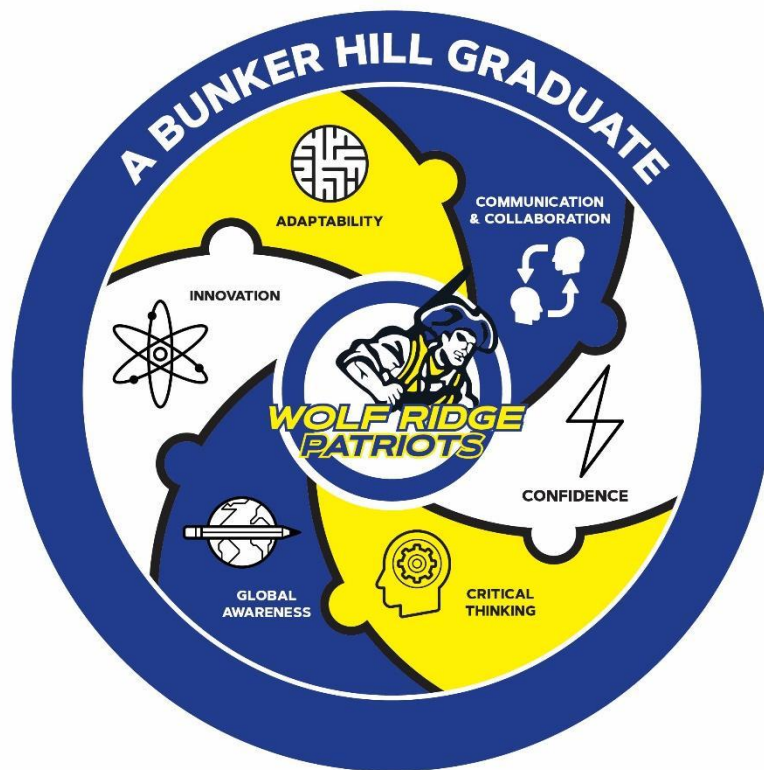


# Bunker Hill CUSD#8

## *Patriot Advantage Club*

The Patriot Advantage Club (PAC) will provide students and families the extra advantage of tutoring, enrichment, and childcare before and after school.



## Program Handbook

# Table of Contents

<b>Program Philosophy &amp; Information</b>	<b>3</b>
<b>Staff Qualifications</b>	<b>3</b>
<b>Locations, Hours of Operation, &amp; Program Calendar</b>	<b>3</b>
<b>Registration, Fees, &amp; Payments</b>	<b>4</b>
<b>Financial Assistance</b>	<b>5</b>
<b>Snacks &amp; Meals</b>	<b>5</b>
<b>Inclement Weather</b>	<b>6</b>
<b>Behavioral Expectations</b>	<b>6</b>
<b>Individual Needs</b>	<b>6</b>
<b>Medication</b>	<b>7</b>
<b>Illness</b>	<b>7</b>
<b>Injuries</b>	<b>7</b>
<b>COVID-19 Procedures</b>	<b>7</b>
<b>Emergency Management Plan</b>	<b>8</b>
<b>Other Information</b>	<b>8</b>
<b>Contact Information</b>	<b>9</b>

## Program Philosophy & Information

Bunker Hill CUSD8 Patriot Advantage Club (PAC) is a safe and nurturing before and after school child care program of the highest quality for K-7 school-aged children enrolled within the district. Patriot Advantage Club staff will work to connect the educational day with before and after school hours, offering a balance of homework support, recreational activities, and time to play & engage with peers in a developmentally appropriate learning environment. Patriot Advantage Club is a license-exempt school-aged child care program operated by Bunker Hill CUSD#8, and the facility & program are not licensed or regulated by DCFS.

## Staff Qualifications

All Patriot Advantage Club staff members undergo state and federal background checks prior to hiring, are CPR/First Aid certified, and have completed all IDHS required trainings: child development, behavior, health & safety training, and child abuse and neglect/Mandated Reporter training. Applicants and volunteers who do not receive clearance from IDHS will not be eligible for hire or to volunteer.

## Locations, Hours of Operation, & Program Calendar

The Patriot Advantage Club program will be held at one site: Wolf Ridge Education Center. Patriot Advantage Club and Bunker Hill CUSD#8 have a “no firearms” policy, prohibiting firearms on premises, and Illinois State Police “No Firearms” signs are posted on all entrances.

Wolf Ridge Education Center; 700 West Orange Street, Bunker Hill, IL 62014; (618) 585-4831

Patriot Advantage Club Hours of Operation	
Before School	6:00 a.m. - 7:30 a.m.
After School	3:00 p.m. - 6:00 p.m.
Early Dismissal	Dismissal - 6:00 p.m.
Teacher Institute, Fall, Winter, & Spring Breaks	6:00 a.m. - 6:00 p.m.

Patriot Advantage Club Calendar (2022-2023)	
<a href="#">Link to 2022-2023 District Calendar</a> <i>Patriot Advantage Club will offer child care beginning on 8/17/2022 &amp; on the dates outlined below.</i>	
Before and/or After School	All Student Attendance Days (except for weather related school closures)
All Early Out Days	PAC will serve students on all early out days (12:30 or 2:00) until 6:00 p.m.

Seasonal Breaks and Certain Teacher Institute Dates	Fall Dates: 10/07/2022 and 11/23/2022 Winter Dates: 12/27/2022 - 12/30/2022 and 01/03/2023-01/04/2023 Spring Dates: 4/03/2023 - 4/06/2023
---	---

## Registration, Fees, & Payments

Patriot Advantage Club program registration should be completed online and registration fees should be paid in order to confirm your child’s enrollment. Parents will receive a confirmation email once their online registration has been processed AND registration fees have been received. Early registration is recommended as placement will be determined by availability. Patriot Advantage Club program registration will need to be completed yearly for all new & returning children. For enrollment changes after initial online registration, please call (618) 585-4831.

*Registration Link: <https://forms.gle/KEYkkXJNGKxkSUwC7>*

All program specific student record information is confidential and shall not be released other than as provided by law. Patriot Advantage Club will follow all Bunker Hill CUSD#8 board policies and Illinois School Code Statutes regarding the safe keeping and disposal of student records. See BHCUSD#8 board policy for additional detailed information regarding student records.

<b>Patriot Advantage Club Weekly Program Rates</b> <i>Annual registration fees - \$25/family</i>			
Before School ONLY	After School ONLY	BOTH Before & After School	ALL DAY (Institute and Break Days Listed)
\$45/week	\$55/week	\$80/week	\$25/day
Multiple Child Discount - 10% per family			

\*Program rates above are weekly. Daily rates will be charged \$20/day for BOTH and \$15/day for EITHER before OR after\*

Families will be invoiced weekly via their Teacher Ease account. All families of newly enrolled District 8 students receive information about how to set-up their Teacher Ease account following registration. Program fees can be paid online using a credit card. Fees can also be paid by check. Fees should be paid by the first of each month for the following month. If fees are not paid in full by the 15th of each month for the following month, students will not be able to attend until fees are paid in full. If a check is returned due to insufficient funds, additional fees will apply.

Attendance during the school day is required to utilize the Patriot Advantage Club.

Patriot Advantage Club is unable to pro-rate or credit accounts for days that child(ren) are absent due to illness, behavior, travel, and/or other reasons. In order to keep the program functioning and continuing to serve District 8 families, the Patriot Advantage Club must remain at the necessary capacity. If you would like to un-enroll your child for a week or more and re-enroll when care is needed again, you can do so but you may be placed on a waitlist upon reenrollment.

The Patriot Advantage Club holds all information confidential and in accordance with Bunker Hill Community Unit School District 8 Board Policies, HIPPA, and FERPA.

## Financial Assistance

Some families may qualify for child care payment assistance through the IDHS Child Care Assistant Program (CCAP). To learn more about CCAP eligibility requirements and to access the application for child care payment assistance, visit: [IDHS: CCAP Eligibility/How to Apply](#). The sooner you apply, the sooner benefits can be determined. Families are responsible for all copayments and additional Patriot Advantage Club fees (including registration and late pickup charges). Copayments and approved days are determined by IDHS.

## Arrival & Departure

**AM Session Arrivals:** Patriot Advantage Club staff will meet the parent and child at the door. Children should be dropped off at the double doors to the gym from the carline off of West Alton Street. Patriot Advantage Club staff will check the child in. Children will be in the gym for a majority of the time.

**PM Session Departures:** When picking up a child(ren) from Patriot Advantage Club, parents will use the double doors under the awning by the cafeteria. The Patriot Advantage Club staff will meet the parent with the child either in the cafeteria, outside at the playground, or another designated location. A state issued photo ID may be required when picking up a child from Patriot Advantage Club. All authorized pick-up designees must be named in the “Emergency Contacts” section in Teacher Ease, which parents complete during school registration. Persons not listed will not be allowed to pick-up a child. If the registering parent indicates that the other parent is not authorized to pick-up, custody and/or parenting agreement documents must be on file. Patriot Advantage Club cannot keep a parent from picking up their child without a copy of legal documentation (custody papers, parenting agreement, order of protection, etc.) on file.

Any changes to afternoon dismissal that alters your child’s Patriot Advantage Club afternoon attendance must be communicated with Patriot Advantage Club so that the child is directed to the correct location for dismissal. If your child’s afternoon transportation arrangements are unclear and they are enrolled in Patriot Advantage Club for the session, they will be signed in to Patriot Advantage Club for their safety. School Offices/Teachers do not communicate afternoon transportation arrangements to Patriot Advantage Club.

Patriot Advantage Club will close promptly at 6:00 p.m. A late pick-up fee of \$1.00 per minute will be charged per child for every minute after 6:00 p.m. that your child is not picked up. This fee will be applied directly to your Teacher Ease account. Repeated late pick-ups will be reviewed by the Patriot Advantage Club director and may result in services being suspended or revoked.

## Snacks & Meals

- Breakfast is offered through the school beginning at 7:30 a.m.

- Patriot Advantage Club will provide a USDA approved afternoon snack for after school hours.
- On half days, lunch is offered through the school and Patriot Advantage Club will provide 1-2 USDA approved afternoon snacks, depending on the length of time the child is in attendance.
- On full days, such as teacher institute days, Fall Break, Winter Break, and Spring Break, Patriot Advantage Club will provide USDA approved snacks. Students will be asked to provide their own breakfast and lunch. However, if not able to provide this breakfast/lunch, we will have a USDA approved breakfast and lunch available.

## **Inclement Weather**

In the case of inclement weather when school has been cancelled, the building is closed, and/or District 8 is implementing an e-learning day, Patriot Advantage Club will also be closed.

## **Behavioral Expectations**

Children are entitled to a safe and positive environment. All children are expected to behave in accordance with the Bunker Hill CUSD#8 School Handbook, which can be accessed on each school's website. Patriot Advantage Club staff will work with children and families to teach appropriate behaviors using restorative practices, positive reinforcement of desirable behaviors, verbal and non-verbal redirection, one-on-one conferencing with students, and direct and play-based instruction on emotional regulation strategies. Patriot Advantage Club staff will communicate with parents verbally and with written notes. Parents may be requested to pick up a child if his/her behavior results in an unsafe environment. If a child continues to pose a direct threat or substantial risk of serious harm to the health or safety of him/herself or others, and reasonable efforts have been made to assist the child without fundamentally altering or causing an undue burden to the program, the Patriot Advantage Club program director will make recommendation to the Superintendent that services no longer be offered. No credits will be issued for absences due to behavior.

Patriot Advantage Club will not be able to provide services to children who display chronic, disruptive behavior. This is defined as verbal or physical activity which may include, but is not limited to: (1) Behavior that requires 1:1 attention from Patriot Advantage Club staff. (2) Violence and/or aggressiveness that afflicts physical or emotional harm on others. (3) Running away from Patriot Advantage Club staff or leaving activity areas without permission. (4) Disrespectful behavior toward others. (5) Destruction of property or vandalism.

## **Individual Needs**

Patriot Advantage Club is a large group child care setting and reasonable steps will be made for children to be integrated successfully into the program as long as the level of care necessary does not require additional staffing and/or a level of care beyond the training and skill level of staff. If your child has individual needs, requires a higher level of care, or has behavioral concerns, please contact the Patriot Advantage Club Director.

In accordance with the Illinois Department of Children and Family Services Title 89 Child Care Standards and American's with Disabilities Act, Patriot Advantage Club is not part of a child's Individual Education Plan (IEP), 504 Plan, Behavior Intervention Plan, or an extension of the

academic day. The same support available to a child during the academic day is not available during Patriot Advantage Club program hours. Patriot Advantage Club is not required to hire additional staff or provide one-to-one supervision for an individual child.

## Medication

Patriot Advantage Club cannot administer any medication other than life-saving medication and critical care items, such as Epi-pens and/or inhalers, provided by parents to Patriot Advantage Club in the original container labeled with the child's name, doctor's orders, and instructions. Children are not allowed to keep medication or critical care items in their backpacks or lockers.

## Illness

In an effort to maintain a healthy environment for all children in the Patriot Advantage Club program, please follow the guidelines below regarding illnesses with your child. Your family's privacy is of the utmost importance, and all health concerns and information will be handled with full discretion and confidentiality. A parent will be notified if a child displays any of the below symptoms. The child must be picked up within 30 minutes of notification. If a parent is unable to be reached, a listed Authorized Pickup Designee will be contacted. Weekly credits are not given for absences due to illness.

Symptoms that may be indicative of one of the serious, communicable diseases identified in the Illinois Department of Public Health Control of Communicable Diseases Code (77 Ill. Adm. Code 690) may exclude a child from care. Your child must be released by a medical professional via written documentation and be cleared by the school nurse before he/she is able to return. Patriot Advantage Club health and safety practices regarding attendance will follow Bunker Hill CUSD8 procedures.

### Possible Symptoms of COVID-19:

- Fever (100.4 degrees Fahrenheit or higher)
- New onset of moderate to severe headache
- Shortness of breath
- New Cough
- Sore throat
- Vomiting
- Diarrhea
- New loss of sense of taste or smell
- Fatigue from unknown cause
- Muscle or body aches from unknown cause

## Injuries

Care will be given for minor injuries in accordance with First Aid Training. First aid kits are located in the storage room for the Patriot Advantage Club and include the following items: hydrogen peroxide, rubbing alcohol, sterile water, band aids, Ace bandages, gauze, tape, scissors, tweezers, ice packs, slings, antibiotic ointment, steri strips, gloves, face masks, goggles, CPR mouthpiece, and First Aid instructions. Our school nurse will inventory the contents of our First Aid Kits annually and inform/train staff on the availability, location, contents, and procedures for refilling as needed.

## **COVID-19 Procedures**

All Patriot Advantage Club staff and children will follow the most up-to-date health and safety guidelines from the IDPH and CDC. Risk mitigation strategies such as health and symptom screenings upon arrival, masks and approved facial coverings, frequent handwashing, social distancing practices, and limiting shared items will be implemented to the greatest extent possible.

## **Emergency Management Plan**

Annual training on the crisis management plan, universal precautions, and risk management as it relates to child care is provided to staff annually. Beyond the Bell staff will also be familiarized with the Bunker Hill CUSD#8 Crisis Plan. Emergency phone numbers for the building administrator, program director, program coordinator, and superintendent are posted in the site location and provided to program staff.

Drills for possible emergency situations, such as fire and tornado are conducted and a record with dates and times of drill completion is kept on site. Fire drills are conducted monthly and at least 2 tornado drills are conducted seasonally. Building maps with primary and secondary exits marked are posted in all rooms throughout the building. Severe weather conditions and alerts are monitored by program staff, the program coordinator, and the program director, and approaching weather conditions are communicated with program staff by the coordinator and/or director to ensure adequate safety precautions are followed.

The Patriot Advantage Club site is located within the Bunker Hill CUSD#8 elementary school, Wolf Ridge Education Center, which is maintained by the district in order to ensure an appropriate, safe, and energy efficient physical environment. Building, playground, and equipment maintenance needs recognized by program staff are communicated with building administrators. Program staff and building custodial staff are responsible for cleaning and sanitizing program areas regularly.

All food and beverages made available on site comply with the federal, state, and local food safety and sanitation regulations. Snacks and meals are served in clean and safe settings with adequate time provided for students to eat, at a minimum, in accordance with state and federal standards and guidelines. Adequate pre-service training and food handling certifications are required for all Patriot Advantage Club employees who are involved in any applicable food preparation.

## **Other Information**

Children are not allowed to bring personal items (toys, money, games, etc.) to Patriot Advantage Club. No electronic devices (phones, tablets, smart watches, etc.) are allowed. If these items are brought, they must be powered off and left in backpacks unless authorized to use by a staff member. This is in accordance with the Wolf Ridge Student Handbook. The Patriot Advantage Club staff are not responsible for lost, stolen or broken items.



## Contact Information

### **Patriot Advantage Club Office**

700 West Orange Street  
Bunker Hill, Illinois  
(618) 585-4831

### **Patriot Advantage Club Program Coordinator**

Ms. Jessica Bassett  
(618) 585-4831 ext.3000  
jbassett1@bhcusd.org

### **Patriot Advantage Club Program Director**

Mrs. Shonda Ronen  
(618) 585-4831  
sronen@bhcusd.org