

Spring  
2010

“Easy” Care Parent Handbook



“Easy” Care

The First United  
Methodist Church of  
Bensenville

# Welcome to “Easy” Care

Dear Parent/Guardian,

The First United Methodist Church of Bensenville would like to welcome you and your child to our Thursday afterschool program. We are looking forward to spending a wonderful six weeks filled with fun crafts and games, tutoring, and homework time with your child.

If your child is absent from school, please contact the church at (630) 766-4124 and let us know that your child will not be present in the afterschool program that day. Attached to this letter is a parent/guardian packet that includes important information regarding the afterschool program, including the “Easy” Care program policies and several forms that you will need to complete in order for your child to participate in the program. Please review this packet closely and return it to the First United Methodist Church of Bensenville by the sign up meeting on Wednesday March 24, 2010 from 5:00-7:00pm.

Thank you. We look forward to have a wonderful and safe Spring experience with your child!

Sincerely,  
Pastor Luis F. Reyes  
(630) 766-4124

# **“EASY” CARE PROGRAM**

## **Philosophy of the “Easy” Care Program**

The philosophy of the “Easy” Care program is to provide a safe, structured and supervised environment for Blackhawk Middle School students whose parent/guardian is not able to be home with them during the afterschool hours. The program will allow working parents the opportunity to enroll their children in a quality program instead of worrying about their welfare. A working parent/guardian will have the assurance of knowing where their child is and that he/she is receiving well-rounded, supervised care.

The staff is aware that different children have different needs. It is very important not to completely structure the program, as the children need a chance to unwind, relax and interact with their peers. The staff will make every effort to assure that the individual needs of each child are met. The children will have a variety of activities to choose from, including arts and crafts, indoor and board games, homework help and tutoring.

## **The following guidelines will be emphasized with the “Easy” Care participants:**

1. Be Ready: Arrive on time, by 2:15 p.m. unless other arrangements are made.  
If the child does not arrive on time, the parent/guardian will be notified.
  
2. Be Respectful: Maintain personal space  
Be kind and polite to everyone  
Use appropriate volume  
Always clean up after yourself  
Use appropriate and positive language  
Treat others the way you want to be treated  
Take the feelings of others into consideration
  
3. Be Safe: Walk, don't run  
Keep hands, feet and objects to yourself (even with friends)  
Come directly to “Easy” Care after school dismissal  
Keep all outside doors closed

## Dates and Times

“Easy” Care will follow the schedule established by the Bensenville School District #2. “Easy” Care will be held from 2:00-5:30 p.m. on Thursdays beginning April 8, 2010 and concluding May 13, 2010. A parent or legal guardian must pick up their child(ren) by 5:30 p.m. **OR** authorize the child(ren) to sign him or herself out at that time. *All children must leave the facility by 5:30 p.m.*

When a parent/guardian arrives to pick up their child, they will be required to immediately sign their child out and promptly leave the premises.

## Room Location

“Easy” Care will be held in the Fellowship Hall of the First United Methodist Church of Bensenville located at 328 S. Church Road, Bensenville, IL 60106.

## Sign Out/Authorization For Pick Up

A child may sign him or herself out of the program with parent/guardian consent. Alternatively, a parent/guardian may choose not to provide this consent. A parent/guardian or legal guardian would then be required to pick up the child and sign them out of the program, or a parent (or legal guardian) may authorize another individual to sign the child out. You will be given a place to indicate your preference on the **Pick-Up Information** form.

**\*\* If consent is given for the child to sign him or herself out of the program, please be aware that once they sign out and leave the building, they will not be allowed to return.\*\***

## Late Pick Up Policy

The doors close at 5:30 p.m. If a child is not allowed to sign him or herself out, a parent, guardian or authorized individual must arrive and pick the child up by 5:30 p.m. If an authorized adult does not arrive to pick up the child, the staff will wait five minutes (5:35 p.m.) and call the emergency contact number. If the parent, guardian or authorized individual fails to arrive, the “Easy” Care staff will wait an additional five minutes and then call the police to pick up the child. *It is imperative that you pick up your child(ren) by 5:30 p.m. if you do not provide authorization for your child to sign him or herself out.*

**\*\*On the third incident, the child(ren) will be removed from the program.\*\***

## Absences

If for any reason your child will be absent from the “Easy” Care program, you must notify us. If it is a planned absence, please inform the staff in advance. If the absence is due to an illness or is a last minute decision, please call us at (630) 766-4124.

### **Items From Home**

We ask that if your child brings personal items from home please make sure that they are labeled with the child's name. "Easy" Care cannot be held responsible for any personal items brought to the program. For that reason, staff will not attend to any items that children have with them during the program. Each child is responsible for his or her own belongings.

We recommend that they do not bring items that will get lost or broken during play.

**No toy guns, electronics, pocketknives or weapons will be allowed.** All other items or devices will be at the sole discretion of the "Easy" Care supervisor.

*\*\*Cell phones will be allowed; however, using a cell phone to contact anyone other than a parent/guardian is strictly prohibited.\*\**

### **Dress**

Your child must follow the Bensenville School District #2 dress code and wear appropriate, school-friendly attire. Failure to adhere to this dress code may result in your child being removed from the program. For the Bensenville District #2 dress code, please visit their website at <http://www.bsd2.org>, or contact Blackhawk Middle School at 630-766-2601.

### **Snacks**

The children will be offered a snack and drink every afternoon. If your child has any dietary restrictions or allergies, they must be indicated on the registration and emergency forms. Please notify us if any changes occur during the course of the program.

### **Emergency Medical and Health Policy**

We will always try to provide a safe environment for your child. However, children may get hurt or injured. In the unlikely event of such an occurrence, the following procedures will be followed:

1. Paramedics will be called to handle serious accidents.
2. A call will be made to you to inform you of the situation. If you cannot be reached, we will call the emergency numbers you provided on the information form. Please feel free to revise this list as frequently as necessary.
3. If your child requires emergency medical care, "911" will be called. If transport to a medical facility is deemed necessary by the responding emergency personnel, the child's parent/guardian will be contacted and an "Easy" Care supervisor will accompany the child to the medical facility and remain with him/her until a parent/guardian arrives."
4. If your child becomes ill while at "Easy" Care, we will call you to notify you of the situation. If your child has a fever, is vomiting, or experiencing diarrhea, we will request that you or an authorized adult pick up your child as soon as

possible. The “Easy” Care supervisor will determine whether or not the child should be removed for that day due to the illness. A PARENT OR GUARDIAN MUST PICK THE CHILD UP FROM THE PROGRAM.

### **Medication**

All medication must be in its original container with the child’s name and the times he/she is required to take the medication on it. We must receive a signed permission form to dispense medication. *No over-the-counter medications will be permitted.*

### **Behavior**

All rules and regulations of the Bensenville School District #2 are in effect during the “Easy” Care Afterschool Program. Every child is expected to use **appropriate language at all times**. There will be no hitting, biting, fighting, kicking, etc. Children **must listen** to all staff at all times. If any child is not listening to staff, the parent/guardian will be informed by the “Easy” Care supervisor to pick the child up from the program, or in the case that a child is allowed to sign him or herself out, a parent or guardian will be informed that the child has been asked to leave the facility.

### **Discipline**

A caring, positive approach will be taken regarding discipline. Rules consistent with the schools will be used. Three basic overall principles will be expected from all participants:

1. A child may not disturb or hurt others verbally or physically.
2. A child may not damage equipment or the facility.
3. A child may not place him or herself in a dangerous situation.

The purpose of discipline is to help a child develop self-control and learn to assume responsibility for his or her own actions. We use only positive statements and reinforcement to redirect negative behavior. If further action is needed, a “time-out” period may be initiated. Problems will be discussed with the parent/guardian. Reoccurring or severe behavior problems may lead to suspension or dismissal from the program. **(See the behavior management policy in the back of this manual.)**

### **Concerns/Problems**

Any trouble your child has at school or at home may affect behavior during the program. Please keep us informed of any unusual circumstances so that we can be sensitive to your child’s needs. The staff would like to work as a team with family and school. Your input is vital to accomplishing this goal.

### **Cancellations**

If Bensenville District #2 is not in session, or classes are canceled for the day, the “Easy” Care Program will not be open.

### **Code of Conduct**

To ensure a safe and enjoyable environment, “Easy” Care has developed the following Code of Conduct. “Easy” Care asks that all participants adhere strictly to its terms while on the property of the First United Methodist Church of Bensenville.

1. Show respect to all participants and staff.
2. Refrain from using foul language.
3. Refrain from causing bodily harm to participants and staff.
4. Refrain from communicating threats, inappropriate comments or actions that can be considered as any type of harassment, direct threat, or actions that poses a threat by gesture, words or actions.
5. Exhibit tolerance and courtesies and commonly accepted behavior towards our diverse community.
6. Show respect to equipment, supplies and facilities.
7. Exhibit good sportsmanship whether an active participant or observer.
8. The use, suspected use, or consumption of alcohol, tobacco or illegal substances on First United Methodist Church of Bensenville property is strictly prohibited.

## "Easy" Care Behavior Management Administrative Policy

To ensure safety and a positive recreational experience for all participants, "Easy" Care has adopted a behavior management policy for all program participants. This policy is designed to take the appropriate steps or action if a child displays disruptive or disrespectful behavior. This policy is not designed to discourage or diminish the child, but merely to serve as a guideline to maintain a strong, well-organized and safe environment. UNDER NO CIRCUMSTANCES WILL A CHILD BE HIT OR PHYSICALLY RESTRAINED.

A variety of methods are used in behavior management. These would include keeping the participant engaged in stimulating activities, providing encouragement, praising good behavior, substituting one activity for another (when possible), providing opportunities for earning awards and privileges and providing programs that encourage good behavior. If these methods do not eliminate or decrease the undesired behavior, the following steps will be taken when necessary. **These will be determined by the discretion of the "Easy" Care program supervisor.**

1. First a verbal warning will be given explaining to the child what behaviors will not be allowed and why they will not be tolerated.
2. The second step will be a time-out. This means that the participant will be removed from the activity and not allowed to participate for a suitable amount of time as determined by "Easy" Care staff.
3. If the unacceptable behavior continues, the "Easy" Care supervisor will schedule a meeting with the child. The supervisor will tell the participant which behaviors are not acceptable and if the behavior continues, the child's parent/guardian will be notified. This is the first report.
4. If after a second report is made to the parent/guardian and the problem still persists, the "Easy" Care supervisor and parent/guardian will discuss the behavior and try to work out possible solution. This communication will take place in the form of a meeting. If the behavior is severe enough, the child will not be allowed back into the program until the meeting has taken place.
5. If the problem continues to persist, the "Easy" Care supervisor will contact the parent/guardian to notify them that a written letter will be sent outlining the problems that have been occurring. This will serve as a last warning.
6. If unacceptable behaviors are still occurring, the "Easy" Care supervisor will begin the arrangements necessary to have the participant withdrawn from the program.

Three disciplinary reports will be issued before the child is removed. Every attempt will be made to work with the child and the parent or guardian. However, if the behavior of the child endangers himself or others and it is in the best interest of the rest of the child in the program to remove the child from the program, "Easy" Care will do so.

**“Easy” Care  
Emergency Information Form  
Spring 2010**

Child’s Name: \_\_\_\_\_ Gender: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Age: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Birth date: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Relationship: \_\_\_\_\_

**1<sup>st</sup> Phone Call Made To:** (\_\_\_\_) \_\_\_\_-\_\_\_\_ \_\_\_\_\_  
Phone Number Name

Child Lives With:     Mother: \_\_\_\_\_     Father: \_\_\_\_\_  
                              Both: \_\_\_\_\_     Other: \_\_\_\_\_

Mother’s Name: \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_

Father’s Name: \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_

In Case of Emergency, Contact (Other than Parent/Guardian):

Name/Relationship	Address	Phone Number
1.	_____	_____
2.	_____	_____
3.	_____	_____

## Pick-Up Information

Parents/guardians may choose whether to allow their child to sign him or herself out of the program or choose to only allow their child to leave the program when an authorized adult arrives to sign him or her out.

Option 1: I grant my child permission to sign himself or herself out of the program.  
YES NO

Option 2: My child is only allowed to leave the program when I, or another authorized adult, arrives to sign him or her out. YES NO

*If you selected Option 2, please complete the following:*

People **allowed** to pick up my child from "Easy" Care. (Identification may be required).

Please print:

1. \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_
2. \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_
3. \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_
4. \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_
5. \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

People **not** allowed to pick up my child from "Easy" Care.

Please Print:

1. \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_
2. \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_
3. \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_
4. \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_
5. \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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

## Child Custody Information

Please circle the appropriate answer to the following questions:

Do you have legal custody of this child?      YES      NO  
If no, please read\*\*

Are you the legal guardian of this child?      YES      NO  
If no, please read\*\*

\*\* If there is a custody issue with any child you have registered with us, you must provide a copy of a court order that proves to us who has legal custody of the child(ren).

\*\* If you are in the middle of a separation or legal proceedings involving custody, we will require a letter signed by both of the biological parents that states who is authorized to pick up your child(ren), and that we may speak to either person regarding issues involving the child(ren).

**Medical Information**

Physician's Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Allergies or Special Medical Problems: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Medications**

The following procedures will be followed in the administering of any/all medications:

1. Only prescription medications will be administered and must be in the child's name in the original container and given directly to the "Easy" Care supervisor.
2. Medication must be accompanied with a signed written note from the Doctor who prescribed the medication with detailed instructions for administering the medication.
3. No over-the-counter medications will be administered by the "Easy" Care staff.

**"Easy" Care Emergency Treatment Authorization**

**Emergency Treatment:** A minor may not be treated, even in an emergency situation, except when, in the opinion of the attending physician, a life is in the balance. Written consent is required for all treatment given in any hospital emergency room/center. Consent of a parent or legal guardian is necessary for unmarried minors, women under 18, and men under 21 except in cases of extreme emergency.

**To Whom It May Concern:** As a parent and/or legal guardian, I do herewith authorize the treatment by a qualified and licensed medical doctor of the listed minor in the event of medical emergency, which, in the opinion of the attending physician, may endanger his or her life, cause disfigurement, physical impairment, or undue discomfort if delayed. This authority is granted only after a reasonable effort has been made to reach me.

This release form is completed and signed of my own free will with the purpose of authorizing medical treatment under emergency circumstances in my absence.

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

Relationship: \_\_\_\_\_

## “Easy” Care Program

**THIS FORM MUST BE SIGNED AND TURNED IN WITH YOUR CHILD’S COMPLETED REGISTRATION FORM.**

I, \_\_\_\_\_, have read and fully understand the procedures, policies, rules and regulations outlined in the Parent Handbook that are required of me and my child(ren) while enrolled in the “Easy” Care Program. I am also aware that there are certain consequences that may affect me or my child(ren) for not following these policies and procedures.

*Please initial each item where indicated and sign at bottom.*

I understand the consequences of picking my child up late from the program described in detail in this handbook. \_\_\_\_\_  
Parent/Guardian  
Initials

I have fully read and understand the “Easy” Care program behavior policy. \_\_\_\_\_  
Parent/Guardian  
Initials

I understand that only the people I have listed on my pickup list will be allowed to take my child from the “Easy” Care Program, unless I have given permission for my child to sign him or herself out from the program. \_\_\_\_\_  
Parent/Guardian  
Initials

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

Please list child(ren) name(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_