



**Village of Monee
BEFORE & AFTER
SCHOOL**

**PROGRAM HANDBOOK
2022-2023**

Village of Monee
Parks & Recreation Department
708-534-8302

Program Cell Phone #

Registration taken at the program during it's
operating hours or at the
Village Hall or Park Building.

Questions or concerns please contact:

Dianna Kroll
Director or Parks & Recreation/
Community Resources
DKroll@villageofmonee.org

What this program about?

The **Village of Monee Before and After School Program** is designed to provide a safe program for children attending Monee Elementary in grades Kindergarten through fifth.

The program is staffed with trained Leaders and maintains a 10:1 student to staff ratio. **We can accommodate full-time, part-time and flexible schedules.** The program hours are 7:00am until school begins and after school until 6:30pm.

You can register for the program by coming to the Monee Village Hall, 5130 W. Court Street, Monee, IL. There is a **non-refundable, \$30 registration fee.** An information form, registration calendar form, medication form, transportation waiver and discipline policy form must be completed at the time of registration.

Breakfast/Snacks

In the AM the program provides a light breakfast of items such as fresh fruit, cold cereal, breakfast bars, etc. and white milk or 100% fruit juice will be offered each morning. In the PM snack and a drink will be provided

Health and Illness

In order to protect all of the children and the staff, we request that if your child is ill, please do not send them to Before and After School Program. We adhere to the same health and illness guidelines that the school district follows. **PLEASE NOTE, THE LEADER HAS THE RIGHT TO REFUSE ADMITTANCE OF A CHILD WHO APPEARS TOO ILL TO ATTEND SCHOOL THAT DAY.** In the event that your child becomes ill while at the program, the Leader will contact the parent or emergency contact and request that they come pick up the child.

Medication

If medication needs to be administered to your child while they are attending The Village of Monee Before and After School Program, a licensed physician must provide written permission for our Leader to do so. This must include specific directions for administering the medication. Written permission must be given by the parent/guardian as well. The medication needs to be in the original container and will be kept in a secure location.

Homework Policy

It is not The Village of Monee Before and After School program's responsibility to ensure that any child does their homework. However, they will have an hour of "quiet time" for those that need to do their homework. Staff is happy to remind and encourage your child to do their homework, but will not force them to do so.

Sign-In and Sign-Out Procedure

When you drop your child off in the morning, you will be required to sign your child in with his or her name, your signature and the time that you dropped your child off. When you arrive to pick your child up, you will again sign your name and the time that you picked your child up. If someone other than yourself is picking up your child, they will be required to sign your child out as well. All individuals picking up a child need to be prepared to present a picture ID. Until the leaders become familiar with the faces associated with each child, everyone will be asked to show identification. Please understand this is for the safety of your child!!

WE WILL NOT RELEASE ANY CHILD TO ANY INDIVIDUAL WHOM WE DO NOT KNOW AND WHO DOES NOT HAVE PROOF OF IDENTIFICATION!

We will release your child only to the individuals noted on the information sheet completed at the time of registration. If someone not listed on the information sheet will be picking your child up, please give us written permission to release your child to that individual. In the event of an emergency, please contact the leader on the program cell phone to make them aware of the situation and who will be picking up your child.

Please check the sign in/out table for Village of Monee News, Updates and Reminders!

Late Pick-Up Policy

After a long and busy day at school, your child will be anxious to see you. Please don't disappoint them by being late. A **late pick-up fee of \$1.00/minute** will be charged if your child is not picked up by 6:30pm. **This payment MUST be paid in full to the Leader before your child can return to the program.** In the event that you will be late, please contact the Leader on the appropriate program cell phone to make them aware of the situation.

Absences

If your child will not be attending the program on a scheduled day, please call the program cell phone as well as your child's school, as soon as possible to advise them of your child's absence. If it is after business hours, please leave a voice mail message. **PLEASE BE AWARE THAT WE DO NOT CREDIT ACCOUNTS FOR DAYS ABSENT OR TRANSFER DAYS FROM ONE WEEK TO ANOTHER.**

Personal Items, Including Cell Phones

The village of Monee is not responsible for any LOST or STOLEN personal items that are brought to the program i.e. (cell phone, iPod, hand-held video game, etc.)

- **Personal cell phones and Smart Watches are NOT permitted at the program.** Should you need to get a hold you're your child, please call the program phone.

Discipline

Participants are expected to behave appropriately at all times. This is for the safety and enjoyment of all children and staff.

Appropriate behavior consists of:

1. Showing respect for all children and staff.
2. Following staff directions.
3. Refraining from using foul or abusive language.
4. Refraining from causing physical harm to other children, staff or to self.
5. Showing respect for all equipment, supplies and facilities. Any irreparable damage intentionally inflicted upon any property belonging to any of the schools or the Village of Monee program will be billed to the responsible children's family.

In the event that the behavioral issues develop, the following discipline policy will be put into force:

STRIKE ONE - Written warning, parent signs form.

STRIKE TWO - Written warning, parent signs form, conference with Supervisors to talk about behavior modification.

STRIKE THREE - Dismissed from program, **no refund will be given.**

Additional rules may be developed for the program as deemed necessary by staff.

Emergency Procedures

In the event of serious injury or illness, it is the policy of the Village of Monee to seek immediate medical attention for your child (ambulance and/or doctor first) and then contact the parent. The Village of Monee, however, will not assume cost of the above.

Emergency School Closing

In the event that the school closes for the day due to (like a snow day) an emergency situation, all children registered for the program will receive a credit for that day. If there is an emergency and the children need to be removed from the school building, a bus will transport all children to Firemen's Park Building, 5162 W. Court Street, Monee, IL. Parents will be notified if this occurs.

No credits will be given for school calendar changes or revisions due to unforeseen circumstances.

PRICE PER DAY

Price list	5 days	4 days	3 days	2 days	1 day
BEFORE SCHOOL 2 nd child (10% discount) Drop Off (One Day Only Per Week)	\$58 \$54	\$48 \$44	\$39 \$36	\$28 \$26	\$15 \$14 \$20
AFTER SCHOOL 2 nd child (10% discount) Drop Off (One Day Only Per Week) ½ Day Early Dismissal Upcharge	\$68 \$53	\$57 \$53	\$45 \$41	\$32 \$29	\$17 \$15 \$22 \$8
BEFORE & AFTER SCHOOL 2 nd child (10% Discount) Drop Off (One Day Only Per Week) ½ Day Early Dismissal Upcharge	\$100 \$92	\$85 \$78	\$66 \$61	\$47 \$43	\$24 \$22 \$29 \$8

Registration is due by Thursday at 9:00am; before the start of each week. \$25 late fee if after.



**Village of Monee Before and After School Care Program
2022-2023 Handbook Acknowledgement**

I acknowledge that I have received and read the 2022-2023 Handbook and understand the rules and guidelines that are stated within.

Parent Signature

Date

Student Name (Please Print)

Monee Elementary
School Name

* Please return this to the Village of Monee or to the program on your first day.