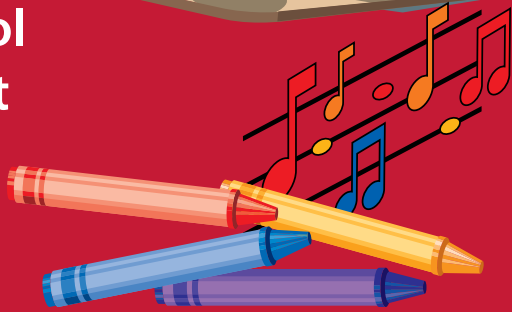


# Parent Handbook 2022-2023

Troy  
Trojans

Before &  
After School  
Enrichment  
Program



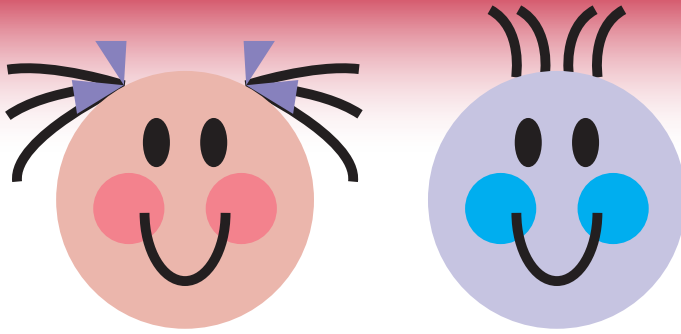
## ***Troy District 30C***

- Troy Craughwell • Troy Cronin
- Troy Heritage Trails • Troy Hofer
  - Troy Shorewood
- Troy William B. Orenic



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## Welcome

Welcome to the Joliet Park District Troy Trojan's Enrichment Program. The Troy Trojan's Enrichment Program is a place where children can be active, be with friends, have good experiences, be independent, learn new things, and just have a great time in a supervised and safe environment. Our program includes sports, arts and crafts, games, reading, storytelling, music, videos, and study time. This program is not licensed or regulated by DCFS.

The parent handbook is designed to provide you with the information you need about our program. If, at anytime, you have any questions or concerns, please do not hesitate to call Casey O'Connell, Recreation Superintendent at 815-741-7275 ext.172, or email [coconnell@jolietpark.org](mailto:coconnell@jolietpark.org).



## Program Philosophy

Troy Trojans is committed to providing a safe and nurturing environment for children who need learning activities before and/or after school. The Joliet Park District structures this program to be relaxed and recreational to counter-balance the day's educational activities. The staff is sensitive and flexible in order to meet the needs of both children and parents. Special emphasis will be placed on tailoring the program to meet each child's energy level.

## Daily Programs

Joliet Park District Before and After School Enrichment programs will operate Monday through Friday from 6:15-8:30am and from 2:20-6:00pm.

### Joliet Park District Telephone Numbers

For emergency purposes only, your child's Site Director has an emergency phone. Messages for the Recreation Department can be left between the hours of 6:15am and 6:00pm only, Monday – Friday. The emergency number is **815-741-7275 ext. 172**.

## Daily Schedule

Children can participate in a wide variety of activities while at the Joliet Park District. The children may play active games and sports, make arts and craft projects, enjoy music/dance/drama activities and have passive activities such as story time. The activities may vary based upon the needs and ages of the children, as well as the facility where we hold the program. Snack is provided by the Park District.

## Homework and Quiet Time

Everyday, the Troy Trojans instructors will supervise a minimum of 30 minutes of quiet time for homework, quiet reading, etc. It is not the Troy Trojans responsibility to ensure that any child does their homework. However, the Troy Trojans Enrichment Program schedules homework time for all students that need to do homework. Troy Trojans instructors are happy to remind and encourage your child that it is time to do their homework. The instructors will not force children to do their homework. Instructors will assist students with their questions to the best of their ability.

## Outdoor and Indoor Activity

Joliet Park District has designated areas that the Troy Trojans program uses. Troy Trojans uses a classroom for most activities. We will also have access to an outdoor playground and sports fields as well as the indoor gymnasium. On Fridays, we swim at the indoor pool located at the Inwood Athletic Club. **We will go outside to play as the weather permits. Please be sure your child is prepared by dressing appropriately for the weather.**

## Cooperation with School Districts

The Troy Trojans program, while managed and staffed by the Joliet Park District, is offered to meet the needs of the residents of School District Troy 30C. The school district and the Joliet Park District work cooperatively to provide a positive, nurturing environment for the participants and their families.

## Troy Trojans Staff

Our staff is composed of high school and college aged individuals whom we have carefully selected and trained to work with our program. They are employees of the Joliet Park District. Each enrichment program is supervised by a recreation superintendent. We strive to maintain a staff-to-participant ratio of 1:10, and there are many times when the ratio is much lower. All staff is certified in First Aid, CPR, and the use of AED. In addition, staff will be attending in-service training sessions and continuing education workshops throughout the year so that they can continue to provide the best care for your child. Troy Trojans Enrichment Program is under the direction of Casey O'Connell, Recreation Superintendent.

## Emergency School Closing

In the event that the school has an emergency closing, due to weather, mechanical difficulties, acts of God, etc., the Joliet Park District will cancel the Troy Trojans Enrichment Program. All-day closings will be announced online at [www.EmergencyClosings.com](http://www.EmergencyClosings.com)). For a midday closing, the school will call parents to pick up their children. The Joliet Park District does not give fee credits or refunds for these days if the school is cancelled due to weather, mechanical difficulties, acts of God, etc.

## Student Information Sheet and Emergency Contacts

The Joliet Park District provides you with a Participation Information Form. **You must fill this form out and return it on or before the first day of Troy Trojans Enrichment Program!** We cannot allow a child to attend unless this form is on file. One copy will be kept at the home school and the other copy will be kept at the Joliet Park District. The Joliet Park District must have the phone number of at least one individual on the Information Sheet whom we can reach at all times. If you are not going to be at your usual daytime phone number, please give your child's Site Director the number where you can be reached in case of emergency.

## Allergy Information

The number of children being diagnosed with food allergies is increasing. It is our goal to provide the safest possible environment for all children in our program. Please discuss your child's allergy with their teachers or call the Recreation Superintendent before the start of the program to discuss this information in detail. Every attempt will be made to accommodate children with food allergies during all activities. We thank you in advance for your cooperation in this important safety measure.

## Personal Belongings

You should mark all personal belongings – such as coats, gloves, hats, umbrellas, scarves, etc. – with your child's name for easy identification. We will maintain lost and found items at the site. If a child has lost a belonging, please send a note with your child describing the article and if we have it, we will return it.

We recommend that the children not bring personal belongings, such as toys, electronics or sports equipment, to Troy Trojans Enrichment Program. The staff will not be held responsible for them. Some items may be dangerous and possibly cause injury. The staff has the right to determine which items they will not allow at Troy Trojans Enrichment Program.

## Drop-Off and Pick-Up Procedures

Parents/guardians must accompany their children to the designated drop-off points for morning programs and must accompany their children from the pick-up points for the afternoon programs.

Parents will sign their children in for morning programs and out for afternoon programs each day. No child will be released to an individual not listed by the parent/guardian on the child's emergency form. Any staff member has the right to refuse release of a child, or may ask to see picture identification of anyone picking up a child if, in releasing him/her, the safety of the child is in question.

## Late Pick-Up

Children can be picked-up and signed out from at anytime from the Troy Trojans After School Enrichment Program until 6:00pm. The pick-up time of 6:00pm will be strictly enforced. If a parent is unable to pick-up their child by 6:00pm, it is the parent's responsibility to make other arrangements. The parent must notify the site as soon as they are aware that they may be picking up their child after 6:00pm. Whomever picks-up the child(ren) late will be required to sign a "Late Fee Statement" which will be sent to the Registration Office. The late fee will be added to your next month's billing. Adults/Guardians who arrive after 6:00pm to pick up a child will be charged a \$10 late fee for every 10 minutes (or portion thereof) they are late. If a child is not picked up by 6:15pm, the staff will call the phone numbers listed on the emergency form. If the child is not picked up by 6:30pm, the Joliet Park District will call the Joliet Police and release custody/responsibility for the child to them. Frequent late pick-ups (three times) will result in suspension from the program.

# Health and Safety

## Illness

We discourage participation in Troy Trojans Enrichment Program if your child is ill or has a fever, diarrhea, or is vomiting. If a child becomes ill during the program, a parent will be notified and asked to pick up the child. If the parent is unavailable, we will call the emergency contact. **Your child must be fever free for 24 hours before returning to the program.** In case of contagious disease, please notify Troy Trojans Enrichment Program staff immediately. All parents at that site will be notified as soon as possible. If your child has lice or nits, they will have to wait 72 hours and be treated before returning to our after-school program. Your cooperation is appreciated.

## Medical Emergencies

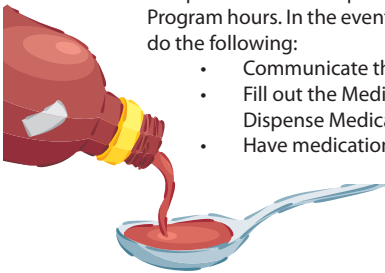
If your child is injured and requires more than basic first aid, the following steps will be taken:

- A staff member will call the paramedics to handle serious accidents/illnesses.
- We will contact you to inform you of the situation. If you are unavailable, we will contact persons listed on the emergency form.
- If necessary, paramedics will transport the injured child to the nearest hospital, accompanied by a Troy Trojans Enrichment Program staff member.
- You will be responsible for the emergency medical charges for all services rendered. Your authorization for the program staff to secure emergency medical care for your child and your commitment for payment thereof are both part of your registration agreement.

# Medication

We prefer not to dispense medication during Troy Trojans Enrichment Program hours. In the event a child must have medication, the parent should do the following:

- Communicate the need to the recreation superintendent.
- Fill out the Medication Information and Permission to Dispense Medication Forms.
- Have medication in proper container and dosage forms.



We reserve the right to refuse to dispense medication.

## Insurance

The Joliet Park District does not carry medical or accident insurance for program participants. The costs would make the program fees prohibitive. Please review your personal health insurance plan to be certain that your family has the proper coverage.

## Behavior and Discipline

The Joliet Park District expects Troy Trojans Enrichment Program participants to always exhibit appropriate behavior. We have developed the following basic principles and expect them of all participants to assure a safe and enjoyable experience for all. The staff may develop additional rules for each site as they deem necessary. If a child has a one-on-one companion during the school day, the Joliet Park District requires the same for Troy Trojans Enrichment Program participation.

Participants shall:

- Show respect to staff and other participants.
- Not disturb or hurt others verbally or physically.
- Not place him/herself in a dangerous situation.
- Show respect for equipment, supplies and facilities.

The Troy Trojans Enrichment Program staff will use a caring, positive approach regarding discipline, consistent with the schools. The purpose of discipline is to help a child develop self-control and learn to assume responsibility for his/her actions. We use only positive statements and reinforcement to redirect negative behavior. The staff will discipline each child as necessary and keep you informed.

The Joliet Park District reserves the right to dismiss a participant if his/her behavior is detrimental to other Troy Trojans Enrichment Program children. We will evaluate each situation on its own merit and use Behavior Incident Reports to document inappropriate behavior. Recurring or severe behavior problems may lead to suspension or dismissal from the program. The safety and enjoyment of all participants is our main concern. If a child receives 3 strikes, on the fourth they will be dismissed from the program.

## Discharge Policy

The Joliet Park District reserves the right to discharge a child from the Troy Trojans Enrichment Program if any of the conditions outlined below arise. It is the Joliet Park District's policy that discharge is the last resort, but it will be implemented if the problem poses immediate danger to the welfare of the participants and/or is a detriment to the quality of the program operation.

- Participant actions or activities that are an endangerment to the safety of self and/or the other participants and staff of Troy Trojans Enrichment Program. This includes inappropriate behavior, actions and/or language.
- Repeat violations by the parents of the pick-up policy.
- Violation of the tuition payment policies and deadlines.
- The child-care needs of the participant are incompatible with the curriculum structure of Troy Trojans Enrichment Program.
- Any additional violations or concerns deemed unacceptable by the Troy Trojans Enrichment Program staff.
- Harming others with weapons such as knives, glass, etc. will be automatically dismissed from the program.
- Guns are prohibited on the premises. The Joliet Police Department will be called if a child/parent/guardian has a gun on the premises.



## Van & Bus Conduct Expectations

Students who ride before and after school vans and buses will conduct themselves in a respectful, responsible, and peaceful manner at all times. The safety and security of our students is of utmost importance to the Joliet Park District. Appropriate disciplinary action will be taken for violation of the following Van or Bus Conduct Expectations:

1. Students will remain seated while the van/bus is in motion (facing forward with feet on the floor in front of them, not in the aisle). Books and other belongings shall be kept out of the aisles.
2. Students will not eat or drink in the van/bus.
3. Students will speak quietly and respectfully with each other and the driver.
4. Students will remain silent when the van is approaching and crossing railroad tracks.
5. Students will ask permission to open windows. All articles and objects must remain within the van/bus. No items are to be thrown out the window.
6. Students will be responsible for throwing any trash into the waste container provided in the van/bus.
7. Students will pay the cost for repairs and/or replacement of any damage they cause to seats or other equipment in the van/bus.
8. Students will properly identify themselves when asked.
9. Students are responsible for their personal property. Any items left in the van/bus are not the responsibility of the Joliet Park District.

## Concerns/Problems

Any troubles your child has at school or at home can affect behavior during the program. Please keep us informed of any unusual circumstances so we can be sensitive to your child's needs. The staff would like to work as a team with family and school. Your input is vital to our accomplishing this goal.

## Suspected Abuse or Neglect

In accordance with the procedures set forth in "The Abused and Neglected Child Reporting Act," any Troy Trojans Enrichment Program personnel having reasonable cause to believe that a child, known to them in their professional capacity, may be an abused or neglected child, shall immediately report the matter to their supervisor. The proper authorities will be notified.

## Tax Credit Letters

Upon request, tax credit letters can be generated during January for each participant for the previous year. **The Joliet Park District's Federal Tax Employer Identification Number is 36-600-5938** and will be included in the tax letter.

# Participants with Special Needs

It is the parent's/guardian's responsibility to inform the Joliet Park District of any special needs of a Troy Trojans Enrichment Program participant. This includes, and is particularly important for, students who have one-on-one aides or companions during the school day.

## ADA Statement

Joliet Park District programs, activities and services are subject to the recently enacted Americans with Disabilities Act (ADA), as well as to all applicable laws regarding nondiscrimination. If you or someone you know has a disability and is interested attending or participating in Joliet Park District programs, activities or services the Joliet Park District will make reasonable accommodations to facilitate that opportunity such as selecting available, alternative activity sites, removing barriers, revising policies and practices, providing auxiliary communication aids and services, or taking other appropriate action.

Please feel free to contact the Joliet Park District reasonably in advance of program participation to discuss any necessary accommodation with our Special Recreation Superintendent, Sara Kolodziej, c/o Joliet Park District, 3000 West Jefferson, Joliet, Illinois 60435, 815-741-7275 ext.176 or [skolodziej@jolietpark.org](mailto:skolodziej@jolietpark.org), to assist the Joliet Park District staff in making appropriate accommodations.

The Joliet Park District is currently assessing and reviewing its programs, services, activities, policies and practices in relationship to the requirements of the ADA and invites suggestions and comments from interested persons. The Joliet Park District has adopted grievance procedures for resolution of ADA complaints, and copies are available from our ADA Coordinator upon request.

## Communication

Again, welcome to our program. Our primary concern is the well-being of your child. Communication between the Troy Trojans Enrichment Program staff members and the parents/guardians is vital. If you have any concerns regarding the billing program and/or your child, please speak directly to Casey O'Connell, Recreation Superintendent, 815-741-7275 ext. 172 or email [coconnell@jolietpark.org](mailto:coconnell@jolietpark.org).



## Payment Policies

The Joliet Park District calculated the total yearly cost for this program and divided it into equal monthly payments. **Yearly cost does not include any scheduled holidays or school institute days.**

### Troy Trojans Before School Enrichment Program

This program is available to all children who attend Troy District 30C. Each child must provide their own breakfast or morning snack. Program is available five days per week.

Schedule follows Troy District 30C.

Age: Pre K to 6th grade      Deadline: 8/5/22      22-3-2100  
Kathy Green Multi-Purpose Center  
Mon-Fri    8/7/22-5/31/23    6:15-9am    \$200 per month (\$1800 per year)

### Troy Trojans After School Enrichment Program

This program is available to all children Troy District 30C. Each child must provide their own afternoon snack. Program is available five days per week.

Schedule follows Troy District 30C.

Age: Pre K to 6th grade      Deadline: 8/5/22  
Kathy Green Multi-Purpose Center  
22-3-2101A      Craughwell  
22-3-2101B      Cronin  
22-3-2101C      Heritage Trail  
22-3-2101D      Hofer  
22-3-2101E      Shorewood  
22-3-2101F      Other  
22-3-2101G      William B. Orenic  
Mon-Fri    8/17/22-5/31/23    3:15-6pm    \$225 per month (\$2025 per year)

- The payment program is based on actual school calendar days. Selected school holidays are not included in the program, but can be registered for separately.
- Registrations processed after the 5th of each month will be billed the entire monthly fee and not be pro-rated.
- The initial payment at registration is a non-transferable/non-refundable deposit.
- There is a \$25 per month additional child discount for our Before and After School program.

## Tuition Payment Policy

Tuition payments are non-refundable. Holidays, teacher institutes and field trip days are taken into account in the fee schedule. We do not issue credit for absence for any reason. Payments are made by Electronic Fund Transfer from a checking account or credit card with eight equal monthly installment payments beginning in September and ending in April. **Your non-refundable/non-transferable deposit reserves your child's spot in Troy Trojans Before and After School. If you drop, there is no refund of this payment.** Monthly installment payments will be deducted on the 5th of each month. Fees are listed in the Park District Brochure. It is your responsibility to contact us to let us know if your account information changes and to provide updated expiration dates on credit cards. **Late or declined payments are subject to an additional \$25 per month late fee (to be strictly enforced) and may jeopardize participants' place in class and other programs at the Joliet Park District.**

## Uncollected Fees

The Joliet Park District will handle uncollected fees in the following manner:

Any participant with outstanding balances will receive a past due notice after the 5th of the month. If full payment is not received by the 8th of the month, the Park District will consider your account delinquent and we will charge \$15 each day, with a maximum of \$45. If payment is not received after three (3) days, we will suspend your child from the program. Any participants with an outstanding balance will not be eligible for new enrollment in any Joliet Park District Programs. When the outstanding balance is paid, if space is available, the Joliet Park District will consider the new enrollment. You should discuss any hardships with the payment schedule with Casey O'Connell, Recreation Superintendent.

## Withdrawal

To withdraw your child from the program, the Registration Office must receive written notification from the parent by the 15th of the month preceding the withdrawal, or the parent is liable for the full monthly tuition. For example, if parents should decide that as of December 1st they do not wish their child to attend, they must notify the Registration Office in writing by November 15th.

The Joliet Park District has the option of denying the participant the opportunity to renew enrollment during the current school year after withdrawing from the program. If a request is made to renew enrollment, it must be in writing and approved by Casey O'Connell, Recreation Superintendent.

## Institute and Conference Days

The Joliet Park District will provide care and may conduct special events on school institute and conference days at an additional fee. These days are listed on the school calendar. On half days of school or early dismissal, the children will go to Troy Trojans Enrichment Program as soon as their classes end. The Joliet Park District does not charge extra for these programs for Troy Trojans Enrichment Program participants, as they are included in the annual fee.

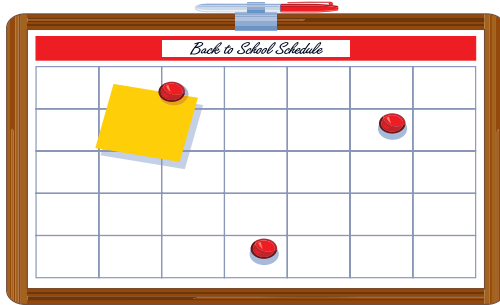
There is also a School District specific calendar provided in this packet that outlines the days off school and differentiates between Winter and Spring Break Camps and Early Dismissal days.

School holidays **do require** an extra fee and shouldn't be confused with early dismissal days.



# TROY ELEMENTARY SCHOOLS STUDENT ATTENDANCE HOURS

GRADES	REGULAR HOURS
Pre K-4	8:35am-3:05pm
5th – 6th	7:35am-2:20pm

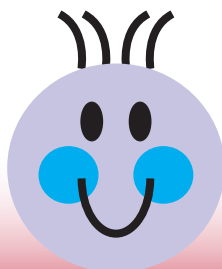


## EARLY RELEASE DATES

SCHOOL IMPROVEMENT DAYS					
September 2, 2022	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Grades Pre K-4</td> <td style="text-align: center;">Grades 5th – 6th</td> </tr> <tr> <td style="text-align: center;">8:35am – 11:50am</td> <td style="text-align: center;">7:35am – 10:05am</td> </tr> </table>	Grades Pre K-4	Grades 5th – 6th	8:35am – 11:50am	7:35am – 10:05am
Grades Pre K-4		Grades 5th – 6th			
8:35am – 11:50am		7:35am – 10:05am			
October 31, 2022					
December 2, 2022					
January 13, 2023					
February 17, 2023					
April 28, 2023					

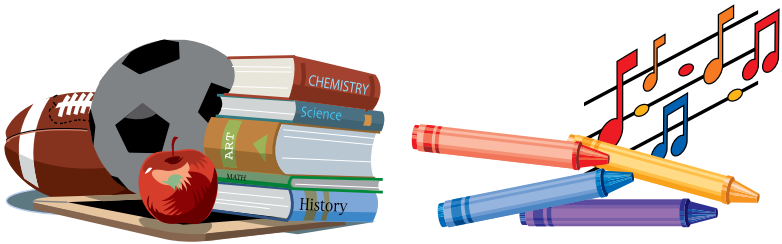
**TROY COMMUNITY CONSOLIDATED  
SCHOOL DISTRICT 30-C  
2022-2023 School Year  
NO SCHOOL**

September 5, 2022	Labor Day
October 7, 2022	Teacher Institute
October 10, 2022	Columbus Day
November 8, 2022	Election Day
November 21-22, 2022	Parent-Teacher Conferences
November 23-25, 2022	Thanksgiving Break
December 19, 2022- January 2, 2023	Christmas Break
January 16, 2023	Martin Luther King, Jr. Birthday
February 20, 2023	President's Day
March 3, 2023	Teacher's Institute
March 6, 2023	Casimir Pulaski Day
March 27-31, 2023	Spring Break
April 7, 2023	Good Friday
April 10, 2023	Easter Monday
May 29, 2023	Memorial Day





**Kathy Green Multi-Purpose Center**  
3000 W. Jefferson St.  
(815) 693-6195



## Troy Trojans Before & After School Enrichment Program



"National  
Gold Medal Award  
Winners"

*Take time for Fun!*