

# **SPACE PARENT ORIENTATION 2021-22 DISTRICT 69**

SPACE Program Manager: Aryn Fletcher

[abfletcher@skokieparks.org](mailto:abfletcher@skokieparks.org) 847.929.7742

# 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.

# **PARTICIPANT REGISTRATION PAPERWORK**

Required:

- Child Information Form
  - Registration Form

As Needed:

- Medication Waiver

# DISTRICT 69 SPACE START DATE

Edison AM & PM: August 31<sup>st</sup>

AM Drop-off: 7AM Door J

PM Pick-up: 6PM Door J

Madison AM & PM: August 31<sup>st</sup>

AM Drop-off: 7AM Door O (back parking lot)

PM Pick-up: 6pm Door O (back parking lot)

# SITE CONTACT INFORMATION

Edison: 312.953.9661

Madison: 312.874.1019

\*add your school's SPACE phone # to your phone! Call or  
Text\*

School Specific Email:

Edison: [edisonspace@skokieparks.org](mailto:edisonspace@skokieparks.org)

Madison: [madisonspace@skokieparks.org](mailto:madisonspace@skokieparks.org)

# ORGANIZATIONAL CHART

Superintendent of Recreation

^ Breanne Labus

Oakton Community Center Manager

^ Crystal Haben

SPACE Program Manager

^ Aryn Fletcher

S.P.A.C.E. Site Director

S.P.A.C.E. Program Leader

# EDISON STAFF

AM: Full-time staff

PM: Fardeen (D), Ardita (D), Bessie, Efren, Akber

AM Enrollment: 21

PM Enrollment: 51

# MADISON STAFF

AM: Andrea (D), Paul

PM: Andrea (D), Paul, Safa, Alex, Melvy

AM Enrollment: 20

PM Enrollment: 63

# M-NASR



- Maine-Niles Association of Special Recreation
- Additional support for children with special needs
  - Suggested for children that have aide/companion during the school day

# ALL STAFF TRAININGS

- Prior to school year beginning
- Trainings throughout the school year, both with site specific staff and all staff across all 5 districts

# MEDICATIONS

Fill out the Medication Waiver

Communicate with Site Director

Provide medication in its original container with instructions. We can never have too much information so please tell us everything you think we should know.

# INJURIES

Staff administer first aid

- ☐ Minor injuries
- ☐ Head injuries (notify parent ASAP)
  - ☐ Medical emergencies

# ILLNESS

Sick child at program

Absences from school

Symptom-free 24 hours

\*We'll go over COVID specific info at the end

# PROGRAM STRUCTURE

Check-In & Attendance/Circle Time

Nut-Free Snack (PM Only)

Homework Help

Group Activities

Free Time (outside daily, gym use, art, add'l  
homework help)

# DROP OFF/ PICK-UP

- Call SPACE phone @ pick-up and your child will be brought out. No non SPACE participants/staff allowed in the school.
- Signing In/Out Required
- Showing ID at Pick-Up
- Adding Adults to Authorized Pick-Up  
(Must be Written Authorization to Aryn's email AND SPACE site specific email)

# SCHEDULE CHANGES & WITHDRAWALS

- Contact Aryn via email as soon as possible
- Changing the amount of days or specific days of the week
- Subject to the Park District's \$25.00 withdrawal fee
  - Re-enrollment depends on site availability

# ADD-A-DAY FEE

- 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.

# LATE PICK-UP POLICY

- Contact the Site Director as soon as possible on SPACE phone (text or call) or email
- Keep them informed you are running late and how late you anticipate
- After 6 p.m., \$1.00 per minute late fee applies
- If a parent or legal guardian does not arrive for pick-up after 30 minutes, the police may be contacted to remain with the child

# PAYMENTS

- 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.
- A \$25.00 Late Fee will post to your account if payment is not received on time due to insufficient funds, denied card, etc.

*If SPACE is shut down due to COVID, you will be refunded.*

# REPORTING ABSENCES

Call, Text or Email your Site Director BEFORE the program to help alleviate chaos for the staff.

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Call or Text\*

School Specific Email:

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# EMERGENCY SCHOOL CLOSINGS

SPACE cancels if school is closed.

# AFTER SCHOOL CLUBS

- Parent inform the SPACE Site Director
- Adult from club escorts children to SPACE
- SPACE contacts parents if child did not check-in after club

*It gets chaotic with all the moving pieces of an afterschool environment, so please communicate with SPACE if your child will be absent.*

# PERSONAL BELONGINGS

- o Labeled with child's name
- o Should not bring toys, electronics or personal equipment. We will not allow phones at SPACE and if we see them, we'll ask they get put away.

# BEHAVIOR POLICIES

## **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, etc.)
- Will not show continuous disruptive behavior
- Will follow all established rules and regulations

# DAYS OFF SCHOOL

## SPACE School's Out Fun

Applies to all Districts

Full days off of school – **select** days

Drop-Off & Pick-Up @ the Oakton Community Center

Register online at [www.skokieparks.org](http://www.skokieparks.org) or in-person.

# DAYS OFF SCHOOL

FLYERS WILL BE GOING OUT TO EACH SCHOOL

**Oakton Community Center**  
✉ Serena Tyler at: [STyler@skokieparks.org](mailto:STyler@skokieparks.org)

### School's Out Fun!

Enjoy a day off of school with friends at the Oakton Community Center. A local field trip, lunch and afternoon snack are included in the fee. Other activities include, arts and crafts, games and outdoor play. Participants need to bring a re-fillable water bottle each day. Registration deadline is one week in advance. Field trip locations will be posted online at least 2 weeks in advance of each date.

|                  |    |       |       |                  |
|------------------|----|-------|-------|------------------|
| <b>360534-01</b> | Th | 9/16  | 8A-4P | <b>\$40/\$50</b> |
| <b>360534-02</b> | Th | 9/16  | 4-6P  | <b>\$10/\$13</b> |
| <b>360534-03</b> | F  | 10/8  | 8A-4P | <b>\$40/\$50</b> |
| <b>360534-04</b> | F  | 10/8  | 4-6P  | <b>\$10/\$13</b> |
| <b>360534-05</b> | M  | 10/11 | 8A-4P | <b>\$40/\$50</b> |
| <b>360534-06</b> | M  | 10/11 | 4-6P  | <b>\$10/\$13</b> |
| <b>360534-07</b> | Tu | 11/2  | 8A-4P | <b>\$40/\$50</b> |
| <b>360534-08</b> | Tu | 11/2  | 4-6P  | <b>\$10/\$13</b> |
| <b>360534-09</b> | Tu | 11/23 | 8A-4P | <b>\$40/\$50</b> |
| <b>360534-10</b> | Tu | 11/23 | 4-6P  | <b>\$10/\$13</b> |
| <b>360534-11</b> | W  | 11/24 | 8A-4P | <b>\$40/\$50</b> |
| <b>360534-12</b> | W  | 11/24 | 4-6P  | <b>\$10/\$13</b> |
| <b>360534-13</b> | M  | 12/20 | 8A-4P | <b>\$40/\$50</b> |
| <b>360534-14</b> | M  | 12/20 | 4-6P  | <b>\$10/\$13</b> |
| <b>360534-15</b> | Tu | 12/21 | 8A-4P | <b>\$40/\$50</b> |
| <b>360534-16</b> | Tu | 12/21 | 4-6P  | <b>\$10/\$13</b> |
| <b>360534-17</b> | W  | 12/22 | 8A-4P | <b>\$40/\$50</b> |
| <b>360534-18</b> | W  | 12/22 | 4-6P  | <b>\$10/\$13</b> |
| <b>360534-19</b> | Th | 12/23 | 8A-4P | <b>\$40/\$50</b> |
| <b>360534-20</b> | Th | 12/23 | 4-6P  | <b>\$10/\$13</b> |

# EARLY DISMISSALS

Included in SPACE fees (excluding the first day if it is a  
half day)

Child must have day of week in their S.P.A.C.E.  
schedule

# STAYING INFORMED

Email Information Regarding the following:

Half days or full days off

Site/program changes

Staffing updates

Monthly materials

# COVID GUIDELINES

- Masks and social distancing-EVERYONE!
- Sanitizing often, clean hands.
- Assigned to specific PODS of 50
- Staffing requirements

# THANK YOU!

**All questions pertaining to this Parent  
Orientation can be email directly to Aryn:**

**[abfletcher@skokieparks.org](mailto:abfletcher@skokieparks.org)**

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