

# Jones Community Center Summer Fun Club 2021

## PARENT PACKET



### "A Divertirse / Let's Have Fun"

**Session 1: Monday, June 14<sup>th</sup> through Friday, July 2<sup>nd</sup>**

**Session 2: Monday, July 12<sup>th</sup> thru Friday, August 13<sup>th</sup>**

**No Program from Monday, July 5<sup>th</sup> through Friday, July 9<sup>th</sup> pm**

**8:30 am - 1:00 pm, Monday through Friday**

**220 E. 15<sup>th</sup> Street, Chicago Heights, IL 60411  
(708) 757-5395**

## **HEALTH POLICY**

Jones Center should be notified when a participant will be absent due to an illness of any type. **THE OFFICE NUMBER IS 708-757-5395.**

Students, facilitators, and food service personnel will wear masks when social distancing cannot be maintained. Hand sanitizer will be available throughout the building. Bathrooms will be cleaned at a minimum of every 2 hours. All surfaces and floors will be sanitized daily.

- The communication of any illness will be necessary for the program to continue. We all must work together to keep our students and staff members healthy and well. It is important that parents immediately report any communicable/contagious illnesses/diseases to Jones Center staff so that other parents may be notified of possible exposure. Examples include but are not limited to: chicken pox, whooping cough, pink eye, lice infestation, along with COVID-19 and its symptoms. In certain cases of communicable disease, children must present a doctor's note before returning to the program. Please inform Mark Goesel regarding an illness by email ([mgoesel@jonescenter.org](mailto:mgoesel@jonescenter.org)) and/or voicemail (708.506.3030).
- For the protection of all of the students and staff, ill children must remain home. Children must stay home until they are symptom free for at least 24 hours. Symptoms that restrict admission are:
  - ✓ Fever of 100.4° (F) or higher; children must be fever free without medication for at least 24 hours before returning
  - ✓ Severe or persistent cough and/or sore throat not attributed to allergies or asthma
  - ✓ Runny nose with green or yellow discharge
  - ✓ A rash or hives (unless cleared by a doctor's note)
  - ✓ Vomiting or diarrhea within 24 hours
- First aid supplies are available at the program site.
- If your child becomes ill or hurt while in the program, parents will be called and child will need to be picked up immediately. If the parent cannot be reached immediately, the emergency contact will be called. If the emergency warrants, 911 will be called immediately prior to the parents being contacted to ensure the health and safety of your child.

**In the event of a positive COVID 19 case, Jones Community Center will follow the guidelines of the Cook County Health Department and the CDC.**

**MEDICATION POLICY:** If your child should require a prescription or non-prescription medication, a medication form must be completed and on file at the Center. **However, if at all possible, it is preferred that all medications be administered before or after the program.**

Prescriptions must be in a bottle marked with the child's name, doctor's name, date, and directions for administering the medication, the prescription number, drug store or pharmacy.

Non-prescription medications must be in original container, labeled with the child's name and directions for administering.

## **BEHAVIOR & INCENTIVE POLICY**

Discipline is the ongoing process of helping children to develop self-control so that they may manage their own behavior in socially approved and acceptable ways. It is the policy of Jones Center that positive discipline and conflict resolution will be utilized to assist the participants to resolve their own conflicts and manage their own behavior. This process takes the cooperation of all parties including staff, youth, and parents. Staff will avoid problems by offering organized, stimulating programs, reinforcing and modeling positive behaviors, redirecting, offering clear choices and limits, and including youth in conflict resolution. Parents will be involved by reviewing the rules with their child, being informed of their child's behaviors, keeping the lines of communication open, and being available to meet. Youth will be involved by being aware of the program guidelines, helping to create class rules, and having opportunities to resolve their own conflicts. Every effort will be made to use restorative practices to correct behavior issues.

Below is a copy of the Jones Center Behavior Policy that will be enforced:

Minor Offenses	Time out away from the group Activity. Use of redirection, peer mediation, and conflict resolution techniques.
Repeated Minor Offenses	Participant(s) will meet with a staff member to enable all parties to voice concerns and be heard. Approach to next steps will be decided.
Unresolved Minor Offenses	Participant(s) will meet with key staff and parent(s) to address issues and discuss ways to resolve the conflict.
Major Offense	Participant(s) will meet with key staff, parent(s), and Executive Director for next steps including possible suspension.
Unresolved Offenses	If behavior is beyond Jones Center's capacity to control, all efforts will be made to refer to an appropriate organization or program.

Minor offenses include noncompliance, inappropriate language, and defiance toward other children and staff. Examples of major offenses include direct threats to the physical or emotional safety of other children or staff, fighting or bullying, possession of a weapon of any kind, vandalism or destruction of property, sexual misconduct, possession or use of any controlled substance, and biting.

By no means do we want to remove a child from any Jones Center programs. We will try our best to work with you and your child if problems arise. However, any youth who, after attempts have been made to meet his or her individual needs, demonstrates the inability to benefit from the type of program offered by Jones Center, shall be discharged from the program.

In our program, good behavior is rewarded with leadership roles, field trips, special activity privileges, and small prizes.

**\*\*Mandated Reporting\*\*** It is the policy of Jones Memorial Community Center's Youth Services Program that all youth staff members are mandated reporters and are to follow the guidelines of the Child Abuse and Neglect Reporting Act of 1975. Please ask to see the full policy in this regard if you are interested.

## **JONES CENTER RULES**

(1) No food or drinks in undesignated areas; (2) No bullying, teasing or fighting; (3) No cursing; (4) No running outside of gym time; (5) No leaving the classroom without permission; (6) No leaving the building without permission; (7) Cell phones silent and away unless permission is given; (8) Always obey and respect Jones Center staff members and volunteers.

## **ARRIVAL, DISMISSAL, PROGRAM SCHEDULE, and FIELD TRIPS**

**Arrival:** Children should enter/be dropped off at the main entrance on 15<sup>th</sup> Street. Breakfast begins at 8:30 AM. **Children should not arrive at Jones Center any earlier than 8:15 AM.** Children who do not eat breakfast should arrive no later than 9:00 AM unless other arrangements have been made by calling Jones Center at 708-757-5395.

**Dismissal:** Children will be dismissed at 1:00 PM. Children with permission to “walk home” or “be picked up outside” will be dismissed through the main entrance on 15<sup>th</sup> Street at 1:00 PM. Parents who indicated that their child “will be picked up inside the building” **must enter** Jones Center through the front door to sign at the front desk. Center staff will closely monitor adults picking up children based on the application. **NO PARTICIPANT WILL BE RELEASED TO ANYONE WHO IS NOT LISTED ON THE APPLICATION.** Parents cannot call reception to ask for a child categorized as an “Inside Pick Up” to be sent outside.

**The summer program ends at 1:00 PM.** Therefore, any child who is picked up late on a consistent basis may be dismissed from the program. **Please call 708-757-5395 as soon as you know you have a conflict, and we will work with you to make arrangements for your child.** If a child is not picked up by 2:00 PM without any contact from the parents or guardians, the Chicago Heights Police Department will be notified.

**Field Trips:** Field trips are scheduled on Friday of each week. Authorization for all field trips must be completed before the day of the trip. **You must attend camp at least 3 days the week of a field trip in order to attend that field trip.** Exceptions will be made if there is a viable reason for absence including summer school. Some field trips may return to the Center after 1:00 pm; we will let you know our estimated time of arrival for each trip. Each field trip will include lunch. If you choose to send food or water with your child, kindly send it in a clearly marked, disposable container. Any personal belongings or money are the responsibility of your child. Jones Center follows strict policies for background checks for all staff members. Likewise, a safe staff-to-camper ratio is always maintained. Therefore, we do not allow outside chaperones on our field trips.

**THANK YOU FOR WORKING TOGETHER TO MAKE THIS YEAR’S SUMMER FUN CLUB THE BEST EXPERIENCE POSSIBLE FOR ALL INVOLVED. PLEASE ALWAYS FEEL FREE TO ASK QUESTIONS OR MAKE SUGGESTIONS.**

Mark Goesel, Youth Program Director (708) 506-3030  
Juana Morales, Assistant Director (708) 506-3027 – hablo español  
Cheryl Roop, Executive Director (708) 506-3031