

CHAMPAIGN-URBANA SPECIAL RECREATION
2019-2020 AFTERSCHOOL PROGRAM



PARENT HANDBOOK

CUSR
1311 West Church Street
Champaign IL 61821
217-239-1152
www.cuspecialrecreation.com

WELCOME
CUSR Afterschool Program

We're looking forward to an exciting program filled with opportunities for fun, learning, and growth. This manual applies to the Champaign-Urbana Special Recreation (CUSR) Afterschool Program and should enable you to become more familiar with our policies and procedures. Please read through this manual and keep it for your future reference.

CUSR offers a wide variety of programs throughout the year. These programs include sports, arts, games, cooking, swimming, field trips, and much more. More information about specific programs can be found in the CUSR brochure, which is released three times per year. If you know someone who would like access to the brochure, they can download it at www.cuspecialrecreation.com or call the Hays Recreation Center at 217-239-1152 for more information.

We will be very happy to answer any questions you may have.

CUSR AFTERSCHOOL

Morgen McGraw
CUSR Youth and Teen Coordinator
Hays Recreation Center
1311 West Church Street
Champaign, Il, 61821
217-239-1152

AFTERSCHOOL LOCATION

Hays Recreation Center
1311 West Church Street
Champaign, IL, 61821
217-722-0602 (cell phone)
217-239-1152 (CUSR office)

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ACTIVITIES

Everyone is required to preregister for each program. Registration forms are available anywhere you can register for Champaign Park District programs (Leonhard Recreation Center, Springer Cultural Center, Hays Recreation Center and the Douglass Community Center). You can also register for programs at www.champaignparkdistrict.com.

Every parent/guardian needs to make sure they have filled out the registration form and signed the waiver on the back of the registration form. **Please list another person staff can contact during Afterschool Program hours in case of an emergency if the primary person cannot be located.** The registration form must be filled out completely. The forms can then be dropped off anywhere you can register for Champaign Park District programs (Leonhard Recreation Center, Springer Cultural Center, Hays Recreation Center, and the Douglass Community Center).

WAIT LIST

If the program is full, additional registrations will go on a wait list. If a space opens up in the program, participants on the wait list will be contacted to see if they still want to attend the program. Generally, participants are taken off the wait list and added to the program on a first come basis.

INFORMATION UPDATES

If at any time the participant or parent/guardian's telephone number, address, or other pertinent information changes, please notify the Afterschool Program director or the CUSR staff person listed on page 2.

INCLUSION REQUEST PROCEDURE

If an ADA accommodation is needed to support an individual within any Champaign or Urbana Park District program, a box should be marked at time of registration. An accommodation can be made for any individual based on their IEP goals and/or diagnosis. Some of the supports available can be, but are not limited to a 1:1 aide, sign language interpreter, rule modification or supply adaptation. If this box is missed the parents can contact the Program Coordinator as soon as possible. They will in turn contact Champaign-Urbana Special Recreation (CUSR) and a review of the request will occur. An accommodation can take up to two weeks.

ENVIRONMENTAL/MEDICAL ACCOMMODATION REQUIREMENTS & PROCEDURES

Special accommodations include conditions that require emergency medications. This can include but is not limited to Diabetes or severe allergies of which these conditions require insulin or an Epi-pen. CUSR must be notified in advance of any conditions that can affect an individual and the proper medical protocols must be followed as explained in this handbook. If the request along with all needed documentation is not presented to CUSR in a timely manner, participation within the program can be delayed or denied.

Submit a completed Permission to Dispense Medication waiver as well as a medical plan on physician letterhead from the current calendar year. CUSR will review and seek any clarification as needed to ensure the accommodation is met. Timeliness of all the information is important to ensure participation. Any medical plan submitted the first day of the Afterschool Program session will be reviewed immediately by staff to determine participation. Parents will not be allowed to leave children at the program until approval is granted and plans for the accommodation are in place.

NON-ACCEPTANCE

A participant may not be accepted into the program if:

1. Parent/guardian or self-guardian participant fails to return or fully complete the registration form.
2. Payment is not made by the start of the program session. Future registration will not be allowed until payment is made.
3. Behavior of the participant is harmful to self or others according to our behavior policy.
4. Parent/guardian fails to submit accommodation requirements.

PAYMENT

1. The balance for each session is due two weeks before the session begins. If payment is not received by the time stated, your child will be dropped from the program.
2. Cash, check, money order, Visa, and MasterCard are accepted for payment of all programs at designated sites. If paying by check, please have your driver's license number on the check.
3. There will be a \$25.00 charge for all NSF checks. If checks are returned, payment will need to be in the form of cash or money order.
4. For residents of Champaign or Urbana who are unable to participate in recreation programs due to economic hardship, CUSR offers scholarships to reduce certain fees and charges. Scholarship applications are not guaranteed and are based on available funds, program registration, and choice of program location. Early applications are given priority. Please apply 3 to 4 weeks before the program's start date. Applications are available at Hays Recreation Center and can be mailed upon request. Need is the primary criteria upon which scholarship applicants are considered. Scholarships will not be granted for transportation and certain programs designated in program guide.

REFUNDS

All Afterschool Programs have a \$10.00 non-refundable deposit on every session. Cancellations must be made at least one week prior to the start of the program in order to receive a refund, minus the \$10.00 non-refundable deposit. In cases where the minimum number of registrants is not received for a program, CUSR will cancel the program. Full refunds will be issued to all registrants.

TAX INFORMATION

Our program costs may be partially deductible on your income taxes as a credit for childcare. The CUSR tax identification number is 37-6000474. CUSR **does not** provide individual childcare financial records, so please **keep your own receipts for your records for tax purposes.**

CHECK-IN PROCEDURE

A parent/guardian is required to check-in their child prior to the start of each day. If the child is being transported by bus to camp, CUSR staff will be responsible for checking them in.

MEDICATION

Some participants may need to be given medication during the program. In order for CUSR to be able to dispense medication, these guidelines must be followed:

1. Parent/guardian must sign the *Permission to Dispense Medication and Waiver and Release of All Claims* and complete the *Instructions for Dispensing Medication* form specifying:
 - a. Type of medication
 - b. Time medication should be administered
 - c. Specific instructions
2. Only prescription medications in original containers with the doctor's name and the dosage on the label will be accepted.
3. Send the designated amount that will be dispensed by staff. A log will be kept of the medication as it is dispensed. CUSR staff will secure all medicine.

If participant is self-medicating, staff must be notified of this so they are aware in case of an emergency.

CLOTHING

All participants should dress appropriately for the weather and the activities scheduled for their program. All participants should wear tennis shoes while at camp. No skirts are allowed. Participants are expected to wear appropriate swim wear. Swimsuits allowed include swim trunks for boys and one piece or standard two piece suits for girls. No string bikinis allowed please. Please bring an extra set of clothes in case of accidents that may occur during the course of each program. If specific clothing or equipment is needed for the program, participant/guardian will be notified.

PERSONAL NEED ITEMS

Any additional personal need items should be labeled and provided daily when necessary. Example items are: sunscreen, bug spray, sanitary pads, special needs items, wipes, adaptive eating utensils. Participants who lack bladder and/or bowel control will need to have adequate changes of clothes each day. If diapers are needed, we require an adequate supply of disposable diapers provided daily. The parent or guardian will be responsible for any expenses CUSR occurs to deal with personal hygiene issues.

FOOD / MEALS

Participants should bring an afternoon snack and additional water each day.

SAFETY

Personnel at all levels are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. Each staff member is to ensure that work is done in a safe manner, inspections are conducted on a regular basis, hazards are confronted, and accidents are investigated. Designated staff members are trained in general first aid and certified in CPR.

ACCIDENTS

If a participant has an accident serious enough to require professional medical attention, CUSR staff will contact the parent(s) or guardian(s). If the parent(s) or guardian(s) cannot be reached, the designated emergency resources listed on the registration form will be called. If it is necessary for the participant to go to the hospital, the parent(s) may transport the participant, or an ambulance will be called at parent/guardian expense. In very severe circumstances, 911 will be called and parent(s) or guardian(s) notified after the 911 call. If staff is unable to reach any adult responsible for the participant or if time is critical, an ambulance will be called and the participant will be taken to the hospital. A staff member will accompany the participant to the hospital. CUSR staff will continue to try contacting the parent(s) or guardian(s).

INJURY AND FIRST AID

Should an injury occur at a program site:

1. Depending on the severity (abrasions, cuts, etc.) first aid will be provided by staff. This must be completed before the participant can return to the program.
2. If the injury is severe, paramedics will be immediately notified and staff will take the necessary precautions and address the medical situations as needed.
3. If blood is visible on any part of the participant's clothing, that part of the clothing must be removed and replaced with clean clothing. A participant will not be allowed to return to the program with blood on his/her clothes. You will be asked to bring clean clothes or pick them up. Staff will take extra precautions to minimize the spread of germs. Proper hand-washing techniques will be used when dealing with any bodily fluid (saliva, mucus membranes, urine, etc.).

PARTICIPANT ILLNESS

Do not send your participant to his/her program if he/she is sick or has been exposed to a communicable disease. If a participant becomes ill, staff will use their best judgement and attempt to isolate the participant from the rest of the participants. Attempts to notify the parent(s) or guardian(s) will be made by CUSR staff. If parent(s) or guardian(s) are unreachable, the emergency resources listed on the registration form will be called. Participants will be sent home for, but not limited to, the following:

- Chickenpox
- Conjunctivitis (pink eye)
- Diarrhea
- Fever
- Head lice and scabies
- Hepatitis A virus
- Mouth sores with inability to control saliva
- Mumps
- Ringworm
- Skin rash
- Sore throat due to strep (streptococcal pharyngitis)
- Tuberculosis
- Vomiting
- Whooping cough (pertussis)

Your IMMEDIATE response is required. CUSR follows the recommendations and guidelines of the Public Health Department. Kids that are sent home for a illness may be asked to supply a doctor's note or a medical release form on official letterhead before returning to Afterschool Program.

INCLEMENT WEATHER PLAN

Programs may be cancelled due to inclement weather or unusable facilities. Staff will contact participants in advance whenever possible. If the program gets cancelled after it has begun, the parent or guardian will be contacted to inform them where to pick up the participant.

LIGHTNING AND THUNDER GUIDELINES

If lightning is seen or thunder is heard, outdoor activities shall be suspended for 10 minutes. Employees and participants are required to seek shelter. All activities will stay suspended until 10 minutes after the last flash of lightning or sound of thunder.

TORNADO AND SEVERE THUNDERSTORM PLAN

The site disaster plan will be followed.

TEMPERATURE GUIDELINES

In the event of extreme heat, programs will be restructured appropriately to protect participants from temperature conditions

FIRE PLAN

1. All persons will be led from the facilities according to the site fire plan.
2. All groups will meet at a secure location a safe distance away from the building and attendance will be taken.
3. The fire department will be called.
4. Parent(s)/guardian(s) will be called.

SUSPECTED ABUSE OR NEGLECT

The Illinois Abused and Neglected Child Reporting Act mandates any CUSR staff having reasonable cause to believe that a child, known to them in their professional capacity, might be abused or neglected, shall immediately report the matter to their supervisor and the Department of Child and Family Services (DCFS).

BEHAVIOR CODE OF CONDUCT

All participants are expected to exhibit appropriate behavior at all times while participating, spectating, or attending any program or activity sponsored by the CUSR. This includes participation in programs that may or may not require an admission fee, such as spectating at athletic events, concerts, or attending special events. The following guidelines are designed to provide safe and enjoyable activities for all participants. Additional Codes of Conduct may apply for particular programs such as day camps, athletic leagues, and aquatic facilities.

Participants and Parent/Guardian shall:

1. Show respect to all participants, spectators, and staff. Will also show respect for program rules and equipment.
2. Take direction from CUSR staff.
3. Refrain from using abusive or foul language.
4. Refrain from causing bodily harm to self, other participants, spectators, or CUSR staff.
5. Refrain from damaging equipment, supplies, and facilities.

Guidelines are utilized consistently by staff for recommendations on proper discipline to poor conduct. A copy of the *Conduct Report Guidelines* is attached to this handbook.

If there is need for an ADA accommodation please see “Inclusion Request Procedure” information on page 4 of this handbook.

CPI TRAINED STAFF

Designated program staff are trained in non-violent crisis prevention techniques. To maximize the safety of all participants, staff may use verbal and non-verbal techniques to de-escalate a participant or situation. Physical intervention is used as a last resort to ensure safety. When physical intervention techniques are used, a parent/guardian will be contacted, and depending on the severity of the action, police may be contacted as well. Depending on the severity and/or frequency of physical intervention, participation may be suspended.

The following expectation is set for First Degree, Second Degree, and Third Degree behaviors along with restraints. After a participant has been restrained for aggressive behavior towards themselves or others and shows that they have calmed down and come back to rationality, that participant will be allowed to join the group again. If the participant cannot show rationality or if that participant needs to be restrained again within 10 minutes of the first restraint, the parents/guardians will be called and they will have a given time frame to pick up or make arrangements for the pick-up of their child. Every attempt to contact the parents/guardians will be made. If the parents/guardians cannot be reached the emergency contacts will be called. The rationality of the participants will be based on an observation by the staff member who knows the participant and the program leader or a full-time CUSR staff.

There will be a time frame stated for expected parent response to have their child picked up from Afterschool Program within the phone call. If the child is not picked up within the stated time frame the parent will be assessed a monetary fee due within the week of the incident or the participant will be suspended the next week until payment is received.



BEHAVIOR MANAGEMENT POLICY

Champaign-Urbana Special Recreation

In order to provide a safe and enjoyable experience for all participants, the Champaign Park District (CPD) and Champaign-Urbana Special Recreation (CUSR) have developed a set of expectations for all participants. All participants will be treated fairly based on individual aptitude. Behavior guidelines are as follows:

1. No participant will endanger him/herself or other participants or staff.
2. Participants will use respectful, appropriate language towards staff and other participants.
3. All participants will respect their leaders, program rules, other participants and equipment.
4. All participants will keep their hands, feet and objects to themselves.

Consequences for inappropriate behavior are as follows:

1. *First Offense:* Participant will be removed from the group activity, receive a verbal warning that the exhibited behavior is inappropriate, receive reinforcement of appropriate behavior. Participant's return to the group will be dependent upon severity of offense. If applicable, Parent/Guardian will be notified at pickup.
2. *Second Offense:* Participant will be removed from the group activity, receive a second verbal warning that the exhibited behavior is inappropriate, receive reinforcement of appropriate behavior. If applicable, parent/guardian will be notified and asked to pick their participant up within 30 minutes of the incident. Parent/guardian will be notified at pickup that a second offense has occurred, reminded of the ramifications of a third offense.
3. *Third Offense:* Participant will be suspended from the program for up to 3 days, without refund. If applicable, the participant's parent/guardian will be called for immediate pickup, and when the participant is picked up, the Program Supervisor will meet with the parent/guardian, discuss the incident and consequence, and revisit the ramifications of a fourth and fifth offense. (*If participant is not picked up/signed out within 30 minutes of the parent/guardian being contacted, the participant will be released into the custody of the Champaign Police Department.)
4. *Fourth Offense:* The participant will be suspended from the program for up to 5 days without refund. If applicable, the participant's parent/guardian will be called for immediate pickup, and when the participant is picked up, the Program Supervisor will meet with the parent/guardian, discuss the incident and consequence, and revisit the ramifications of a fourth offense. (*If participant is not picked up/signed out within 30 minutes of the parent/guardian being contacted, the participant will be released into the custody of the Champaign Police Department.)
5. *Fifth Offense:* The participant will be suspended from all CUSR and CPD programs indefinitely without a refund for the current registered session. Any subsequent pre-paid registered sessions will be refunded deposit/registration fees. If the participant is registered for any subsequent programs during the summer, the parent/guardian will be refunded their deposit/fees for those program. If applicable, the participant's parent/guardian will be called for immediate pickup, When the participant is picked up, the Program Coordinator or CUSR Manager will meet with the parent/guardian, discuss the incident and the temporarily but indefinite suspension. (*If participant is not picked up and signed out within 30 minutes of the parent/guardian being contacted, the participant will be released into the custody of the Champaign Police Department.)

Please note: In cases of inappropriate behavior deemed extreme by staff, participants may be suspended or dropped from the program immediately, regardless of the number of previous offenses.

*If an independent participant is asked to leave program early due to inappropriate behavior, staff will do their due diligence in assisting them with arranging transportation from the program. If transportation cannot be arranged, the participant's emergency contact will be called to pick the participant up or arrange transportation for them. (*If participant has not left the program within 30 minutes of being asked to leave or the emergency contact being called, the participant will be released into the custody of the Champaign Police Department.)*

- Directors and Supervisors should be immediately notified for all third degree behaviors; then the immediate contact with the participant’s parent/guardian to inform them of their child’s behavior.
- Each Participant will face the consequences upon their behaviors. However, each individual behavior will be addressed on a case-by-case basis with consideration of individual disabilities, medical issues, safety of participants and/or staff, disruption to the program and other such pragmatic considerations.
- Management reserves the right to supersede all degree levels and respond correctly based on severity of conduct
- LEADERS, if unsure the severity of an action please consult the Director and/or Assistant Director or Supervisor to correctly handle the situation.

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">FIRST DEGREE</p>	<p><i>Actions taken in response to first degree behaviors are primarily the responsibility of the leaders. Leaders are to complete Conduct Report and turn into Director/Supervisor that day.</i></p> <p>Consequence: “Internal” Ex: Short period of activity exclusion (time out)</p> <ul style="list-style-type: none"> • “Cooling off” • Given a chore to help leaders <p><i>*When participants reach (2) first offense reports, the Director and/or Assistant Directors will notify/speak with the parent/guardian of the participant.</i></p>	<p>First Degree Behaviors may include, but not limited to:</p> <ul style="list-style-type: none"> • Purposely distracting the group (not listening/behaving) • Inappropriate language/remarks • Pushing and/or shoving (minor) • Refusal to follow instruction • “Talking back”
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">SECOND DEGREE</p>	<p><i>Actions taken in response to second degree behaviors are the responsibility of the Leader to report the action and the Director/Assistant Directors or Supervisor to speak with the parents/guardians.</i></p> <ul style="list-style-type: none"> • Fill out Conduct Report • Inform Director/Assist Directors or Supervisor • Director/Assistant Director will call and notify parents. <p>Consequence: includes consequence of First Degree, but parents are always informed.</p>	<p>Second Degree Behaviors may include, but not limited to:</p> <ul style="list-style-type: none"> • Persistent first degree behaviors (listening, following instruction, etc.) • Fighting, “provoking”, spitting • Bullying or acts of aggression and violence • Excessive inappropriate language or remarks directed to other participants/ leaders • Running off/ leaving the group • Intimidation/threats to other participants • Inappropriate physical contact (pushing, tripping, etc.) • Direct/blatant disrespect to leaders
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">THIRD DEGREE</p>	<p><i>Actions taken in response to third degree behaviors are at the immediate responsibility of Director/Supervisor. Coordinator/Manager will also be involved in actions.</i></p> <ul style="list-style-type: none"> • Remove participant from group & bring to Director and/or Assistant Directors. • Complete Conduct Report. • Director will call and inform parents to come pick up their participants <p>Consequence: Participant will be suspended for the day <i>*Repeated Third Degree reports to lead to multiple day suspensions</i></p>	<p>Third Degree Behaviors may include, but not limited to:</p> <ul style="list-style-type: none"> • Severe or repeated physical aggression • Physical contact to the face and/or neck • Abuse and/or harassment: verbal, physical, sexual, and emotional • Sexual misconduct • Destruction of property • Endangerment of themselves, other participants, staff or volunteers



POLICY ON RELEASING PARTICIPANTS

CUSR Afterschool Program

For the safety and welfare of the child under the supervision of the staff at CUSR, the following policy shall be generally adhered to

“A child who leaves the premises of the site of the CUSR Day Camp Program must be released to an adult, member of the family, or some other person whom the parent or guardian has so indicated.”

An exception to the above policy can be made with written notice from a parent or guardian. Prior notification of new person is required. As a safety measure, if staff do not recognize nor have the person on a list of approved individuals, a call to the parent will be made prior to camp staff releasing the participant.

Please list the names of individuals who we may release your child to in the space provided below.

Name	Relationship	Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

X _____
 Signature of Parent or Guardian Date



LATE PARTICIPANT PICK-UP POLICY

CUSR Afterschool Program

In order to be fair to our participants and staff, the Champaign Park District has enacted a late pick-up policy. *Each time a participant is not picked by designated ending time, a \$1.00 per minute fee will be charged.* Registration for other programs will not be accepted until all outstanding late fees are paid. The late fee is due within three days. Payments can be made in person at the camp site or by mail to the Bresnan Meeting Center. Failure to pay late pick-up fees could result in your child's suspension from camp. *Note: The Park District shall make every reasonable effort to contact persons authorized by you to pick up your child. If we are unable to arrange pick-up within 30 minutes, we will request the assistance of the Champaign Police Department.*

X _____

Signature of Parent or Guardian

Date



PROCEDURES FOR DISPENSING MEDICATION

CUSR Afterschool Program

PARENTAL PROCEDURES AND RESPONSIBILITIES

The parent/guardian must:

1. Complete the *Permission to Dispense Medication Waiver and Release of All Claims* form.
2. Complete and sign the *Instructions for Dispensing Medication* form.
3. Deliver all medication to designated staff member in the original prescription bottle which includes the participant's name, medication, dosage, and time of day medication is to be given.
4. Changes in medication must be submitted to the CUSR in writing, including specific instructions for medication.

I understand that it is my responsibility to give the medication directly to CUSR staff with full instructions in original prescription bottles. In all cases, medication dispensing can only be changed or modified by completing another *Permission to Dispense Medication/Waiver and Release of All Claims* form and *Instructions for Dispensing Medication* form. I hereby acknowledge that the above information provided for the dispensing of medication for my minor child, ward, or other family member is accurate. I also understand that it is my responsibility to inform CUSR of any changes in the dispensing of medication.

STAFF MEDICATION DISPENSING PROCEDURES

CUSR program staff *must*:

1. Ensure that the *Permission to Dispense Medication Waiver and Release of All Claims* form and the *Instructions for Dispensing Medication* form are fully completed and signed by the parent/ guardian prior to the dispensing of any medication.
2. Ensure that medication is delivered only to authorized CUSR staff.
3. It is also the responsibility of the authorized CUSR staff who receive medication to properly store medication in a locking cabinet or in a refrigerator as needed. *It is extremely important that stored medication be out of reach from other patrons, particularly children.*
4. Obtain copies of all waivers, internal procedures, medical information forms, and medication logs when obtaining the prescription medication to be transported to the program site. All medication stored at a program site must be secured and only available to authorized CUSR program staff.
5. Program Coordinators responsible for dispensing medication must strictly follow all written instructions on the medical information form, individual dose envelopes, and any information contained on original prescription container labels. In the event that conflicting dispensing information exists, medication should not be administered until the parent, guardian, or physician are reached by phone to obtain specific instructions.
6. Unless otherwise arranged, only paid and trained CUSR staff will be allowed to dispense medication.
7. CUSR staff responsible for dispensing medication will fully complete the medication information contained on the *Medication Log* form. Medication dispensing logs should be completed until medication dispensing has ceased and completed medication logs should be turned into a designated site and kept in a permanent file for at least three years at the conclusion of the program.



POLICY ON DISPENSING MEDICATION

CUSR Afterschool Program

CUSR will not dispense medication to a minor child or other participants until the *Permission to Dispense Medication Waiver and Release of All Claims* form and *Instructions for Dispensing Medication* form have been completed by a parent or guardian. CUSR's internal procedures on dispensing medication are available for review.

PERMISSION TO DISPENSE MEDICATION

Waiver and Release of All Claims

I, (please print your name) _____, the Parent/Guardian of

(please print name of child attending) _____

give permission to CUSR staff to administer to my child the medication(s) listed below. I understand that it is my responsibility to give the medication directly to CUSR staff with full instructions in original prescription bottles. In all cases, medication dispensing can only be changed or modified by completing another *Permission to Dispense Medication/Waiver and Release of All Claims* form and *Instructions for Dispensing Medication* form. I hereby acknowledge that the above information provided for the dispensing of medication for my minor child, ward, or other family member is accurate. I also understand that it is my responsibility to inform CUSR of any changes in the dispensing of medication.

Name of Program _____ **Date** _____

Name of Participant _____

Name of Medicine _____

Complete Dosage Instructions _____

Name of Program _____ **Date** _____

Name of Participant _____

Name of Medicine _____

Complete Dosage Instructions _____

In all cases the prescribed dosage of any medication will not be exceeded. If after administering medication there is an adverse reaction, I give my permission to CUSR to secure from any licensed hospital physician and/or medical personnel any treatment deemed necessary for immediate care. I agree to be responsible for payment of any and all medical services rendered.

I recognize and acknowledge that there are certain risks of physical injury in connection with the administering of medication to my minor child. Such risks include, but are not limited to, failing to properly administer the medication, failing to observe side effects, failing to assess and/or recognize an adverse reaction, failing to assess and/or recognize a medical emergency, and failing to recognize the need to summon emergency medical services.

In consideration of CUSR administering medication to my minor child, I do hereby fully release or discharge CUSR and its officer, agents, volunteers and employees from any and all claims from injuries, damages and losses I or my minor child may have (or accrue to me or my minor child), and arising out of, connected with, incidental to, or in any way associated with the administering of medication.

X _____
Signature of Parent or Guardian Date



INSTRUCTIONS FOR DISPENSING MEDICATION

CUSR Afterschool Program

THIS FORM MUST BE COMPLETED FOR EACH PROGRAM SESSION OR WHEN MEDICATION CHANGES.

Name of Program _____

Name of Participant _____ Age _____

Address _____

Name of Parent/Guardian _____

Daytime Phone _____ Other Phone _____

Name of Parent/Guardian _____

Daytime Phone _____ Other Phone _____

Name of Doctor _____ Phone _____

Name of Medication _____ Dose _____ Time _____

Dispensing and Storage Instructions _____

Possible Side Effects _____

Name of Medication _____ Dose _____ Time _____

Dispensing and Storage Instructions _____

Possible Side Effects _____

Name of Medication _____ Dose _____ Time _____

Dispensing and Storage Instructions _____

Possible Side Effects _____

Other Considerations (nervousness, change in temperament, etc.) _____

I understand that it is my responsibility to give the medication directly to CUSR staff with full instructions in original prescription bottles. In all cases, medication dispensing can only be changed or modified by completing another *Permission to Dispense Medication/Waiver and Release of All Claims* form and *Instructions for Dispensing Medication* form. I hereby acknowledge that the above information provided for the dispensing of medication for my minor child, ward, or other family member is accurate. I also understand that it is my responsibility to inform CUSR of any changes in the dispensing of medication.

X _____
Signature of Parent or Guardian Date

EXAMPLE

MEDICATION LOG

CUSR

Year _____



Name of Participant _____ Program _____ Session _____

Name of Medication (only one medication per chart) _____ Dosage _____

Date										
Time Administered										
Staff Initials										

Name of Participant _____ Program _____ Session _____

Name of Medication (only one medication per chart) _____ Dosage _____

Date										
Time Administered										
Staff Initials										

Name of Participant _____ Program _____ Session _____

Name of Medication (only one medication per chart) _____ Dosage _____

Date										
Time Administered										
Staff Initials										

EXAMPLE

PARTICIPANT INFORMATION REFERENCE SHEET



CUSR Afterschool Program

Name: _____ Age: _____

Parent/Guardian Name: _____ Phone: _____

Work Phone: _____ Cell: _____

Emergency Contact: _____ Phone: _____

Work Phone: _____ Cell: _____

PERMISSION SLIPS:

- Instructions for Dispensing Medication
- Sunblock

OTHER:

- Policy on Behavior Management
- Policy on Dispensing Medications
- Policy on Releasing Participants
- Late Participant Pick-up Policy

OTHER INFORMATION:

- Allergies _____
- Diet Restriction _____
- Accommodations _____
- Medications _____

CONDUCT REPORTS:

- | | | |
|---|-------------|--------------------------|
| <input type="checkbox"/> First Offense | Date: _____ | Director Initials: _____ |
| <input type="checkbox"/> Second Offense | Date: _____ | Director Initials: _____ |
| <input type="checkbox"/> Third Offense | Date: _____ | Director Initials: _____ |
| <input type="checkbox"/> Fourth Offense | Date: _____ | Director Initials: _____ |
| <input type="checkbox"/> Fifth Offense | Date: _____ | Director Initials: _____ |

PARTICIPANT INFORMATION FORM

CUSR Afterschool Program



Name: _____ Date: _____

Date of Birth: _____ Disability/Diagnosis: _____

1. Things that I'm good at/like to do: _____

2. Things that I'm not so good at/don't like to do: _____

3. I communicate by using: _____

4. Things that make me happy are: _____

5. Things that make me sad or mad are: _____

6. You can tell I'm frustrated/upset when I: _____

7. Things you can do to help me calm down: _____

8. Behavior management techniques that work for me: _____

9. My goals for the program are: _____

Additional Information: _____



BEHAVIOR MANAGEMENT TECHNIQUES

CUSR Afterschool Program

In assisting any park district in developing and implementing a behavior management strategy, CUSR shares and often recommends the below identified behavior techniques. Understandably, each situation must be addressed on a case-by-case basis and both park district and CUSR staff must be free to exercise judgment and discretion. With this in mind, below is a list of the most commonly used behavior management techniques.

Positive Reinforcement—verbal praise will be used when appropriate behaviors are witnessed with the hope that the praise will encourage more of the same behavior.

Planned Ignoring—much behavior is performed for the main purpose of gaining attention, even if that attention is negative. Often, this type of behavior will subside if it is ignored. This is ineffective with any behavior that is unduly disruptive and/or compromises the safety of the child or others.

Signal Interference—a variety of signals can communicate a feeling of disapproval and control (i.e. eye contact, wave of a finger, tapping, or coughing). This technique works best when used as soon as the behavior begins.

Proximity Control—physical closeness can provide a child with a sense of security and a protection against anxiety. An adult is a great source of protection and strength, and physical proximity may help the child control his/her impulses.

Interest Boosting—if a child's interest in an activity is declining, or s/he is showing signs of boredom or restlessness, it may be helpful for the program leader to show an interest in that child. The leader may ask the child about things of interest to the child.

Tension Release through Humor—a funny comment or “joking around” can defuse a tense situation or stop a behavior. Staff is careful to not be sarcastic.

Redirection—this technique attempts to redirect an individual's attention to a more appropriate task, activity, or conversation. Staff may also ask the individual for assistance as a means of redirecting focus.

Restructuring—this technique involves changing plans or location. Staff may modify an activity to help the individual experience success without fundamentally altering the activity or program.

Support from Routine—individuals may become anxious without a set routine. A visual schedule of the program's activities may help alleviate some anxiety.

Direct Appeal—this technique is most effective when the child is comfortable with a staff member. Direct statements are used such as: “You seem angry with me”; or “Your friends will be angry with you if you continue to act out and interrupt their game.”

Limiting Space and Tools—it may be very difficult for the teacher/leader to compete with certain objects such as balloons, games, etc. When removing an object a child is obsessed with or overly focused on, the staff member will show an interest in the object and politely ask to see it. Once the teacher/leader has the object, s/he will let the child know that it will be returned when s/he can handle it.

Incentives/Consequences—individualized behavior plans may be developed in order to help participants be successful within the program. Behavior plans may include visual aids such as points or sticker charts. Not all participants require visual aids. Sometimes, a verbal “check in” is effective. At designated check-in times, the staff and participant review progress toward goals for success in the program. At designated times, if the participant is achieving goals, rewards are earned. If progress is not made, a consequence is received. Incentives and consequences must be attainable and developed with input from staff, parents, and participant

“Break” from Activity—when a participant's behavior has reached a point where the behavior is too disruptive and/or inappropriate, and other techniques are not working, removing the child from the area for a few minutes is often appropriate. This is done not as a punishment, but as a means to remove the participant from the stimulating or triggering environment, to deescalate a difficult situation, and allow a quieter space to refocus energy and attention. Breaks may



BEHAVIOR MANAGEMENT TECHNIQUES

(continued)

CUSR Afterschool Program

Crisis Prevention Intervention (CPI)-Designated program staff are trained in non-violent crisis prevention techniques. To maximize the safety of all participants, staff may use verbal and non-verbal techniques to de-escalate a participant or situation. Physical intervention is used as a last resort to ensure safety. When physical intervention techniques are used, a parent/guardian will be contacted, and depending on the severity of the action, police may be contacted as well. Depending on the severity and/or frequency of physical intervention, participation may be suspended.

After a participant has been restrained for aggressive behavior towards themselves or others and shows that they have calmed down and come back to rationality, that participant will be allowed to join the group again. If the participant cannot show rationality or if that participant needs to be restrained again within 10 minutes of the first restraint, the parents/guardians will be called and they will have a given time frame to pick up or make arrangements for the pick-up of their child. Every attempt to contact the parents/guardians will be made. If the parents/guardians cannot be reached the emergency contacts will be called. The rationality of the participants will be based on an observation by the staff member who knows the participant and the program leader or a full-time CUSR staff.

There will be a time frame stated for expected parent response to have their child picked up from camp within the phone call. If the child is not picked up within the stated time frame the parent will be assessed a monetary fee due within the week of the incident or the participant will be suspended the next week until payment is received.

When these techniques are not successful in managing behavior(s), the park district, CUSR, and parents/guardians may be asked to meet so that we may collectively explore and discuss alternative measures to assist the participant in meeting behavior expectations. In limited circumstances, participation may be temporarily suspended pending the ability to convene and explore other options.

PARENT/GUARDIAN'S AGREEMENT TO POLICY ON BEHAVIOR MANAGEMENT

I have read and fully understand the CUSR Policy on Behavior Management above, and I agree to the terms of the policies.

Name of Child attending (please print) _____

Name of Camp Site _____

Name of Parent or Guardian (please print) _____

X

Signature of Parent or Guardian

Date