and LPES rules are followed unless in conflict with the outlined program information. The BTB parent handbook is an all-inclusive resource for the program information and can be found at www.lith.org.

WHAT ARE THE HOURS OF THE AFTER-SCHOOL PROGRAM?

The BTB program follows the District 300 School Calendar and the BTB program hours are School Bell (2:01 p.m.) until 6:00 p.m. Students can be picked up at any time during program hours. NOTE: The Village of Lake in the Hills does not provide transportation to and from the BTB program.

WHERE DOES THE PROGRAM MEET?

After-school students should report to the cafeteria at the end of the school day. During the first weeks of the program, kindergarten, and first-grade students will have a staff person direct them to the cafeteria.

HOW THE AFTERSCHOOL PROGRAM IS DIFFERENT FROM THE STUDENT'S SCHOOL DAY?

The daily schedule is flexible and offers a favorable social and emotional climate, physical security, independence, stimulation, and youth-centered, age-appropriate activities to meet the needs of all students and youth.

TYPICAL SCHEDULE:

- School Bell – 2:45 pm: Check-in students with activities during the transition (Chromebook use, homework, free-choice, board games, reading, etc.) Followed by clean-up
- 2:45 – 3:25 pm: Snack & Clean up
- 3:25 – 5:00 pm: Enrichment & Play | Outdoor play (weather permitting), gym activities (Four square, soccer, sidewalk chalk, nature activities), arts/crafts, Ongoing projects such as simple rockets, sewing, cartooning, , etc.
- 5:00-6:00 pm: Clean up, free time, and transition to home (free-choice, Building and manipulatives, board games, group games, reading, etc.)

DO THE STUDENTS RECEIVE A SNACK?

A snack and water to drink are provided each day. Our typical snacks include granola bars, pretzels, fruit snacks, crackers, chips, popcorn, etc. After-school snacks fill the gap between the lunch they receive at school and dinner and help ensure students receive the nutrition they need to learn, play, and grow. We pride ourselves on being a physically active program whenever possible. Thus, students can become quite hungry in the late afternoon. If you have a student who is very hungry we ask you to pack an additional afternoon snack- as we cannot provide additional snacks. The snack provided is not considered to be a meal. Students are never forced to eat snacks but are strongly encouraged.



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REGISTRATION, BILLING & ADDITIONAL FEES

HOW FAST DOES YOUR PROGRAM FILL UP? HOW FAR IN ADVANCE DO I NEED TO ENROLL MY STUDENT?

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.

HOW DO I ENROLL MY STUDENT?

Only online registration is available for the afterschool program: www.lith.org/recreation. 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.

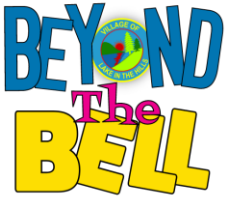
HOW MUCH IS THE AFTERSCHOOL PROGRAM & AND WHAT OPTIONS ARE THERE?

- You may pick the days per week you would like at the time of online registration (subject to availability).
- Automatic payments will be processed on the second Friday of each month for the predetermined amount.
- Payment months are July-April (you are paying one month ahead)
- Automatic payment plans/ACH are required for this program
- Transfer fees for reducing days per week are \$20.00 per student per transfer occurrence
 - o Increasing days per week does not incur a transfer fee.

2024 -2025 RATES*

*Rates are subject to change without notice. Consult the most current [program and event guide](#) for additional information.

| | Resident Rate Per Month |
|---------------------------------|----------------------------|
| 5-Day Option (Mon-Fri) | \$300 |
| 4 Day Choose Your Days Option | \$270 |
| 3 Day Choose Your Days | \$210 |
| 2 Day Choose Your Days Option | \$185 |
| 10- Flex Day Package | \$235 |
| 4- Flex Day Package | \$125 |



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WHAT ARE FLEX DAYS?

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.

WHAT METHODS OF PAYMENT CAN I USE?

For online registration, 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.



WHAT IF A STUDENT NEEDS FINANCIAL ASSISTANCE?

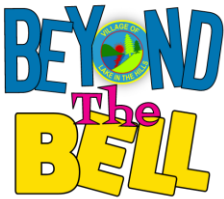
Sibling Discount: Receive 10% off tuition for siblings. This discount will be taken off the total registration fees during checkout. You must register one student first for the additional siblings to be discounted.

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>

WILL I BE ABLE TO SWITCH MY STUDENT'S ENROLLMENT DAYS AFTER REGISTRATION?

Yes! Switching enrollment days is only an option if space is available. If you would like to increase the days per week, you must pay the program fee difference or increase. Email the Recreation Supervisor with your information and changes to your student's schedule.



VILLAGE OF LAKE IN THE HILLS BEYOND THE BELL AFTERSCHOOL PROGRAM FREQUENTLY ASKED QUESTIONS

LATE PICK-UP FEES

If you are running late, place a call or text the BTB cellphone. If you cannot speak with a staff member, it is encouraged that you send an email to the Recreation Supervisor. Late pick-up fees of \$15 per fifteen minutes are assessed after the program site's closing. Hours of operation are from the school bell until 6:00 p.m. The official time is determined by the recorded ePACT check-out time.

- 6:01-6:05 pm = Waived
- 6:06-6:21 pm = \$15.00 per child
- 6:22-6:37 pm = \$30.00 per child
- 6:38 pm = \$45.00 & Abandoned Child Procedure Initiated. Children who remain on site after 6:46 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 pickups.

PROGRAM DETAILS

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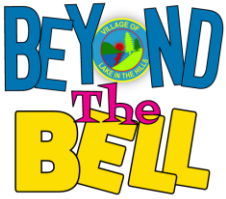
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WHAT IF MY STUDENT IS ABSENT?

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.

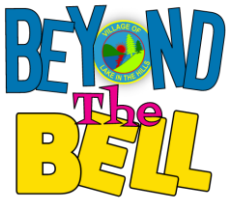
- Notify the Recreation Supervisor via email tchapman@lith.org
- Include student name, grade, and information.
- Notify the school office at 847-532-6600

MY STUDENT IS ENROLLED, HOW DO I CONTACT THE BTB PROGRAM?

- To get a message to the on-site staff, please call the Village of Lake in the Hills at (847) 960-7400 between 8:30 am and 5:00 pm -or- email the Recreation Supervisor.
 - If you need to speak with someone before or after these hours, you have two options; keep in mind we may not answer the phones immediately due to interacting with students, transporting students, etc. Also, these numbers are not monitored 24/7.
 - Program Cell Phone: 847-815-9468
 - Call or text message
- You can opt-in for text messages during registration (CommunityPass) and completing the ePACT emergency forms.
 - Message and data rates may apply.

WHAT ABOUT INCLEMENT WEATHER?

The following policies are in place to ensure the safety of your child(ren) and our staff. Please note that it may be necessary to have backup care in the event that BTB is closed. In the event that the weather conditions force D300 Schools to close, BTB sites will be closed. If schools dismiss early, sites will be closed for the remainder of the day. In the event that weather conditions worsen or are declared dangerous once students are at BTB, we may be forced to close early. If this occurs, parents or guardians will be called to pick up their students. No refunds will be given for weather-related closures.



VILLAGE OF LAKE IN THE HILLS BEYOND THE BELL AFTERSCHOOL PROGRAM FREQUENTLY ASKED QUESTIONS

AIR QUALITY, EXTREME HEAT, OR COLD ALERT DAYS

Students engage in outdoor activities during the program and are given plenty of water and shade breaks. However, the program will operate on inclement weather days as well. When substantial rain/thunderstorms are expected, some outdoor program activities may be canceled. Our program has inclement weather and emergency action plans. Indoor spaces are available. In the case of extreme heat or air quality alerts, activities are modified, and outdoor time is limited.

WHAT IF MY STUDENT HAS SPECIAL NEEDS?

The Village of Lake in the Hills offers inclusion-based programming. We work with Northern Illinois Special Recreation Association ([NISRA](#)) to provide training assistance for counselors. If your student has special needs, you must complete an [Inclusion request form](#). Once a request is made, a meeting might be scheduled to complete an inclusion profile and determine the next steps to set up your student for success in our program. Inclusion requests must be made at least 5 business days before the student starts the program. We will do our best to provide activity modifications, and student behavior expectations, or institute positive behavior rewards programs as needed.

- Students that require an inclusion aide: Due to counselor schedules, allotted work hours, illness, and unforeseen circumstances, a consistent inclusion aide may not be available, but student assistance will be provided when possible.

WHAT TYPE OF QUALIFICATIONS DO PROGRAM STAFF HAVE TO MEET?

Program staff include:

- Recreation Supervisor = overall direction of the program;
- Site Supervisor = daily operations of the program;
- Counselors = supervision and guidance of students in the program under the direction of the Site Supervisor

The Site Supervisor and Counselors are college students with sports, recreation, or educational backgrounds, followed by those who attend high school as juniors or seniors. All staff receive training and attend ongoing professional development activities both within and outside of the organization that support their own growth and future goals.

Program staff is carefully screened and interviewed by the Recreation Supervisor. We look for staff with experience, enthusiasm, high energy, creativity, and patience. Program staff must pass a criminal background check and pre-employment drug and TB testing. In addition, we require 10+ hours of training before the first day of the program and ongoing training through the school year. This in-person and online training includes best practices in behavior management, student development, Village of Lake in the Hills employment practices/ policies, games/activities instruction, and more. In addition, all of our Program staff is CPR/AED First Aid, epi-pen auto-injector, and asthma inhaler certified through the American Red Cross. They also attend training in bloodborne pathogens, DCFS abuse recognition, sexual harassment, and recognizing illness training, and they are certified Illinois food handlers.

WHAT IS THE STUDENT/STAFF RATIO?

Average daily ratios are subject to change based on activity levels and the number of students:

Grade K-5th - 10 students: 1 staff ratio

IF MY STUDENT DOES NOT LIKE AN ACTIVITY -IS THERE AN OPTION FOR AN ALTERNATIVE ACTIVITY?

We realize that not all students will want to engage in all activities. Counselors will offer options, and/or they will have your student take on more of a "helper" role during the activity. Students will not be forced to do an activity but must remain with the group and within sight and sound of their counselor.



VILLAGE OF LAKE IN THE HILLS BEYOND THE BELL AFTERSCHOOL PROGRAM

FREQUENTLY ASKED QUESTIONS

WHAT DOES MY STUDENT NEED TO BRING TO THE PROGRAM?

Students must come dressed in comfortable clothing and wearing gym/tennis shoes. Flip-flops/sandals/croc-type footwear (i.e., open-toe) is NOT permitted due to our planned activities. Remember to mark all items with the student's first and last name. The Village of Lake in the Hills is not responsible for lost or stolen items.

Bring these every day:

- Backpack with homework, and other related items from class;
- Refillable, reusable water bottle;
- Additional snacks, if your student would like more to eat after the provided snack.
-

HOW DO YOU HANDLE STUDENT BEHAVIORS?

All the programs offered by the Village of Lake in the Hills have a code of conduct and behavior management plan to follow. If a student is not meeting the goals outlined in the behavior management plan/code of conduct, then steps would be taken by staff to intervene, assess the situation, follow our disciplinary action protocols, communicate with the parents (parent meeting and/ or a note home) and put an action plan in place, should unwanted behavior continue. Depending on the severity of the situation, suspension and/or dismissal from our program may occur. Refunds are not issued for missed days for student behavior suspensions.

WHAT IF MY STUDENT HAS FOOD ALLERGIES OR OTHER HEALTH CONCERNS?

If your student has food allergies, please make sure that you communicate those concerns on the required forms during online registration- Clearly list any allergies and restrictions.

For example, we are considered a "nut-aware" afterschool program. Therefore, certain foods are not restricted from being brought in, but staff will monitor any student who indicates a food allergy and separate from others with potential allergen items. Additionally, an alternative snack will be provided that meets your student's needs. In the event the program can not support your student's snack needs, parents will be asked to provide the snack for their student.

MY STUDENT WILL NEED TO TAKE MEDICATION WHILE AT THE PROGRAM.

All staff have been trained in epi-pen and asthma inhaler administration. Complete the appropriate forms during online registrations. Parents/guardians are responsible for providing the medication in the original prescription container, clearly labeled with the student's full name, dosing information, etc.

Other medications that require administration beyond the scope of Program staff training can be discussed with the Program Supervisor or Recreation Supervisor as to what administration level we can provide.

CAN MY STUDENTS KEEP OR DISPENSE THEIR OWN MEDICATION?

In most cases, no. Program staff will keep all medications in our designated emergency/program-issued backpacks. These will be brought on all trips that your student attends. Trained Program staff will dispense all medication. All over-the-counter or prescribed medications must be in their original container, including the student's full name and dosage instructions. Do not send medications in baggies, a different container, etc. Please discuss your student's needs with the Site Supervisor or Recreation Supervisor during your student's first attendance days.



VILLAGE OF LAKE IN THE HILLS BEYOND THE BELL AFTERSCHOOL PROGRAM FREQUENTLY ASKED QUESTIONS

WHAT IS YOUR ELECTRONICS POLICY? WHAT ABOUT OTHER ELECTRONIC DEVICES?

Staff and students are not allowed to use cell phones/Chromebooks/Tablets during the program unless prior authorization is given. Typically, students will be allowed use of these devices during the designated homework time until 3:30 pm. However, the use of these devices is at the discretion of the Site Supervisor and will be modified at any time. Program staff are permitted to use cell phones and tablets to complete work-related tasks only.

Suppose emergency situations or special circumstances require a student to have access to a cell phone, watch, or wearable activity tracking device/Apple® watch. In that case, this needs to be discussed with the Site Supervisor for prior approval and understanding of its purpose for use.

Students with special needs who require electronic devices or similar equipment will be permitted to use them as required and indicated in the inclusion information. Cell phones may only be used to make emergency calls in the presence of a program counselor.

WHY? Our 'Electronics Policy' is designed to encourage your students to spend more time in the outdoors, promote socialization among students, reduce the stress associated with the damage to and theft of electronics, give your students a much-needed break from the world of technology, allow your students to fully embrace and "plug into" the connections they make with other students as they "unplug" from their electronics, ensure that your students are not exposed to age-inappropriate material, ensure that your students cannot post program photos on the internet, ensure that your students are not focusing on situations revolving around their friends/family at home, prevent your students from hearing about situations and incidents concerning home and family before their parents have a chance to communicate with them.

CAN MY STUDENT BRING SPORTS EQUIPMENT, TRADING CARDS/GAMES, OR TOYS TO PROGRAM?

We recommend that students DO NOT bring personal items from home. While not all-inclusive, this would include sports equipment, stuffed animals/toys, fidgets, Pokemon/Yugio, or similar card trading games, craft/art sets, gaming systems, other personal items, etc. Unapproved items will be confiscated and returned to parents at pick-up. The Village of Lake in the Hills and School District 300 are not responsible for lost, damaged, or stolen items.

WHAT IF I HAVE MORE QUESTIONS? WHO SHOULD I CONTACT?

We strongly encourage you to check out the Parent Handbook provided during registration or visit the Village website www.lith.org, which provides even more details about our program. If you have any further questions, e-mail is the preferred method to contact us anytime.

Recreation Supervisor
Teresa Chapman, CPRP
tchapman@lith.org
Office: 847-960-7463
Cell: 224-713-8508