Mission Statement
University Housing cultivates a safe space for the Illinois community to achieve its full human and academic potential. We are unified in purpose: to create memorable experiences and valued services.

Non-Discriminatory Policy
It is the policy of the University of Illinois to not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities.

Program Description:
The Jr. Club after school program offers social, recreational, and educational activities to pre-school age children of University Apartments. We provide a safe and fun environment for the children to interact, grow, and develop.

The Jr. Club program follows many of the Department of Children and Family Services guidelines; however the school is not regulated by them. Family & Graduate Housing is regulated by the University of Illinois.

Location:
Jr. Club meets at the Family & Graduate Housing Community Center on 510 West George Huff Drive in Orchard Downs.

Jr. Club Days of Operation:
The program runs from 3:00 until 5:30 p.m. Monday through Friday. Jr. Club is part of Family & Graduate Housing and follows the University Academic Calendar.

Enrollment:
Residents of University Apartments and non-resident families with children enrolled in the Orchard Downs Pre-school who are toilet trained and ages 3 to 5 years old are eligible. Class size is limited and registration is on a first come, first served basis.
Every child is required to receive a physical examination before attending Jr. Club. The record of immunization must be completed at the time of your child's physical examination. Immunizations which must be kept current are: DPT Rubella (red measles), Polio, MMR (measles, mumps, rubella), Hepatitis B, Vericella (i.e., chicken pox), and HIB. The certificate of Health Examination may be waived in cases where religious practices prohibit physical examinations and immunizations.

Emergency Form
Information including parents' home and work emergency contact information, known allergies to foods or medications, and release for emergency medical treatment shall be obtained at the time of admission or within 30 days after admission. Every parent should have an alternate person to care for the child in case of illness or school closure.

Toilet Trained
Children are expected to be fully toilet trained before entering the Jr. Club program. Parents are asked to bring a spare set of clothing in case of an occasional accident. These accidents will be handled in a kind and gentle way, with respect for the child's feelings.

If a pattern of accidents occurs the child will not be considered toilet trained and will be asked to withdraw from the program. Dependent upon space availability, the child would be able to return when the parents and teachers feel that he/she would have more success in this area.

Daily Activities:
The children will participate in social, recreational, and educational activities. Weather permitting the children will participate in outside play.

Food:
Children are given a daily snack and drink. Children may bring their own snack or drink. Parents are sometimes asked to donate a snack or food for a special program or party.

Checking in and out:
Children will have already been checked in for the full day program. Upon leaving Jr. Club, the parent must tell the Children’s Programming Coordinator or designated staff member. Parents will be asked to sign children out of Jr. Club. Children in Jr. Club will not be allowed to leave until the parent or a pre-approved person arrives to pick up the child. Children walking home with a brother or sister must be pre-approved by the Children’s Programming Coordinator.

Jr. Club closes at 5:30. Parents of children waiting past 5:30 P.M. will be notified. The emergency contact person will be called, if needed.

Attendance:
Attendance will be taken daily at the beginning of Jr. Club. Parents must call the Children’s Programming Coordinator if the child will be absent. If a child is absent and the Children’s Programming Coordinator has not been called the parents will be called to ensure the child’s whereabouts. If a child is absent for 3 days and the Children’s Programming Coordinator has not been informed the child’s name will be removed from the Jr. Club roster. Parents should notify the Children’s Programming Coordinator for any changes in the child’s schedule or of an extended absence.
**Personal hygiene:**
All possible provisions have been made to assure that the children and staff follow appropriate rules of personal hygiene. Antibacterial soap is used for hand washing before meals and after toilet use. Electric dryers are used for drying hands.

**Illness:**
If a child arrives to the center displaying signs of illness, the Jr. Club staff will determine whether they are able to care for the child safely, based on the apparent degree of illness, other children present and facilities available to care for the ill child.

If a child needs emergency care because of an illness or accident that occurs while the child is in Jr. Club, the staff shall attempt to contact the child’s parent(s) and expected to pick up the child as soon as possible. The child will be separated from the other children until the parent(s) arrival. If the staff is unable to locate the parent(s) the Jr. Club staff will contact the emergency contact person noted in the child’s file.

Please contact the Children’s Programming Coordinator if a child will be absent at Jr. Club due to illness. If a child was absent from pre-school due to illness, the child is not allowed to attend Jr. Club. If a child was absent from pre-school due to a doctor’s appointment and is not ill, attending Jr. Club is permitted.

**Medication:**
Medication will only be administered if a “Permission to Administer Medication” form has been signed with the specific dosage. Contact the Children’s Programming Coordinator if a child requires medicine during the time between 3:00 and 5:30 P.M. Generally, medication is not administered during the Jr. Club program. Staff may administer minor first aid on cuts and scrapes.

**Accident Reports:**
In the event a child should be hurt in a non emergency incident requiring first aid, an accident report will be completed for the parents.

**Allergies and Restricted Foods:**
All allergies and restricted foods must be stated on the registration forms. Information about children with allergies and restricted foods will be posted in the office.

**Child Abuse:**
The staff of the Kid’s Club is required by the Illinois state law to report any suspicion of child abuse to the University Police, Department of Children and Family Services, or an external police agency.
**Guidance and Discipline:**
No child shall be subject under any circumstances to corporal punishment inflicted in any manner upon the body or to verbal abuse, deprived of food as punishment, or punished for toilet “accidents.”

A child’s behavior is redirected if it is inappropriate or harmful to another child. The staff member will go to the child and attempt to change the circumstances to bring about the acceptable behavior. A child who continues to disrupt the program or bother another child will be spoken to about their behavior. Discussion, channeling, and time outs will be used to correct the behavior. The child’s parent(s) will be notified if a problem persists.

Any child who, after attempts have been made to meet the child’s needs, demonstrates inability to benefit from the type of care offered by the facility, or whose presence is detrimental to the group, shall be discharged.

**Conferences:**
The Children’s Programming Coordinator is available to meet with parents if necessary. Contact the Children’s Programming Coordinator to schedule a meeting.

**Survey:**
A survey will be available for parents to complete online. Your input is a valuable tool for determining effectiveness of the program and recommending further improvements. We want to ensure that the Jr. Club after school program here at Orchard Downs provides quality activities and meets the expectations of the parents and children who participate in the program.