

**THE FLASH
PROGRAM
2010-2011
PARENT HANDBOOK**



SPONSORED BY
**THE OAK LAWN PARK
DISTRICT**



Dear Parents,

Welcome to the FLASH program! The Oak Lawn Park District, with the cooperation of your school district, has developed a quality program for your child(ren) before and after school. As we begin our second year of this program, we are excited and ready to hopefully exceed your expectations of the FLASH program. We are sure that the FLASH program will be a fun and exciting recreational experience for your child(ren).

Due to the many details regarding the implementation of this program, this Parent Handbook has been developed. Please read all of the information carefully and thoroughly. It is the parent or guardians responsibility to share the information in this parent handbook with anyone involved with bringing your child(ren) to and from the program. Extra copies of the parent handbook are available upon request. If you have any questions, please do not hesitate to call the FLASH office.

Sincerely,

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Program Philosophy

The FLASH program is committed to providing safe recreational programs, both before and after school, for children of working parents. The program is structured to be comfortable and recreational to counterbalance the day's educational activities. The experienced & caring staff are sensitive & flexible to meet the needs of parents, as well as to meet both the physical & emotional needs of the children.

Description of Program

School District 122, 123, & the Oak Lawn Park District are working together to create a safe recreational Before/After School Program called FLASH. FLASH stands for, Fun And Learning After School Hours. The FLASH program is administered and directed by staff of the Oak Lawn Park District. The School District provides facilities for the program, as well as custodial services. All staff are hired, trained, and supervised by the Oak Lawn Park District.

This program is offered to students that attend 122 & 123 School District Elementary Schools. Any student attending Covington, Hannum, Hometown, Kolmar, Sward, Columbus Manor, Harnew, Kolb, and Lieb are eligible to participate in the FLASH program. Students at these schools will attend FLASH at the school in which they attend classes at.

Children will participate in a wide variety of activities while at the FLASH program. Children can play active games, sports, and fitness, create arts and craft projects, and enjoy passive activities such as card games, board games, and reading. Also, there will be Quiet Time, for the children to work on their homework. In the afternoon, a healthy tasty snack will be provided for all the children.

The FLASH program is based on a choice system. This means that there are between two to five activities, at a given time, for children to choose between. We have found that by letting the child choose the activity they would like to participate in, they gain a sense of independence. **Children are not allowed to bring toys from home.** FLASH provides each site with supplies for all to share. FLASH and the School are not responsible for any toys brought that are lost, since they are not allowed. Cell Phones are allowed, but are only to be used for emergencies. We will require the children to keep cell phones in their backpacks.

T-Shirt Procedures

Each FLASH Before/After School participant will receive a complimentary t-shirt. Extra t-shirts are available for purchase; contact the FLASH office for information, 708-857-2420. **Children must wear their FLASH shirt when attending fieldtrips or they will not be permitted to attend the fieldtrip.** Extra t-shirts are available for purchase at the Community Pavilion through the FLASH office and also through the Site Director at your school. Fieldtrip Day Participants that are not in the regular Before/After School Program will need to purchase a FLASH shirt for \$5. *Shirt forms provided.*

Children With Special Needs

In cooperation with the Oak Lawn Park District Special Recreation Department, we are able to provide inclusion assistants to provide one-on-one assistance to children with special needs. If your child requires the use of a one-on-one assistant, please feel free to contact Jacqueline Canty, Special Recreation coordinator at 708.857.2200 or jcanty@olparks.com. *See forms in Registration Packet to fill out Inclusion Request and Special Recreation Information Forms.*

Registration

How to Register: There is a \$25 registration fee for ALL participants, NO exceptions. You may register at the Community Pavilion, the Oak View Center, or the Racquet/Fitness Club. You will need to fill out the FLASH registration packet. ALL FLASH payment plans will now be set up for direct debit from your checking/saving account or automatic payment from your credit card. Payments Plans will no longer be accepted without a checking/saving account or credit card on file. For credit card accounts the Oak Lawn Park District accepts Mater Card and Visa ONLY. Checks must be written out to the Oak lawn Park District ONLY. *Payment Plan section Forms provided*

Hours of Operation

The program runs Monday through Friday on school days in the morning and afternoon at School Districts 122 & 123 Elementary Schools.

Locations in 123: Covington, Hannum, Kolmar, & Hometown, & Sward Elementary Schools
Hours of Operation: 7AM – School Starting School Dismissal to 6PM

Locations in 122: Columbus Manor, Harnew, Lieb, and & Kolb Elementary Schools
Hours of Operation: 7:10AM – School Starting School Dismissal to 6PM

Schedule Changes

Any changes in a child's schedule requires written notification by completing a "FLASH Schedule Change Form" which can be obtained at your site or at the FLASH office. *If there are changes to your child's schedule notify the FLASH Director about it as soon as you know and fill out the "FLASH Schedule Change Form."* *A full refund is not guaranteed.*

Early Dismissal

If a participant is registered for five days of afternoon service, early dismissal of school will be included in the program fee. If a child is registered for less than five days in the afternoon, then early dismissal days are included only on the days that the child is scheduled to attend. **Parents must inform FLASH if they will be utilizing the extended day by notifying the site director or calling the FLASH office at least 4 days prior to the early dismissal day.** Children using extended services will remain at their school location and report to the assigned FLASH room following school dismissal. **On these days, FLASH will provide the children with lunch (11:30AM) and a snack (around 3:30PM).** You are welcome to send children with their own lunch. Please inform us if they will not be utilizing the FLASH lunch.

Absences

In the event a child will not be attending FLASH due to illness, appointments, or other obligations, it is the parent's responsibility to inform the Site Director by calling the site phone during program hours or **leaving a message during non-FLASH hours. The school does not contact FLASH if a child is absent or goes home early. Notification is imperative.** If a parent fails to do so, a \$5.00 "Failure To Report Absence Fee" will be assessed for each occurrence. The payment for the "Failure To Report Absence Fee" **is due the next time the child attends FLASH.** Frequent or re-occurring lack of notification of absences may result in the suspension or termination of your child from the program. FLASH wants to know that your child(ren) are safe at all times

Fieldtrip Days (Full Day Service)

The FLASH program will conduct full day program from 6:45 AM to 6:00 PM on selected school holidays and institute days for additional cost. There will also be extended services during school breaks, such as winter and spring break, for additional cost. Each of these days will consist of a fieldtrip (either on or offsite). **The fees for these days are not included in your regular FLASH tuition.** Fieldtrip forms will come out in advance of each day off and will be due back with full payment, by the deadline stated on the fieldtrip form. If you are paying exact cash or check you can pay at your site and your site director will issue a written receipt once they have received the proper forms filled out and the payment. You can also write down your credit card information (master card or visa) on the registration form to be charged (expect 1-3 days for this to go through). If you need to pay any other way you will need to come into the Oak Lawn Park District Community Pavilion and fill out the fieldtrip form and make the payment in full at the time of signing up. Please note the deadline date for returning fieldtrip forms to the office, as **no late forms will be accepted.** The fieldtrip form states the latest time that children may be dropped-off and the earliest time that children may be picked-up. Note these times, as buses will not wait for late children. On fieldtrips that are offsite, FLASH does not allow children to be dropped off or picked-up from actual fieldtrip locations. In addition, we are not scheduled to return back to the assigned facility prior to the published return time, so please schedule appointments and activities accordingly. Parents must wait by the sign-in and sign-out table for their children. **Children are not allowed to bring toys from home.**

Fieldtrip Only (FTO): A FLASH non-participant can attend fieldtrips. FLASH non-participants are age-appropriate siblings of FLASH participants or those in the general school population not attending our daily FLASH program. In order to attend fieldtrips, non-participants need to sign up with the Site Director at their school or at the FLASH office at the Community Pavilion. They must hand in the Day Off Form (filled out), a park registration form and pay in full by the deadline. Don't forget that you must purchase a FLASH t-shirt for the field trips.

Lunch Procedures: Lunch will be provided on early dismissal days and most fieldtrips. Children with food allergies and/or restrictions are always welcome to bring their own lunches and/or snacks. *Food Allergy Information form in registration packet.*

Cancellation Procedures: If a child needs to withdraw from a fieldtrip, FLASH policy states that the parent will receive a 50% refund for any trip cancelled after the registration deadline up to 7:00 AM the morning of the scheduled trip. There will be no refunds granted after 7:00 AM the morning of the scheduled trip. **To cancel a trip, you must call the FLASH office at (708) 857-2420. Please leave a message if no one answers. If we see that that message was left before 7:00AM it will count as you notifying us on time.**

Extracurricular After School Activities

Children may take part in extracurricular activities held at the school they are attending FLASH at (i.e. scouts, intramurals, clubs). **To do so, a parent must notify the Site Director, in writing, by completing an "Extracurricular Activity Form"** for each activity that the child will be attending. Children will not be dismissed from FLASH to attend any activity unless this form has been completed prior to the start of the extracurricular activity. These forms are available at each school site (ask your site director). The person in charge of the extracurricular activity is responsible for taking the child to and from the FLASH program when their program starts and ends.

Drop-off Procedures

As stated in the Hours of Operation section, children can be dropped off at School District 123 schools at 7:00 AM or after and at School District 122 schools at 7:10AM or after, up until the time school begins. When dropping off their child, parents must accompany their child(ren) to the designated area. Each morning that their child attends, parents must sign their child(ren) in on the Sign In/Out Form. **Parents must remain with their child until they have signed them in with the FLASH Staff.**

Pick-up Procedures

In the afternoon, children must be picked-up and signed out from FLASH by **an adult** that accompanies them out. Before leaving, each child must be signed out on the Sign In/Out Form by the person picking-up the child(ren). Unless a parent/guardian provides legal documentation or court orders explaining a custody arrangement (which would need to be brought to the FLASH office), both parents will be allowed to pick-up their child at any time. Other than parents, **no child will be released to an individual whose name does not appear on the "FLASH Emergency Contacts and Pick-up Permission Form", and under no circumstances will a child be allowed to leave the program unescorted.** Staff may ask to see picture identification of anyone picking-up a child, including parents. If someone is going to pick-up a child who is not listed on the "Emergency Contacts and Pick-up Permission Form" and it is a one-time occurrence, then one of the child's parents will need to contact the FLASH office or the Site Director at their school to let them know. If a parent needs to add someone to the "Emergency Contacts and Pick-up Permission Form" on a permanent basis, a "Change of Information Form" must be completed and that person will be added to the list. No one other than the parents/guardians, regardless of who completed the original form, may make any changes to pick-up procedure-related documents.

Please be advised to allow sufficient time when picking up your child. Your child is expected to clean up whatever activity they were engaged in prior to leaving. This is your child's responsibility and your support is greatly appreciated.

FLASH also has a "pick up and leave policy". When the person picking up your child arrives, your child needs to get ready to leave at that time. Children need to be signed out promptly. Once a child is signed out they are no longer considered to be in the FLASH program for that day. **No adults are allowed to stay in any room or interact with the children still in the FLASH program.**

As stated in the Hours of Operation section, children can be picked-up at anytime from when school lets out until 6:00 PM. The pick-up time of 6:00 PM will be strictly enforced. If a parent is unable to pick-up their child by 6:00 PM, it is the parent's responsibility to make other arrangements. The parent must notify the site as soon as they are aware that they may be picking up their child after 6:00 PM. Because FLASH realizes that work or traffic conditions are sometimes beyond anyone's control, parents will be granted one "Oops" pass for the first late pick-up. This "Oops" pass will waive up to 6:15PM, avoiding a late fine. After the "Oops" pass has been issued, any person who arrives after 6:00 PM to pick-up a child will be charged a \$5.00 per child late fee for every 15 minutes that they are late. Whomever picks-up the child(ren) late will be required to sign a "Late Fee Statement" which will be sent to the FLASH office. When a late fee statement has been issued, the person picking-up the child **must pay at the time of occurrence (the site director will issue a written receipt).** On the first day of the program, the Site Director will identify the school clock that will be used as the "time clock" for the program. Please set your watches according to this clock, as this will be the indicator of the actual start and end times of the program.

Homework Policy

It is not FLASH'S responsibility to ensure that any child does their homework. However, FLASH schedules up to an hour of "quiet time" after school for those that need to do homework. FLASH staff is happy to remind and encourage your child that it is time to do their homework, but will not force them to do so.

Newsletters & Snack Calendars

A newsletter is made available to each parent at each site. Please read these as they have very important dates and information enclosed. A snack calendar is available for viewing at each site and shows the daily snacks being offered to our afternoon participants. You may ask your site director if you are interested in seeing this calendar. FLASH does NOT provide breakfast for morning participants. Children with food allergies and/or restrictions are always welcome to bring their own snack.

Arts & Crafts

Children will have the opportunity to create a wide variety of arts and craft project. Although we encourage each child to participate in this activity, not all choose to do so. In addition to the art projects, art supplies will always be available for the children's use when they wish.

Outdoor Activity

Children need to be dressed appropriately for the weather, as FLASH will play outdoors when the weather permits. During the winter months, the temperature must be 25 degrees or above for the children to play outside. **Children will not be permitted to go outside during the winter months without a coat, gloves, and hat.** On snowy or muddy days, children must also be wearing boots to play outside. Children must bring snow pants or a change of clothing if they wish to play in the snow. Gloves, hats, scarves, and boots should be marked with the child's name for easy identification. When it is 65 degrees or below we will require all children to at least have full-length pants on and long sleeves (i.e. jacket, sweatshirt, hoodie).

Sunscreen and Bug Spray

FLASH will spend a good deal of time outside when the weather is nice. If you have concerns regarding sunburn or bug bites, it is your responsibility to send your child with the appropriate materials and instruct them as to how and when to apply them. FLASH will not distribute sunscreen or bug spray to any child.

Movies

Movies may be shown on bad weather days. No more than one movie will be shown per week. FLASH will show only G-rated movies. If you have any concerns about the types of movies that your child is permitted to watch, please contact the Site Director. While the movie is running, there will be other recreational activities going on for those children whom do not wish to watch the movie or those that are not permitted to view it.

Staff

All the FLASH staff has experience working with children that may include parents, college students, and high school upperclassmen. All FLASH staff have gone through hours of job specific training for their position. All Staff are certified in first aid, CPR, and AED. In addition, staff will be attending in-service training sessions and continuing education workshops throughout the year so that they can continue to provide the best care for your child. The Oak Lawn Park District FLASH program maintains an eight participant to one staff ratio.

Code of Conduct & Discipline

The "FLASH Code of Conduct" states that participants shall:

1. Show respect to all participants and staff, and take directions from staff.
2. Not disturb or hurt others verbally or physically.
3. Not intentionally damage equipment.
4. Not place him/herself in a dangerous situation.
5. Not bring any toys with them to FLASH.

A "Zero Tolerance" policy exists for any kind of violence brought about by adults and/or children at FLASH. A caring, positive approach will be taken regarding discipline. The purpose of discipline is to help children develop self-control and learn to assume responsibility for their own actions. It is also necessary for the safety of all participants and staff. FLASH uses corrective statements and "time-outs" to redirect negative behavior. Recurring or major problems will be discussed with the parent/guardian. Recurring or severe behavior problems may lead to suspension or dismissal from the FLASH program. **Any irreparable damage intentionally inflicted upon any property belonging to any of the Schools, FLASH, the Buses or any of our field trip destinations, will be billed to the responsible child(ren)'s family.**

Parent Communication with Children

Any parent who attempts to talk to a child other than his or her own child regarding that child's behavior or a problem, will be dismissed from the program. If there is a problem between two children, the parent should bring it to the attention of the Site Director or the FLASH office. Only Oak Lawn Park District staff is permitted to discipline or question a child in the program.

Behavior Guidelines

Participants, spectators and staff are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make park district programs safe & enjoyable for everyone involved. Additional rules may be developed for particular programs and athletic leagues as deemed necessary by staff.

Participants, spectators, facility guests and staff shall:

1. Show respect to all participants, spectators, facility guests and staff. They shall also be expected to take appropriate direction from staff.
2. Refrain from using abusive or foul language.
3. Refrain from causing bodily harm to self, other participants, spectators, facility guests or staff.
4. Show respect for equipment, supplies and facilities.
5. Follow all park district ordinances, facility rules and school rules. These include but are not limited to rules regarding smoking, alcohol, bringing refreshments into facilities, etc.
6. Not engage in any gang related activities including the display or possession of gang related symbols, the use of hand signals, soliciting membership, intimidating or threatening behavior, wearing or displaying any gang colors or clothing identified with gang activities, etc.

Suspected Abuse or Neglect

In accordance with the procedures set forth in the Abused and Neglected Reporting Act, Oak Lawn Park District staff, having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child, shall immediately report the matter to their supervisor. Chain of command will be followed and the proper authorities will then be notified.

Concerns/Problems

Any troubles your child has at school or at home may affect behavior during the FLASH program. Please keep FLASH informed of any unusual circumstances so we can be sensitive to your child's needs. The FLASH staff strives to work with each family and school as a team. Open communication is vital to accomplishing this goal.

Illness

FLASH has the right to refuse any child who is ill or has a fever. If a child becomes ill during the program, a parent will be notified and asked to pick-up the child. If the child is vomiting, the parent must have the child picked up immediately. If the parent is unavailable, an emergency contact will be called. As mandated by the school districts, **a child must be a fever-free and/or taking antibiotic for 24 hours before returning to the program.** A child may not return to the program until the following day after vomiting. **In case of contagious disease, please notify FLASH staff immediately.** All parents at that site will be notified as soon as possible. Your cooperation is appreciated.

Medication

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

1. Communicate the need to the Site Director.
2. Put all directions in writing by completing a "Medication Dispensing Information Form" and "Permission to Dispense Medication Form."
3. A doctor's note must accompany all medication requests.
4. Have medication in the original container with dosage instructions.

We reserve the right to refuse to dispense medication. If your child requires medication during a fieldtrip day, please bring the medication with you and hand it to the staff when you check-in that morning. Staff **will not** be able to transfer medication from their school site to the fieldtrip day due to the varying schedules they work on those days. Please notify FLASH of any existing medical conditions. *Forms provided.*

Emergency School Closings/Emergency Make-Up Days

In the event that the school has an emergency closing (due to weather, mechanical difficulties, etc.), the FLASH program at that school will be canceled. All full-day closings will be announced on the radio (WGN, WBBM). For a midday closing, after school FLASH will also be canceled. **No credit will be given for these days.** There will also be no extra charges from FLASH for Emergency Make-up days added on to the regular school year.

Late Start Days

In the 2009-2010 school year School District 123 started Late Start Days due to weather issues. On these days FLASH will still start at the regular time on these days and run until school starts. If you are normally signed up for FLASH in the event that a late start is called there is no extra charge for you. If you are not sign up on a morning when a late start is called, but need to utilize that morning, FLASH will take your child in for an additional fee of \$5.

Payment Plan

For the FLASH program we have several payment plan options available, pay in full at the start of the program, electronic fund transfers (EFT) from checking or savings or credit card account, pay on your own, Illinois Action for Children – Child Care Assistance Program, and other specially arranged personal payment plans (i.e. bi-monthly). If a parent/guardian is delinquent on a child's account, the child will be suspended or removed from the program unless special arrangements have been made with the director of the program. If for any reason a parent has difficulty in meeting a payment deadline, the FLASH Director must be contacted at (708) 857-2420 one week prior to the payment due date. Based on the circumstances for the lateness, alternate arrangements may be made.

1. Anyone is more than welcome to pay for the full year tuition at the start of the program.
2. EVERYONE that does not pay in full at the time they start of the FLASH will be required to fill out a "Direct Debit Tuition Payment Form" or a "Credit Card Authorization Form" (Visa and Master Cards only).
 - Tuition payments will be debited on the first of each month. If the first of the month falls on a weekend, then payment will be taken the following business day. ALL FLASH payment plans will now be set up for direct debit from your checking/saving account or automatic payment from your credit card. Payments Plans will no longer be accepted without a checking/saving account or credit card on file.
 - i. Bank Account and Credit Card payments that declined will be charged a \$30.00 service fee by the Oak Lawn Park District. If a payment is declined, it must then be resubmitted with the \$30.00 service fee via cash, money order or cashier's check.
 - ii. Direct Debit for multiple children will appear on statements as separate transactions.
 - iii. If you wish to change your credit card to a different credit card or change to direct debit from your bank account, you must fill out a new Credit Card Automatic Payment or Direct Debit Payment Agreement. This agreement must be completed and returned to the FLASH office **by** the 15th of the month preceding the month you want the change to be effective.
 - iv. If you wish to discontinue automatic withdrawal from your bank account, you must send notification in writing to the Oak Lawn Park District FLASH office by the 15th of the month preceding the month you want the change to be effective.
 - You may choose to pay on your own. With this plan you will have 9 equal tuition payments due by the 15th of each month preceding the preceding the month the payment is due to avoid being charged that month. (ex. Pay by Sept. 15 if you do not want the direct debit on Oct. 1). You can make these payments at your FLASH site to the Site Director with exact cash or check and the site director will issue you a written receipt. If you would like to make this payment by credit card to must come into a Park District facility and pay at the front desk (tell the front desk you owe a payment for FLASH and give them the program code). The front desk will not know what your payment amount is, so make sure you know how much you owe and pay that amount.
3. Illinois Action for Children – Child Care Assistance Program. With this program the child(ren)'s parents/guardians need to apply to the state. There is paper work that the parents/guardians must obtain fill out, and have the FLASH Director fill out and sign. Once you have obtained the proper paper work contact the Director of FLASH to set up a time to bring the forms by the FLASH office to complete the paper work.
4. If you are not able to do any of the above payment options then please contact the Director of FLASH as soon as you know to discuss alternate payment options.

Communication

For communication purposes, each site has a site telephone and cell phone. The telephones at the sites are for parents needing to contact FLASH staff to inform them of an absence, late pick-up, or family emergency. These telephones are not for parents wishing to call their children, as this is not fair to the other participants. No child will be permitted to use the site phone for any reason. **Also, no participant may use a private cell phone.** The telephone at each individual site will only operate during their hours of operation (before and after school). Site cell phones have 24-hour message service, but calls will only be returned during program hours. **If a parent needs to leave a message, they need to call the site cell phone and leave a message on the voicemail.** The FLASH office can be reached during business hours at (708) 857-2420.

Change of Information

If a parent has a change in any pertinent information, such as home or work phone numbers, cell numbers, pager numbers, address, marital status, or adding another person to your pick-up list, a "Change of Information Form" must be completed. No one other than the parents/guardians, regardless of who completed the original forms, can sign and authorize these changes. These forms can be picked-up at the site and given to the Site Director.

Receipts & Tax Statements

If you are paying on your own you will be issued a written receipt from your site director or given a receipt from which ever front desk you make your payment at. If you are on an EFT plan and would like a receipt please call the FLASH office and request a receipt. You may come in and pick it up from the FLASH office or give FLASH 2-5 days to get it to your site director and pick the receipt up when you drop off or pick up your child. Receipts for field trips will be given to you at the time of your payment. In addition, you will also receive a "Year-End Childcare Expense Statement" at your FLASH location by January 31, 2009. For tax purposes, our FEIN number is 36- 6006025.

Withdrawal

If a parent wishes to withdraw a child from the program, **you must submit notification in writing** to the FLASH office at the Community Pavilion or faxed to (708) 857-2420. A written note should also be given to the Site Director. **The parent will be responsible for any tuition fees until a signed written notification is actually received by the FLASH office.** If the FLASH Director determines if a refund is due, the parent will receive a refund check by mail if the tuition is being paid via a banking account or cash. A credit will appear on the credit card statement if it is being paid via credit card.

Refund/Credit Policy

Refunds of monthly tuition will be given if the participant moves out of the school district, withdraws from the program, or for an extended medical reason (five days in a row or more), documented by a doctor's note. The refund for moving or withdrawals will be pro-rated based upon your child's last day of attendance and your written notification of withdrawal. **Refunds or credits will not be given for snow days, vacation, illness, extracurricular activities, or other temporary childcare arrangements. A Park District Refund form must be filled out and signed for this.**

Photo Disclaimer

Photo Disclaimer: Registrants and participants of programs and special events permits the Park District to take photos and videos of themselves and the minor for publication in the program brochure, website and additional uses as the Park District deems necessary unless the registrant or participant expressively files with the Park District a written objection as to photos or videos of themselves and their children.

FORM INFORMATION (10 forms)

1. Oak Lawn Park District Program Registration Form – Fill this out and hand into the front desk for them to register you in the computer with your \$25 registration fee.

The rest of this packet should be filled out and put back in the folder for the front desk to send over to the FLASH office. Not all forms may need to be filled out. Make sure you PRINT everything clearly. One packet per child.

2. FLASH Registration – Please PRINT clearly so that we have all of your child’s and your information correct.

3. FLASH Emergency Contact & Pick-Up – Please put anyone that you would like us to contact incase we can not get a hold of the child’s actually guardian(s) and anyone that may pick-up your child(ren) from the FLASH program. If someone comes to pick up your child(ren) and his or her name is not on the list form the child(ren) will not be allowed leave with that person.

4. FLASH Enrollment Agreement – Please fill in the information needed & your sign that you agree with all the terms.

5. Medical Authorization – Fill out any medical information we should know.

6. Direct Debit Tuition Payment Agreement – Fill this form out if you are using your checking or savings account.

7. Credit Card Automatic Payment Agreement – Fill this form out if you are using you VISA or Master Card.

8. Complimentary T-Shirt – Please fill out the correct information for your child to receive their FLASH shirt.

9. Inclusion Request – Fill out this form if necessary for your child.

10. Special Recreation Information Form - Fill out this form if necessary for your child(s).

When you are finished completing the forms you need to please either mail them back to the FLASH Office or bring them into any of the Oak Lawn Park District Facilities to be sent to the FLASH Office. Your child cannot start FLASH until the FLASH Office has all these forms. **PLEASE keep you Parent Handbook with you.**

CONTACT INFORMATION

FLASH Office at the Community Pavilion – 9401 South Oak Park Avenue, Oak Lawn, IL 60453

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