**Titan Club**

**Beverly Skoff Elementary(Before/After Care at Skoff Elementary)**

###  HANDBOOK

FOR PARENTS

&

ACTIVITY DIRECTORS

## Friendship Centre at HighPoint

175 S. HighPoint Dr.

Romeoville, IL 60446

Skoff Elementary Emergency Phone: Cathy Gore (815)953-2094 (Cell)

cgore@instituteforcommunity.org

July 2023

Dear Parents,

Welcome to the Titan Club Before and After School Activity Club!

The following pages of the Parent’s Handbook should explain the Before and After School Activity Club and answer any questions you may have. We try to remain as consistent as possible from year to year, however there are always new issues that we need to address to families enrolled in our programs. I hope you find this handbook useful and that it will help you and your child to fully understand all of our policies and procedures.

Again, welcome to the 2023-2024 school year and thank you for your continued support and commitment to our program. Our program will begin on Thursday, August 17th , the first full day of school for Valley View Students and end on Friday, May 24th. We are looking forward to an exciting school year

Cathy Gore

815-953-2094 or 815-588-6130

cgore@instituteforcommunity.org

**HOURS AND FEES**

#### Titan Club (Beverly Skoff)

6:45a.m.-9:05a.m.

 3:20p.m.-6:00p.m.

Early Release 2:20p.m.-6:00p.m.

The Titan Club will begin enrollment for the 2023-2024 school year beginning July 19, 2023. The club will meet on the first full day of school August 17, 2023, and be in operation each day school is open for student attendance. We will start an hour early on Early Dismissal Days.

Membership is limited and will be filled on a first come first served basis. There are two ways to register 1) By mail: HighPoint Friendship Centre, 175 HighPoint Dr., Romeoville, IL 60446, Att: Cathy Gore - Titan Club 2)Email Cathy your registration forms at cgore@instituteforcommunity.org and she will send you an invoice to pay online. **PLEASE NOTE: ALL PAYMENTS (CHECKS &** **CREDIT CARD WILL BE PAYABLE TO IFC (INSTITUTE FOR COMMUNITY).** If you have any questions, please feel free to contact Cathy Gore at cgore@instituteforcommunity.org or text/call 815-953-2094. I am available Monday-Friday 8:00a.m.-5:00p.m.

**Before School:**  **Full Time Part Time**

One Child in family $50.00 week $12.00 day

 Two Children in family $75.00 week $17.00 day

 Three Children in family $87.50 week $20.00 day

**After School: Full Time Part Time**

One Child in family $75.00 week $17.00 day

Two Children in family $112.50 week $25.00 day

Three Children in family $131.25 week $30.00 day

**Before & After Care:** One Child in family $100.00 week $20.00 day

 Two Children in family $150.00 week $35.00 day

 Three Children in family $175.00 week $40.00 day

##### Annual Registration Fee (covers the insurance premium):

One Child in family $40.00 $40.00

Two Children in family $60.00 $60.00

Three Children in family $90.00 $90.00

\*A monthly space share fee is paid to VVSD each month and then donated back to your school’s PTO/PTA. This fee is included in the weekly rate.

Revised 7/12/2022

**Payments**

All invoices will be emailed to you, and you are able to pay online with a credit/debit card or bring a check to Titan Club. The email will be from Quickbooks and will say it is from the Institute for Community NOT Titan Club or Skoff. The first invoice will be emailed on Aug. 21st and be due by Aug. 31st for the days attended in August. Going forward invoices will be emailed on or about the 5th of each month and due the 15th of each month. If you are enrolled on a part-time basis, you will not receive your first invoice until Sept.5th and it will be due on September 15th.

**\*\*A $25.00 late fee will be added at 30 days past due. Any account past due 60 days will result in the child/children being dropped from the program and alternate childcare arrangements must be made.**

**Refund/Credit Policy**

Your fee pays for direct operating costs, such as staff, materials, and space rental. All of these must be available for your child. When you enroll, you are reserving the time, space, staffing, and materials for your child, whether the child attends or not. We cannot deduct days missed from your fee.

If you cancel enrollment during the school year, you must turn in a cancellation form (available from the activity directors) two weeks prior to your child’s last day of attendance. Fees will not be refunded during partial months of attendance.

**Please notify both Cathy AND the school office if your child will NOT be attending Titan Club by noon.** No need to notify us if your child will not attend the morning program. You will need to notify the school office if your child will not be attending school.

**Part Time Policy**

All part-time students must have a schedule on file by Friday night each week. Part-time forms will be handed out the first week of Titan Club. Please make sure your child’s teacher and our Titan Club staff are always aware of your child’s schedule. **I understand emergencies happen** **however** **we are unable to make changes to schedules** **after 12p.m. (noon) on any given day.** It is our job to keep your student safe and we cannot do that when schedules are not consistent.

**AFTER SCHOOL ACTIVITIES**

Children will be allowed and encouraged to pursue several age-appropriate activities, including reading, artwork and various games. Children will be kept on Beverly Skoff Elementary premises at all times unless an emergency calls for an evacuation.

If weather permits, children will also be allowed to play outside. The playground equipment will be available to the children at this time.

If you would like your child to begin his/her homework while at the Titan Club, please explain this to your child. The activity directors will remind and encourage your child to do his/her homework. However, children will not be reprimanded or disciplined for choosing not to do homework.

A “quiet table” will be made available for children who choose to do their homework, read or engage in other quiet activities.

Activities and materials that children will have available include:

Arts and crafts Character Counts!

Reading materials Coloring books Board games

Group discussions Outside play time Indoor exercise activities

Interactive games Singing and dancing Story time

Movies Open play time Homework/study time

The Titan Club activity director/child ratio is generally 1 to 15. However, this may fluctuate as more activity directors are hired and as more children are enrolled into the club. If your child requires more individualized attention this may not be the right program for them.

##### DISCIPLINE

If necessary, activity directors will use disciplinary action which is appropriate to the situation, such as a time out, removing the object causing the disturbance, etc.

Activity directors are not allowed to use corporal punishment of any kind to discipline children. Any violent act towards children (slapping, spanking, shaking, pushing, etc.) will result in immediate dismissal and will be reported to the police. Also, an activity director will be immediately dismissed if he/she subjects a child to verbal abuse. This includes, but is not limited to yelling, screaming, cursing or otherwise verbally humiliating a child.

When attending the Titan Club, children are governed by the same rules of conduct as expected during school hours. If a child repeatedly exhibits inappropriate behavior, a warning and timeout will be implemented for a 1st infraction, a timeout and discussion will take place for a 2nd infraction, a discussion with parent and suspension from the program for one week will take place for a 3rd infraction, and a dismissal from the program for a 4th infraction, however, a child will be removed from the Titan Club at any time his/her behavior is harmful to others.

Parents are always welcome to discuss their concerns with an activity director.

**ACTIVITY DIRECTORS**

All activity directors have had a background check completed by state authorities and are CPR certified.

ATTENDANCE

Titan Club will officially open on the first full day of school.

Titan/ Club is only open on days that Valley View Schools are officially open. The club is not open to parents and children on holidays, and other days that the school is closed. Check the school calendar for specific closings.

**Attendance will be taken each day. If your child will not attend the Titan Club due to illness or other reasons in the afternoon you MUST call or text Ms. Cathy and let her know by Noon. You do not need to notify us about morning absences.**

It is also necessary for a parent or guardian to call and notify the school if your child will be absent. Titan Club activity directors are not allowed to take messages regarding a child’s attendance in school.

If your child will be attending school but not the Titan Club on a particular day, please write your child’s teacher a note so he/she is sent home properly via the bus or if he/she is a walker & contact Ms. Cathy by noon. This will avoid unnecessary alarm when attendance is taken.

Notifying Titan Club of attendance will help maintain the proper activity director/child ratio and insure your child’s safety at all times. Part-Time students, whose schedule will change each week, MUST have a Part-Time Schedule form filled out and turned in each Friday by 6:00p.m.

**Late Pick-Ups**

Students attending Titan Club must be picked up by 6:00p.m. There will be a $1.00 per minute charge added to your statement for late pick-ups beginning at 6:00p.m.Our contract with the school is only until 6:00p.m. then the building is used by other groups. Also, please be respectful of our activity directors. They have families and other obligations that they need to tend to!**DROPPING OFF &** **PICKING UP CHILDREN**

To ensure children’s safety, parents or guardians must sign in each time their child enters or leaves the Titan Club.

A child will be released only to the parents/guardians or persons listed as emergency contacts on your registration paperwork. We will ask for a picture I.D. from your emergency contacts until we become familiar with them. Please make your emergency contacts aware of this. This is for the safety of your children. Under extreme circumstances, a child will be released to another individual only with the written consent of the parents/guardians.

EARLY (EMERGENCY) DISMISSAL

In the event that the school building must be closed during Titan Club hours (due to weather, maintenance problems, etc.) activity directors will accompany the children to another secure area. Once children are safe and secure we will them proceed to call the parents or emergency contacts to pick up the children. Valley View School District does have two Early Dismissal Days per month. Titan Club will begin early on those days.

ACCIDENTS AND ILLNESS

In consideration of other parents and children, please do not bring your child to the Titan Club if he/she is sick. If your child has had a fever or has vomited they may not come back to school for 24 hours.

A nurse will not be on duty at Titan Club. Activity Directors are not allowed to administer any medication under any circumstances. The school nurse is only available 8a.m.-3p.m.

In case of medical emergency or any other emergency situation, the activity directors will follow the instructions on the emergency contact form and, if necessary, call 911.

SNACKS

Beginning September 5th, snack will be provided by the Northern Illinois Food Bank. Once I receive the menu for the month, I will post it and make copies available for parents. If your child still prefers to bring a snack from home-that is fine-please make sure it is something that can stay in their backpack all day and is Peanut/Tree Nut Free. This also includes Nutella. The free snack program is scheduled to end May 26th, which is the tentative last day of school. If we have any make up days you may need to send a snack.