



*"There are a whole lot of things  
in this world you haven't  
started wondering about yet."*

*-Roald Dahl,*

*James and the Giant Peach*

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2024-2025  
Parent Handbook

# Tentative Daily Schedule

## Sign In



When arriving after school, each child will be signed in by staff.

## Afternoon Snack

*Snack will be served daily.*



Afternoon snack will be served daily. Snack lists will be posted monthly. Please notify a staff member of food and/or beverage allergies so that an alternative snack can be available. Be aware that purchasing any food or drinks from the vending machines will not be allowed during School's Out. **Food leftover from lunch must be kept in the children's backpacks or lunch containers.**

## Homework Time



This time is set aside for homework, reading, quiet games, etc.

## Gym Time



There will be some form of Physical activity done for at least 30 minutes daily. These activities may range from: a Rec Fitness class, Sports, Games, Races, Free gym time and more.

## Creative Time



The group will participate in a designated crafts or activities throughout the week. This may include art, Legos, play dough, moon sand, etc. Children should bring a paint shirt at the beginning of the school year.

## Field Trips

*ON HOLIDAY PROGRAM DAYS ONLY*



**\*ON HOLIDAY PROGRAM DAYS ONLY!**

We will take local field trips when time is available. We may visit various places, including the Link Art Gallery, library, city

parks, and more. This will be for participants who have not had any disciplinary incidents through the month.

## Sign Out



Parents/guardians must come into The Rec to sign out children before leaving. Children must be picked up no later than 5:30 pm.

*\*If children are not picked up by 5:30 pm, a \$5 fee will be charged and the child will be placed into the Babysitting Room.*

Please direct any and all questions and/ or concerns to:

For Billing information, Kelly Nicholson:  
(217) 466-9622 | [kelly\\_nicholson@parisrec.org](mailto:kelly_nicholson@parisrec.org)

For Program information, Whitney Haase:  
(217) 466-9622 | [whitney\\_haase@parisrec.org](mailto:whitney_haase@parisrec.org)



# Our fun will include...

## Homework Assistance



## Field Trips on Holiday Program days



## Various Sports & Physical Activity



## Creative Time, Free play & Craft Time

## Who We Are

The Rec is a non-profit organization serving Edgar County and the surrounding communities. It is supported through membership and program fees, private donations, and the United Way of Edgar County. Financial assistance for memberships is offered on a sliding scale. Membership applications are available at the front desk of The Rec.

The School's Out Program at The Rec is an After School Care Program for Children in grades K-6.

## MISSION STATEMENT

THE YOUTH AND COMMUNITY RECREATION CENTER OF EAST CENTRAL ILLINOIS INSPIRES AND PROMOTES A HEALTHY LIFESTYLE THROUGH DIVERSE, QUALITY RECREATIONAL OPPORTUNITIES AND SERVICES TO ENRICH MIND AND BODY WHILE ENHANCING LIFELONG LEARNING.

We are striving to improve the lives of others. The Youth and Community Recreation Center of East Central Illinois provides quality fitness and recreation for all ages. We exist to welcome, support, and motivate as you challenge yourself to reach your personal goals.





## PROGRAM FEES

**Rec Member \$35 | Non-Member \$45**

There will be a weekly charge per child for the School's Out Program.  
This fee will be taken out on Monday, the week following,  
by Bank Draft or Credit Card.

## 11:35 EARLY DISMISSAL DAYS

**School's Out Participant \$5 | Non-Participant \$10**

Early Dismissal Days will result in an additional fee per day.

\*Increased fee is applied to offset extra time, staff & food.

There are no charges on days that The Rec does not offer a Holiday Program, on days The Rec is closed, throughout Christmas Break, and throughout the week of Spring Break.

Unpaid fees or repeated late payments will result in dismissal from the program. Declined credit cards and EFT returns at the time of drafting will result in \$5 processing fee. If the Parent/ Guardian is experiencing extenuating circumstances, please make an appointment to speak with the Program Director.

*There is no discount if the child is not present 5 days/ week.*

Enrollment reserves a space for your child, whether they attend or not. Fees cover direct operating costs. Days missed cannot be deducted from the weekly fee. A child may be withdrawn from the program at the completion of any week. At that time, any advanced, unused payment may be requested as a refund or as a credit toward other Rec programs. A check request may take up to one month to process.

School's Out **WILL** be held on days when:

- School is in regular attendance
- Holidays Programs (see separate list; additional fee applies)
- School is scheduled for an early dismissal (additional fee applies)

School's Out **WILL NOT** be held on days when:

- Anytime school is cancelled abruptly due to weather complications, excessive heat, flooding, etc., School's Out is also cancelled. We are simply not equipped with enough staff on such short notice to accommodate. Buses will not drop kids off at the Rec Center on these days. It will be parent's responsibility to arrange for pickup of their children at school.
- Snow Days = No School's Out program

## COMMUNICATION

Monthly program plans and snack menus will be posted in the School's Out room. If at any time, for any reason, a parent is concerned about any aspect of the program (i.e. snack, behavior, invoicing, etc.), arrangements may be made for a formal or informal conference with the School's Out Director, Rec Program Director, and/or Executive Director. Any conflicts, changes or unusual challenges at home or school will probably be reflected during interaction at the Rec. Communication about special circumstances will help keep The Rec staff sensitive to your child's needs.

Parents are always welcome to visit and observe or participate in the program at any time, but we ask as a courtesy, that you please arrange the time with our School's Out Director.

School's Out Staff are CPR and First Aid Certified and have been cleared through the criminal background check and the Child Abuse Neglect and Tracking Network.

\*Regarding Homework Time:

We have set aside time during the afternoon for children to work on their homework. This is voluntary, for children who wish to complete their work before they go home. If you would like for this to be mandatory for your child, please notify School's Out Staff so arrangements can be made.

**THANK YOU FOR PARTICIPATING IN OUR  
SCHOOL'S OUT PROGRAM!  
YOUR SUPPORT IS MUCH APPRECIATED!**



**\*The Rec reserves the right to change this handbook, policies, rules and regulations, and any information contained within at any time.**

HOLIDAY PROGRAMS

On a number of pre-determined days when school is not in session due to a special holiday or special event (parent/teacher conferences, etc.) Rec Holiday Programs will be offered. These are open to children from grades K-6. Separate registration/ paperwork is required and is not included in School's Out regular payment. There is a separate form that will need to be filled out prior to registration.

Registration for Holiday Programs is limited and is available on a first-come, first-served basis. Due to limited space, NO refunds or credits will be given once a child is registered and paid, unless a Doctor's note is given.

We must have a minimum of 10 participants to hold a Holiday Program. These participants must be pre-registered and **paid in full 5 days prior to each Holiday Program day**, or the Holiday Program will be cancelled.

Rec Holiday Programs are scheduled from 7:30 a.m.-5:30 p.m. Children who sign up for these programs should bring their lunch and a drink. Specifics will be announced prior to the holiday. We are a Nut Free Program so make sure not to send any nut products in lunches.

TENTATIVE SCHEDULED HOLIDAY PROGRAMS  
FOR 2024-2025 SCHOOL YEAR

(Minimum number of 10 pre-registered and paid participants is required)

| Date               | Holiday                       |
|--------------------|-------------------------------|
| August 12          | Teacher Institute             |
| October 11         | Teacher Institute             |
| October 14         | Columbus Day                  |
| October 25         | No School                     |
| November 5         | Election Day                  |
| November 11        | Veteran's Day                 |
| November 27        | Fall Break                    |
| December 23; 26-27 | Winter Break                  |
| December 30        | Winter Break                  |
| January 2-3        | Winter Break                  |
| January 6          | Teacher Institute             |
| April 14-18        | Spring Break                  |
| May 22             | Teacher Institute             |
| May 23             | Last day prior to summer camp |

ADMISSION

A child will be accepted into the School's Out Program:

1. If the child is in Kindergarten through Grade 6  
\*Preschool ages may be eligible after special screening.
2. If the child has not been dismissed from a Rec program in the last 12 months due to poor behavior.
3. If there is space in the program. (50 participant maximum)
4. If the child has all enrollment and release forms and draft information completed and signed.

Child must come on a regular basis. Failure to do so will not automatically remove them from the program. A weekly charge will continue to be drafted until a special School's Out Cancellation form is completed and turned in to Staff.

ARRIVAL & CHECK-OUT

After school, each child will be signed in by Rec staff. Parents are required to sign their child(ren) out each day.

AUTHORIZED PICK UP & DEPARTURE

Before leaving the Rec, all children in the School's Out program must be signed out by an adult for whom prior written authorization has been received. Only those persons authorized on the registration form will be allowed to pick up children from the program. If for any reason someone other than those you previously indicated will be coming for your child, we must have written permission from you. Rec staff will question and require ID from those with whom they are unfamiliar. Staff may refuse the release of any child. This policy is to protect your child.

TRANSPORTATION

Transportation must be arranged by you and the school your child attends by submitting the bus form provided by The Rec. Transportation will be supplied by Ball Transportation.

**ABSENCE *\*\* IMPORTANT \*\****

Please call the Rec if your child will not be at after school care due to illness or any other reason. If your child leaves school early due to illness, appointments, etc. remember to notify the Rec. We guard your child’s safety! If our records indicate that your child should be here and he/ she is not, we will begin making phone calls to locate your child. We will contact you, the school, and/ or emergency numbers. If your child is still unaccounted for, Rec Staff MUST contact the police. Absences, which are unaccounted for, are taken very seriously. It is important that parents call the Rec regarding variances in attendance.

Please call the Rec before 2:00 pm so the bus can be notified.

The bus only allows so many “no pickups” before the bus will no longer pick up the child.

**SCHOOL’S OUT ATTIRE**

You may send “play clothes” if you prefer your child to change before playing. Please provide gym shoes everyday. Parents are encouraged to mark all belongings. The Rec is not responsible for lost or stolen items. Any items found will be kept until the last of the month at which time they will be donated to a charity.

**SCHOOL’S OUT GUIDELINES FOR BEHAVIOR**

Additionally, School's Out participants will observe these guidelines:

- Kids are signed in by staff. Parents sign them out upon leaving.
- Remain with the group unless given permission to leave.
- Remain in view of staff member(s).
- Stealing, lying, destructive behavior and other disrespect will not be tolerated.
- All activities will be picked up and messes cleaned up by the group before going to another activity or leaving for home.
- Items left from lunch cannot be eaten during School’s Out.
- Toys and personal items allowed will be at the discretion of staff. If any toy becomes a problem, it will be put away. Please do not bring play guns, swords or any dangerous toys.
- Take turns talking. If staff is talking, listen. When it is your turn, speak at a volume appropriate for inside.
- **NO BULLYING WILL BE TOLERATED!**

**DISCIPLINE POLICY**

School’s Out has a strict “Three Strikes & You’re Out “ Discipline Policy. This Policy will be used in regards to all behavior and discipline problems within the Program.

1. Verbal Warning, Parents will be notified at pick-up
2. Written Warning with Parent / Director Conference
3. Dismissal from the School’s Out Program

No refunds will be paid for the remainder of the month. Any child who is dismissed from the School’s Out program is not eligible for summer programs, Holiday Programs, field trips, or the School’s Out program for the following school year.

**ILLNESS, INJURY, SPECIAL NEEDS**

If a child is injured, a Rec staff member will take necessary steps to obtain appropriate medical care. These steps may include, but are not limited to, the following:

1. Administer First Aid
2. Attempt to Contact Parent/Guardian
3. Use Emergency Numbers Listed in Child’s Records in Order to Locate Parent/Guardian
4. Call Ambulance or Paramedic (fees are the responsibility of the parent/ guardian)
5. Have the Child Transported to a Hospital Emergency Room

If for any reason you do not want your child taken to an emergency room, you must provide the Rec School’s Out staff with specific written directions for these circumstances. The Rec does not carry or provide accident insurance. Treatment costs, etc. are the responsibility of the parent/guardian.

If a child shows signs of illness during the School’s Out program, a parent/ guardian or emergency contact will be notified. The child will be separated from the group until an authorized adult arrives to pick up the child.

If a child requires medication, a written clearance must be given to administer the medication, and Rec staff must feel comfortable administering the medication. It must be in the original pharmacy container. Medication will **NOT** be administered without proper documentation. A log will be kept detailing medication administration.

**It is extremely important that all contact information be kept current. Please notify the Rec of any home, work or emergency number changes.**