

# AFTER SCHOOL ENRICHMENT

AT  
EVERETT

**ART • ATHLETICS • SCIENCE • COOKING • STEM • AND MORE!**

Our After School Enrichment program is a fun place to make new friends, play games, do arts & crafts, participate in science projects, cooking, have homework time, and much more.

We look forward to extending the day (and the play!) for working families in our community.



# WELCOME!

## **Dear Parents:**

The Lake Forest Parks and Recreation Department is looking forward to having your child in our After School Enrichment program. We have planned a year full of exciting and creative activities.

This Parent Manual was developed to assist you in preparing your child for the program. Please read the manual thoroughly and keep it in a convenient location so you may refer to it as necessary. The enclosed forms must be completed and turned in to the instructors on the first day of class.

**If you have any questions about the information contained in this manual, please feel free to contact us at the Recreation Department at 847.810.3660 or at one of the email addresses below.**

Sincerely,

Christine Faudel  
Program Coordinator | Early Childhood Education  
FaudelC@cityoflakeforest.com

# AFTER SCHOOL ENRICHMENT

## OUR MISSION

To enhance the social, physical, and cognitive development of each participant through effective use of environment, understanding, communication and community.

## OUR CORE VALUES

- Kindness
- Honesty
- Respect
- Communication

The After School Enrichment program aspires to promote and instill autonomy and independence in young children. This helps them develop a sense of responsibility, ownership, and self confidence. It builds a foundation for care of self, care and respect of others, and care and respect for their environment. In turn, it provides opportunities to develop grace and courtesy and respect for the things around them.

## OUR STAFF

Our Teachers and aides are hired and trained to treat each child as the individual that they are. Safety and quality programming are our main priorities. Our programs are designed to support our mission, as well as to cultivate appropriate social skill sets through example focused leadership.

**We welcome your family to our programs!**

# PROGRAM OVERVIEW

## I. PROGRAM DESCRIPTION

Everett After School Enrichment allows children to enjoy recreational activities in a safe caring environment. The program is designed to promote the development of new friendships, the discovery and strengthening of physical capabilities, exploration of the classroom and natural environments, as well as cooperative team centered learning.

Each week will include the exploration through art, athletics, science exploration, STEM and cooking.

## II. PROGRAM FORMAT

All sessions will meet at the Everett Park Annex of the Lake Forest Recreation Department.

Kindergarten - 4th Grade

After School - 6:00 pm

Monday to Friday

*\*Send your child with a peanut-free snack daily.*

## III. WEEKLY SCHEDULE

Mondays	Cooking
Tuesdays	Science
Wednesdays	Art
Thursdays	STEM
Fridays	Creative Art

*\*Children will have free time, active play either in the gymnasium or playground, snack time and time will be allocated for homework on a daily basis.*

*\*\*Please view Page 8 of this manual for more detailed description of the curriculum.*

# PROGRAM OVERVIEW

## B. HOW TO REGISTER

There are five different ways to register:

1. Log in to [www.LFParksandRec.com](http://www.LFParksandRec.com) and register from the comfort of your home or anywhere you can access a computer. A user ID and PIN number are needed.
2. Walk in the Recreation Center office.
3. Fax your completed registration form to 847.615.4251.
4. Mail your completed registration form to:  
Lake Forest Parks & Recreation  
400 Hastings Road  
Lake Forest, IL 60045
5. Drop your completed registration form into one of the City's white mail boxes.

*Telephone registrations are not accepted.*

## C. PAYMENT PLAN

Tuition can be split up into four equal payments due:

1. At registration
2. September 15
3. October 15
4. November 15

## D. NO CLASS DATES

The Lake Forest Parks and Recreation Department After School Enrichment Program will follow the District 67 School Calendar. We will not hold class on the following dates:

- Monday, September 4
- Monday, October 9
- Friday, October 20
- Friday, November 10
- Wednesday, November 22 - Friday, November 24

## V. ENRICHMENT STAFF

The key component to a quality after school program is a consistent dedicated nurturing staff. Our staff has formal training and direct experience in teaching and caring for children. We will maintain a 1:6 ratio for our after school program.

# PROGRAM POLICIES

## VI. PICK-UP & DROP-OFF PROCEDURES

### A. CONSENT FORM

Enclosed in this packet is a **pick up consent form**. For the safety of your child, we require this form to be turned in on the first day of class. Parents or caregivers must come in to the classroom and sign out your child(ren) at pick-up).

IT IS YOUR RESPONSIBILITY TO INDICATE IF YOU REQUIRE PICTURE ID CHECKS FOR THE RELEASE OF YOUR CHILD.

### B. LATE PICK-UP POLICY

The program ends promptly at 6:00 pm. Instructors are not paid for any time after 6:00 pm. After closing hours, any staff member staying with a child does so as a personal service to the child. It is important for the parent to call the facility when the parent is late. A late fee may be assessed to families that are continually late for pick up. That fee will be \$5.00 per five (5) minutes PER child after 6:00 pm.

## VII. ATTIRE

We will be spending a lot of time outside when able, so please make sure your child comes to class each day dressed for the weather. Also, children must wear gyms shoes or have closed toed shoes available to put on for safety, since we will be active on a daily basis.

*\*Labeling everything is the most efficient way to make sure your child's things come home after a busy day at After School Enrichment.*

## VIII. NEWSLETTERS

A newsletter will be sent home with your child each month. The newsletter will highlight the past few week's activities, as well as inform parents of upcoming events, activities, theme days, etc. Please take the time to read these newsletters, as they will contain a lot of good information.

# PROGRAM POLICIES

## **IX. DISCIPLINE & GUIDANCE**

Our primary goal for discipline is to assist the child in the development of internal controls. This builds the foundation for the child as she/he begins to learn to be in charge of her/himself. The basic rules in class are that no child will be allowed to verbally or physically hurt her/himself, others, or the environment.

The environment in class has been created to eliminate many of the problems that frequently result in discipline situations. Children are given acceptable choices whenever possible. Redirection and “natural consequences” are primary methods of behavior management.

The procedure for handling severe disciplinary situations involving children at the Lake Forest Recreation Department After School Enrichment Program are as follows:

### **A. FIRST OCCURRENCE**

Child sits out for amount of time deemed necessary by staff and returns to activities after discussion of behavior needing to be corrected. Follow up with parent if needed at a later date.

### **B. SECOND OCCURRENCE**

Child sits out for amount of time deemed necessary by staff and returns to activities after discussion of behavior needing to be corrected. Parent follow up required within 24 hours.

### **C. THIRD OCCURRENCE**

Child sits out of activities and parents are called to come pick them up for the day. Parents are notified that their child will have to miss the next day of class due to behavior and a final offense could warrant dismissal from the program. Meeting scheduled between Chris Faudel, John Eldridge, and parents to discuss behavior.

### **D. FOURTH OCCURRENCE**

Child sits out of activities and parents are called to come pick them up for the day. Possible dismissal from the program. Chris Faudel and John Eldridge will follow up with parents as necessary.

## **X. IMMEDIATE DISMISSAL**

Your child may be asked to be removed from the program immediately any time behavior is so outrageous, or the child puts themselves or other children in danger. Parents will be called and asked to pick up their child as soon as possible. Child will be supervised in the program coordinator’s office until parent(s) arrive.

# CLASS DESCRIPTIONS

## **COOKING / YOUNG CHEFS (MONDAYS):**

Engage your young chef in an interactive class of culinary creation! Young Chefs uses expert instruction and child-led design to whip up some delicious recipes. Whether your child wants to master snacks, appetizers or desserts, they will be sure to 'relish' in the fun of this class!

## **SCIENCE EXPLORERS (TUESDAYS):**

This class focuses on child lead discovery, exploration and hands-on experiments. Learn all about the fascinating world of science, while also developing necessary social skills, working side by side with your peers on exciting projects.

## **ART & CREATIVE CRAFTS (WEDNESDAY & FRIDAYS):**

Students will learn different art techniques using various mediums of drawing, painting, clay, paper mache, etc.

## **STEM (THURSDAYS):**

On this day, students will study science, technology, engineering, and math through exciting projects and activities.



# LAKE FOREST PARKS & RECREATION

## AFTER SCHOOL ENRICHMENT PICK-UP CONSENT FORM

At Everett After School Enrichment, we want to make sure all of our students are picked up only by those consented to do so. Please take the time to complete this form, and return it to an instructor on the first day of class. Please include parents on this list.

**STUDENT NAME:** \_\_\_\_\_

The following people are authorized to pick up my child:

**NAME:**

**RELATIONSHIP TO CHILD:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The best number and/or email to reach me at during class pick-up time is:

**MOM CELL:** \_\_\_\_\_ **MOM EMAIL:** \_\_\_\_\_

**DAD CELL:** \_\_\_\_\_ **DAD EMAIL:** \_\_\_\_\_

Please check one:

I REQUIRE EVERY PERSON PICKING UP MY CHILD TO HAVE A PICTURE ID UNTIL THEY ARE RECOGNIZABLE TO EACH STAFF MEMBER.

I DO NOT REQUIRE EVERY PERSON PICKING UP MY CHILD TO HAVE A PICTURE ID UNTIL THEY ARE RECOGNIZABLE TO EACH STAFF MEMBER.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**LAKE FOREST PARKS & RECREATION**

# **AFTER SCHOOL ENRICHMENT CHILD INFORMATION FORM**

Please take the time to complete this form, and return it to an instructor on the first day of class.

**STUDENT NAME:** \_\_\_\_\_

**STUDENT LIKES TO BE CALLED:** \_\_\_\_\_

How long has your child been participating in drop-off programs/schools?

Does your child have any dietary preferences or restrictions that are not listed with Lake Forest Recreation Center?

What are a few of your child's favorite activities?

Is there anything else that you would like us to know about your child's interests or needs?

**LAKE FOREST PARKS & RECREATION**

**AFTER SCHOOL ENRICHMENT  
ACKNOWLEDGEMENT FORM**

**I hereby acknowledge that I have read and agree to the Lake Forest Parks and Recreation  
Department After School Program disciplinary policy and procedures.**

**STUDENT NAME:**

**PARENT NAME:**

**PARENT SIGNATURE:**

**Please turn in to your student's teacher by Friday, August 30th.**

# *Thank You!*

**-LFRD STAFF**

## **CONTACT US**

**JOHN ELDRIDGE, PROGRAM MANAGER**

**P:** 847.810.3932    **E:** EldridgJ@cityoflakeforest.com

400 Hastings Road  
Lake Forest, IL 60045  
[www.LFParksandRec.com](http://www.LFParksandRec.com)

## **LAKE FOREST**

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