



# 2024 – 2025 Parent Handbook

## **Welcome to BACC Pack!**

Before and After Care Club (BACC Pack) is a Fox Valley 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 a 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 or concerns, please feel free to contact us via email or phone.

This handbook will assist you in becoming familiar with the BACC Pack program. Please take a few minutes to review 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!

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## **Registration**

Registration can be completed in person at The Vaughan Athletic Center or online at [www.foxvalleyparkdistrict.org](http://www.foxvalleyparkdistrict.org) until August 1, 2024. Starting August 2, 2024, registration will be in person only at any park district facility. A Parent/Guardian will have to fill out a BACC Back Registration Form and the child will be placed on the waitlist. If/When availability opens the Recreation Supervisor will follow up to complete the registration process.

At time of registration there will be a \$50 non-refundable registration fee per child.

## **Program Fees and Billing**

There is a non-refundable \$50 registration fee for each child registered. Fees can be paid in full or elect to have EFTs withdrawn in 9 monthly installment billings on the 15th of August 2024, through April 2025. BACC Pack follows the school calendar for District 129 and is closed when school is not in session. There are no fees or attendance adjustments for missed days of BACC Pack. There is no refund for Emergency Closings.

Should the credit card on file for the EFT be declined, notification will be sent via mail, email, and phone number on file in the park district's registration system. It is the Parent/Guardians responsibility to pay a declined EFT within 10 days to avoid withdrawal from the program. There are no refunds issued for unused BACC Pack services when service is terminated for lack of payment.

	<b>Time</b>	<b>Pay-in-full</b>	<b>Monthly EFT</b>	<b>Code</b>
<b>Before-care</b>	6:30-7:30 a.m.	\$1,044	\$116	731701-01
<b>After-care</b>	2:30-6 p.m.	\$2,430	\$270	731701-02
<b>Before &amp; After-care</b>	6:30-7:30 a.m. & 2:30-6 p.m.	\$3,474	\$386	731701-03
<b>Non-refundable Registration Fee</b>		\$50		All codes

## **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](http://foxvalleyparkdistrict.org/scholarships).

## **Tax Statements**

BACC Pack payments are considered a qualifying expense for childcare purposes (to the extent allowed by IRS statute for your individual situation.) A year-end tax statement will be available in your FVPD Household account under the “My Account” tab.

**Fox Valley Park District tax I.D. # is 36-6001059**

## **Withdrawal From Program**

A BACC Pack Withdrawal Form will need to be completed by a Parent/Guardian and submitted to Guest Services. Guest Services will give it to the BACC Pack Recreation Supervisor.

Up until August 13, 2024: A Parent/Guardian can withdrawal their child from the program without being charged the August monthly installment payment and the child will immediately be removed from the program. The \$50 fee that was paid at the time of registration is non-refundable.

Starting August 14, 2024: The withdrawal form must be submitted at least 14 days prior to the child’s last day of BACC Pack attendance. The child’s last day of attendance must be written on the withdrawal form so the Supervisor can process a refund if needed. The \$50 fee that was paid at the time of registration is non-refundable.

## **Student and Medical Information**

The Fox Valley Park District utilizes a software called ePACT. ePACT is a highly secure online emergency network used to collect medical and contact information. Parents/Guardians will receive information via email from the Recreation Supervisor regarding ePACT. Another email will be sent from ePACT “inviting” Parents/Guardians to create an ePACT account for each child. Please DO NOT ignore this e-mail. Your child’s ePACT record must be completed using the email the invite was sent to. All ePACT information must be completed prior to your child’s first day of BACC Pack. If the record is not completed children will not be able to attend the program. During the school year, if there are any changes in the health or emergency information Parents/ Guardians will have to log into thier child’s ePACT account to update the information. **BACC Pack does not receive student health information from the school.**

If the ePACT record is not completed children will not be able to attend the program. If you need ePACT support, please ePACT Customer Service at 1-855-773-7228.

## **Before Care Arrival**

Drop off for Before Care is 6:30 – 7:15 am. Enter the main entrance at The Vaughan Athletic Center and go to the Childcare area to sign your child(ren) in with BACC Pack staff. We ask for adults to refrain from cell phone usage during drop off.

\*We anticipate the drop off procedure may take up to 5 minutes. Please plan accordingly and we appreciate your patience.

\*BACC Pack staff reserves the right not to accept a child into the program due to illness.

## **After Care Departure**

Children must be picked up between 3:00 – 6:00 pm by an adult who is on the authorized pick-up list in ePACT. Identification may be requested of the adult picking up a child from the program. We ask for adults to refrain from cell phone usage during pick-up.

**\*We anticipate the pick-up procedure may take up to 5 minutes. Please plan accordingly and we appreciate your patience.**

### **Late Pick-up**

It is important to be on time to pick up a child. If an adult is going to be late, please call the BACC Pack phone as soon as possible. If a child is not picked up on time, a \$10 fine will be charged for any time during the first 10 minutes and \$10 for every 5-minute period thereafter. (For example: 6:03 is \$10, 6:10 is \$10, and 6:15 is \$20.) The Park District recognizes that unavoidable situations occasionally occur and will take this into consideration. This late fee is per child. The fee will be added to your account and will need to be paid within 5 days. 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/guardians to ensure that the Park District has the correct contact information for emergency contacts at all times. Emergency contact information is a part of the ePACT system. If a parent is late, staff will diligently call all phone numbers for parents and emergency contacts. If staff are unable to reach any contacts, staff will notify the police department. 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.

### **Reporting Absences**

**If your child will be absent from the program for any reason you must email [baccpack@fvpd.net](mailto:baccpack@fvpd.net) before 2:30 pm stating your child's name and what day(s) they will be absent. Please note that the school does not notify BACC Pack of absences, that is the parent/guardian responsibility.**

**Please refrain from calling the Vaughan Athletic Center or Recreation Supervisor for absences.**

## **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.

## **Medical Emergencies, First Aid and Illness**

In the event of a medical emergency or accident, program staff will call 911 for immediate emergency care and contact the parent/guardian or other emergency contacts. If emergency treatment is required, the child will be taken to the nearest hospital. Parents/Guardians will be responsible for any medical charges. Staff will administer first aid to the children on a limited basis for small accidents. Parent/Guardian authorization for the program staff to secure emergency medical care and administer First Aid for your child is part of the registration agreement.

If your child is ill or has a fever, we strongly discourage participation in the program. **Your child must be symptom free (fever, vomiting, etc.) for 24 hours before coming to BACC Pack.**

**Staff reserves the right not to accept a child into the program due to illness.** If a child becomes ill during BACC Pack, the parent/guardian (or emergency contact) will be notified and required to pick up their child within 30 minutes.

### **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.

### **Gum, Candy, Sports Equipment, Toys, or Any Personal Items**

Participants are not permitted to bring gum, candy, sports equipment, or toys to BACC Pack. Staff reserve the right to tell the child to put any personal items away. BACC Pack is not responsible for loss, theft, or damage to any/all personal items.

### **Personal Electronic Devices**

The use of cell phones and smart watches are prohibited. Children are not allowed to take out and/or use their cell phone for any purposes. BACC Pack is not responsible for loss, theft, or damage to these personal electronic devices.

### **After Care Snack**

After Care BACC Pack students will receive ONE light snack each afternoon. Your child is welcome to bring their own snack to the program. All snacks must be completely nut-free. Parents/Guardians will have to provide a drink. Children will be able to refill their water bottles. We strongly encourage healthy snacks and drinks.

### **Homework**

BACC Pack children will have an opportunity to start/complete their homework. Because of the number of children in the program, staff are unable to check each child's homework for accuracy, provide one-to-one help and/or monitor what activities they are doing on their Chromebook. The completion of homework is ultimately the child's responsibility.



## **Adult Code of Conduct**

Parents/guardians and authorized pick-up adults are expected to exhibit appropriate behavior at all times. Any adult who displays any of the following behaviors will no longer be allowed on site and can jeopardize the BACC Pack child's enrollment in the program:

- Verbal abuse and/or harassment including inappropriate language or threats to a staff, child, or other adult.
- Use or possession of alcohol, drugs, or illegal substances.
- Smoking on premise.

## **Participant Code of Conduct**

Our guidelines have been developed to help make BACC Pack safe and enjoyable for all participants. **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.

Fox Valley Park District 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.
- If a participant exhibits inappropriate behavior, the following protocol will be followed:

## **Disciplinary Action**

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. Staff and Program Supervisor reserve the right to review each situation on an

individual basis and apply the appropriate consequence depending on the severity of the incident.

Any of the consequences may be applied:

- **Verbal Warning** - Depending on the severity and/or repetition, a verbal warning will be given.
- **Supervised Redirection** - Staff will have the child removed from the activity and guide them to another suitable activity.
- **Written Warning** - A Behavior Incident Report will be completed by staff and notify the Recreation Supervisor. The parent/guardian will then be notified to pick up the child within 30 minutes. At pick up, staff will further communicate the incident, possible consequence and have the parent/guardian sign the Behavior Incident Report. The Recreation Supervisor may call the parent/guardian to further discuss the incident, possible consequences and/or next steps.
- **Suspension** - A participant may be suspended from attending the program for up to 5 days, depending on the severity of the situation. The suspension will be in effect on the first program day following the offense. There is no refund for days missed due to a suspension from BACC Pack.
- **Dismissal from the program** - If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Fox Valley Park District 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 suspension, the Recreation 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](mailto: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.