

Norridge Park District E-Learning Parent Handbook 2020-2021



Welcome to the Norridge Park District Extended E-Learning Program, for student in Grades 1-8.

The Norridge Park District E-Learning program is an opportunity for your student(s) to start the school year in a supportive learning environment, with adult supervision and management of each student's online classes. Your child will have the resources they need to succeed, in a positive class setting outside of their home. Our facilitators will help provide positive socialization and healthy activities as an addition to the District 80, 79 and 86 remote learning curriculum.

The park district's E-learning Program rooms are located at Leigh School, 8151 W. Lawrence Avenue or Giles School, 4251 N. Oriole Avenue. Students will work on to complete their daily curriculum, and stay active throughout the day when they have breaks in their online schedule. Each student will have their own desk and chair, safely distanced at a minimum of 6 feet. Depending on registration, students will be in rooms with potentially combined age levels.

It's important to note that the park district staff are facilitators, not teachers. We are not a substitute for the critical role District 80, 79 and 86 educators play in your student's online instruction.

Important Contact Information:

Karyn Roth, Superintendent of Recreation: kroth@norridgepk.com
Brenna Bowers, Recreation Supervisor: bbowers@norridgepk.com
Demi Parashos, Assistant Superintendent: dparashos@norridgepk.com
Eileen Wright, Program Coordinator: ewright@norridgepk.com
General inquires: info@norridgepk.com
Website: www.norridgpek.com

Important Addresses:

| | |
|-------------------------|-------------------------|
| Early Learning Center | Norridge Park District |
| 8151 W. Lawrence Avenue | 4631 N. Overhill Avenue |
| Phone: (708) 453-2141 | Phone: (708) 457-1244 |
| Fax: (708) 453-6024 | Fax: (708) 457-8385 |

Participant Information Medical Form:

It is imperative that you turn in our **Participant Medical Contact Form**. This form, along with other pertinent information is on the Park District website: <http://www.norridgepk.com/> and is also attached with this handbook. This form needs to be completed and returned to the Norridge Park District or Early Learning Center by the first day of the session your student is attending. This information is held under the strictest confidence. **Please note: If we do not have this information on file, your student will NOT be able to attend.**

E-Learning Program Expectations:

1. Face coverings are required by all staff, all E-Learning students and parents while dropping off and picking up your child.
2. Daily health screenings and temperature checks are to be completed before each day of the program.
3. Individuals dropping off will have their temperatures taken as well as the child's at the time of drop off. If either have a fever above 100.4 the child will not be accepted into program. Staff will monitor and record this information.
4. Frequent hand washing will be enforced throughout the day.
5. Staff will be sanitizing tables, chairs, and surfaces in between classes. Additional, daily sanitizing of the facility rooms, halls, and restrooms will be done.
6. Students will be grouped of no more than 15 children in an area. Students will be given an assigned desk seated 6 feet apart from one another.
7. Parents are not allowed in the schools or classrooms for any reason.
8. After school work is complete staff will have social distanced planned activities such as: snack time, homework, playground activities, arts & crafts, and social distanced group games.
9. All participants and staff are urged to stay home if they are sick or showing signs and symptoms of COVID-19 or have been exposed to someone who has tested positive for COVID-19.
10. Participants are encouraged to contact a healthcare provider if they are feeling unwell.

If your child becomes ill:

If your child becomes sick (cough, shortness of breath, or difficulty breathing, chills, fever, muscle pain, headache, sore throat, loss of taste or smell or other CDC-identified symptoms), you will receive a phone call from one of our staff and ***your child will need to be picked up***. The child will be isolated from the group until he/she is picked up. If a child is sent home due to illness, the Norridge Park District is requesting that the child see a healthcare provider for evaluation and a doctor's note will be needed upon their return.

Students who are found to have COVID-19 symptoms must wait 10 days after symptoms onset and can be released after feverless and feeling well for at least 72 hours or has 2 negative Covid-19 tests in a row, with testing done at least 24 hours apart. Medical proof needs to be submitted upon returning to program.

E-Learning Locations:

The Norridge Park District E-Learning program will be located in the Early Learning Center at Leigh School, 8151 W. Lawrence Avenue. Drop off and pick up will be at the Park District entrance, north door closest to Lawrence Avenue.

Hours of Operation:

| Program | Times |
|---|---|
| E-Learning Before Care | 6:30 – 8:00am *Note School Start time varies depending on what school* |
| Half Day E-Learning (afternoon on day child attends in-person) | 12:00-3:00pm District 80 Students only |
| Full Day E-Learning (Wednesdays & Alternating School Day Attendance) | 8:00am-3:00pm |
| Park District After School Program | 3:00 – 6:00pm (All Schools) |

Days off of E-Learning 2020-2021:

Extended E-Learning schedules will be based on the school district calendars

- Columbus Day: Monday, October 12
- Thanksgiving Break: Monday, November 23–Friday, November 27
- Holiday Break: Monday, December 21–Friday, January 1
- Martin Luther King: Monday, January 18
- President’s Day: Monday, February 15
- Spring Break: Monday, March 29–April 2
- Memorial Day: Monday, May 31

The Norridge Park District will be offering “School Day Off” programs at the Recreation Center on the above days. Registration information for these will be listed on the Norridge Park District website.

Absence:

If your child will be absent or coming in late for any reason you must call the Early Learning Center at (708) 453-2141 or Recreation Center at (708) 457-1244. Please call by 8:00am the day of. If we are busy and unable to answer, please leave a message.

Signing In & Out: (Arrivals & Departures)

Please allow extra time in your schedule to accommodate this process, as it will take some additional time. Do not arrive earlier than your scheduled pick up and drop off time. If after care is needed, pick up time is no later than 6:00pm. Please only have one (1) parent or guardian dropping off or picking up. Please practice 6 feet social distancing and are wearing a face covering.

After care for E-Learning closes at approximately 6:00pm sharp. Late pick-up fees go into effect at 6:01pm. A \$5.00 fee from 6:01 p.m. to 6:10 p.m. after that it will be \$2.00 per minute will be charged to your account automatically. ***Important*** neglect report will be made at the local police station and forwarded to DCFS for a child whose parent is over 45 minutes late without any telephone contact with staff.

Lunch:

E-Learning currently operates under DCFS regulations, so all lunches will be provided. Lunch menus are provided two weeks in advance. We provide healthy nutritional options. *Please note on your participant emergency form if your child has any food allergies.

What students should wear and bring:

Students are required to bring all supplies needed to conduct their school work: laptop, tablet or Chromebook, set of headphones, water bottle, paper, pencil, pen, 1 roll of paper towels, 1 box of Kleenex, pencil box, crayons, markers, scissors, and glue stick. We will keep the pencil box along with crayons, markers, scissors and glue stick at the school in an individual bucket label with their names.

Your child must come wearing a face mask EVERY day to E-learning care. We ask that you bring an extra so the park district can staff can have on hand in the event his/hers gets lost. Students are required to wear mask/face covering throughout the day included but not limited to entering the building, in common areas like washrooms, hallways, etc., while at e-learning stations, when existing the building and during outdoor and indoor activities, if 6 feet distances are not being practice. Children need to wear comfortable and appropriate clothing. Children are required to have close toed gym shoes and wear socks at all times. Please do not send children in sandals because of safety concerns and will limit your child from participating in certain activities. It is also important to dress your child accordingly to the weather. We will be going outdoors for socially distant program experience.

Lost and Found:

If your student should lose something please send a not describing the item and we will do our best to locate it. Unclaimed lost and found items are donated to charity at the end of each week.

Cell Phones:

Students may have cell phones with them, but we ask them they stay in backpacks or in a secure place. We are not responsible for lost or stolen cell phones. Phone calls and text messages cannot be made without staff permission. If a phone is used without permission, it will be taken and held by staff until the end of the day.

Medication:

The E-Learning staff only administers medication for life maintenance purposes, such as insulin for a diabetic, an “epi-pen” for a specific allergic reaction, or an inhaler for an asthmatic. A written note confirming such a condition is required from your physician. Medications that are vital to a child’s health, such as an asthma inhaler, diabetes supplies, or an “epi-pen” for severe allergic reactions will be kept by staff in their first aid bag. All other medication is kept in the office and stored under lock and key. In order for medicine to be administered to a child in need of maintenance medication, a release form must be signed by the parents and kept on file in the office. Medication must be in its original container and all prescription medications must be labeled with the full pharmacy label. Please contact the office for further information.

COVID-19 Safety Precautions:

Procedures to help prevent the spread of the COVID-19 virus will be practiced each day. Frequent hand washing, equipment sanitizing, 6 ft. social distancing, spatial awareness, keeping hands to self and wearing a mask/cloth face covering will be incorporated into our daily routines. Staff will ask each student the same questions at lunch to ensure that they have not developed any symptoms during the day. If the

student does show signs of illness at any time throughout the day. They will be separated from their group with a staff member and must be picked up within, 45 minutes.

Emergency Information:

If your child is injured and requires more than basic first aid the following actions will be taken:

1. Staff will call 911.
2. The parent or guardian will be contacted.
3. If the Parent/guardian is not available than the person listed as the emergency contact will be called.
4. The injured child will be taken by paramedics to the nearest hospital.

You will be responsible for the emergency medical charges for all serviced rendered.

Behavior Policy:

Due to the nature of school aged program we understand there may be times when children may not behave properly. For example: having difficulties following instructions, disrupting activities, speaking disrespectfully to an adult, physical contact, damage of property, etc. Any incidents that may occur parents will be informed and an incident report form will be filled out and will require a parent/guardian signature.

Your child's behavior should be consistent with:

- Use of appropriate language at all times.
- Cooperate with staff and follow directions.
- Respect other children and staff, equipment and facilities and yourself.
- Keep a positive attitude.
- Stay within program boundaries.
- Absolutely no weapons or harmful materials allowed.
- Not display bullying behaviors.
- Respect others space by NO hitting, pushing, shoving kicking or spitting.

Special Needs:

It is the parent/legal guardian's responsibility to notify the Norridge Park District of any physical, mental, or emotional conditions that might require special attention by our program staff. It is the policy of the Park District not to unlawfully discriminate against otherwise qualified children on the basis of physical or mental disability. The Park District will make reasonable accommodations to permit qualified children with disabilities to participate in the E-Learning program. With proper advance notification we work with the parent, child, staff and the West Suburban Special Recreation Association to provide the best possible conditions for a positive E-Learning experience.

Photograph Disclaimer:

Photographs are occasionally taken during Park District programs, special events and league participation. Please be aware that these photos are for Park District use only & may be used for promotional purposes. If your picture has been taken & you wish that it not be used, please contact the Park District Main Office.



Norridge Park District E-Learning Acknowledgement Form

I have read and agree to adhere to the policies, procedures, requirements, and provided information found in the Norridge Park District Extended E-Learning Parent Handbook.

Child's Name: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature : _____

Date: _____