



**2024-2025
Parent/Guardian
Handbook**





Dear FLASH Parents/Guardians,

Welcome to the FLASH program! The Oak Lawn Park District, with the cooperation of Ridgeland School District 122 and Oak Lawn Hometown School District 123, has developed a program to provide quality care for your child(ren) before and after school. As we begin another year of providing this program, we are excited and ready to exceed your expectations. We are sure that the FLASH program will be a fun and enriching recreational experience for your child(ren).

Due to the many details regarding the implementation of this program, this Parent/Guardian Handbook has been developed (ONLINE ONLY). You can request a paper copy for pick up by emailing flash@olparks.com. Please read all of the information carefully and thoroughly. If parents, guardians, or relatives from two different households are caring for your child, it is the custodial parent's/guardian's responsibility to supply the FLASH office with a copy of the custody portion of the divorce decree. It is also the responsibility as the registrant to share the information in this parent/guardian handbook with anyone involved. Extra copies of the parent/guardian handbook are available upon request. This will help prevent fines and/or your child being dismissed from the program due to a parent, guardian, or relative being unaware of proper procedures. If you have any questions, please do not hesitate to call the FLASH office. **Please be advised that the Oak Lawn Park District FLASH Program is not licensed or regulated by DCFS.**

Sincerely,

Ryan Graczyk

Ryan Graczyk

FLASH Program Manager

(708) 857-2420

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Section I – General Information

Program Philosophy

The FLASH program is committed to providing safe recreational programs, both before and after school, for children of working parents/guardians in need of childcare. The program is structured to be comfortable and recreational to counterbalance the day's educational activities. The experienced & caring staff are sensitive & flexible to meet the needs of parents/guardians, as well as to meet both the physical & emotional needs of the children.

Description of Program

Ridgeland School District 122, Oak Lawn Hometown School District 123 and the Oak Lawn Park District partner together to provide the FLASH program. FLASH stands for: **F**un & **L**eisure **A**fter **S**chool **H**ours. The FLASH program is administered and directed by the staff of the Oak Lawn Park District. The School District provides facilities for the program, as well as custodial services. All staff are hired, trained, and supervised by the Oak Lawn Park District.

This program is offered to Kindergarten-8th grade students that attend Ridgeland School District 122 and Oak Lawn Hometown School District 123. Any student attending Covington, Hannum, Hometown, Kolmar, Sward, OLHMS, Columbus Manor, Harnew, Kolb, and Lieb are eligible to participate in the FLASH program. Students at these schools will attend FLASH at the school in which they attend (If your child attends Simmons Middle School accommodations can be made. Please contact the FLASH Office for more information).

Children will participate in a wide variety of activities while at the FLASH program. Children can play active games, participate in sports and fitness, create arts and craft projects, and enjoy passive activities such as cards, board games, and reading. Staff will also offer children the opportunity to work on their homework (although we will not force children to do their homework). A peanut-free snack will be provided for all children in the afternoon portion. Parents/guardians are welcome to send their children with additional snacks in the morning or afternoon.

The FLASH program is based on a choice system. This means that there are between two to five activities at a given time for children to choose between. We have found that by letting the child choose the activity they would like to participate in, they gain a sense of independence. FLASH provides each site with supplies for all to share. **Children are not allowed to bring toys from home.** FLASH and the school are not responsible for any toys brought that are lost, since they are not allowed. Cell phones are allowed but are only to be used for emergencies. We will require the children to keep cell phones in their backpacks. **FLASH is not responsible for any lost personal items or belongings (book bags, coats, lunch boxes, toys, electronics, money, etc) during program hours. FLASH staff will also not hold onto any personal items for the children.**

Hours of Operation

Before: 7:00AM - School Begins

After: School Dismissal - 6:30PM

Registration

As of the 2024-2025 school year, FLASH will be conducting registration 100% online. This includes paying the one-time \$50 per family/household registration fee and completing child emergency information. The registration fee can be paid on the Oak Lawn Park District's website here: <https://shorturl.at/NXP5h> After paying the registration fee, you will be emailed an invite to complete the registration paperwork through the software ePACT. The debit/credit card that you pay for your child's registration fee will be the default card used for FLASH billing. You will see a \$0.01 cent installment bill after registering; you do not owe this and it will not be charged, it is simply a placeholder to capture your preferred card information in the system. Please contact the FLASH Office at 708-847-2420 or flash@olparks.com to update card information. FLASH requires a 2-business day wait UPON COMPLETION of child information in ePACT before a child can start the program. Your child's information is not fully submitted until you hit the "Share with Oak Lawn Park District FLASH Program" button on the bottom of the Complete Info tab on ePACT. The FLASH Program Manager will send out a *Welcome to FLASH!* email once all ePACT information has been submitted and reviewed. The following is a link to ePACT's website with important FLASH documentations:

<https://epactnetwork.freshdesk.com/support/solutions/articles/47001158527-oak-lawn-park-district-flash-program>

Section II – Tuition & Payment Information

Tuition

Your monthly payments are based on the schedule you provide to the FLASH Office. ***Please be aware that your monthly payment will change month to month. You are paying for time reserved in the program not time spent. Regular tuition does NOT include any days that school is not in session.***

Daily Rates: \$11 per Morning (\$9.90/multiple children)
 \$18 per Afternoon (\$16.20/multiple children)
 \$21 Morning and Afternoon (\$18.90/multiple children)

Calculate your monthly payment:

(Days Your Child is Scheduled to Attend for the Calendar Month) X (Rate) = (Monthly Payment)

Delinquent Tuition/Billing Declines

Each parent/guardian is given a tuition payment calendar of due dates upon registration. If the payment is not received in full by 3:00pm on the Friday due date mentioned by the FLASH Program Manager, the Manager will instruct the Site Coordinator and the school office not to allow the child entrance into the program. **Billing declines from billing run on a Monday or Tuesday are due the Friday of that same week at 3:00pm, unless otherwise stated by the FLASH Manager. Billing declines from billing run on a Wednesday, Thursday, or Friday are due the Friday of the following week at 3:00pm, unless otherwise stated by the FLASH Manager.** Once the payment is received the FLASH Program Manager will allow the child back to the program. ***FLASH reserves the right to suspend or expel any household with a delinquent balance from the program.***

Payment Options

Pay in Full

You are welcome to pay the full balance of your tuition at the start of the program.

Direct Debit/Credit (Multiple Payment Plan Options)

The Direct Debit/Credit option will automatically deduct money from your credit account. The debit/credit card that you pay for your child's registration fee will be the default card used for FLASH billing. Your tuition will be broken down into 11 payments and will be automatically debited on the 1st of the month starting on August 1st and ending on June 2nd (8/1 will be the first FLASH billing date of the school year since school starts in the middle of August). We also offer a more flexible payment plan option where you pay half the month on the 1st and the remaining half on the 15th. **It is the parent's/guardian's responsibility to update the credit card information on file when necessary.**

In the event of changes in direct debit or credit card payments (e.g. new card number, new expiration date etc.), the parent/guardian must reach out to the FLASH Manager for updates.

If for any reason a parent/guardian has difficulty in meeting a payment deadline, the FLASH Program Manager must be contacted at (708) 857-2420 or emailed at flash@olparks.com, one week prior to the payment due date. Based on the circumstances of the lateness, alternate/special arrangements may be made but are not guaranteed.

Illinois Action for Children

Households wishing to use Action for Children must apply through the State. A portion of paperwork must be completed by the FLASH Program Manager in-person. **PARENTS/GUARDIANS WHO ARE APPROVED FOR ACTION FOR CHILDREN ARE RESPONSIBLE FOR THEIR MONTHLY CO-PAY ASSIGNED TO THEM FROM ACTION FOR CHILDREN. MONTHLY CO-PAYS ARE AUTOMATICALLY PROCESSED ON THE FIRST BUSINESS DAY OF EACH MONTH WHEN REGULAR FLASH BILLING IS RUN. CO-PAY DECLINES ARE TREATED AS REGULAR BILLING DECLINES AS STATED ABOVE ON WHEN DELINQUENT PAYMENTS ARE DUE BY, IN ORDER FOR CHILD(REN) TO CONTINUE ATTENDING THE PROGRAM.** Families who do not have a current Action for Children approval with their child's school listed as the "site" for Action for Children must pay out of pocket until their physical approval or re-approval letter is received by the FLASH Program Manager.

Punch Cards

For parents/guardians with an unpredictable schedule, we offer prepaid Punch Cards. If you do not know when or how often you will need FLASH, you may purchase a punch card instead of committing to a schedule. **When your child attends FLASH the card is punched and when you run out of days you are required to purchase another card before your child can return.** Parents/guardians MUST alert the FLASH staff and their child's school when their child will be attending the program.

Punch Cards can be purchased from your child's Site Coordinator with cash/check, or with the FLASH Program Manager with a card on file. **FLASH REQUIRES 24 HOURS NOTICE WHENEVER YOUR CHILD WILL ATTEND THE AFTER-SCHOOL PROGRAM.**

Punch Cards can only be used for regular FLASH days, Half Days and Late Starts, NOT Days Off Of School. You can purchase one punch card for more than one child, but they cannot be transferred to other participants outside the immediate family. **PUNCH CARDS EXPIRE AT THE END OF THE CURRENT SCHOOL YEAR AND DO NOT CARRY OVER TO THE NEXT. THERE ARE NO REFUNDS OR CREDITS FOR PUNCH CARDS THAT HAVE REMAINING PUNCHES.**

Punch Card Fees

5 Mornings: \$60	5 Afternoons: \$95
10 Mornings: \$120	10 Afternoons: \$190

District 122 & District 123 Employee Tuition and Punch Card Fees

In partnership with Ridgeland School District 122 and Oak Lawn Hometown School District 123, the FLASH Program will be offering a reduced-rate Punch Card for employees of these two School Districts. This discount is available for parents/guardians whose child(ren) attend either a District 122 or District 123 school. You must register at the Oak Lawn Park District Community Pavilion. Upon registration, you must bring your District Employee ID with you. The front desk will make a copy of it and put in the mailbox of the FLASH Manager. Emailing an image of your District Employee ID to flash@olparks.com will also suffice. There is a 2-business day notice prior to your child's first day of attendance of FLASH.

District Employee Daily Tuition Fees

Morning: \$6, Afternoon: \$10, Morning/Afternoon: \$13

District Employee Punch Card Fees

5 Mornings: \$30*	5 Afternoons: \$50**
10 Mornings: \$60*	10 Afternoons: \$100**

*If you drop off your child after 8:00 AM your District Employee Punch Card will NOT be punched for the session.

**If you pick your child up before 4:00 PM your District Employee Punch Card will NOT be punched for the session.

Section III – Attendance Policies & Procedures

Your Child's Attendance

PLEASE READ CAREFULLY

Your child's schedule for FLASH will be marked on the FLASH Enrollment Agreement tab in ePACT. **This agreement states that you will be responsible for tuition fees for time reserved in the program and not actual time spent. For this reason, please indicate the correct schedule on the Enrollment Agreement. If FLASH is notified in advance of extended absences (3 paid days or more) we may be able to pro-rate your tuition.**

Schedule Changes

Changes in a child's schedule require advance notification. Please contact the FLASH Program Manager in advance of any schedule changes, permanent or temporary. If the schedule change requires a tuition adjustment your account will be charged \$5.00. Your tuition amount will be re-determined at the time of the schedule change. Accounts will not be adjusted if there was a failure to notify the FLASH Office of a schedule change after the 1st of the month.

Absences

In the event a child will not be attending FLASH due to illness, appointments, or other obligations, it is the parent's/guardian's responsibility to inform the Site Coordinator and/or FLASH Program Manager. Absences can be reported by the site phone during program hours or leaving a message during non-FLASH hours, or by emailing/calling the FLASH Program Manager. **The school does not contact FLASH if a child is absent or goes home early. Notification is imperative.** Frequent or re-occurring lack of notification of absences may result in the suspension or termination of your child from the program. FLASH wants to know that your child(ren) is safe at all times. We will contact the police in the event that we cannot locate a child or contact anyone on the call list.

School Entrance Locations

At all but one school in which FLASH operates out of, drop-off and pick-up is at the main door/entrance of the respective school. The one exception to this is Sward; at Sward, FLASH operates out of Door #11.

Drop-off Procedures

As stated in the Hours of Operation section, children can be dropped off at 7:00AM or after, up until the time school begins. **When dropping off their child, parents/guardians must accompany their child(ren) to the entrance of the school. Each morning the child attends parents/guardians must physically sign them in on the Sign In/Out Form. Parents/guardians must remain with their child until they have signed them in with the FLASH Staff.**

Transition from FLASH to Classroom and Classroom to FLASH

In the morning/before school portion of FLASH, children are released from FLASH's care when school starts and under their own guidance must make their way to their classroom. **FLASH staff will not walk children to their classrooms in the morning**, unless otherwise authorized with the FLASH Program Manager.

In the afternoon/after school portion of FLASH, children are released from their classroom and under their own guidance must make their way to where FLASH is held in their respective school when school ends. **FLASH staff will not meet children at their classrooms to pick them up to go to FLASH after school**, unless otherwise authorized with the FLASH Program Manager.

FLASH recommends informing your child's teacher or teachers of your child's FLASH schedule, so they are aware.

Pick-up Procedures

In the afternoon, children must be picked-up and signed out from FLASH by an adult that accompanies them out. Before leaving, each child must be physically signed out on the Sign In/Out Sheet by the person picking-up the child(ren). Unless a parent/guardian provides legal documentation or court orders explaining a custody arrangement (which would need to be brought to the FLASH office); both parents will be allowed to pick up their child at any time. Other than parents/guardians, **no child will be released to an individual whose name DOES NOT appear on the FLASH Emergency Contacts and Pick-up Permission Form, and under no circumstances will a child be allowed to leave the program unescorted.** Staff will ask to see picture identification of anyone picking up a child, including parents/guardians. If someone is going to pick up a child who is not listed on the Emergency Contacts and Pick-Up Permission Form and it is a one-time occurrence, then one of the child's parents/guardians will need to contact the FLASH Office to let them know. If a parent/guardian needs to add someone to the pickup list on a permanent basis, a Change of Information form must be completed, and that person will be added to the list. No one other than the parents/guardians, regardless of who completed the original form, may make any changes to pick-up procedure-related documents. Change of Information forms are available at your child's site, or on the FLASH website. **ANY PERSON PICKING UP A CHILD FROM THE FLASH PROGRAM MUST BE PREPARED TO SHOW A PHOTO ID CONFIRMING THEIR IDENTITY OR THEY MAY NOT BE ALLOWED TO PICK UP THE CHILD. THIS IS FOR YOUR CHILD'S PROTECTION.**

Please be advised to allow sufficient time when picking up your child. Your child is expected to clean up whatever activity they were engaged in prior to leaving. This is your child's responsibility, and your support is greatly appreciated.

FLASH also has a "pick up and leave policy." When the person picking up your child arrives, your child needs to get ready to leave at that time. Children need to be signed out promptly. Once a child is signed out, they are no longer considered to be under FLASH's care. **No adults are allowed to stay at the program or interact with any child under the care of FLASH other than their own. Parents/guardians are not allowed inside of the school during FLASH hours, to mitigate potential issues.**

Any parent/guardian who attempts to talk to a child other than his or her own child regarding that child's behavior or a problem, will be dismissed from the program. If there is a problem between two children, the parent/guardian should bring it to the attention of the Site Coordinator or the FLASH Office. Only Oak Lawn Park District staff are permitted to discipline or question a child in their care. **Parents/guardians are not allowed inside of the school during FLASH hours, to mitigate potential issues.**

As stated in the Hours of Operation section, children can be picked up at any time from when school lets out until 6:30PM. The pick-up time of 6:30PM will be strictly enforced. If a parent/guardian is unable to pick up their child by 6:30PM, it is the parent's/guardian's responsibility to make other arrangements. The parent/guardian must notify the site as soon as they are aware that they may be picking up their child after 6:30PM. Multiple attempts will be made to call each person on the child's Emergency Contact/Pick-Up List, should the child not be picked up by 6:30pm and prior notice of the child needing to stay past 6:30pm be communicated with FLASH staff ahead of time. Should a child not be picked up by 7:30pm, then Oak Lawn Police Department Non-Emergency will be called at (708)422-8292.

Because FLASH realizes that work or traffic conditions are sometimes beyond anyone's control, parents/guardians will be granted one free pass for the first late pick-up. This free pass will waive the late fee up to 6:45PM, or 15 minutes. After the free pass has been issued, any person who arrives after 6:30PM to pick-up a child will be charged a \$10.00 per child late fee for every 15 minutes that they are late. Whomever picks up the child(ren) late will be required to sign a Late Pick-Up Notice which will be sent to the FLASH Office.) **AFTER A HOUSEHOLD'S THIRD LATE PICK-UP (NOT COUNTING THE FIRST FREE PASS) THE LATE PICK-UP FEE WILL BE DOUBLED. AFTER A HOUSEHOLD'S FIFTH LATE PICK-UP (NOT COUNTING THE FIRST FREE PASS) THE CHILD WILL BE DISMISSED FROM THE PROGRAM.** Payment for the late fee can be made with the FLASH staff at the school with cash or check, or by paying with the FLASH Manager with a card on file. Late Fee(s) must be paid by the first business day of the following month in order for your child to continue attending the program.

Site Phone Numbers (only operational during FLASH Program Hours)

District 123

- Covington: 708-243-8033
- Hannum: 708-243-8357
- Hometown: 708-243-8266
- Kolmar: 708-243-8126
- Sward: 708-516-5459
- OLHMS: 708-516-5325

District 122

- Columbus Manor: 708-243-8570
- Harnew: 708-243-8578
- Kolb: 708-516-2048
- Lieb: 708-516-0815

Section IV – Late Start, Early Dismissal, Field Trips, etc.

Late Start Days **District 123 Only**

Oak Lawn Hometown School District 123 will host Late Start Days throughout the school year. School will begin 1 hour later than the normal time on these days at 9:30am. If a participant is registered for five days before school, the late start days are included in the program fee. If a child is registered for less than five days before school, then late start days are included only on the days that the child is scheduled to attend. The Late Start Day fee is \$15 (compared to the \$11 a regular Morning session is) with a multi-child discount of \$13.50. Parents/guardians must inform their Site Coordinator or the FLASH Program Manager if their child will be attending at least 24 hours in advance of the Late Start Day. A peanut-free morning snack will be provided on Late Start Days. **FLASH DOES NOT PROVIDE BREAKFAST.** If a child has existing punches on their Morning Punch Card, it may be used for a Late Start Day.

Late Start Days (Due to Inclement Weather)

School District 123 may choose to have a Late Start Days due to inclement weather. On these days FLASH will still start at the regular time and run until school starts. If your child is not registered for a late start in the morning, you may send them for an additional fee of \$15, \$13.50 for any additional children.

Early Dismissal Days

If a participant is registered for five days of afternoon service, Early Dismissal Days will be included in the program fee. If a child is registered for less than five days in the afternoon, then Early Dismissal days are included only on the days that the child is scheduled to attend. There will be an additional fee of \$30 (\$27 for any additional children) for any parents/guardians wishing to add an Early Dismissal Day for their child. To register parents/guardians must inform their Site Coordinator or the FLASH Program Manager at least 24 hours in advance of the Early Dismissal Day. FLASH will provide an afternoon snack. **PLEASE SEND YOUR CHILD WITH A SACK LUNCH ON THESE DAYS.** If a child has existing punches on their Afternoon Punch Card, it may be used for an Early Dismissal Day.

Emergency School Closings/Emergency Make-Up Days/Remote Learning Days

In the event that the school has an emergency closing (due to weather, mechanical difficulties, etc.); the FLASH program will be canceled. All full-day closings will be announced on the radio (WGN, WBBM). For midday closings, after school FLASH will also be canceled. **Depending on the circumstance of the closure, either a credit will be applied to the Household account for payment made for these day(s), or the day(s) will be made up at the end of the school year.**

If there are consecutive full school days that school is closed FLASH will host the program at the Community Pavilion if permitted. Information regarding these days will be sent out via email the day before.

Days Off School

The FLASH program will conduct full day childcare from 7:00AM to 6:30PM on selected school holidays and institute days at an additional cost of \$55 per day (\$49.50 for any additional children) at the Community Pavilion. There will also be extended services during school breaks, such as Winter and Spring break, at an additional cost. These days will consist of either a field trip or theme day at the Community Pavilion. **The fees for these days are not included in your regular FLASH tuition.** Days where FLASH is completely off including Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Years Day, and Memorial Day.

FLASH Days Off School registration will only be available online with a credit/debit card on the OLPD website.

If you need to pay any other way you must come into the Oak Lawn Park District Community Pavilion, fill out the childcare form and make the payment in full at the time of registration.

Please note the deadline date for registering for Days Off School. Anyone interested in registering after the deadline must contact the FLASH Program Manager. Late registrations will only be accepted at the Program Manager's discretion. The field trip information states the latest time children may be dropped-off and the earliest time children may be picked-up. Note these times as buses will not wait for late children.

On field trips that are offsite FLASH does not allow children to be dropped off or picked-up from actual fieldtrip locations.

FLASH DOES NOT PROVIDE LUNCH ON DAYS OFF SCHOOL. PLEASE SEND YOUR CHILD WITH A BAGGED LUNCH ON THESE DAYS. FLASH will provide a morning and afternoon snack on these days.

Non-FLASH Children

A FLASH non-participant can attend Days Off School FLASH childcare. FLASH non-participants are age-appropriate siblings of FLASH participants or those in the general school population not attending our daily FLASH program. In order to attend field trips, non-participants need to sign up at the Community Pavilion. They must also purchase a FLASH t-shirt for the field trips for \$10.

Cancellation Procedures

If a child needs to withdraw from a Day Off School sign-up, FLASH policy states that the parent/guardian will receive a full refund or credit for any childcare/field trip/Break Camp cancelled by 5:00pm the business day before the scheduled day. There will be no refunds or credits granted after 5:00pm the business day before, or day of, the scheduled childcare/trip/Break Camp day. To cancel, you must contact the FLASH office at flash@olparks.com or (708) 857-2420. **Please leave a message if no one answers.** You may also email flash@olparks.com.

T-Shirt Procedures

Each FLASH participant will receive a complimentary t-shirt upon registration. For regular participants, FLASH t-shirts will be sent directly to the schools from the FLASH Office, due to registration being 100% online. **Children must wear their FLASH shirt when attending field trips (when specified) or they will not be permitted to attend the field trip.** During FLASH Break Camp weeks, children will only be required to wear their FLASH t-shirts when leaving Park District property. Extra t-shirts are available for purchase at the Community Pavilion Front Desk for \$10.

Section V – Policies & Procedures

Arts & Crafts

Children will have the opportunity to create a wide variety of arts and craft projects. Although we encourage each child to participate in these activities, not all choose to do so. In addition to the art projects, art supplies will always be available for the children's use when they wish.

Babysitting (FLASH Staff)

If you choose to arrange for a member of the FLASH program staff to babysit your child, please be aware that the staff member does NOT represent the FLASH program or The Oak Lawn Park District outside of their scheduled program hours. If you wish for your child to leave the program with a member of the FLASH staff this staff member MUST be put on the Pick-up List in order to be allowed to sign your child out and leave the program with them.

Change of Information

If a parent/guardian has a change in any pertinent information, such phone numbers, address, marital status, or adding another person to your pick-up list, a Change of Information Form must be completed. No one other than the parents/guardians, regardless of who completed the original forms, may sign, and authorize these changes. These forms are available at your child's site, or on the FLASH website.

Code of Conduct & Discipline

The "FLASH Code of Conduct" states that participants shall:

1. Show respect to all participants and staff and take directions from staff.
2. Not disturb or hurt others verbally or physically.
3. Not intentionally damage equipment.
4. Respect FLASH space and keep it clean and tidy.
5. Not place him/herself in a dangerous situation.
6. Not bring any toys with them to FLASH.

A “Zero Tolerance” policy exists for any kind of violence brought about by adults and/or children at FLASH. A caring, positive approach will be taken regarding discipline. The purpose of discipline is to help children develop self-control and learn to assume responsibility for their own actions. It is also necessary for the safety of all participants and staff. FLASH uses corrective statements and "time-outs" to redirect negative behavior. Recurring or major problems will be discussed with the parent/guardian. Recurring or severe behavior problems may lead to suspension or dismissal from the FLASH program. **Any irreparable damage intentionally inflicted upon any property belonging to any of the Schools, FLASH, the Buses, or any of our field trip destinations, will be billed to the responsible child(ren)'s family.**

The FLASH Program Manager may implement their 4-strike policy if recurring misbehavior persists before officially removing any child from the program.

FLASH reserves the right to document all concerning behaviors that take place at the program. FLASH staff may complete a Behavior Documentation in the event of any violation of the Code of Conduct. Parent/guardian will be asked to review and sign this document and it will be kept on file by the Oak Lawn Park District.

Communication

For communication purposes, each site has a site phone (see bottom of Page 7 for the numbers). The telephones at the sites are for parents/guardians needing to contact FLASH staff to inform them of an absence, late pick-up, or family emergency. These telephones are not for parents/guardians wishing to call their children, as this is not fair to the other participants. The telephone at each individual site will only operate during their hours of operation (before and after school). Site cell phones have 24-hour message service, but calls will only be returned during program hours. **If a parent/guardian needs to leave a message, they need to call the site phone and leave a message on the voicemail.** The FLASH Office can be reached during business hours (Monday-Friday 9:00AM – 5:00PM) at (708) 857-2420.

Concerns & Problems

Any troubles your child has at school or at home may affect behavior during the FLASH program. Please keep FLASH informed of any unusual circumstances so we can be sensitive to your child's needs. The FLASH staff strive to work with each family and school as a team. Open communication is vital to accomplishing this goal.

Extracurricular After School Activities

Children may take part in extracurricular activities held at the school they are attending FLASH during program hours (i.e. scouts, intramurals, clubs). **To do so, a parent/guardian must notify the Site Coordinator or FLASH Program Manager, in writing, by completing an Extracurricular Activity Form** for each activity the child will be attending. Children will not be dismissed from FLASH to attend any activity unless this form has been completed prior to the start of the extracurricular activity. These forms are available at each school site. The person in charge of the extracurricular activity is responsible for taking the child to and from the FLASH program when their program starts and ends.

Homework Policy

FLASH offers a 30-45 minute quiet time after school for children to work on homework. It is not FLASH'S responsibility to ensure that any child does their homework. However, FLASH staff will be on hand to encourage children to do their homework and assist them when possible. FLASH staff are happy to remind and encourage your child that it is time to do their homework but will not force them to do so.

Technology Policy

FLASH will be enforcing a hard stop of 4:15-4:30 p.m. each day after table time where electronics are put away. Site Coordinators do have the authority to adjust as needed. Children will be allowed to utilize electronics to work on homework or educational programs after the time if they wish to do so. Please note, we reserve the right to adjust along the way. FLASH is a Recreational Program where social interaction, fun, and healthy living are of the utmost importance.

Illness

FLASH has the right to refuse any child who is ill or has a fever. If a child becomes ill during the program a parent/guardian will be notified and asked to pick-up the child. If the child is vomiting the parent/guardian must have the child picked up immediately. If the parent/guardian is unavailable an emergency contact will be called. As mandated by the school districts **a child must be fever-free and/or taking antibiotics for 24 hours before returning to the program.** A child may not return to the program until the following day after vomiting. **In case of contagious disease, please notify FLASH staff immediately.** All parents/guardians at that site will be notified as soon as possible. Your cooperation is appreciated.

Medication

We prefer not to dispense medication during FLASH hours. In the event a child must have medication, the parent/guardians should do the following:

1. Communicate the need to the Site Coordinator.
2. Put all directions in writing by completing the Permission to Dispense Medication Form available online or at the site.
3. Have medication in the original container with dosage instructions.

We reserve the right to refuse to dispense medication. If your child requires medication during a Day Off School day, please bring the medication with you and hand it to the staff when you check-in that morning. Staff **will not** be able to transfer medication from their school site to the fieldtrip day due to the varying schedules they work on those days. Please notify FLASH of any existing medical conditions.

Movies

Movies may be shown on bad weather, early dismissal, and Days Off School days. FLASH will show only G or PG-rated movies. If you have any concerns about the types of movies that your child is permitted to watch, please contact the Site Coordinator or FLASH Program Manager. While the movie is running, there will be other recreational activities going on for those children who do not wish to watch the movie or those that are not permitted to view it.

Outdoor Activity

Children need to be dressed appropriately for the weather, as FLASH will play outdoors when the weather permits. During the winter months, the temperature must be 40 degrees or above for the children to play outside. **Children will not be permitted to go outside during the winter months without a coat, gloves, and hat.** On snowy or muddy days, children should also wear boots to play outside. Children must bring snow pants or a change of clothing if they wish to play in the snow. Gloves, hats, scarves, and boots should be marked with the child's name for easy identification. Children will not be allowed outside if the temperature is 90 degrees or higher outside.

Photo Disclaimer

Registrants and participants of programs and special events permits the Park District to take photos and videos of themselves and the minor for publication in the program brochure, website and additional uses as the Park District deems necessary unless the registrant or participant expressively files with the Park District a written objection as to photos or videos of themselves and their children.

Receipts & Tax Statements

When you make a payment at your child's FLASH site you will receive a written receipt from your Site Coordinator. If you are on an EFT plan and would like a receipt, please call/email the FLASH office and request a receipt. You may come in and pick it up from the FLASH office or give FLASH 2-5 days to get it to your Site Coordinator where you may pick the receipt up when you drop off or pick up your child. **In addition, you will be able to print off your "Child Care Statement" online. Hard copies will not be sent to the site or printed off for you.** For tax purposes, our FEIN number is 36-6006025.

Refund/Credit Policy

Refunds of monthly tuition will be given ONLY if the participant moves out of the school district, withdraws from the program, or for an extended medical/illness reason (3 days in a row or more). The refund for moving or withdrawals will be pro-rated based upon your child's last day of attendance. **Refunds or credits will not be given for snow days, vacation, short term illness, extracurricular activities, or other temporary childcare arrangements.**

Staff

All the FLASH staff has experience working with children and may include parents, college students, and high school upperclassmen. All FLASH staff have gone through hours of job specific training for their position and received an annual background check from the Oak Lawn Park District. All staff are certified in First Aid, CPR, and AED and have completed DCFS Mandated Reporter training. In addition, staff will be attending in-service training sessions and continuing education workshops throughout the year so that they can continue to provide the best care for your child. The Oak Lawn Park District FLASH program maintains a 10 participant to 1 staff ratio.

Sunscreen and Bug Spray

FLASH will spend a good deal of time outside when the weather is nice. If you have concerns regarding sunburn or bug bites, it is your responsibility to send your child with the appropriate materials and instruct them as to how and when to apply them. FLASH will not distribute sunscreen or bug spray to any child, nor will FLASH staff directly apply sunscreen or bug spray to a child (spray bottles from a distance are an exception).

Suspected Abuse or Neglect

In accordance with the procedures set forth in the Abused and Neglected Reporting Act, Oak Lawn Park District staff, having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child, shall immediately report the matter to their supervisor. Chain of command will be followed, and the proper authorities will then be notified.

Withdrawal

If a parent/guardian wishes to withdraw a child from the program, **you must contact the FLASH Program Manager as soon as possible.** Parents/guardians will be responsible for all tuition fees for the days your child was scheduled to attend the program until the FLASH office has been notified. If the FLASH Program Manager determines a refund is due, the parent/guardian will receive a refund check or household account credit (their choice).

Firearms

Firearms are strictly prohibited on all grounds and in all facilities that the FLASH Program takes place in or on. This applies to all Oak Lawn Park District facilities and programs as well. For FLASH, this includes the Community Pavilion, as well as the schools of School District 122 (Kolb, Lieb, Harnew, Columbus Manor, and Simmons) and the schools of School District 123 (Covington, Hannum, Hometown, Kolmar, Sward, and OLHMS). "Firearms Prohibited" signage is posted at all of these facilities, to be visible to the public.

Section VI – Registration Documentation - ePACT

ePACT Information Tabs (*ALL Required)

****NOTE: ePACT invitation may not be received right away after paying registration fee. ePACT periodically sends out invites throughout the day. If you do not receive your ePACT invite within 24 hours of paying the registration fee, please contact the FLASH Office.**

- 1. Contact Info*:** General information including primary phone number for FLASH related matters, person completing ePACT’s relationship to child, and address. Optional feature to add photo of parent/guardian.
- 2. Dependent’s Details*:** Child’s name and confirming that phone number and address is same for child. Optional feature to add photo of child.
- 3. Family Info*:** Page to add other legal guardian(s) of child. Space to add siblings of child.
- 4. Emergency Contacts*:** People who will be reached out to in the case of an emergency at FLASH. People who are allowed to pick your child up from the FLASH program. People who are NOT allowed to pick-up your child from the FLASH program (judicial or custody order must be shared on the Shared Files tab in ePACT if there is an official document stating that a legal parent cannot pick-up a child).
- 5. Emergency Info*:** Child’s date of birth, gender, school name, grade they will be in for 2024-2025 school year, and t-shirt size.
- 6. Allergies & Dietary Requirements Info*:** Notice to reach out to FLASH Office if child has a severe allergy, question if child has any known allergies. If marked “Yes”, the page will expand to provide more information about the allergy. Checkbox for faith-based food requirements, and additional comments blank text box.
- 7. Medications & Treatments Info*:** Question if child will be required to take medication while at FLASH. If marked “Yes”, the page will expand to provide more information about the medication.
- 8. History & Requirements Info*:** List of medical conditions, disabilities, and general questions that FLASH should know about your child. Each “Yes” answer will prompt a blank text box for parent/guardian to explain in more detail. Notice at bottom of page to update a relevant documentation to “Yes” answers on this page to Shared Files tab in ePACT, for staff informational purposes.
- 9. FLASH Enrollment Agreement*:** Enter in intended FLASH schedule for child, whether on set schedule basis or Punch Card basis. Requested first day of attendance for child. Disclaimers and space to initial in agreement to disclaimers. Space to initial in agreement to FLASH Parent/Guardian Handbook. If on set schedule, choice of how to be billed each month. Final initial and date box at bottom of page.
- 10. Shared Files*:** Ability to add files for Medication, Custody/Judicial Order, and “Other” matters.
- 11. Complete Info*:** Read and initial 5 spaces in agreement with certain FLASH policies and waivers. Type in name of person filling out ePACT information. Hit “Share with Oak Lawn Park District FLASH Program” button at bottom of page once all information on each tab is complete to finish.

Your child cannot start FLASH until 2 business days upon the FLASH Office receiving your documentation via ePACT. There is a \$50 registration fee per family/household due at the time of registration (before ePACT invite is sent via email)

If you register after billing has been run, your card will be charged the day that your child’s registration paperwork is processed, to bring payment up to date before they begin the program.

Please contact the FLASH Office with any questions at
708-857-2420 or via e-mail at flash@olparks.com