



GOODBYE SUMMER, HELLO  
SPACE!

Thursday, August 18th

WELCOME AND THANK YOU FOR COMING OUT!

Space Leadership Team

Serena Tyler: SPACE Program Manager (styler@skokieparks.org)

Nate Bibat: OCC Recreation Supervisor (nbibat@skokieparks.org)

Aryn Fletcher: Oakton Manager (abfletcher@skokieparks.org)

Mary Amato: Assistant Superintendent of Recreation (mamato@skokieparks.org)

# PROGRAM GOALS

- TO DEVELOP IN EACH CHILD A POSITIVE SELF-CONCEPT AND AN ACCEPTANCE OF OTHER INDIVIDUALS, THEIR CULTURAL BACKGROUNDS, STRENGTHS AND WEAKNESSES.
- TO PROVIDE FOR THE PHYSICAL AND EMOTIONAL WELLBEING OF EACH CHILD VIA AN ATMOSPHERE OF WARMTH, SAFETY AND ACCEPTANCE.
- TO HELP CHILDREN ESTABLISH RELATIONSHIPS WITH OTHER CHILDREN AND STAFF.
- TO PROVIDE AN ENVIRONMENT THAT IS STIMULATING AND INVITING TO CHILDREN, WHERE EACH CHILD FEELS A SENSE OF BELONGING AND IS ENCOURAGED TO DEVELOP CONTROL OF HIS/HER BEHAVIOR.

# MNASR

M-NASR's Mission: The Maine-Niles Association of Special Recreation provides individuals with disabilities access to meaningful and life-enriching recreation and leisure opportunities.

What is Inclusion: Inclusion provides opportunities for individuals with disabilities to participate alongside their non-disabled peers in recreation programs.

Benefits of Inclusion:

- Social, physical, educational & cultural development
- Friendships & fostering a sense of belonging
- Disability awareness for peers
- Developing strengths & self-esteem
- Respect of and familiarity with differences
- Wider variety of recreation opportunities



# MNASR

LEVELS OF SUPPORT ARE DETERMINED AT A CASE-BY-CASE BASIS. ACCOMMODATIONS PROVIDED CAN RANGE FROM THESE TYPES:



# PROGRAM TIMES

AM SPACE: 7am–school start

PM SPACE: end of school–6pm

Late Pick-up Policy:

- SPACE staff will supervise children who are left beyond the scheduled pick-up time until a parent or another authorized adult on the pick-up list arrives. A late fee will be applied after one verbal warning of a late pick-up. There is a \$5.00 charge for the first 15 minutes followed by \$1.00 for every minute thereafter. Please refer to our Parent Handbook for additional information and fees.



# 1ST DAY OF SPACE & DROP OFF/PICK UP DOOR

SPACE runs on the first full day of school. There is a main door SPACE uses for Drop off and Pick up. If we are outside, or using another area, a sign will be posted to indicate this change!

Monday, August 21st- East Prairie, Main Door

Tuesday, August 22nd- Devonshire, Highland, Jane Stenson, Main Door

Wednesday, August 23rd- Middleton, AM- Door 2, PM- Door 12

Thursday, August 24th- Meyer- Red Door on Tripp near Keeney (by the flagpole)

Tuesday, August 29th- Edison- Door J, Madison- Door O (back parking lot)

Wednesday, September 6th- Fairview- Back Door (near dumpsters)

# ADD A DAY

- DEPENDING ON ENROLLMENT FOR A PARTICULAR DAY, PART-TIME CHILDREN MAY BE ELIGIBLE TO ATTEND AN EXTRA DAY.
- CHARGE FOR EACH ADDITIONAL MORNING IS \$10.00/DAY
- CHARGE FOR EACH ADDITIONAL AFTERNOON IS \$15.00/DAY
- PAYMENTS DUE AT DAY OF SERVICE. SPACE STAFF ARE NOT ALLOWED TO HANDLE CASH. WE WILL RUN THE CARD ON FILE.



# SCHEDULE CHANGES & WITHDRAWALS

- If you need to change the days you are enrolled, there is a form on our SPACE website.
- If you need to cancel enrollment, please email Serena at [styler@skokieparks.org](mailto:styler@skokieparks.org) & you will be subject to the Skokie Park District's \$25 withdrawal fee.
- Re-enrollment depends on site availability and other students on the waitlist.

# REPORTING ABSENCES

Please report all SPACE absences must be reported in writing via email or text message to the appropriate SPACE site email or cell phone. Please only submit absences to your SPACE site staff and not to Serena Tyler.

\*Refer to SPACE site contact info to find your child's SPACE site email and cell phone.

# SITE CONTACT INFO

Fairview SPACE- 312.874.1019, [fairviewspace@skokieparks.org](mailto:fairviewspace@skokieparks.org)

East Prairie SPACE- 312.785.3237, [eastprairiespace@skokieparks.org](mailto:eastprairiespace@skokieparks.org)

Devonshire SPACE- 312.852.6016, [devonshirespace@skokieparks.org](mailto:devonshirespace@skokieparks.org)

Highland SPACE- 312.874.0677, [highlandspace@skokieparks.org](mailto:highlandspace@skokieparks.org)

Jane Stenson SPACE- 312.961.8706, [stensonspace@skokieparks.org](mailto:stensonspace@skokieparks.org)

Middleton SPACE- 312.982.1487, [middletonspace@skokieparks.org](mailto:middletonspace@skokieparks.org)

Meyer SPACE- 312.860.6574, [meyerspace@skokieparks.org](mailto:meyerspace@skokieparks.org)

Edison SPACE- 312.953.9661, [edisonspace@skokieparks.org](mailto:edisonspace@skokieparks.org)

Madison SPACE- 312.825.2176, [madisonspace@skokieparks.org](mailto:madisonspace@skokieparks.org)

# SITE CELL PHONE

- Please make sure you grab a business card with your school contact information & save this to your phone
- We ask that parents call/text ahead when they are coming for pick up
- We do ask our staff to always answer the site phone, but our first priority will always be the kids that are on-site so please call again if you need to
- Please report all absences to the site phone too!

# NEW! SIGN IN/OUT POLICY

- All SPACE sites will follow same process.
- Grades are color-coded and will remain the same color for the entire school year
- **Preschool: Pink, Kindergarten: Yellow, 1st Grade: Purple, 2nd Grade: Orange, 3rd Grade: Blue, 4th Grade: Green, 5th Grade: Red**
- Signature is **REQUIRED** daily for every child being picked up from PM SPACE.



# SAFETY WHILE AT SPACE

- Head counts will be taken at each transition from activity to activity
- Directors at all sites complete a check list before leaving for the night
- When an accident occurs we ask staff to call contacts 1 and 2 on the list. If there is no answer, we leave a voicemail (please clear your mailbox). If we can't get ahold of anyone, or it is major, we will call 911

## SPACE Daily Check-List

Day: M T W TH F (circle)

Date: \_\_\_\_\_

*Site director and all staff working at dismissal will complete the checklist daily and initial after everything is completed. This will be turned in with your weekly paperwork completed and will also be spot checked.*

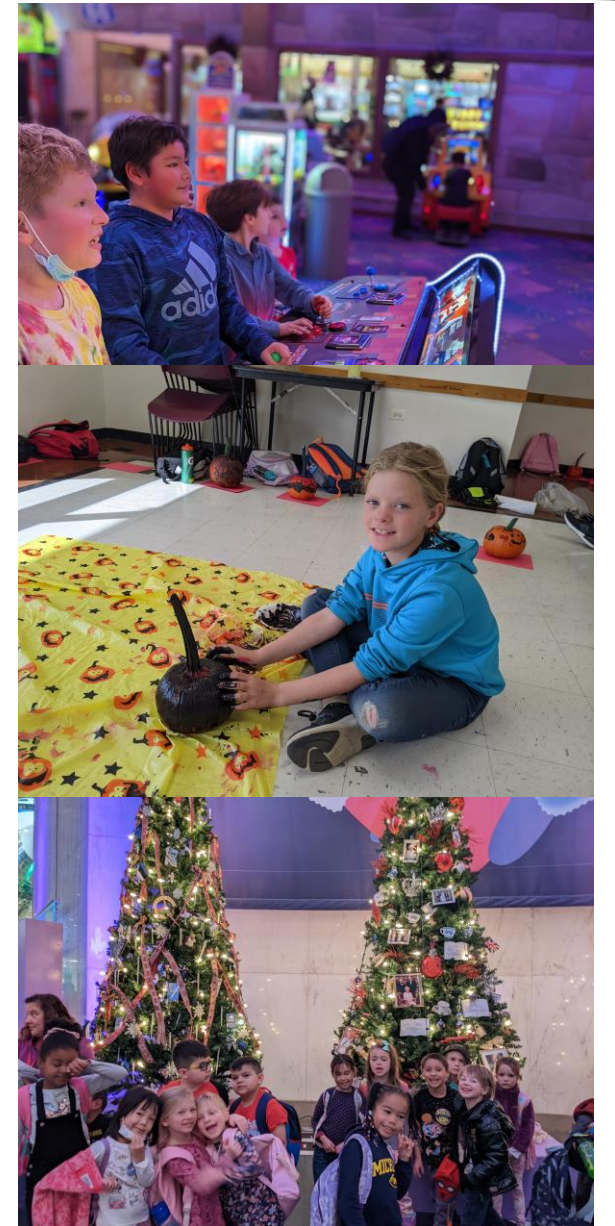
- Attendance/Headcounts
  1. Start of Program: #: \_\_\_\_\_
  2. #: \_\_\_\_\_ Time: \_\_\_\_\_
  3. #: \_\_\_\_\_ Time: \_\_\_\_\_
- Safety Break Headcount Total #: \_\_\_\_\_ Time: \_\_\_\_\_
- Walk through of program area/playground for participants and belongings
- All leftover belongings were collected and accounted for
- All participants were signed-out with signature
- Phone/tablet is ON until 6pm and all texts/phone calls/emails have been returned
- If any, behavior reports have been completed and communicated with Serena Tyler.
- If any, accident/incident reports have been completed and communicated with Serena Tyler.

Notes:

# SCHOOL DAY OFF

- Enjoy a day off of school with friends at the Oakton Community Center with a local field trip and other fun activities like arts and crafts, games and outdoor play.
- Participants need to bring a re-fillable water bottle, lunch and snack each day. Registration deadline is one week in advance.
- Trips: zoo, bowling, arcades, min golfing, movies and much more!
- Day Trip 8 AM-4 PM. Extended Care 4-6PM

Upcoming Trips!





# STRUCTURE OF AM & PM SPACE

AM SPACE– Free play since kids arrive at different times. Activities include coloring sheets, board games, legos, etc.. Some sites can go to the Playground if weather allows.

PM SPACE– Activities vary to include sports/crafts/ free play & more!

1. Check in with assigned grade table with assigned program leader
2. Homework help & table activities
3. Snack Time
4. Group activities/ Gym time/ Playground time (weather dependent)
5. Free time

# WHERE TO FIND THE SPACE PARENT HANDBOOK

- On the Skokieparks.org website ---> Programs Tab ---> Before & After School Care ---> Forms & Handbooks Tab
- Handbook was emailed to all enrolled students to the email on file on Aug 15



# NEWSLETTERS

- Newsletters will be sent each quarter for each SPACE site
- These will include photos, any updates, and what your child's SPACE site has been up to!
- Newsletters will be sent to the family email on file.



The graphic is a newsletter for East Prairie SPACE, February. It features a red heart in the top left, a yellow banner with the title, and a logo for SPACE (Skokie Park District Before & After School Care) in the top right. The content is organized into several boxes: Staff (Directors: Tiffany & Carmen; Program Leaders: Janina, Carmella, Chris (AM only); MNASR Staff: Gigi, Augustina, Isra); Contact Us (Email: eastprariespace@skokieparks.org; Cell: 312-785-3237); Reminders (Please remember we do try to go outside even just for 15 minutes so please make sure your child has weather appropriate clothes!); Our Daily Schedule (3-3:45 pm: Homework, Games, Crafts; 3:45 pm: Snack (outside if weather is appropriate); 4 pm: Group Game; 4:30 pm: Gym (basketball, volleyball, catch, or frisbee) or Cafeteria (crafts, pretend play, Hot Wheels, Dino Tracks, Corn Hole); 5 pm: Big gym (Movement Games)); SPACER of the Week Program (Every week we pick 1-2 SPACERS who have gone above and beyond in showing the 3 rules of East Prairie SPACE: Be Safe, Be Respectful (of yourself and those around you), and Be Responsible! All of the kids have done a fantastic job at this and we are so proud of them. We also try to incorporate new and fun activities as a reward for following our rules such as corn hole and dino tracks. This month we did a dance contest, Get to know you Bee Kind Bingo, Hot beads, and plenty of group games!). The graphic is decorated with several red hearts and photos of children engaged in various activities like playing games, eating, and working on projects.

**East Prairie SPACE**  
**February Newsletter**

**SPACE**  
SKOKIE PARK DISTRICT BEFORE & AFTER SCHOOL CARE

**Staff**  
Directors: Tiffany & Carmen  
Program Leaders: Janina, Carmella, Chris (AM only)  
MNASR Staff: Gigi, Augustina, Isra

**Contact Us!**  
Email: eastprariespace@skokieparks.org  
Cell: 312-785-3237

**Reminders**  
Please remember we do try to go outside even just for 15 minutes so please make sure your child has weather appropriate clothes!

**Our Daily Schedule**  
3-3:45 pm: Homework, Games, Crafts  
3:45 pm: Snack (outside if weather is appropriate)  
4 pm: Group Game  
4:30 pm: Gym (basketball, volleyball, catch, or frisbee) or Cafeteria (crafts, pretend play, Hot Wheels, Dino Tracks, Corn Hole)  
5 pm: Big gym (Movement Games)

**SPACER of the Week Program**  
Every week we pick 1-2 SPACERS who have gone above and beyond in showing the 3 rules of East Prairie SPACE: Be Safe, Be Respectful (of yourself and those around you), and Be Responsible! All of the kids have done a fantastic job at this and we are so proud of them. We also try to incorporate new and fun activities as a reward for following our rules such as corn hole and dino tracks. This month we did a dance contest, Get to know you Bee Kind Bingo, Hot beads, and plenty of group games!

# PERSONAL BELONGINGS @ SPACE

- All personal belongings should be labeled
- We will remind kids to keep their belongings together, but past sign-in, we cannot guarantee SPACE kids can go back to their classrooms for forgotten items
- No personal electronics, (cell phones, Nintendo switches, personal IPADS), toys, etc. are permitted at SPACE and we will ask children to put them away and let a parent/guardian know.

# ALL STAFF TRAININGS

We have had lots of training this week:

- Monday- all staff PowerPoint training where we reviewed the staff handbook emphasizing our safety procedures, new sign in/sign out procedure, and more!
- Tuesday- We had Twenty-One Senses come in and present to us about strategies to help with behaviors we may see at SPACE
- School Site Visits
- Other trainings- Mandated Reporter, CPR/First Aid, Quarterly All-Staff Trainings held during the school year

# MEDICATION WHILE AT SPACE

- A medication waiver **MUST** be filled out and kept on-site. If you are unsure if you submitted this with your registration form, please email Serena ([styler@skokieparks.org](mailto:styler@skokieparks.org))
- Please communicate any updates with site director in writing, via email to the site email address
- Medication must be provided in its original container with instructions. We can never have too much information, so please tell us everything we should know!

# PAYMENTS

- PAY IN FULL TO RECEIVE A 5% DISCOUNT
  - 9-MONTH PAYMENT PLAN OPTION AVAILABLE FOR ALL SPACE PROGRAMS
  - PAYMENTS ARE CHARGED ON THE 25<sup>TH</sup> OF EACH MONTH, FROM AUGUST-APRIL.
- IF YOU NEED TO UPDATE YOUR CREDIT CARD YOU CAN COME INTO OAKTON TO FILL OUT A FORM OR EMAIL SERENA (STYLER@SKOKIEPARKS.ORG)
- A \$25.00 LATE FEE WILL POST TO YOUR ACCOUNT IF PAYMENT IS NOT RECEIVED ON TIME DUE TO INSUFFICIENT FUNDS, DENIED CARD, ETC.



# BEHAVIOR POLICY

To ensure the safety and enjoyment of all participants, the following behavior code of conduct will be used as a guideline for Skokie Park District program participants:

- Will show respect to fellow participants and staff
- Will follow direction from staff and volunteers
- Will show respect to equipment, supplies and facilities
- Will not use inappropriate, abusive, or foul language
- Will not show any aggressive behavior (punching, slapping, kicking, biting, spitting, etc.)
- Will not show continuous disruptive behavior
- Will follow all established rules and regulations

# SCHOOL DISTRICT EARLY DISMISSALS

- Included in SPACE fees (excluding the first day if it is a half day)
- Child must have day of week in their original SPACE schedule

# AFTER SCHOOL CLUBS

- Schools provide SPACE staff the lists of students in after school clubs but please also send an email to the SPACE site email just in case this isn't provided
- Students will be brought to SPACE at conclusion of clubs by the club staff
- Please notify us if a child will not be attending SPACE but attended club that day



QUESTIONS? & THANK YOU!

Please find Serena or Aryn  
outside or email questions to  
[styler@skokieparks.org](mailto:styler@skokieparks.org).

\*Powerpoint will be emailed 8/18