

2011-2012

# Byron Park District's Tiger Den & Fun Zone



# Parent Handbook

Byron Park District ♦ PO Box 423 ♦ Byron, IL 61010  
815-234-8435 ♦ [www.byronparkdistrict.com](http://www.byronparkdistrict.com)

# Program Descriptions

Tiger Den is a licensed-exempt cooperative program between the Byron School & Park District, which provides elementary school children structured activities and quality care in a convenient and safe location. It is the objective of Byron Park District to not only provide quality supervision and care in Tiger Den, but also help each child develop fundamental play, social and communication skills. In order to accomplish our objective, our staff are required to complete regular training in various topics including behavior management techniques, conflict resolution and disability awareness. In addition, Tiger Den incorporates the school's positive behavior system into our program and discusses positive character traits or social lessons to participants every afternoon.

**Morning Tiger Den:** This before school program provides a convenient and safe location for children to be before school begins. Available activities include supervised play in the Mary Morgan gym, card and board games, coloring and drawing, reading, completing homework, resting, and watching cartoons.

**GRADES:** Morning Kindergarten through 5th Grade

**TIME:** 6:00 a.m. - 7:50 a.m.

**LOCATION:** Tiger Den Room/Gym

**SNACKS:** The Byron Park District will provide cold breakfast items for individuals arriving before 7 am

**Afternoon Tiger Den:** The after-school program is designed to provide a safe, structured, fun environment for children whose parents work after the school day is complete. All participating children will be picked up after school by a Tiger Den staff member. Activities include organized games, snacks, study time, and supervised free play.

**GRADES:** Afternoon Kindergarten through 5th Grade

**TIME:** After school (3:10) until 6 p.m.

**LOCATION:** Tiger Den Room/Gym and Outside (Weather Permitting - between 25-90 degrees)

**SNACKS:** The Byron Park District will offer a snack or your child may bring his/her own snack

**Fun Zone:** Fun Zone is a recreational program operating on 1/2 day school improvement days, most school holidays and teacher institutes. Activities include supervised play, group games, arts & crafts, movies (G or PG), snack time, lunch, and swimming.

Please note that all participants will use the Byron High School Swimming Pool during regular afternoon open swim hours on all Fun Zone Days. A lifeguard will be provided and at least one of the Fun Zone leaders will be in the water with the children. ***Children must bring their own swimsuit and towels on all Fun Zone Days!***



**GRADES:** Kindergarten through 5th grade

**FULL DAY TIME:** 6:00 a.m. - 6:00 p.m.

**1/2 DAY TIME:** 11:15 am - 6:00 p.m.

*\* All participants must be dropped-off by 9 am and picked-up after 4 pm unless authorized by the Park District office.*

**LOCATION:** Tiger Den Room, Mary Morgan Gym, PE Center Courts, and HS Swimming Pool

**SUPPLIES NEEDED:** All participants need to bring a lunch, swimsuit and towel. The Byron Park District will provide a cold breakfast, mid-morning and afternoon snack.

**MINIMUM ENROLLMENT PER DAY:** 8 The program will be cancelled if less than 8 participants register.

# Program Fees



Program fees are subject to change. Please refer to the Tiger Den/Fun Zone Date sheet for current rates. Please note that there are also late registration, drop-in, and late pick-up fees. No Credits or Refunds will be given for days of absence.

# Program Registration & Payment



The Byron Park District's Tiger Den and Fun Zone programs are very flexible. Your child may attend the programs as little or as much as you need. In order to inform the Park District of your child's usage in the programs, the following forms need to be completed.

**Enrollment Forms:** An enrollment form must be completed for your child's *initial registration* in Tiger Den or Fun Zone. This enrollment form lists parents names and contact numbers, individuals who may pickup your child(ren) and your child's normal usage schedule within the program, and other questions to help us understand and care for your child. The form will remain valid during the entire school year. ***Parents will have to complete a new enrollment form for Summer Camp and each school year so that we have updated phone numbers, medical information and signed release forms.***

**Registration/Payment Form:** This form will be completed *each time* you register and pay for your child to participate in Tiger Den and Fun Zone. The form allows parents/guardians to check what days their child(ren) will be attending each week. Payment is due for each day marked. *Please note that registration forms and prepayment must be received by 12:30 pm the Friday prior to the week of participation or a \$10.00 late fee will be charged.*

**Where to Register:** All registrations and payments must be paid at the Byron Park District Registration Office. The office is open for registrations during all PE Center hours - morning, day, and evening. ***Please do NOT give payments to Tiger Den/Fun Zone staff or your child's teacher.***

**Schedule Changes:** Please notify the Park District of any usage changes, including schedule additions and cancellations as soon as possible. This is a very important issue, since we are liable for your child if he/she is on our daily roster! **We suggest that you also notify your child's teacher of any Afternoon Tiger Den attendance changes.**

# Participant Arrival

**Morning Tiger Den & All Day Fun Zone:** All children attending our before school program or all day Fun Zone program, must be brought into the Tiger Den room by a responsible adult who must sign-in their child(ren) on the daily roster sheet. Please do not send your child in alone or leave until the child has been received by a staff member.

- If you do not see your child on the roster and you have to write-in your child's name, please contact the Byron Park District office at 234-8435. This indicates that you either have not registered your child for the program, did not register before the roster was typed, or your child was accidentally omitted from the roster.

# Participant Arrival Continued



**Afternoon Tiger Den and 1/2 Day Fun Zone:** All children listed on the daily Tiger Den or Fun Zone roster will be picked up after school at designated spots by one of our Tiger Den staff.

- If the Byron Park District has a current enrollment form for your child and he/she comes to the Tiger Den pick-up location and states that he/she is supposed to go to Tiger Den, our leaders will automatically add him/her to our list. We would rather your child be at a safe location than go home to a possibly empty house. If you notice your child's name is added to the list, this indicates that you either have not registered your child for the program, did not register before the roster was typed, or your child was accidentally omitted from the roster.
- If your child is typed on the roster, but does not show up to the Tiger Den pick-up location, our staff members will contact the school office, their teacher, parents, and buses. If we can not get a cancellation confirmation from a parent, teacher, or school office, our leaders will pull your child off the bus and have him/her attend Tiger Den. *Please remember to contact both the Byron Park District and School District with any Tiger Den cancellations, since the above procedure results in a lot of stress and time for members of both districts.*

# Participant Departure

Prior to departure, parents and/or guardians must sign-out their child. A child may not leave school premises until they have been released by a staff member to a responsible adult. Your child will be released only to those whom who authorize on your child's enrollment form. Please notify the Park District of anyone who is NOT allowed to pick-up your child(ren). It is also helpful if you call the Park District in advance and notify us if someone besides you or your spouse will be picking up your child(ren). ***Please note that if a Byron Park District staff member believes that the person picking-up a child is under the influence of drugs or alcohol, we reserve the right to request another individual to pick-up your child.***

# Program Rules

Every child participating in our Tiger Den and Fun Zone programs is expected to follow the rules set by the Byron Park and School Districts. These guidelines have been developed to help make our child care programs safe and enjoyable for all participants. Some general rules that must be adhered to include but are not limited to the following. Additional rules may be developed as deemed necessary by staff. ***The Tiger Den program has also implemented the school's PBIS (PAWS) behavior system this year. Please refer to page 4 & 7 for additional information and copy of this behavior matrix.***

- **BE RESPECTFUL TO SELF AND OTHERS**
- **KEEP HANDS, FEET & OBJECTS TO SELF**
- **USE NICE WORDS**
- **FOLLOW DIRECTIONS THE FIRST TIME FROM ALL STAFF MEMBERS**
- **WALK QUIETLY THROUGH THE SCHOOL HALLWAYS**

Staff will periodically review rules with participants and help them understand what it means to be respectful, to keep hands, feet, and objects to self, and what classifies as appropriate language.

# Discipline

*“Discipline is not merely a list of expectations, but rather an approach to teaching skills in self-control, responsible choice making, and appropriate community participation.”*

The following are guidelines that **may** be imposed in the disciplinary action process. These guidelines do not guarantee that a participant will receive each level before dismissal, since each incident/behavior is based on its severity with individual and disability needs taken into consideration. However, the Byron Park District reserves the right to dismiss a participant whose behavior endangers the safety of him/herself or others.

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## **LEVEL 1 BEHAVIORS - “Minor”** (include but not limited to the following)

Purposely distracting or annoying others	Inappropriate physical contact: Pushing, Shoving, Roughhousing	
Inappropriate remarks	Profanity and/or obscenity	Throwing Objects
Excessive and/or loud talking or screaming	Refusal to follow instructions	Running through hallways
Poor sportsmanship during games	Lack of respect for others	Running away from leaders
Arguing or talking back to leaders or peers	Hiding from group or leaders	Refusal to share toys, etc.
Failure to abide by the school’s PBIS (PAWS) Behavior Matrix		

## **LEVEL 1 INTERVENTIONS** - At least one of the following methods will be used to address Level 1 behaviors

Rule clarification	Cool down time/spot	Parent Contact
Redirection by staff	Short period of activity exclusion	Apology Letter
Talking with individual	Withdrawal of privileges	Conduct Reflection Form
Time-out (5-10 min)	Appropriate social response or communication guided by staff	

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## **LEVEL 2 BEHAVIORS - “Major”** (include but not limited to the following)

Persistent Level 1 Behaviors	Possession of harmful objects	Possession of stolen property
Fighting, kicking, biting, spitting, punching	Disregard for self or others safety	Intimidation/threats
Damage to property	Leaving grounds without permission	Theft

## **LEVEL 2 INTERVENTIONS** - At least one of the following methods will be used to address Level 1 behaviors

Child Participant completes a Conduct Reflection Form	Parent notification via phone call
Written Situation Report, which will be shown to parents/guardians by staff leaders	
Face-to-Face conference with parent/guardian, staff leaders, child care supervisor, and child participant	
Creation or Re-evaluation of Behavior contract/management plan	30-60 minute cool down time
School principal and/or school social worker notification	Written apology letter
Restitution for damage	Police notification
Out of program suspension (1 - 3 days) * Please note that credits will not be given on days of suspension*	

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## **LEVEL 3 BEHAVIORS** (include but not limited to the following)

Persistent Level 2 Behaviors	Possession/use of explosives, weapons, or legitimate tool as a weapon	
Severe or repeated physical aggression	Abuse and/or harassment: verbal, physical, sexual, emotional	
Vandalism	Setting off fire alarms	Bomb Threat
Endangerment	Interference with staff authority	Sexual misconduct

## **LEVEL 3 INTERVENTIONS** - These methods may be used to address Level 3 behaviors

Any of the above Level 2 intervention methods	Possible exclusion/termination from program
Out of program suspension (5-10 days) * Please note that credits will not be given on days of suspension*	

# Character Development & Positive Reinforcement

**Character Development:** Each week, we will have a different character trait or social lesson. Examples include being respectful, kind, courteous, friendly, obedient, and flexible. Tiger Den leaders will discuss these traits with participants and may include some kind of activity that reiterates this trait. If the head leader for the day believes that your child abided by the weekly character trait, he/she will be awarded with a STAR during parent pick-up. Once participants earn 10 stars, they can choose a prize out of the treasure box. Prizes include cards to pick the Tiger Den game for a day, pick your own snack for a day, bouncy balls, stickers and various other kid friendly prizes.

**Positive Reinforcement:** Since Tiger Den has now included the school's PAWS behavior system (See pg. 7), participants can earn PAWS. The PAWS that they earn can be saved for any school reward or can be turned into a Tiger Den leader and the participant will be rewarded with an additional STAR for the each PAWS they turn-in. PAWS will be earned as a positive reinforcement tool when participants abide by the PBIS matrix or go above and beyond expectations.

## Other Important Information

**Child Abuse Laws:** As recreational program and facility personnel, all Byron Park District employees are considered mandated reporters under Illinois law. Mandated reporters are required by law to report any suspected cases of abuse (physical, sexual, or emotional) child neglect or exploitation to the Department of Child and Family Services (DCFS) and/or local police department.

**Snacks:** The Byron Park District will provide snacks during Tiger Den and Fun Zone programs. We have pop-tarts and nutri-grain or granola bars available for participants arriving before 7 a.m. We have various after-school snacks, such as animal crackers, peanut butter crackers, sun chips, pretzels, etc. Unless participants bring their own food or choose to go without snack, they are required to eat the selected snack each day. Only one serving allowed. If a participant uses a "Choose your own snack card" from the treasure box, he/she can pick his/her own snack for the day. *Please make the Byron Park District aware of any food allergies your child may have!*

**Medicine:** You must list all medications that your child is currently taking on the enrollment form which you complete at your child's initial registration. If there are any changes in medications during the school year, please notify the Park District. The school nurse shall administer all medicine during school hours. If your child requires medication during our program, you must indicate this on the child's enrollment form, complete a *Medical Authorization Form* and supply us with a labeled prescription bottle. If your child needs any non-prescription medication (i.e. tylenol), we will try to contact a parent or guardian prior to administering the medication in order to verify that your child can consume the applicable over-the-counter medication.



**Injuries and Illness:** If your child becomes ill during our Tiger Den or Fun Zone programs, he/she will be allowed to rest and a parent will be notified. If your child is injured during Tiger Den or Fun Zone, first aid will be administered by a certified Park District staff member. If an injury is serious, the parents will be notified and the injured child will be transported by ambulance or leader's car to the local hospital or emergency care center. If the parents can not be contacted, persons listed as emergency persons will be contacted. A leader will remain with the child until a parent or guardian arrives. **The Park District does not carry medical or accident insurance for program participants.**

# Other Important Information Continued



**Photo Policy:** The Park District staff may take photos of the children participating in our Tiger Den and Fun Zone programs. Please be aware that these photos are for Park District use only and may be used in future catalogs, brochures, web site, pamphlets, flyers or displays. If you do not want your child's picture used in our publications, please notify the Park District office or indicate your preference on your child's enrollment form.

**Extracurricular Activities:** Since our Tiger Den and Fun Zone programs take place in the Byron schools, your child can participate in our program in addition to extracurricular activities. Our staff members will walk your child to and from activities such as soccer and basketball leagues, Tiger Sharks swim team, swim lessons, girl scouts and cub scouts. All you need to do is notify the child care supervisor or mark this information on your weekly registration form.

**Inclement Weather:** On days when school lets out early due to weather or other emergency conditions, afterschool Tiger Den leaders will still pickup your child. However, for the safety of all participants and staff, parents will be notified and asked to pickup their child(ren) as soon as possible. Tiger Den and Fun Zone will NOT be held on snow days. You will receive credit for snow days if you have already registered and paid. *Please be aware that the Byron School District may not announce school cancellations until 6 am or later. If your child(ren) are already at AM Tiger Den, we will contact you and request pick-up as soon as possible.*



**Staff/Child Ratio:** The Byron Park District feels very strongly about the interaction of leaders and children during activities. We want the children to enjoy activities with the leaders, yet have respect for the leaders' decisions and directions. Every effort will be made to maintain a maximum of 1:8 leader/child ratio in our Tiger Den and Fun Zone programs. Moreover, every effort will be made to have at least two leaders present in or nearby the area where children are playing.

**Personal Electronic Devices:** Participants are not permitted to use personal electronic devices, including gaming systems, i-pods, etc. during Tiger Den. On full Fun Zone days, these devices are ONLY allowed during free time.

**Parent/Guardian Responsibilities:** Parent involvement in the program is essential. Cooperation with all policies and procedures is imperative. Some parent/guardian expectations are listed below.

- Complete and return all necessary paperwork for program participant
- Communicate openly by providing pertinent information of your child's needs for success in program
- Inform child care supervisor or program leaders of any family or life events that may affect your child's behavior
- Communicate absences to the Park District office 234-8435 in advance
- Contact child care supervisor with any questions or concerns
- Provide constructive feedback on your child's progress and/or behavior
- Utilize schedules to ensure your child is prepared for each day's activities (swim gear, lunch, snacks, snow gear, etc.)
- Respect pick-up times (by 6 pm). Staff have other obligations too.

**Tax Deduction:** Upon request, the Park District will provide you with our tax ID number and your total amount paid for the calendar year.

**Questions:** If you have any questions or concerns, please call the Child Care Supervisor at the Byron Park District. Office hours are Monday - Friday from 8:30 a.m. - 4:30 p.m. The office number is 815-234-8435.

## Mary Morgan Students Use Their PAWS

<b>TIGER DEN 's VERSION</b>	<b>Bus (Field Trips)</b>	<b>Arrival/ Dismissal</b>	<b>Hallway</b>	<b>Classroom (Tiger Den Rm)</b>	<b>Bathroom</b>	<b>Cafeteria (Snack Time)</b>	<b>Playground</b>	<b>P.E. (During Games)</b>
<b>P Put Safety First</b>	Stay Seated Legs Inside Face Forward Walk To and From Bus	Dress for the weather – We will play outside Line Up /Stay With Your Class Sit quietly in pick- up location	Walk on Right Side of the Halls Face Forward Stay with Your Class – in the line	Stay in Seat Walk Push in Chairs All Four Chair Legs on Floor	Wait Your Turn Open Stall Doors Carefully Use Toilet and Sink Appropriately	Stay Seated Eat Your Own Food – No Trading Carry items carefully	Stay Safe Dress for the Weather Keep Clear of Building	Safety First (4 Expectations) Observe Track Rules
<b>A Act Responsibly</b>	Stay in Assigned Area Clean Up After Yourself	On-Time At The Right Time Be Prepared	Be Good Role Models for Others Listen for directions	Use Good Listening Skills Be Prepared Be Organized	Wash Your Hands Clean Up After Yourself XYZ Two Pumps of Soap	Food Stays on Your Tray/Table Be Cautious When Getting up from chair	Take Turns/Share Equipment Feet First Down Slides Use Equipment Appropriately	Be Prepared
<b>W Work to Succeed</b>	Use Good “Bus Safety” rules Be Eager to Learn	Be Eager to Learn	Focus on Where You are Going	Follow Directions First Time Given Participate Fully	Return to Class/Line Promptly Out in Three	Clear/Clean Your Area	Line Up When You Hear the Whistle	Follow Directions First Time Given Participate Fully
<b>S Show Respect</b>	Hands, Feet, and Object to Self Level 2 Voices	Hands, Feet, and Objects to Self Listen to Staff Directions Use Good Manners Level 1-3 Voices	Hands, Feet, and Objects to Self Do not drag belongings Level 0 Voices	Hands, Feet, and Objects to Self Be Respectful of Self, Others, and Property Listen to Other’s Ideas Level 0-2 Voices	Hands, Feet, and Objects to Self Respect Privacy Be Quick Level 0-1 Voices	Raise Your Hand Hands, Feet, and Objects to Self Level 0-2 Voices	Be Respectful of Self, Others, and Property Include Everyone Have Fun Be Nice Level 3 Voices	Be Respectful of Self, Others, and Property Show Good Sportsmanship Encourage Others Level 2-3 Voices