Child Care Program Parent Handbook

Tiger Den 2026-27

Before/Afterschool Childcare & Summer Day Camp

Tiger Den
Byron Park District

Byron Park District ♦ 500 N. Colfax St. ♦ Byron, IL 61010
Office: 815-234-8435 ♦ www.byronparks.org

General Program Information

The Byron Park District's Child Care Programs of Tiger Den, Fun Zone, and Summer Day Camp are geared for school-aged children in kindergarten – fifth grade or children 6 - 12 years old (summer camp). It is the objective of the Byron Park District to not only provide quality supervision and care, but also help each child develop fundamental play, social and communication skills.

Our child care programs are designed to be flexible and accommodate working parents; however, enrollment is open to any child ***provided the program(s) can meet the needs of the child.*** We do not accept children in diapers and or pull ups. Enrollment is on a first come first serve basis and a waitlist will be started once the available space is filled.

TIGER DEN: Tiger Den is the name of our before and after school program. Tiger Den is a licensed-exempt cooperative program between the Byron School & Park District, which provides elementary school children structured activities and quality care in a convenient and safe location. Tiger Den staff escorts students to school in the morning and picks up students in a designated location when school dismisses. Before school Tiger Den is held 6 am – approximately 7:50 am. After school Tiger Den is from school dismissal (3:10 pm) until 6:00 pm.

FUN ZONE: Fun Zone is the name of our program held on Byron CUSD #226 school days off or ½ days of school. Fun Zone is available on **most** school holidays including Columbus Day, Veteran's Day, Martin Luther King Day, President's Day, and Casimir Pulaski Day. However, this program is NOT available on some school-off days including some teacher institute days, Labor Day, Thanksgiving holiday (W – F), Christmas Eve/Day, New Year's Eve/Day, Good Friday, and Memorial Day. A schedule of available dates will be available each school semester. Full day Fun Zones are offered 6 am – 6 pm. Half day Fun Zones are offered at school dismissal (11:15 am) until 6 pm.

SUMMER DAY CAMP: Summer Camp is the name of the program during the summer. Summer Camp is available from 6 am – 6 pm. Camp will NOT be offered on Memorial Day and Fourth of July.

LOCATION: All of our childcare programs take place in the Byron Park District's Tiger Den room, which is part of the Byron school complex. In addition, we utilize the Mary Morgan Gym, Mary Morgan Multi-purpose room, Mary Morgan band room, PE Center Courts, HS Swimming Pool and outside school grounds. *Please note that during Summer Camp and occasionally in Fun Zone, participants also walk with leaders to the local library, BPD parks (Blackhawk Meadow & Tiger Town) and local restaurants; in addition to traveling to various field trip locations.*

Activities

Our child care programs aim at incorporating age appropriate activities, educational topics and experiences to promote the overall development of your child. We ask that all participants try new things and activities. Children may participate in a variety of activities while attending our child care programs including active play (outside if possible) as well as passive, quiet reading and/or homework time. In addition, organized games, swimming, field trips, arts and craft projects, educational experiences and opportunities to develop friendships will be offered.

PM TIGER DEN: For after-school Tiger Den, individuals in the K-1 grade group will go outside or play in a gym for the first hour and then eat snack and complete various activities. The 2-5 group typically eats snack first and then has time to complete homework before going outside or playing in the gym.

SUMMER CAMP: Mornings will consist of supervised free play followed by reading/story time and a snack. Organized activities, games and outdoor play are also planned each morning. Our organized activities consist of U of I Extension presentations, walks to the Byron library, and art or science projects. Afternoons consist of gym time, arts & crafts, our "Get-up and Go" activities and supervised free play. Our "Get-up and Go" activities include walks or bike rides to local parks – Blackhawk Meadow or Tiger Town; swimming and travel to various places, such as the Byron Forest Preserve, Severson Dells, and Oregon West Splash Pad!

BYRON LIBRARY: In cooperation with the Byron Library District, our Summer Camp participants will walk to the Byron Library every Tuesday morning. Campers will be able to check-out library books (No movies or video games) and utilize the library's computers (must sign permission slip at library). Every child attending camp will be expected to bring their district's library card or obtain a Byron Library card. ***Please note that parents are responsible for paying late fines on overdue library books.***

FIELD TRIPS: During Summer Camp, field trips are offered once a week on WEDNESDAYS or THURSDAYS. Occasionally, field trips are also offered on Fun Zone Days. Please review your weekly newsletter for specific field trip information, including if the field trip includes lunch or not. Most field trips are between the hours of 9 am – 4 pm, but there are some trips that requires us to return later. **Children should be dropped off no later than 15 minutes prior to the trip departure time!**

All children attending Fun Zone or Summer Camp on the day of the field trip are required to go on the field trip. Moreover, to ensure your child's safety while on the summer camp field trips, **we require that your child wear his/her day camp T-shirt** on that day so that they will be highly visible.

By enrolling your child in our program, you automatically authorize your child to travel with the Byron Park District program. Travel includes walks or bike rides to local parks, walks to the Byron Library, local restaurants, etc. and participating in field trips using school bus transportation. Any travel restrictions, such as needing to ride in the front of the bus due to motion sickness, must be noted on your child's enrollment form. ***Please note that field trip fees are in addition to program registration fees and parent/guardians are responsible for paying this fee if their child is attending our program on the day of a field trip.***

SWIMMING: Participants swim at the Byron High School Swimming pool on most Fun Zone Days and on most Tuesdays & Thursdays during Summer Camp. There will be at least one certified lifeguard on duty and child care program staff will be stationed at various locations throughout the swimming pool facility. Participants will be supervised at all times, including locker room usage and will need to notify a staff member if a bathroom break is needed**. Children must bring their own swimsuits, towels, and goggles**.

All child care program participants will be designated as a "Non-Swimmer" or "Swimmer". Non-Swimmers will be required to wear a lifejacket in water depths over their head and will not be allowed to use the diving board. Lifejacket availability through Byron Park District is limited, so if possible, please supply your non-swimmer with his/her own lifejacket. Swimmer ability will be verified with a swim test conducted by a child care program leader or lifeguard. A successful swim test consists of swimming the entire length of the pool (25 yds) nonstop, without touching the ground, hanging onto the sides or getting assistance from a leader/lifeguard. Upon successful completion, swimmers will receive a RED wristband to wear during all water activities.

HOMEWORK/READING TIME: Our afternoon Tiger Den program offers approximately 30 minutes of homework time each day for participants in 2nd – 5th grade. While we make every effort to assist and guide students in completing their homework, our child care program staff are not tutors and the parent has the ultimate responsibility of checking over their children's work. Based on the amount of homework each child is given, assignments may not be completed in the time we provide. Any assignments that have not been completed during this time should be completed at home. Any child without homework will be asked to read a book quietly during homework time.

What to Bring (and not to bring)

Each week our newsletter will list daily activities and items that the children will need to bring. Some additional items that children may need to bring in addition to the items highlighted below might include a library card, personal sunscreen, bicycle (summer camp) and a t-shirt to wear over your child's swimsuit if he/she burns easily. ***Please label all items with your child's name.***

CLOTHING: Your child will be involved in all kinds of play and we do a lot of hiking/walking, especially in Summer Camp. We **strongly encourage** your child to wear or bring appropriate shoes & clothes to play in. If your child is wearing clothing, flip-flops or shoes that are not meant for the gym, walking, or other active play, your child may not be able to participate.

Additionally, during afternoon Tiger Den, we play outside every day, weather permitting (25-90 degrees). Make sure your child dresses appropriately for colder days, which may mean supplying your child with a winter jacket, hat, mittens, boots and snow pants. We follow the same guidelines as put in place by the Byron CUSD #226. For summer camp, we ask that children bring a labeled water bottle with them every day, in order to stay hydrated while playing outside.

For water activities, including swimming, participants will need to wear an appropriate swimsuit and bring a towel. Flip-flops or sandals are okay to wear during water activities. Participants should supply their own goggles and/or lifejackets.

Please note that it is up to the discretion of a head leader to decide if your child is dressed appropriately for the activity or weather and determine if it is safe for your child to participate in an activity.

FOOD: Breakfast items, such as granola bars, oatmeal & pop-tarts will be available for individuals arriving to our child care programs prior to 7 am. For Fun Zone and afternoon Tiger Den, we provide various snacks, such as apples, oranges, grapes, animal crackers, peanut butter crackers, Goldfish, Gardettos, Chex Mix, Sun Chips, pretzels, etc. Unless participants bring their own food or choose to go without snack, they are expected to eat the selected snack each day. Only one serving is allowed. ***Our child care programs are NOT peanut free; please indicate any food allergies on your child's enrollment form, so that reasonable accommodations can be made.***

Lunches: Fun Zone and Summer Camp participants will need to bring a complete lunch everyday including a beverage, unless included with the field trip. In addition, Summer Camp participants will also need to bring a morning and afternoon snack and beverage too. A small refrigerator is available, but please limit items that need refrigeration. A microwave is not available to heat up food.

Vending: During Fun Zone & Summer Camp afternoons, participants have the option to purchase soda pop, chips, fruit snacks and mini candy bars for $0.25 - $0.75. Please do not have your child bring more than a few dollars for vending.

MONEY: In addition to optional vending money, participants may need to bring money for lunch, snacks, and/or souvenirs on field trips. **Please limit this amount to $5 - $10 per camper**. Please give summer camp leaders your child's field trip money on the morning of the field trip. We will collect all camper money and

distribute it to your child's field trip leader. Leaders will assist campers with correct change and make suggestions on items to purchase or not purchase, but ultimately, we give campers the freedom to choose how they spend their money. Any remaining money will be returned to parents at the end of the day.

PERSONAL ITEMS/TOYS/ELECTRONICS: Participants are not allowed to bring personal items to our child care programs. Personal items include, but are not limited to the following: CELL PHONES, toys, sporting equipment, pets or any violence related items. If a participant brings a personal item from home, it will be held for parents to pick up from the staff. Occasionally our program will have special days when "special items" are allowed. During those days, children are responsible for their own belongings and will be required to put their personal belongings in their backpacks when not in use.

Electronic Devices such as DS, Ipads, tablets, etc. can ONLY be used during our Fun Zone and Summer Camp Programs and ONLY during AM & PM Free Play (6:00 – 8:30 am & 4 – 6 pm) or during long bus rides to our field trip destinations. If your child is to bring such items the following rules apply:

1. Campers name MUST be on everything (device itself, plus games, accessories, cases, etc.)
2. Devices are not allowed to be connected to Wi-Fi during our programs.
3. All items must remain in a child's backpack when not in use.
4. Devices and games may NOT be lent out to other campers. To avoid misplaced items, we discourage "sharing".
5. No chargers allowed. For the safety of the campers, we will not allow them to use electrical outlets during our child care programs.
6. **Cell phones are not allowed**. If your child has a cell phone, he/she must keep it in their backpack. If you need to reach your camper during the day, please contact the Byron Park District at 815-234-8435.

If electronic devices start to cause camp disturbances or individuals are using these devices inappropriately, the Superintendent of Recreation may ban the use of them for the entire summer or school year.

The Byron Park District and its staff are not responsible for lost, misplaced, damaged or stolen items.

Other Policies & Procedures

BATHROOM POLICY: All individuals attending our Child Care Programs MUST be potty-trained. However, we understand that accidents can happen. Anytime an accident occurs, a parent will be notified and requested to pick-up their child as soon as possible. If accidents happen on a regular basis, the Byron Park District reserves the right to deny future participation in our program.

LOCKER & RESTROOM FACILITIES: Children enrolled in our child care programs will be using various public bathroom & locker room facilities, both within the Byron school complex and at our trip/travel destinations. Participants are sent to all public restroom and locker room facilities in pairs or groups. For your child's safety, staff will monitor participants' behavior in these facilities and will utilize two-deep leadership whenever a staff member needs to physically interact with a child, such as assisting with dressing before or after swimming or providing first aid. Two-deep leadership means that an individual staff member will never be completely alone with a child during any physical interactions. Another leader will be within close proximity so that such interactions can be heard and/or seen.

CHILD ABUSE LAWS: As recreational program and facility personnel, all Byron Park District employees are considered mandated reporters under Illinois law. Mandated reporters are required by law to report any suspected cases of abuse (physical, sexual, or emotional) child neglect or exploitation to the Department of Child and Family Services (DCFS) and/or local police department.

STAFF/CHILD RATIO: The Byron Park District feels very strongly about the interaction of leaders and children during activities. We want the children to enjoy activities with the leaders, yet have respect for the leaders' decisions and directions. Every effort will be made to maintain a maximum of 1:8 leader/child ration in all of our child care programs.

SUMMER SCHOOL & OTHER ACTIVITIES: We will do our best to accommodate participants who are enrolled in both our child care programs and Byron School District #226 summer school or other activities/programs being held within the Byron school complex. As long as we can maintain our staff/child ratio, staff will escort participants to/from these activities if it is held during child care program hours. If a program/activity ends after camp; it will be the parent/guardian's responsibility to pick-up your child. It is also the parent's responsibility to relay summer school and other activity/program details on your child's enrollment form or in writing to the Head Leader or Superintendent of Recreation.
Please note that campers will NOT be able to attend summer school or other programs if it falls on a scheduled field trip day.

PHOTOGRAPHS: The Park District staff may take photos of the children participating in our child care programs. These pictures are used for historical and marketing purposes (seasonal brochure, website, Facebook, etc.). By registering for the Byron Park District child care programs, you have granted us permission to use your images. If you do not wish to have your child photographed, please provide written notification to the Head Leader or Superintendent of Recreation.

SUNSCREEN: Since a lot of child care program activities take place outdoors, please apply sunscreen to your child before he/she arrives to our Summer Camp or Fun Zone programs. Sunscreen is most effective 30 minutes after application. In addition, the Byron Park District will purchase SPF 30 & 50 SPRAY-on Sunscreen and apply it to campers prior to any outdoor activity. If you do not want camp staff to apply spray-on sunscreen to your child and provide assistance in re-applying sunscreen to your camper's shoulders, back and face as needed, you MUST bring a labeled container of sunscreen that she/he can apply by themselves every day that they attend camp.

Health & Medical

MEDICINE: The Byron Park District recognizes that program participants will, on occasion, require the consumption or administration of both prescription and non-prescription medications to maintain health. We require you to fill out both a ***Medication Dispensing Information*** form and a ***Permission to Dispense Medication Waiver and Release*** form before any medication will be accepted. All medication shall be given to program staff (18 years or older) with full instructions in the original prescription container, individual dosage container or clearly labeled envelope with the following information: participant's name, name of medicine and complete dosage instructions. Medication will be locked in the Head Program Leader's office, administered by leaders, 18 years and older, and documented on our *Medication Log*. *Please note that the Byron Park District is a separate entity from the Byron School District and the school nurse can NOT administer your child's medication during Park District programs.*

Epi-Pen, Insulin & Inhalers: If your child has a medical condition that requires the use insulin, an epi-pen or an inhaler, the Byron Park District must be notified in advance of these medical conditions and the proper medical protocols to be taken. A ***Medication Dispensing Information*** form must be completed. If you want to allow your child to carry these medications on his/her person and/or self-administer these

medications, you must also complete a ***Waiver and Release of All Claims for Use of Inhaler or Auto-Injector*** form prior to participation in our child care programs.

INJURIES: In cases of minor injury, the staff will administer simple first aid, document it on our *Minor Injury Log* and will notify the parents at the time of pick-up. For more serious injuries requiring medical attention, the staff will call 911 and contact the parent(s). If neither parent can be reached, the staff will try to reach one of the individuals listed in the *Release of Child* section on the child's enrollment form. Please be certain to keep all telephone numbers on file with the Park District current! ***Please note that the Byron Park District does not carry medical or accident insurance for program participants and that parents/guardians are responsible for any and all medical services rendered.***

ILLNESS: If your child becomes ill during our Summer Camp program, he/she will be allowed to rest and a parent will be notified. Parents will be requested to pick up their child, if he/she is vomiting, has a temperature or diarrhea. You must take your child home if we feel that s/he needs to see a doctor, is contagious, or requires prolonged individual staff attention that interferes with the safety of the remaining participants.

Please keep your child at home if s/he has contracted a communicable disease such as chicken pox, strep throat, measles, mumps, head lice or has any of the following symptoms: Fever of 99.8 or over; nausea or vomiting; skin rash or sores; inflamed, swollen or reddened eyes; excessive coughing or sneezing; diarrhea; sore throat; and headache or earache. Your child should remain at home 24 hours after an elevated temperature has returned to normal.

FIREARMS: Firearms are prohibited on the premises at all times.

Code of Conduct

The Byron Park District is proud to be a part of the Byron School District's Positive Behavior Intervention System (PBIS). Utilizing these guidelines, the Byron Park District has implemented a code of conduct policy for all of our camp programs. These rules have been developed to help make our child care programs safe and enjoyable for all participants and apply to all participants and parents/guardians. The PBIS system teaches children to use their PAWS:

P: PUT SAFETY FIRST
A: ACT RESPONSIBLY
W: WORK FOR SUCCESS
S: SHOW RESPECT

Positive Behavior Reinforcement

Currently in our Tiger Den program, participants have the ability to earn PAWS TICKETS for each day that they do not receive any disciplinary action during their time at Tiger Den. The tickets that they earn can be saved for any school reward or can be turned into a Tiger Den leader for prizes at our Paws Store. These items include small candies, toys and bouncy balls.

Discipline Policy

"Discipline is not merely a list of expectations, but rather an approach to teaching skills in self-control, responsible choice making, and appropriate community participation". It is the philosophy of the Byron Park District's child care programs to use discipline as a means of teaching participants to take responsibility for their own actions. We try to accomplish this through using specific directions, redirecting a child, positive reinforcements, motivation and through leading by example. We understand that each participant may have different ways of learning; hence several intervention methods may be used. Moreover, there is no guarantee that a participant will receive each level of discipline since each incident/behavior is based on its severity with individual and disability needs taken into consideration. The Byron Park District reserves the right to dismiss a participant whose behavior endangers the safety of him/herself or others. **No credits or refunds will be issued for suspensions or suspended days.**

FIRST OFFENSE ("MINOR" or LEVEL I): Verbal Warning, Redirection, Time-out, or short period of activity exclusion (depending on the severity, several warnings or time-outs may be given)

SECOND OFFENSE ("MAJOR" or LEVEL II): A behavior report will be filled out and filed with the Head Program Leader and the parents/guardians. The parents will be asked to sign the report indicating that they were notified of their child's misbehavior. This report will remain in the participant's file. The staff will work with the participant, parents, and possibly school district personnel to correct the behavior.

THIRD OFFENSE (LEVEL III): The participant will be suspended from the program for one to three days. The suspension will be in effect immediately or the first day following (depending on the severity). The first time will be for one day and the second time for up to three days. The parent will be notified of their child's misbehavior by the Head Program Leader or Superintendent of Recreation. Upon return from a three-day suspension, if behavior continues, the Superintendent of Recreation may permanently suspend a participant from our child care programs.

Program Registration

An enrollment form and any additional medication forms must be completed and returned to the Byron Park District office PRIOR to your child's participation in any of our child care programs. ***Parents will have to complete a new enrollment form for Summer Camp and each school year so that we have updated phone numbers, medical information and signed release forms.***

Program fees are subject to change and will be listed in the Byron Park District's seasonal brochure and website, www.byronparks.org. Please register 24 hours in advance for daily registration and by Sunday when registering for a full week. Late registrations will not be accepted once maximum daily enrollments have been reached.

Registration and payment can be completed online at www.byronparks.org or at the Byron Park District registration desk. Payment must be received prior to participation in our child care programs. Any payment which is returned to us from the bank will be charged a $29.00 service fee and all subsequent payments must be made in cash or credit card. Do NOT give payments to Tiger Den / Summer Camp staff or your child's teacher.

Please notify both the Byron Park District and the school office (PM Tiger Den) if your child will not be attending. Credits and/or refunds will be dealt with on a case-by-case basis.

Financial Responsibility Policy

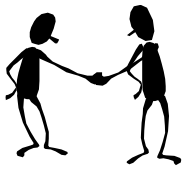
A parent or guardian of a child enrolled in our child care programs is responsible for paying all applicable registration and enrollment fees, expenses and other assessments arising from the child's enrollment in that program. The failure of the parent/guardian to pay all fees, expenses and/or reimbursements on a timely basis may result in the child not being allowed to further participate until such time as the failure to pay has been corrected.

In those situations where more than one parent and/or guardian separately enrolls the same child in our child care programs, a primary parent/guardian must be designated by the involved parent(s)/guardian(s) as having financial responsibility for the payment of all fees, expenses and other assessments arising from that child's enrollment (regardless of which parent/guardian has enrolled the child and regardless of whatever payment arrangements may otherwise have been established between the parent(s)/guardian(s)). The Byron Park District does not accept responsibility for monitoring or enforcing any agreements, court orders, etc. applicable to such payment arrangements; similarly, it will not reimburse anyone other than the designated primary parent/guardian for any programs/activities/classes not attended by the child (assuming that reimbursement is otherwise appropriate under the District's policies and procedures). The failure of the parent(s)/guardian(s) to designate the primary parent/guardian in such circumstances and/or the failure of the primary parent/guardian to pay all fees, expenses and/or reimbursements on a timely basis (regardless of which parent or guardian enrolled the child in the program/activity/class) may result in the child not being allowed to further participate until such time as the failure to designate and/or pay has been corrected.

Child Care Program Tax Information

The cost of our child care programs may qualify for a tax deduction. The Byron Park District's tax ID number is 36-3156125. Please retain your receipts for tax purposes. The Byron Park District no longer sends out tax statements. If you need copies of your receipts or a complete tax statement, you may set-up an on-line household account and view/print your payment history.

Drop-off & Pick-up Procedures



Whenever you drop off or pick-up your child, **you must enter the building and sign/initial the daily attendance sheet**. Do NOT send your child in alone or leave before the child has been received by a staff member. This is for the safety of your child! Moreover, no child will be allowed to leave the program unescorted. Your child will be released only to those whom you authorize on your child's enrollment form. Please notify the Head Program Leader or Superintendent of Recreation of anyone who is NOT allowed to pick-up your child or if there are any legal custody arrangements or orders of protection, where a parent is not allowed to pick-up (We may ask for a copy of custody arrangements or legal documentation). It is also helpful if you notify the Park District in advance if someone besides the child's normal parent/guardian will be picking up your child. We have forms available authorizing others to pick-up your child on specified days. **For safety precautions, any individual picking up a child will be required to present a picture ID until staff become familiar with names and faces.** In addition, if the Byron Park District staff believes that the person picking up your child is under the influence of drugs or alcohol, we reserve the right to request another individual to pick-up the child.

PM TIGER DEN PICK-UP: All children listed on the daily Tiger Den or ½ Day Fun Zone roster will be picked up after school at designated spots by one of our Tiger Den staff.

- If the Byron Park District has a current enrollment form for your child and he/she comes to the Tiger Den pickup location and states that he/she is supposed to go to Tiger Den, our leaders will contact you to verify his/her attendance. We would rather your child be at a safe location than go home to a possibly empty house; however, we have the right to refuse your child's attendance in our program if you have a past due balance on your account or have shown to frequently use our program without prior registration/payment.

- If your child is listed on our roster but does not show up to the Tiger Den pick-up location, our staff members will contact the school office, their teacher, parents, and buses. If we cannot get a cancellation confirmation from a parent, teacher, or school office, our leaders will pull your child off the bus and have him/her attend Tiger Den. ***Please remember to contact both the Byron Park District and School District with any Tiger Den cancellations, since the above procedure results in a lot of stress and time for members of both districts.***

LATE ARRIVALS: Please notify the Head Program Leader in advance, when possible, if your child will be arriving later than 9 am during Summer Camp or Full Day Fun Zone. This ensures that you know the proper location to drop-off your child with staff. *Make sure you are aware of field trip departure times, so that your child does not miss a trip due to a late arrival.* For PM Tiger Den, parents are responsible for notifying the Head Program Leader of any after-school activities in which your child will be arriving late to our child care programs.

EARLY PICK-UP: In cases when you may be picking up your child early, please notify the Head Program Leader. Depending on the daily activity schedule, alternative pick-up locations and/or times may need to be arranged.

LATE PICK-UP: Please make sure to pick-up your child by 6:00 pm. **If you are going to be late, you must call the Byron Park District office at 815-234-8435.** Parents will be billed $5.00 for every 15 minutes they are late. In the event that a child is not picked-up by 6:15 pm, staff will contact designated individuals listed on your child's enrollment form and request immediate pick-up. After 6:30 pm, if there is no contact from a parent and no one listed on the child's enrollment form is available to pick-up the child, s/he will be turned over to the Byron Police. Participants whose parents are habitually late (more than 5 times) will be removed from the program.

Attendance

Our daily attendance rosters are generated directly from our registration software. If you do not see your child TYPED on the roster, please contact the Byron Park District office at 815-234-8435. This indicates that you either have not registered your child for the program, did not register before the roster was typed, or your child was accidentally omitted from the roster.

Please notify the Park District of any usage changes, including schedule additions and cancellations as soon as possible. If you no longer need the program, please contact the Head Program Leader to have your child withdrawn from the program.

EMERGENCY SCHOOL CLOSINGS: In the event that the Byron CUSD #226 School District has an emergency closing due to weather or other conditions, our child care programs will also be cancelled. Credits/Refunds WILL be available for all day closings announced prior to program start-time.

On days when school lets out early due to weather or other emergency conditions, PM Tiger Den leaders will still pick up your child. However, for the safety of all participants and staff, parents will be notified and asked to pick up their child as soon as possible. No credits will be given.

If there is a cancellation of all after school activities by Byron School District due to weather, our Tiger Den program WILL continue to run in the afternoon.

Parent/Guardian Responsibilities

Parent involvement in the program is essential. Cooperation with all policies and procedures is imperative. Some parent/guardian expectations are listed below.

- Complete and return all necessary paperwork in a timely manner.
- Notify the Byron Park District of any changes to parents/guardian's phone numbers, address, etc.
- Communicate absences, early pick-ups, late arrivals or other attendance changes to the Park District office, 815-234-8435
- Utilize schedules and newsletters to ensure your child is prepared for each day's activities and brings necessary items
- Provide pertinent information and maintain open communication regarding your child's behavior
- Respect pick-up times (by 6 pm). Staff have other obligations too.

CODE OF CONDUCT: Parents are expected to follow the program rules and treat the staff with respect. All program and/or staff issues, comments or concerns should be directed to the Head Program Leader or Superintendent of Recreation, not the program leaders. A child whose parents verbally abuse staff will be removed from the program. This includes sarcasm, criticism, yelling, screaming and/or negative comments directed at staff and/or other parents. The police will be called to remove any parent who appears out of control.

INFORMATION SHARING / PARENT MEETINGS: Exchanges of information between staff and parents provide insight for both. Any trouble your child has at school will most likely affect behavior during the program. Please keep us informed of any problems, family and/or life events, such as changes in the parents' relationship, moving, hospitalization, the birth of a new sibling or a death in the family. These events may have a huge impact on your child. Our staff will be more sensitive to your child's needs and be able to deal with the situation better, if made aware of such changes. Moreover, in regards to behavior, the staff would like to work as a team with both the family and school/teacher. Your input and cooperation is vital to accomplish this goal. Most information exchange can be done at the time of your child's pick up or via e-mail. However, feel free to make special arrangements with the Head Program Leader or Superintendent of Recreation to discuss any concerns.

Contact information

Park District Front Desk
815-234-8435

Alison Walter – Head Tiger Den Leader
815-234-6215
awalter@byronparks.org