

Oak Brook Park District

# Dolphin Station



## 2024-2025 Parent Handbook



Oak Brook  
Park District

*A National Gold Medal Agency*

# Welcome to Dolphin Station!

## Overview of Program

Dolphin Station Before and After School Program is a cooperative venture between the Oak Brook Park District and Butler Community School District 53. The Park District collects registration fees and is responsible for the daily administration of the program. The program is being held at Oak Brook Park District, 1450 Forest Gate Road, Oak Brook, IL.

Our goal is to provide a safe, fun, friendly, inclusive, and comfortable before and after school environment. Our focus is a balanced program including; physical activity, homework time, snack, play, games, arts and crafts, and socialization under the supervision of qualified, caring staff.

Please read this Parent Handbook thoroughly as it contains important information about our program. Should you have any questions or concerns, contact Kim Catris, Recreation Manager at 630-645-9516 or [kcatris@obparks.org](mailto:kcatris@obparks.org).

## Site Address and Contact Information:

Oak Brook Park District  
1450 Forest Gate Road, Oak Brook, Illinois 60523

Site Phone Number . . . . . (630) 441-3566  
Oak Brook Park District Main . . . . . (630) 990-4233  
Oak Brook Park District Registration . . . . (630) 645-9590  
Oak Brook Park District Fax . . . . . (630) 990-8379  
Brook Forest Administration Office . . . . (630) 325-6888

## Program Hours of Operation

Before School . . . . . 7-8:15am  
After School . . . . . 3:30-6pm  
Program Dates . . . . . School Calendar (September-June)

## How to Register

Registration for Dolphin Station opens May 1, 2024. Registration deadline for Dolphin Station is August 1, 2024. After the deadline, applications will be taken based on availability.

All forms needed for the program can be downloaded from our website at [www.obparks.org/dolphinstation](http://www.obparks.org/dolphinstation).

You may hold your child(ren)'s place online with a \$50 reservation fee (One per family) at [obparks.org](http://obparks.org). This fee is nonrefundable and nontransferable. Participation in the program will not begin until the appropriate registration form is received by the park district. This form is available online at [obparks.org/dolphinstation](http://obparks.org/dolphinstation). All registration questions are to be directed to the park district at 630-645-9590 or by email [registration@obparks.org](mailto:registration@obparks.org).

Read the Parent Handbook and complete the Program Participant forms (one for each child). Forms need to be completed and returned to the Oak Brook Park District by e-mail ([registration@obparks.org](mailto:registration@obparks.org) subject line Dolphin Station) by August 9, 2024.

## Program Fees & Schedule

The Dolphin Station program charges an annual program fee based on the number of days per week of care. The annual program fee is then divided into nine equal monthly payments – listed on the registration form.

Payments will be charged on the first day of the following months: 9/1, 10/1, 11/1, 12/1, 1/1, 2/1, 3/1, 4/1, and 5/1. Because the school year encompasses parts of ten months (September through June) each monthly payment actually covers more than a month of care. Therefore, participants who enroll after the school year has already begun will be charged a pro-rated fee based on the number of days left in the school year.

**Please note:** Dolphin Station follows the school calendar for District 53. We are closed when school is not in session. There is no PM session on early dismissal days, but there will be an AM session. These days are not included in the fees charged for the program.

No refunds, credits, or reallocation of funds will be given for missed days, extended absences, or program cancellations due to weather or other circumstances. Extended medical refunds need to be accompanied by a medical note from a doctor.

## Financial Assistance

Financial assistance in the form of scholarships is available for those in need. Interested applicants may obtain a scholarship application at the Family Recreation Center. Initial Dolphin Station registration fee must be made and can be adjusted when financial assistance is applied. For more information please contact the Registration Coordinator at [registration@obparks.org](mailto:registration@obparks.org) or 630-645-9590.

## Withdrawal and Schedule Changes

Participants who withdraw from the program after the school year has already begun will be given a pro-rated credit based on the number of days school has been in session. Reinstatement of services after withdrawal may be available if space is still available.

A schedule change will be considered based on availability. Your request must be submitted on the Dolphin Station Change Request Form at least five business days prior to the start date of the requested change. Monthly fees will then be pro-rated accordingly.

Forms are available on the website at [www.obparks.org/dolphinstation](http://www.obparks.org/dolphinstation). All change and withdrawal requests must be submitted to [registration@obparks.org](mailto:registration@obparks.org)

## Communication for Days Off

If your child will not be attending Dolphin Station on a day they are scheduled please call or text the on site cell phone at 630-441-3566.

## Waiting Lists

The program you are interested in may be full at times and you will be placed on a waiting list. You will be required to pay the \$50 registration fee to obtain a place on the waiting list. If you do not receive a spot the registration fee will be refunded to you. You will be contacted when an opening is available. If you do not register within a 48-hour period, your name will be taken off the waiting list. Please note that waiting lists do not guarantee a spot in the program.

## Arrival Procedure

Children may be dropped off starting at 7am in the Purple Room at the Family Recreation Center. The District 53 bus will then pick them up and take them to Brook Forest. Time of pick up of bus will be determined by District 53 and sent to you before the school year starts.

## Pick Up Procedure

Children must be picked up by 6pm. Our normal pick up location will be in the Purple Room at the Family Recreation Center. Please call the Dolphin Station phone number of 630-441-3566 when you are close to the Park District as they may be in the gym, playground or classroom. A child will be released from Dolphin Station ONLY to individuals authorized in writing (on the Child Authorization form) to pick up the child.

## Late Child Pick Up

If you are late picking up your participant there is a fee of \$1.00 for every minute that you are late after 6:05pm. You will be billed for all late fees at the end of every month. Three occurrences of being picked up after 6:15pm will result in expulsion from the program.

## Information Changes

Please notify the Oak Brook Park District registration office in writing to [registration@obparks.org](mailto:registration@obparks.org) whenever you have a change of address, phone number, employment phone number, credit card information, authorized guardians, emergency contacts, or medical information. Emergencies may arise with your child, and it is very important that staff have updated, accurate information.

## Snacks

A snack is provided each day during the afternoon session. Snacks are included in the program fee. Refunds will not be issued if your child does not eat the snack provided. If your child has a food allergy and cannot eat the snack provided, you are welcome to send a daily snack with your child. The Oak Brook Park District will not serve any snacks to participants that contain nuts. Please do not bring any food to the program that contain nuts.

## Dolphin Station Staff

Each site is staffed with a Site Supervisor. The Site Supervisors are experienced professionals with a college degree and/or experience in elementary education, recreation, or related fields. All staff are CPR/AED certified and have completed a criminal background check and drug test.

## Appropriate Attire

The District 53 Dress Code also applies to Dolphin Station. In addition, rubber-soled, closed-toed footwear is required for active inside play as well as playground usage.

## Personal Items

Dolphin Station adheres to District 53 policies. Participants are not permitted to bring gum, candy, sports equipment, toys, or electronic gadgets or media to Dolphin Station. We are not responsible for loss, theft, or damage to items.

## Homework Policy

Best Practice indicates that the appropriate amount of homework for school-aged children is a maximum of ten minutes per grade per day. (For example, a 5th Grade student should have a maximum of 50 minutes of homework per day.) Therefore, Dolphin Station provides approximately 50 minutes of quiet (not silent) homework time Monday through Thursday afternoons. Many students do not need this much time, but it is available. Because Dolphin Station is a recreational program, our main focus is not homework, but a balanced program including snack, physical activity, games, crafts, and socialization. Our experienced staff will provide homework guidance, and strive to take each parent's preferences into account with regards to how much of the homework should be completed at Dolphin Station, and how much should be left to complete with parents at home. We do not provide one-on-one tutoring, and we do not force students to do homework. We expect students to take responsibility. Any communication with teachers regarding academics must be done by the student or parent.

## Behavior Management

The Dolphin Station staff is trained on how to implement positive guidance techniques with the children. Our goal is to have all children enjoy their time in our program and feel safe and secure while they are here. Children will learn social skills, problem-solving and conflict resolution.

The goal of our program is to provide an atmosphere for children to develop a variety of satisfying skills and relationships, while enjoying healthy activities.

**Appropriate Conversation:** Children will not be allowed to discuss inappropriate topics or contribute to demeaning conversations about other participants or staff.

**Appropriate Language:** Children must refrain from using obscene language or gestures for any reason.

**Respect:** When asked to do or not to do something, a participant needs to follow the directions given the first time. This is for the safety of all participants. Please speak to staff and other participants with respect.

**Play:** Participants are asked not to engage in any horseplay with each other or with staff. No one will be allowed to hit, push or display any type of aggressive behavior. We will use words and problem solving skills to settle our differences. We keep our bodies to ourselves.

**Responsibility:** All participants need to remain within eyesight of the staff.

**Caring:** It is important to treat equipment, toys and games with care so that other participants can enjoy them.

All participants will be expected to follow the rules. Dolphin Station staff will go over these rules repeatedly to reinforce the expectations. If an incident occurs where a participant conducts himself/herself in a manner that jeopardizes their safety, the safety of others, or is not in accordance with the rules the following steps will be taken:

**First Violation:** A staff member will address the issue directly with the child, document it and discuss with the parent when they arrive that day. Parents must sign the behavior slip at the time of pick-up.

**Second Violation:** A staff member will address the issue directly with the child and document it. The child may be removed from an activity for the day. Parents will be contacted during the day or at the end of the program depending on the time and severity of the incident. Parents must sign the behavior slip at the time of pick up.

**Third Violation:** A staff member will address the issue directly with the child and document it. The Parent or Guardian will receive a phone call and be asked to pick up their child within the hour. The child will be suspended from their next scheduled day of Dolphin Station. Parents must sign the behavior slip at the time of pick up.

**Fourth Violation:** A staff member will address the issue directly with the child and document it. Parents will be contacted immediately to pick up their child from Dolphin Station. The child will then be suspended from Dolphin Station for 2 weeks with NO refund. Parents must sign the behavior slip at the time of pick up.

**Fifth Violation:** Child will be dismissed from Dolphin Station for the remainder of the school year.

Any child causing severe harm to another child or staff member or participating in extreme behavior will be dismissed from Dolphin Station immediately. Children with documented disabilities or specific behavior plans may be addressed on a case-by-case basis.

## Medication

If your child is required to take prescription medication while at Dolphin Station, the Site Supervisor or school nurse, if available, will administer it. The medication must be given to the Site Supervisor in the original, properly-labeled container. The label must include: the date the prescription was filled, child's name, physician's name, drug name and dosage, and instructions on when and how to give the medication. A Medication Release Form must also be filled out and on file before any medication can be given. This form is part of the Program Participant Forms packet.

## Emergency Procedures

Evacuation procedures for each program have been established in the event of a major emergency that would necessitate removing children from the site. You may pick up your child at the evacuation spot located at the tennis courts.

If a child is injured in a program, we will take the necessary emergency steps and contact you as soon as possible. Should any injury or situation involve impaired breathing, loss of consciousness or circulation, symptoms of spinal injury, shock, fractures, heart attack, poisoning, or any other serious injury/illness, we call 911. The parent/guardian also authorizes the District and its employees, agents, and representatives to consent to any medical, dental or surgical treatment, including First Aid, urgent care, emergency care or any health treatment deemed necessary or advisable under the circumstances for your child. You authorize such person to transport the child for health reasons. You will be financially responsible for and required to pay any such health treatment and transport.

Dolphin Station staff is trained in CPR and First Aid procedures as well as procedures to reduce the risk and spread of blood borne pathogens, including HIV and Hepatitis B. By registering your child for a program and signing the registration form you are releasing Oak Brook Park District from all liability which may arise from the child's participation in the program.

## Hand Washing and Health Concerns

The most significant step that individuals can take to reduce the spread of disease is hand washing. We wash our hands frequently, carefully assuring that staff do the same and instruct children on how to adequately wash their hands. Parents will be notified if their child has not been feeling well. Moderate injuries will be communicated to parents once proper First Aid procedures have been followed. In case of severe injuries parents will be notified immediately. If a child develops a fever or vomits, parents will be notified immediately and asked to come and pick up their child.



## Incident and Accident Reports

An accident report is taken by the staff any time your child is injured in the program. The report documents the date, time, the nature of the accident and treatment. Every effort will be made to inform you if your child has had accident on a particular day and you are encouraged to speak to staff about the occurrence. You are responsible for keeping emergency information updated.

## Inclusion of All Children

Oak Brook Park District is a diverse community of families representing a wide range of ethnic, cultural, and geographical backgrounds. Children, parents, and staff arrive here with unique traditions and beliefs. It is the goal of the staff to respond with sensitivity to the diverse background and actively encourage a broad understanding and acceptance of diversity.

Oak Brook Park District is committed to implementing the intent and spirit of the Americans with Disabilities Act. We believe the inclusion of all children of differing abilities within the program enriches the experiences of all the children. The staff will be responsible for the implementation of Individualized Education Programs within the context of the program.

## Confidentiality

Information about the health or abilities of any child or a family's status will be considered as confidential. Such information will only be shared with staff only as necessary to meet the needs of the child. Occasionally, family information may also be shared with regulatory agencies (Department of Health, Child Care Division, etc.)

## Photo Policy

Smile! You may be photographed. Oak Brook Park District may use photographs of participants in District publicity without permission or compensation. If you do not wish for your child to be photographed in the program, please indicate so in his/her Program Participant Forms.

# Notes

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