



GOODBYE SUMMER, HELLO
SPACE!

Tuesday, August 13th, 2024

WELCOME AND THANK YOU FOR COMING OUT!

Space Leadership Team

Serena Tyler: SPACE Program Manager (styler@skokieparks.org)

Mayerlin Cruz: SPACE Program Assistant (space@skokieparks.org)

Aryn Fletcher: Oakton Manager (abfletcher@skokieparks.org)

Mary Amato: Assistant Superintendent of Recreation (mamato@skokieparks.org)

PROGRAM GOALS

- TO DEVELOP IN EACH CHILD A POSITIVE SELF-CONCEPT AND AN ACCEPTANCE OF OTHER INDIVIDUALS, THEIR CULTURAL BACKGROUNDS, STRENGTHS AND WEAKNESSES.
- TO PROVIDE FOR THE PHYSICAL AND EMOTIONAL WELLBEING OF EACH CHILD VIA AN ATMOSPHERE OF WARMTH, SAFETY AND ACCEPTANCE.
- TO HELP CHILDREN ESTABLISH RELATIONSHIPS WITH OTHER CHILDREN AND STAFF.
- TO PROVIDE AN ENVIRONMENT THAT IS STIMULATING AND INVITING TO CHILDREN, WHERE EACH CHILD FEELS A SENSE OF BELONGING AND IS ENCOURAGED TO DEVELOP CONTROL OF HIS/HER BEHAVIOR.

PROGRAM TIMES

AM SPACE: 7am-school start

PM SPACE: end of school-6pm

Late Pick-up Policy:

- SPACE staff will supervise children who are left beyond the scheduled pick-up time until a parent or another authorized adult on the pick-up list arrives. A late fee will be applied after one verbal warning of a late pick-up. There is a \$5.00 charge for the first 15 minutes followed by \$1.00 for every minute thereafter. Please refer to our Parent Handbook for additional information and fees.

1ST DAY OF SPACE & DROP OFF/PICK UP DOOR

SPACE runs on the first full day of school. There is a main door SPACE uses for Drop off and Pick up. If we are outside, or using another area, a sign will be posted to indicate this change!

Wednesday, August 21st- East Prairie, Main Door

Wednesday, August 21st- Fairview, Back door (near dumpsters). Please note the gate will be locked and you will have to park in the lot and walk up.

Wednesday, August 21st- Devonshire, Highland, Jane Stenson, Main Door

Wednesday, August 21st- Middleton, AM- Door 2, PM- Door 2 (TH), PM (M,T,W,F)- Door 12

Thursday, August 22nd- Meyer- Red Door on Tripp near Keeney (by the flagpole)

Friday, August 23rd- Edison- Door J, Madison- Door O (back parking lot)

ADD A DAY

- DEPENDING ON ENROLLMENT FOR A PARTICULAR DAY, PART-TIME CHILDREN MAY BE ELIGIBLE TO ATTEND AN EXTRA DAY.
- CHARGE FOR EACH ADDITIONAL MORNING IS \$10.00/DAY
- CHARGE FOR EACH ADDITIONAL AFTERNOON IS \$15.00/DAY
- PAYMENTS DUE AT DAY OF SERVICE. SPACE STAFF ARE NOT ALLOWED TO HANDLE CASH. WE WILL RUN THE CARD ON FILE.

SCHEDULE CHANGES & WITHDRAWALS

- If you need to change the days you are enrolled, please email Serena for a form
- If you need to cancel enrollment, please email Serena at styler@skokieparks.org & you will be subject to the Skokie Park District's \$25 withdrawal fee.
- Re-enrollment depends on site availability and other students on the waitlist.

REPORTING ABSENCES

Please report all SPACE absences must be reported in writing via email or text message to the appropriate SPACE site email or cell phone. Please only submit absences to your SPACE site staff and not to Serena Tyler.

*Refer to SPACE site contact info to find your child's SPACE site email and cell phone.

SITE CONTACT INFO

Fairview SPACE- 312.874.1019, fairviewspace@skokieparks.org

East Prairie SPACE- 312.785.3237, eastprairiespace@skokieparks.org

Devonshire SPACE-312.852.6016, devonshirespace@skokieparks.org

Highland SPACE- 312.874.0677, highlandspace@skokieparks.org

Jane Stenson SPACE- 312.961.8706, stensonspace@skokieparks.org

Middleton SPACE- 312.982.1487, middletonspace@skokieparks.org

Meyer SPACE- 312.860.6574, elizabethmeyerspace@skokieparks.org

Edison SPACE- 312.953.9661, edisonspace@skokieparks.org

Madison SPACE- 312.825.2176, madisonspace@skokieparks.org

SITE CELL PHONE

- Please make sure you grab a business card with your school contact information & save this to your phone
- We ask that parents call/text ahead when they are coming for pick up. At Fairview it is best to call to make sure we are not at Schack Park for pick up
- We do ask our staff to always answer the site phone, but our first priority will always be the kids that are on-site so please call again if you need to
- Please report all absences to the site phone too!

SIGN IN/OUT POLICY

- All SPACE sites will follow same process.
- Grades are color-coded and will remain the same color for the entire school year
- Preschool: Pink, Kindergarten: Yellow, 1st Grade: Purple, 2nd Grade: Orange, 3rd Grade: Blue, 4th Grade: Green, 5th Grade: Red
- Signature is REQUIRED daily for every child being picked up from PM SPACE. Staff are asked to check IDs until they recognize you.



SAFETY WHILE AT SPACE

- Head counts will be taken at each transition from activity to activity
- Directors at all sites complete a check list before leaving for the night
- When an accident occurs we ask staff to call contacts 1 and 2 on the list. If there is no answer, we leave a voicemail (please clear your mailbox). If we can't get ahold of anyone, or it is major, we will call 911

SPACE Daily Check-List

Day: M T W TH F (circle)

Date: _____

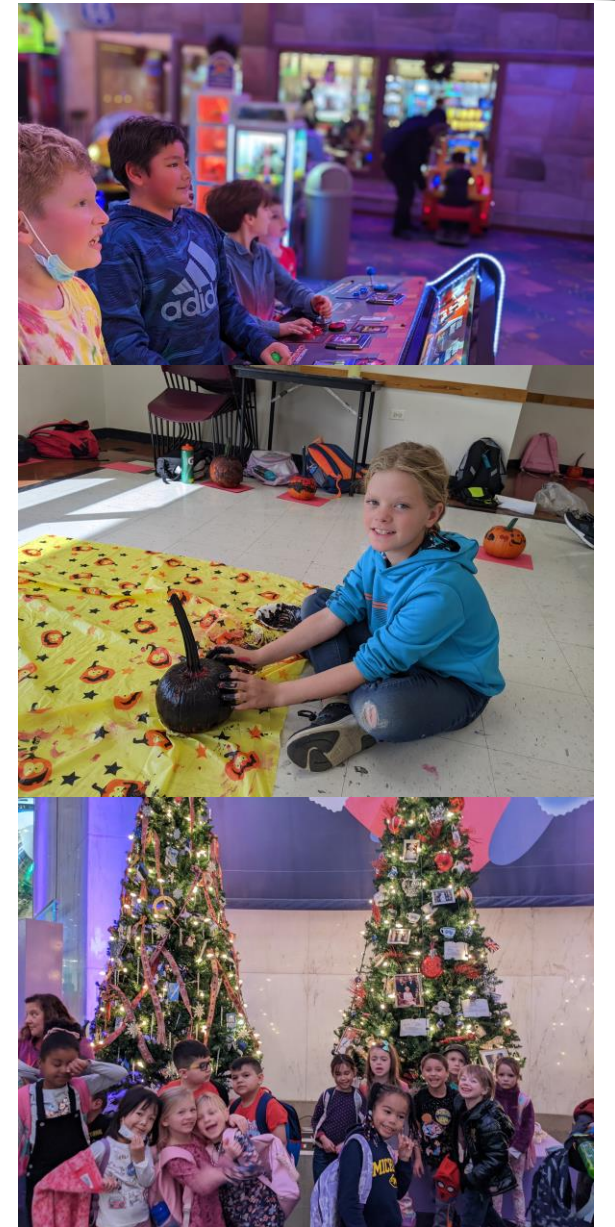
Site director and all staff working at dismissal will complete the checklist daily and initial after everything is completed. This will be turned in with your weekly paperwork completed and will also be spot checked.

- Attendance/Headcounts
 1. Start of Program: #: _____
 2. #: _____ Time: _____
 3. #: _____ Time: _____
- Safety Break Headcount Total #: _____ Time: _____
- Walk through of program area/playground for participants and belongings
- All leftover belongings were collected and accounted for
- All participants were signed-out with signature
- Phone/tablet is ON until 6pm and all texts/phone calls/emails have been returned
- If any, behavior reports have been completed and communicated with Serena Tyler.
- If any, accident/incident reports have been completed and communicated with Serena Tyler.

Notes:

SCHOOL DAY OFF

- Enjoy a day off of school with friends at the Oakton Community Center with a local field trip and other fun activities like arts and crafts, games and outdoor play.
- Registration is on the Skokie Parks Website and is an additional cost separate from SPACE
- Participants need to bring a re-fillable water bottle, lunch and snack each day. Registration deadline is one week in advance.
- Trips: zoo, bowling, arcades, mini golfing, movies and much more!
- Day Trip 8 AM-4 PM. Extended Care 4-6PM



STRUCTURE OF AM & PM SPACE

AM SPACE– Free play since kids arrive at different times. Activities include coloring sheets, board games, legos, etc.. Some sites can go to the Playground if weather allows.

PM SPACE– Activities vary to include sports/crafts/ free play & more!

1. Check in with assigned grade table with assigned program leader
2. Homework help & table activities
3. Snack Time
4. Group activities/ Gym time/ Playground time (weather dependent)
5. Free time

WHERE TO FIND THE SPACE PARENT HANDBOOK

- On the Skokieparks.org website--->Programs Tab---> Before & After School Care---> Forms & Handbooks Tab



NEWSLETTERS

- Newsletters will be sent each quarter for each SPACE site
- These will include photos, any updates, and what your child's SPACE site has been up to!
- Newsletters will be sent to the family email on file.
- A Welcome Letter will be sent on 8/14



STENSON
Newsletter
Phone Number: 312-961-8706
Email: stensonspace@skokieparks.org

SPACE
Skokie
Park District
Before & After School
Care
SPRING 2024



OUR SCHEDULE

Monday:

- Sign In/Homework
- Free Time/Games/Crafts
- Snack
- Pick Up/Games/Crafts

Tuesday-Friday:

- Sign In/Homework
- Snack
- Free Time/Games/Crafts/Gym



Children sitting around a table, engaged in an activity.



Reminders

- Monday is early release day
- Tuesday and Thursday is our Gym Day
- Monday and Wednesday is craft day
- On Friday we use perler beads, make rainbow loom bracelets, use the weaving loom or make pot holders!



Children sitting around a table, engaged in an activity.



Upcoming Events

May 27th - Memorial Day



STAFF

DIRECTOR: CAROL
PROGRAM LEADERS:

- CAROLE
- CHRIS
- GRAHAM
- WAEWTA
- PAUL (AM)

PERSONAL BELONGINGS @ SPACE

- All personal belongings should be labeled
- We will remind kids to keep their belongings together, but past sign-in, we cannot guarantee SPACE kids can go back to their classrooms for forgotten items
- No personal electronics, (cell phones, Nintendo switches, personal IPADS), toys, etc. are permitted at SPACE and we will ask children to put them away and let a parent/guardian know.

ALL STAFF TRAININGS

We have lots of trainings this week:

- Monday- Our Director's met to go over safety protocols, review CIFs, and more!
- Saturday-All Staff Training with a behavior management presentation
- School Site Visits
- Other trainings- Mandated Reporter Training, Concussion Training, CPR/First Aid Training, Quarterly All-Staff Trainings held during the school year

MEDICATION WHILE AT SPACE

- A medication waiver **MUST** be filled out and kept on-site. If you are unsure if you submitted this with your registration form, please email Serena (styler@skokieparks.org)
- Please communicate any updates with site director in writing, via email to the site email address
- Medication must be provided in its original container with instructions. We can never have too much information, so please tell us everything we should know!
- Please note, we will likely not be able to access the nurse's office after school so another medication should be given to SPACE to keep on hand.

SNACK

- 1 peanut free snack is offered to each child enrolled in PM SPACE
- Examples include fruit snacks, veggie straws, goldfish, granola bars, & more!
- We ask that you pack your child extra snacks if they have a larger appetite than the 1 we provide

GROUP TREAT POLICY

- GROUP TREATS ARE REQUIRED TO BE APPROVED BY THE SITE DIRECTOR AHEAD OF TIME. THE PERSON PROVIDING THE TREAT MUST CONSULT WITH THE DIRECTOR TO UNDERSTAND THE DIETARY NEEDS OF THE GROUP AND SUBMIT TREAT APPROVAL AT LEAST THREE (3) DAYS IN ADVANCE OF THE INTENDED TREAT DAY. THE SUBMISSION SHOULD INCLUDE A COMPLETE LIST OF INGREDIENTS AND ANY RELEVANT PREPARATION INFORMATION TO ENSURE ALL DIETARY RESTRICTIONS ARE ADHERED TO. THE DIRECTOR WILL REVIEW THE TREAT SUBMISSION AND EITHER APPROVE OR DENY THE REQUEST BASED ON ITS COMPLIANCE.
- APPROVED TREATS WILL BE COMMUNICATED TO THE GROUP BY THE DIRECTOR TO ENSURE TRANSPARENCY AND AWARENESS. ANY CONCERNS OR ISSUES WITH THE PROVIDED TREATS SHOULD BE DIRECTED TO THE PROGRAM MANAGER IMMEDIATELY.

PAYMENTS

- PAY IN FULL TO RECEIVE A 5% DISCOUNT
 - 9-MONTH PAYMENT PLAN OPTION AVAILABLE FOR ALL SPACE PROGRAMS
 - PAYMENTS ARE CHARGED ON THE 25TH OF EACH MONTH, FROM AUGUST-APRIL.
- IF YOU NEED TO UPDATE YOUR CREDIT CARD YOU CAN COME INTO OAKTON TO FILL OUT A FORM OR EMAIL SERENA (STYLER@SKOKIEPARKS.ORG)
- A \$25.00 LATE FEE WILL POST TO YOUR ACCOUNT IF PAYMENT IS NOT RECEIVED ON TIME DUE TO INSUFFICIENT FUNDS, DENIED CARD, ETC.

BEHAVIOR POLICY

To ensure the safety and enjoyment of all participants, the following behavior code of conduct will be used as a guideline for Skokie Park District program participants:

- Will show respect to fellow participants and staff
- Will follow direction from staff and volunteers
- Will show respect to equipment, supplies and facilities
- Will not use inappropriate, abusive, or foul language
- Will not show any aggressive behavior (punching, slapping, kicking, biting, spitting, etc.)
- Will not show continuous disruptive behavior
- Will follow all established rules and regulations

SCHOOL DISTRICT EARLY DISMISSALS

- Included in SPACE fees (excluding the first day if it is a half day)
- Child must have day of week in their original SPACE schedule

MNASR

M-NASR's Mission: The Maine-Niles Association of Special Recreation provides individuals with disabilities access to meaningful and life-enriching recreation and leisure opportunities.

What is Inclusion: Inclusion provides opportunities for individuals with disabilities to participate alongside their non-disabled peers in recreation programs.

Benefits of Inclusion:

- Social, physical, educational & cultural development
- Friendships & fostering a sense of belonging
- Disability awareness for peers
- Developing strengths & self-esteem
- Respect of and familiarity with differences
- Wider variety of recreation opportunities



MNASR

LEVELS OF SUPPORT ARE DETERMINED AT A CASE-BY-CASE BASIS. ACCOMMODATIONS PROVIDED CAN RANGE FROM THESE TYPES:





QUESTIONS? & THANK YOU!

Please find Serena or
Aryn email questions to
styler@skokieparks.org.

*Powerpoint will be emailed 8/14