



2022 Parent Handbook



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Welcome to BACC Pack!

Before and After Care Club (BACC Pack) is a Fox Vally Park District-run program which takes place at Vaughan Athletic Center. The program offers both before and after care options, along with bus service to and from your child’s D129 elementary school, provided through our partnership with West Aurora School District.

BACC Pack is designed to meet the needs of West Aurora School District D129 families with children in kindergarten through 5th grade. This extended care program provides solutions for families in our community by offering a combination of recreation, arts and crafts, homework time, P.E. games and afternoon snack time - all under the supervision of qualified, caring staff. It is our goal to provide quality care for participants before and after the normal school day.

We thank you for trusting your children in our care and will make their time with us both safe and fun. If at any time you have questions, concerns or suggestions, please feel free to contact us via email or phone.

The following handbook will assist you in becoming familiar with the BACC Pack program. Please take a few minutes to read over the information and procedures.

Thank you for joining the Fox Valley Park District’s BACC Pack. We are excited to have you join the fun!

Lynn Piotrowski
Vaughan Assistant
Facility Manager

Erin Collins
Recreation
Supervisor

Mark Morgan
Program
Coordinator

EMAIL
baccpack@fvpd.net
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630-907-9600

Staff

The ratio of participants to staff is 10:1, along with additional BACC Pack leaders and our Site Supervisor. Staff members are certified in First Aid, CPR and AED. All BACC Pack staff undergo background screening prior to employment.

General Information

- Available 6:30-7:30 a.m. for before-care and 2:30-6 p.m. for after-care
- Flexible options for before-care, after-care and both
- Child to staff ratio of 10:1
- Activities include recreation, arts and crafts, homework time. P.E. games and afternoon snack time
- All participants must bring and wear a face mask to BACC Pack each day

Hours

This program is Monday-Friday, 6:30-7:30 a.m. and 2:30-6 p.m. during the school year. All school-observed holidays are scheduled in the program as non-attendance days. Vaughan Athletic Center offers One Day of Fun Camps along with Winter and Spring Blast Camps.

See foxvalleyparkdistrict.org for more details.

Program Calendar

AUG. 17, 2022 - MAY 25, 2023

Following D129's schedule

BACC Pack will not meet on these dates:

- Sept. 5
- Sept. 19
- Oct. 10
- Nov. 8
- Nov. 23-25
- Dec. 23-Jan 6.
- Jan. 16-17
- Feb. 6
- Feb. 20
- March 3
- March 27-31
- April 7

Half-Days

After-care will still be provided on half-days of school. D129 busses will transport students to Vaughan Athletic Center after school as normal, just at an earlier time. There is no extra charge for half-days.

Snacks

Our after-care participants will be provided a healthy afternoon snack. Your child is welcome to bring their own snack to the program. All snacks must be completely nut-free.

Bussing

Bussing schedules will be released one week before school begins. Please arrive at BACC Pack at least 15 minutes before your child's bus arrives at Vaughan Athletic Center. Bussing schedules will be communicated a week before school begins.

Allergies

Please indicate all known food allergies in your child's ePACT registration form. If your child requires accommodations for an allergy, please contact BACC Pack staff via email at baccpack@fvpd.net.

Lost & Stolen Items

The park district is not responsible for lost or stole items. Please do not bring any toys or personal electronics, other than what is needed for school, to BACC Pack.

General Guidelines & Safety

- Participants should dress appropriately for the weather.
- Children should wear closed-toe shoes at all times.
- The use of a cell phone is not permitted during BACC Pack.
- Be sure to label all of your child's belongings.
- Staff are not responsible for any lost, damaged or stolen items. We ask that your child leave all non-essential personal belongings at home.
- Chewing gum is not permitted.
- Participants shall not possess any weapons or items that may be used as weapons.
- Participants should not bring money with them. In an effort to promote healthy choices and activity, children will not be allowed to purchase from the vending machines.
- All participants must bring a face mask to BACC Pack each day.

Injuries & Illnesses

- If a child becomes ill during the program, a parent will be notified to pick up the child as quickly as possible. The child must be fever, vomit and diarrhea-free for 24 hours before returning. If a child vomits, they must go home immediately. If a parent is unable to pick them up, emergency contacts will be called.
- Please be considerate of other children and staff, and keep your child home if they show signs of illness.
- In case of contagious disease, please notify BACC Pack staff immediately. All parents at that site will be notified as soon as possible.
- A child must receive appropriate treatment, depending on the condition, before returning to the program. This may require a medical release from a physician.
- Paramedics (911) will be called to handle serious injuries. If a child needs emergency medical care, we will accompany them, and a parent/guardian must meet us at the medical facility immediately.

Registration

Registration may be completed online at **foxvalleyparkdistrict.org** by selecting Online Registration and typing 'BACC Pack' into the search box.

Billing & Payments

There is a non-refundable \$50 registration fee for each child registered. Fees can be paid in full, or you may elect to have EFTs withdrawn on the 15th of August 2022, through April 2023.

Fees do not include School District Holidays. Please see camp offerings, available online at **foxvalleyparkdistrict.org**.

	Time	Pay-in-full	Monthly EFT	Code
Before-care	6:30-7:30 a.m.	\$979	\$109	731701-01
After-care	2:30-6 p.m.	\$2,284	\$254	731701-02
Before & After-care	6:30-7:30 a.m. & 2:30-6 p.m.	\$3,263	\$363	731701-03
Non-refundable Registration Fee		\$50		All codes

Late Pick-up

It is important to be on time to pick up your child. If you are going to be late, please call the front desk as soon as possible. Parents will be required to pay a late pick-up fee of \$5 if the parent is 10 minutes late. If the parent is more than 10 minutes late, the fee is \$1 per minute thereafter. This late fee is per family, not per child. The fee can be added to your account or may be paid upon time of pick up. Please be aware that late fees will be enforced regardless of weather or any unexpected circumstance. If a parent is later than 15 minutes picking up a child and has not called, the supervisor will attempt to reach the child's emergency contacts.

It is the responsibility of the parents to ensure that the Park District has current contact information for their emergency contacts at all times. Emergency contact information is a part of the ePACT system. If a parent is late, our staff will diligently call all phone numbers for parents and emergency contacts. If we are unable to reach any contacts, we will have to notify the police department. Our BACC Pack staff will maintain a positive, caring atmosphere for the child during this time and ensure that the child is comfortable and safe. Staff will only discuss the issue with a parent or emergency contact, never with the child.

FVPD Scholarship Program

The Fox Valley Park District recognizes that all residents should have opportunities to participate in recreation programs. The District offers a scholarship program to resident families who are at or below the federal poverty level. Residents who qualify may apply to receive up to \$160 for each member of the family towards scholarship eligible programs each year. Application and additional information are available at **foxvalleyparkdistrict.org/scholarships**.

Participation Adjustments & Withdrawal Policy

Notice of withdrawal from the BACC Pack program must be submitted to the Park District Recreation Supervisor. A minimum of two weeks' notice is appreciated if your child is withdrawing from the program.

Absences

If your child will be absent for the day, please email BACCPack@fvpd.net with the name of your child.

Credits

Participants will not receive a credit for an absence from the program. If for some reason BACC Pack is canceled for the day, a credit will be placed on their Fox Valley Park District registration account and a refund can be issued upon request.

School Days Off

BACC Pack will not be held on Sept. 5, Sept. 19, Oct. 10, Nov. 8, Nov. 23-25, Dec. 23-Jan 6., Jan. 16-17, Feb. 6, Feb. 20, March 3, March 27-31, April 7.

Camp programs are offered separately. We offer One Day of Fun Camps and Winter and Spring Blast Camps. Please visit foxvalleyparkdistrict.org for more details.

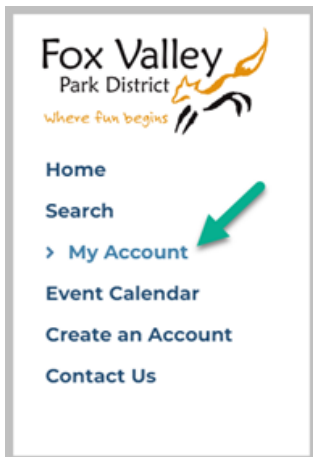
Insurance

Fox Valley Park District does not provide insurance for participants. Please be sure that your personal or family policy is adequate for your needs.

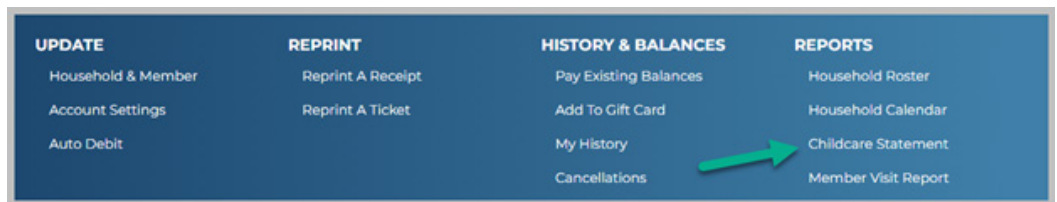
Tax Information

Childcare statements are now available through WebTrac. Login to your WebTrac account to print a copy of the statement for your tax purposes. See the steps below to navigate to and print your childcare statement:

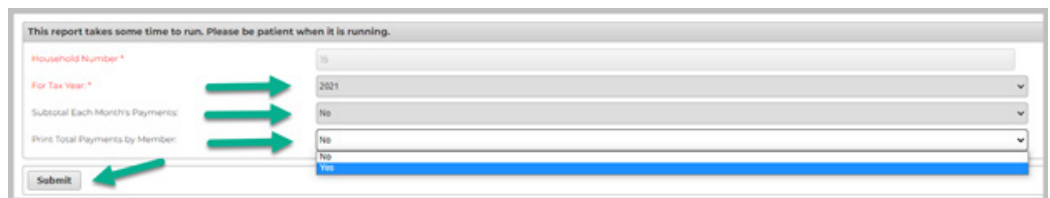
Step 1. Login to WebTrac and select "My Account" from the menu.



Step 2. Under "Reports", click on "Childcare Statement".



Step 3. Choose the tax year and options to show totals each month and/or separate subtotals per child, if needed. Click "Submit".



Step 4. The program will then send a PDF statement to the email on file.

ePACT

Fox Valley Park District will be utilizing ePACT to obtain all emergency contacts and necessary medical information for your BACC Pack participant. Parents will receive an email from ePACT asking them to complete the needed information for each participant, which will need to be completed prior to drop-off on the first day of the program.

Divorce or Separation

In a custody dispute where one parent/guardian is not allowed to pick up his/her child, the court documentation stating such must be provided at the time of registration or to a BACC Pack Supervisor.

The registering parent/guardian is responsible for making payments on time, and will be accountable for paying all past due and late balances.

Mandated Reporting

All staff who work for Fox Valley Park District are mandated reporters and, as such, are required by Illinois Law to report all suspected instances of abuse or neglect to the Department of Social Services.

Medication

Strict policies are in place regarding the dispensing of medication to participants. These policies must be followed if a participant is required to receive medication while in the program. This includes restrictions for any over the counter medications (including cough drops and pain relievers) and any prescription medication. Parents are required to complete a Permission to Administer Medication Form for any and all medication to be administered to participants by BACC Pack staff or the participants themselves.

All medication must be in the original container with the prescription label that includes the patient's name, physician's name, pharmacy name, name of medication and complete dosage information. Each day the proper dosage should be sent in the original container.

Participants are not allowed to keep medication with them; even inhalers must be kept locked up. If a child is administering the inhaler themselves, he or she will simply ask the staff when needed. The medication form must be uploaded to your child's ePACT account before the first day of BACC Pack.

Photo Disclaimer

All registrants and participants permit the taking of photographs and videos of themselves and their children during Park District activities for publication and use as the Park District deems appropriate.

Inclement Weather

In the event West Aurora School District cancels school, BACC Pack will be closed for the day. The district factors weather-related closures into program fees. Refunds will only be issued if an extraordinary amount of school days are cancelled during the program.

Code of Conduct

Our guidelines have been developed to help make BACC Pack safe and enjoyable for all participants. All participants are expected to exhibit appropriate behavior at all times. Additional guidelines may be developed for specific programs as deemed necessary by staff. BACC Pack follows the Fox Valley Park District's Behavior Management Policy.

The agency insists that all participants comply with a basic behavior code. All participants and parents/guardians shall:

- Show respect to all participants, staff and volunteers. Participants must follow rules and take direction from staff.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, others and staff.
- Show respect for equipment, supplies and facilities.
- To create a safe environment for all, behavior of spitting or coughing will not be tolerated.
- Participants must wear a mask, if medically tolerated, when six feet of social distancing standards cannot be met.
- Participants will wash hands upon entering the classroom each day and when instructed to do so by staff.

If a participant exhibits inappropriate behavior, the following protocol will be followed:

A positive approach will be used regarding discipline. Staff will periodically review guidelines with participants during the program session. Program leaders will determine the severity of the behavior and immediately take steps to correct it. This may include:

- A verbal warning
- A supervised time-out or redirection to another suitable activity
- A suspension from the program for a designated time period
- Dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. The agency reserves the right to dismiss a participant whose behavior endangers his or her own safety, or the safety of others.

If a participant receives a time-out or suspension, the program supervisor will contact the parent/guardian to explain inappropriate actions that were observed. Communication between staff and parent/guardian should be ongoing regarding any further incidences of inappropriate behavior. Appeals by the participant and/or participant's parent/guardian should be directed to the Recreation Supervisor and/or Facility Manager.

Accommodations

Upon registration or entry into the program, parents/guardians will be asked to provide any requests for special accommodations needed for their child. If the requested special accommodations are behavior related, the parent/guardian will be contacted for information on how behavior modifications are made at school or home. Attempts will be made to utilize these modifications for the child.

Special Assistance - Fox Valley Special Recreation Association

The Fox Valley Park District welcomes the opportunity to assist patrons with disabilities to enjoy our facilities, programs and services. In compliance with the Americans with Disabilities Act (ADA), if you or a family member have special needs and would like to participate in a program, please indicate on the registration form any accommodations needed prior to the start of the program. If registered online, please email inclusion@fvpd.net.

The Fox Valley Park District is a member of Fox Valley Special Recreation Association (FVSRA) and works collaboratively to provide reasonable accommodations for patrons with disabilities which can include observations, staff training, additional personnel and adaptive equipment. Requests for inclusion services should be made during the registration process, a minimum of 2 weeks before the start of any activity.



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