



PUBLIC HEARING
December 14, 2020
7:00 PM

The Geneva Park District Board of Commissioners of Kane County Illinois will hold a Public Hearing to Review Tax Levy Ordinance #2020-07 on December 14, 2020 at 7:00 PM via phone conference. Conference call # (646) 749-3122, Participant Access Code: 202-493-765. Public comments are welcome via email bpattermann@genevaparks.com or voicemail 630-262-2202 until 6:45 PM on December 14, 2020 and will be shared at the meeting. Submitted by Sheavoun Lambillotte, Geneva Park District Board Secretary.

Agenda

Call to Order

Roll Call

Adopt Temporary Public Comment Rule

Review Tax Levy Ordinance #2020-07

Hearing of Guests

Adjourn



REGULAR SCHEDULED MEETING

December 14, 2020

7:05 p.m.

The Geneva Park District Board of Commissioners of Kane County Illinois will hold a regular scheduled meeting on December 14, 2020 at 7:00 PM via phone conference. Conference call # (646) 749-3122, Participant Access Code: 202-493-765. Public comments are welcome via email bpattermann@genevaparks.com or voicemail 630-262-2202 until 6:45 PM on December 14, 2020 and will be shared at the meeting. Submitted by Sheavoun Lambillotte, Geneva Park District Board Secretary.

AGENDA

Call to Order

Roll Call

Adopt Temporary Public Comment Rule

Hearing of Guests

Reading of Minutes: Regular Scheduled Meeting – November 16, 2020

Claims and Accounts

Treasurer's Report and Superintendent of Finance Report

Approval of the Agenda

CORRESPONDENCE

OLD BUSINESS

Tax Levy Ordinance #2020-07

Smoking – Tobacco Free Policy

Policy Manual Update: Operations Procedures, Park Ordinance, Bloodborne Pathogens, SPRC, SCC

COMMUNICATIONS

STAFF REPORTS

Superintendent of Parks and Properties

Superintendent of Recreation

NEW BUSINESS

2020 Sunset Pool & Mill Creek Pool Surveys

2020 Sunset Pool & Mill Creek Pool Annual Reports

2021 Board Meeting Schedule

Policy Manual Update: Personal Training, Gymnastics, Girls & Adult Softball, Dance, Summer Camp and Kid's Zone

EXECUTIVE SESSION

Personnel - (5ILCS 120/2 (c) (1))

Land Acquisition - (5ILCS 120/2 (c) (5)) *Not Anticipated*

Litigation – (5ILCS 120/2 © (11)) *Not Anticipated*

ADJOURN

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
November 16, 2020**

CALL TO ORDER

President VanderVeen called the meeting to order at 7:01 p.m.

ROLL CALL

President VanderVeen called for the roll. Commissioner Cullen (remote), Vice President Frankenthal (remote), Commissioner Lenski (remote), Commissioner Moffat (remote) and President VanderVeen (remote) all answered present.

Staff members present were Executive Director Sheavoun Lambillotte, Administrative Assistant Brynn Pattermann (remote), Supt. of Finance and Personnel Christy Powell, Supt. of Parks & Properties Jerry Culp (remote) and Supt. of Recreation Nicole Vickers (remote).

Guests: Frank Parisi (remote) from Williams Architects

Press: None

ADOPT TEMPORARY PUBLIC COMMENT RULES

President Vanderveen asked for a motion to suspend the normal rules for public comment and adopt temporary rules for public comment which allow members of the public to address the Board by emailing bpattermann@genevaparks.com or leaving a voicemail at 630-262-2202 up to 15 minutes prior to convening the meeting. Commissioner Cullen made a motion to approve and adopt the temporary public comment rule. Commissioner Moffat seconded. All ayes. Motion carried.

HEARING OF GUESTS

None

READING OF MINUTES

Vice President Frankenthal made a motion to approve the minutes from the Regular Scheduled Meeting of October 19, 2020, the Special Meeting of November 5, 2020 and the minutes from the Recreation Committee Meeting of November 9, 2020 as presented. Commissioner Cullen seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

Commissioner Moffat acknowledged and applauded staff members for obtaining their Certified Parks & Recreation Professional certification. Commissioner Moffat made a motion to approve the claims and accounts as presented. Vice President Frankenthal seconded. All ayes. Motion carried.

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Supt. of Finance and Personnel Powell reviewed the October Financial reports. Ms. Powell noted that the District is 50% through the fiscal year and given what we expected with COVID, we are close to what was projected. The Limited Bond Issuance timeline and details were discussed. Commissioner Moffat made a motion to approve the Treasurer's Report and Supt. of Finance Report as presented. Commissioner Cullen seconded. All ayes. Motion carried.

APPROVAL OF THE AGENDA

Vice President Frankenthal made a motion to approve the agenda as presented. Commissioner Moffat seconded. All ayes. Motion carried.

CORRESPONDENCE

None

OLD BUSINESS

TAX LEVY ORDINANCE #2020-07 (2nd Draft)

The first draft of the tax levy ordinance was presented at the October Board meeting and it remains unchanged. Ms. Powell noted that Commissioner Moffat noticed a mathematical error in the supplemental information which made the tax rate appear to be higher than it actually is. The public hearing regarding the tax levy will be held at 7:00 p.m. on December 14th during the regularly scheduled board meeting. The legal notice for the meeting is published in late November.

SUNSET RACQUETBALL & FITNESS CENTER RENOVATION

Executive Director Lambillotte stated that the District has decided to hold off on capital projects until we have financially recovered fully from COVID. The Board and staff made a decision to prepare grant applications for the Sunset Racquetball & Fitness Center Renovation should one become available. Frank Parisi from Williams Architects discussed and reviewed different options and amenities for the project. After some discussion, the Board narrowed down and agreed to move forward with options 3, 4A and 4B to present and obtain public input. Public input and meetings will be held before moving forward in the grant application process.

COMMUNICATIONS

In an effort to conserve on costs, Supt. Powell attended the annual Legal Symposium virtually and reviewed many pertinent topics and legislation that affects the District and is preparing to share information with the Leadership Team.

Director Lambillotte informed the Board that staff are in the process of updating the District's short and long range goals and objectives.

Staff has been busy preparing to implement Tier 3 guidelines as dictated by the State and are keeping a watchful eye on additional measures that may be put in place due to the increase of COVID cases over the past month.

Plans are being made for the GPD Foundation and the NRC to begin preparing for a virtual version of the annual Wine, Cheese and Trees fundraising event scheduled to take place in February of 2021.

Staff met with Upland Design and Williams Architects to begin the process of preparing grant applications for pickleball courts, the Mini Golf Hut renovation, the Sunset Racquetball Fitness Center renovation and the Sunset Pool Bathhouse renovations should any grants become available for those projects over the next year.

We have received word from the state that the District will be receiving grant funding for the drainage project at Island Park in the amount of \$100,000.

FUTURE MEETINGS

Regular Scheduled Meeting	December 14	7:05 P.M.
Public Hearing – Tax Levy	December 14	7:00 P.M.
Foundation Regular Scheduled Meeting	TBD	TBD

STAFF REPORTS

SUPERINTENDENT OF RECREATION

Supt. of Recreation Vickers reviewed her report. The winter brochure has been released with resident registration beginning December 8th. Staff has made necessary changes due to the new Tier 3 mitigations, the biggest change has been a 10 person maximum for programs. The District is actively looking into the future and planning for any additional mitigations that may come into play. Halloween Hayday and the Houl O'ween Dog Parade both took place successfully at Peck Farm Park. Plans are underway for the Polar Express. Given the limitations on indoor dining, and the removal of group travel through Metra, staff has taken the opportunity to rethink the event in which Santa will show up to individual homes delivering Christmas cheer and special treats for children. Vice President Frankenthal stated this is a great idea and kudos for thinking outside the box. Work continues on completion of the interpretive signs for the trail at Peck North. Staff has made progress on building a ticket module which will allow people to register online and be able to select their community garden plot by viewing a site map. The Kane County Certified Naturalist Program is moving forward with classes offering in-

person, hybrid and remote options to adhere to safety guidelines and the comfort level of participants. The SPRC & SRFC membership & revenue figures for BestLife Fitness were reviewed.

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Culp reviewed his report. Fall cleanup of landscape beds is almost complete. Staff is installing concrete pads for garbage cans in the parks. Staff is replenishing play surfaces in playgrounds. Staff is painting the fence railing and hut at Mini Golf. The District received an additional 15 park signs and have begun installing them. Gator bags are being removed from trees. The Butterfly House is closed and the netting has been removed and stored for winter. Community Gardens will be receiving manure to be tilled into the soil for the upcoming season. The newly constructed compost bin has been highly utilized. Staff installed 9 memorial trees and are working on 5 memorial benches. Concrete pads have been installed at Eagle Brook to prevent erosion in high traffic areas. The Sunset Community Center parking lot paving project is complete. Staff is working with Metronet on fiber installation. Contractor is working on the crossing beacons for the crosswalk between Peck Farm North and South. Walked through both pools and made a winter maintenance list. The fall burn season has begun. Staff successfully burned Peck North and Randall Square with more burns scheduled later this week. The District received notice that we received funding for the Island Park Drainage Project. Director Lambillotte noted that the District continues to look for ways to lower exposure to COVID. Ms. Lambillotte also mentioned that staff has identified that they would like the opportunity to cross train in other departments and that the process of cross training has begun. President VanderVeen noted that there is a sign that is cracked over at Peck North. Supt. Culp explained that those signs are temporary and the new permanent signs have been ordered and will be much sturdier.

RECREATION COMMITTEE MEETING REPORT

Supt. of Recreation Vickers reviewed the Recreation Committee Meeting report and recommendations. The Committee included board members Pat Lenski and Jay Moffat, as well as, all Recreation staff. Ms. Vickers noted that due to COVID, no spring programs were offered. She discussed the highlights of the summer programs including concerts in the park, the introduction of outdoor fitness and Playhouse 38 outdoor productions. Ms. Vickers noted that we were one of the few Districts to start a camp program as scheduled and managed to run a fun and safe camp without any COVID interruption or cases. The camp program had 222 participants. Separate reports were presented with revenue and expenditure breakdowns for 2020 Spring & Summer programs, and 2020 Summer Day Camp. Recommendations were presented. Commissioner Lenski made a motion to approve the Recreation Committee Report for spring and summer 2020 and recommendations for 2021 as presented. Commissioner Moffat seconded. All ayes. Motion carried.

NON-RESIDENT TRACK PASS RATES

Supt. of Recreation Vickers stated that there have been requests from non-residents in regards to allowing non-residents to purchase monthly and/or annual track passes. Ms. Vickers reviewed pricing and availability for non-resident track passes that staff is recommending. After some discussion, Commissioner Moffat made a motion to approve the Non-Resident Track Pass Rates as presented. Vice President Frankenthal seconded. All Ayes. Motion carried.

SMOKING – TOBACCO FREE POLICY

Executive Director Lambillotte recommended that we implement a District wide smoke free policy. She stated that the District currently has a policy that includes no smoking in and around facilities. Many surrounding Districts have implemented this policy and staff would like to extend the tobacco free/smoke free policy to all facilities and parks. Commissioner Moffat made a motion to approve the No Smoking-Tobacco Free Policy as presented. Commissioner Cullen seconded. All ayes. Motion carried.

POLICY MANUAL UPDATE

Executive Director Lambillotte stated that as a matter of housekeeping, department heads & staff have all reviewed the following to include more accurate information of current procedures: Operations Procedures, Park Ordinance, Bloodborne Pathogens, SPRC and SCC. After some discussion, Vice President Frankenthal made a motion to approve the Operations Procedures, Park Ordinance, Bloodborne Pathogens, SPRC and SCC as presented. Commissioner Moffat seconded. All ayes. Motion passed.

EXECUTIVE SESSION

At 9:07 p.m. Vice President Frankenthal made a motion to go into Executive Session for the purpose of reviewing executive session minutes and discussing personnel. Commissioner Moffat seconded. All ayes. Motion carried.

At 9:37 p.m. the Board returned to the Regular meeting from executive session. Commissioner Moffat made a motion to approve executive session minutes dated May 18, 2020; June 15, 2020; September 21, 2020 and October 19, 2020 as presented; and approve the release of executive session minutes dated March 7, 2017 and September 21, 2020 for public viewing and the disposal of tapes of previously released minutes 18 months and older. Commissioner Lenski seconded. All ayes. Motion carried.

ADJOURN

Commissioner Moffat made a motion to adjourn the meeting at 9:39 p.m. Commissioner Lenski seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Brynn Pattermann

DATE: 12/08/20
TIME: 12:21:22
ID: AP490000.WOW

GENEVA PARK DISTRICT
WARRANT NUMBER 120820

CONSTRUCTION UNPAID

FROM CHECK # 115326 TO CHECK # 115329

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
115326	BLACK LINE FOX VALLEY LLC	BLACKLINE-BACKUP STORAGE	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	615.50
			CHECK TOTAL	615.50
115327	ENGINEERING RESOURCE ASSOC.INC	SCC PARKING LOT PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	3,292.00
		BENNETT PK WETLAND PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	2,448.66
			CHECK TOTAL	5,740.66
115328	MARTENSON TURF PRODUCTS INC.	GRASS SEED-TURF RESTORATION	CONSTRUCTION / CAPITAL IMPROV. / LANDSCAPING &	2,687.50
			CHECK TOTAL	2,687.50
115329	UPLAND DESIGN LTD	LIBRARY PLAYGROUND PROJ.	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	1,468.11
		BRICHER/4TH STR PLYGRND PROJ	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	10,893.41
			CHECK TOTAL	12,361.52
			WARRANT TOTAL	21,405.18

DATE: 12/08/20
 TIME: 11:23:45
 ID: AP490000.WOW

GENEVA PARK DISTRICT
 WARRANT NUMBER 120820

FROM CHECK # 74951 TO CHECK # 74999

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
74951	ABLE PEST CONTROL, INC.	EXTERIOR FALL PEST CONTROL	RECREATION / SPRC	355.00
		PEST CONTROL-NOVEMBER	CORPORATE / PECK FARM	85.00
		MONTHLY PEST CONTROL-NOVEMBER	RECREATION / SPRC	105.00
			CHECK TOTAL	545.00
74952	ACCURATE EDGE LANDSCAPE INC	MOWING SVC 9/28-11/4	CORPORATE / PARKS ADMINISTRATION	11,902.14
			CHECK TOTAL	11,902.14
74953	AT&T	AT&T-MINI GOLF INTERNET	RECREATION / MINIATURE GOLF	115.17
			CHECK TOTAL	115.17
74954	BANNER UP SIGNS	BESTLIFE SIGNAGE	RECREATION / REC ADMINISTRATION	113.50
		PARK SIGNAGE	CORPORATE / PARKS ADMINISTRATION	313.50
		COVID SIGNAGE-MASKS REQUIRED	RECREATION / REC ADMINISTRATION	264.00
			CHECK TOTAL	691.00
74955	ELLIOTT BORTNER	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	25.00
			CHECK TOTAL	65.00
74956	FRANCESCA BORMAN	BIRTHDAY PARTY-PIZZA,WATER	RECREATION / SPRC BIRTHDAY PARTIES	73.72
			CHECK TOTAL	73.72
74957	CALL ONE	CALL ONE MONTHLY SVC	RECREATION / SUNSET RACQUETBALL & FITNESS	97.92
		CALL ONE MONTHLY SVC	RECREATION / REC ADMINISTRATION	522.26
		CALL ONE MONTHLY SVC	RECREATION / SUNSET POOL	170.15
		CALL ONE MONTHLY SVC	RECREATION / SPRC	821.62
		CALL ONE MONTHLY SVC	CORPORATE / PARKS ADMINISTRATION	198.80
		CALL ONE MONTHLY SVC	RECREATION / MINIATURE GOLF	49.70
		CALL ONE MONTHLY SVC	CORPORATE / PECK FARM	129.48
			CHECK TOTAL	1,989.93
74958	CITY OF GENEVA	CITY WATER/SEWER-SCC	RECREATION / REC ADMINISTRATION	134.77
		CITY WATER/SEWER-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	314.45
		CITY WATER/SEWER-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	52.12
		CITY WATER/SEWER-WHLR HUT	CORPORATE / PARKS ADMINISTRATION	63.19
		CITY WATER/SEWER-ISLAND PK	CORPORATE / PARKS ADMINISTRATION	100.33
		CITY WATER/SEWER-WHLR NORTH	CORPORATE / PARKS ADMINISTRATION	49.43

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GENEVA PARK DISTRICT
WARRANT NUMBER 120820

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FROM CHECK # 74951 TO CHECK # 74999

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
74958	CITY OF GENEVA	CITY WATER/SEWER-STH STR FIELD	CORPORATE / PARKS ADMINISTRATION	101.51
		CITY WATER/SEWER-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	42.71
		CITY WATER/SEWER-GARDEN CLUB	CORPORATE / PARKS ADMINISTRATION	30.16
		CITY WATER/SEWER-SUNSET POOL	RECREATION / SUNSET POOL	302.81
		CITY WATER/SEWER-MOORE PK	CORPORATE / MOORE SPRAY PARK	66.93
		CITY WATER/SEWER-SPRC	RECREATION / SPRC	386.68
		CITY WATER/SEWER-COMM GARDENS	CORPORATE / COMMUNITY GARDEN	72.00
		CITY ELECTRIC-ISLAND PK	CORPORATE / PARKS ADMINISTRATION	57.44
		CITY ELECTRIC-ESPING FLAG POLE	CORPORATE / PARKS ADMINISTRATION	22.55
		CITY ELECTRIC-HARRISON	CORPORATE / PARKS ADMINISTRATION	75.15
		CITY ELECTRIC-JAYCEE PK	CORPORATE / PARKS ADMINISTRATION	18.30
		CITY ELECTRIC-WHLR PK	CORPORATE / PARKS ADMINISTRATION	58.85
		CITY ELECTRIC-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	542.80
		CITY ELECTRIC-PFP HOUSE	CORPORATE / PECK FARM	183.35
		CITY ELECTRIC-PFP MAINT	CORPORATE / PECK FARM	514.26
		CITY ELECTRIC-SCC	RECREATION / REC ADMINISTRATION	20.65
		CITY ELECTRIC-SCC	RECREATION / REC ADMINISTRATION	1,084.83
		CITY ELECTRIC-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	315.09
		CITY ELECTRIC-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	294.30
		CITY ELECTRIC-SUNSET POOL	RECREATION / SUNSET POOL	358.97
		CITY ELECTRIC-SCC BALLFIELDS	RECREATION / ADULT SOFTBALL	212.85
		CITY ELECTRIC-MOORE PK	CORPORATE / MOORE SPRAY PARK	17.99
		CITY ELECTRIC-SPRC	RECREATION / SPRC	4,745.30
		CITY ELECTRIC-PH38	RECREATION / PLAYHOUSE 38	51.98
			CHECK TOTAL	10,291.75
74959	COM ED	COMED-MC COMM PK	CORPORATE / PARKS ADMINISTRATION	19.39
			CHECK TOTAL	19.39
74960	CONSERV FS, INC.	UNLEADED FUEL	CORPORATE / PARKS ADMINISTRATION	648.84
		UNLEADED FUEL	RECREATION / REC ADMINISTRATION	72.09
		UNLEADED FUEL	CORPORATE / PARKS ADMINISTRATION	1,442.78
		UNLEADED FUEL	RECREATION / REC ADMINISTRATION	160.31
		UNLEADED FUEL	CORPORATE / PARKS ADMINISTRATION	440.56
		UNLEADED FUEL	RECREATION / REC ADMINISTRATION	48.95
		DIESEL FUEL	CORPORATE / PARKS ADMINISTRATION	648.91
			CHECK TOTAL	3,462.44

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GENEVA PARK DISTRICT
WARRANT NUMBER 120820

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FROM CHECK # 74951 TO CHECK # 74999

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
74961	COMCAST CABLE	COMCAST-SPRC INTERNET	RECREATION / SPRC	742.53
			CHECK TOTAL	742.53
74962	RYAN COFFLAND	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	30.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	25.00
			CHECK TOTAL	55.00
74963	SAMUEL CONJARDI	SANTA DELIVERY STAFF	RECREATION / NORTH POLE TRAIN	595.00
			CHECK TOTAL	595.00
74964	DANEIRE FARMS	GARDEN PLOTS PLOW SVC	CORPORATE / COMMUNITY GARDEN	300.00
			CHECK TOTAL	300.00
74965	FEDEX	GRANT APP POSTAGE	CORPORATE / PARKS ADMINISTRATION	19.42
			CHECK TOTAL	19.42
74966	GENEVA CHAMBER OF COMMERCE	GENEVA CHAMBER ANNUAL DUES	RECREATION / REC ADMINISTRATION	210.00
		GENEVA CHAMBER ANNUAL DUES	CORPORATE / PARKS ADMINISTRATION	210.00
			CHECK TOTAL	420.00
74967	GORDON FLESCH COMPANY, INC.	GORDON FLESCH MNTHLY MAINT	RECREATION / PARK DISTRICT PRESCHOOL	131.00
		GORDON FLESCH MNTHLY MAINT	RECREATION / SPRC	259.83
		GORDON FLESCH MNTHLY MAINT	RECREATION / REC ADMINISTRATION	364.57
		GORDON FLESCH MNTHLY MAINT	CORPORATE / PARKS ADMINISTRATION	243.04
			CHECK TOTAL	998.44
74968	KEN HARRIS	PICKLEBALL INSTR FEE 11/15	RECREATION / FITNESS CENTER PROG- NEW BLDG	45.50
			CHECK TOTAL	45.50
74969	LAKESHORE RECYCLING SYSTEM	PORTOLET SVC-SKATE PK DELIVERY	RECREATION / REC ADMINISTRATION	160.00
		PORTOLET SVC-SKATE PK JUNE	RECREATION / REC ADMINISTRATION	160.00
		PORTOLET SVC-WESTERN JUNE	RECREATION / REC ADMINISTRATION	127.50
		PORTOLET SVC-RANDALL SQ PK	RECREATION / TRADITIONAL YOUTH CAMPS	70.00
		PORTOLET SVC-WHLR PK JULY	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-SKATE PK JULY	RECREATION / REC ADMINISTRATION	260.00
		PORTOLET SVC-ESPING PK JULY	RECREATION / REC ADMINISTRATION	28.93
		PORTOLET SVC-HARRISON JULY	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-WESTERN JULY	RECREATION / REC ADMINISTRATION	90.00

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GENEVA PARK DISTRICT
WARRANT NUMBER 120820

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FROM CHECK # 74951 TO CHECK # 74999

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
74969	LAKESHORE RECYCLING SYSTEM	PORTOLET SVC-FORNI PK JULY	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-MC COMM PK JULY	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-DRYDEN PK JULY	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-MOORE PARK JULY	RECREATION / REC ADMINISTRATION	180.00
		PORTOLET SVC-COMM GARDEN-JULY	CORPORATE / COMMUNITY GARDEN	90.00
		PORTOLET SVC-RANDALL SQ PK JLY	RECREATION / TRADITIONAL YOUTH CAMPS	90.00
		PORTOLET SVC-SPRC JULY	RECREATION / REC ADMINISTRATION	90.00
		PORTOLET SVC-RANDAL SQ PK AUG	RECREATION / TRADITIONAL YOUTH CAMPS	27.50
			CHECK TOTAL	1,823.93
74970	ADAM HODGE	BOOT REIMB FY 20/21	CORPORATE / PARKS ADMINISTRATION	100.00
			CHECK TOTAL	100.00
74971	JIM HUETSON	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	40.00
74972	JIM'S AUTO BODY	#202 TRUCK DOOR REPAIRED	CORPORATE / PARKS ADMINISTRATION	755.46
			CHECK TOTAL	755.46
74973	JOEY KALWAT	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	20.00
			CHECK TOTAL	60.00
74974	BETH KEEN	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	30.00
			CHECK TOTAL	30.00
74975	SHEAVOUN LAMBILLOTTE	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	50.00
			CHECK TOTAL	50.00
74976	LAFARGE AGGREGATES ILLINOS,INC	GRAVEL-CONCRETE PAD AT PKS	CORPORATE / PARKS ADMINISTRATION	74.09
		TOPSOIL-VARIOUS PKS	CORPORATE / PARKS ADMINISTRATION	75.00
		TOPSOIL-FIX TRAIL EDGES AT PKS	CORPORATE / PARKS ADMINISTRATION	75.00
			CHECK TOTAL	224.09
74977	MENARDS	DRYER VENT	CORPORATE / PECK FARM	13.27
		DUCT TAPE	CORPORATE / PARKS ADMINISTRATION	8.99
		BATTERIES	CORPORATE / PARKS ADMINISTRATION	5.89
		CONCRETE MIX-ICE RINK	CORPORATE / PARKS ADMINISTRATION	263.04

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GENEVA PARK DISTRICT
WARRANT NUMBER 120820

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FROM CHECK # 74951 TO CHECK # 74999

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
74977	MENARDS	THREADED ROD	CORPORATE / PARKS ADMINISTRATION	4.11
		COUPLINGS-MARQUEE SIGN	RECREATION / SUNSET RACQUETBALL & FITNESS	19.56
		PLASTIC FORKS	RECREATION / SUNSET RACQUETBALL & FITNESS	4.35
		PROTECTANT FOR EQUIPMENT	RECREATION / SUNSET RACQUETBALL & FITNESS	13.25
		PART FOR SUNSET MARQUEE SIGN	RECREATION / SUNSET RACQUETBALL & FITNESS	10.58
		COUPLING-MARQUEE SIGN	RECREATION / SUNSET RACQUETBALL & FITNESS	1.59
		BATTERIES	CORPORATE / PARKS ADMINISTRATION	7.47
		EQUIPMENT REPAIR PART	RECREATION / SUNSET RACQUETBALL & FITNESS	8.05
		TREATED POSTS	CORPORATE / PARKS ADMINISTRATION	615.78
		STEEL RAKE	CORPORATE / PECK FARM	14.99
		TIRE INFLATOR	CORPORATE / PECK FARM	9.97
		HOSE NOZZLE	CORPORATE / PECK FARM	12.98
		SANITATION SPLYS	CORPORATE / PECK FARM	8.34
		FASTENERS	CORPORATE / PECK FARM	2.38
		PARK SIGN BRACKETS	CORPORATE / PARKS ADMINISTRATION	31.47
		HARDWARE FOR PLOWS	CORPORATE / PARKS ADMINISTRATION	20.83
		CUTTING WHEELS	CORPORATE / PARKS ADMINISTRATION	7.90
		ENGINE DEGREASER,LUBRICANT	CORPORATE / PARKS ADMINISTRATION	28.72
		THERMOCOUPLE-HEATER	RECREATION / SUNSET RACQUETBALL & FITNESS	6.79
		PICNIC TABLE STAIN & BOARDS	CORPORATE / PARKS ADMINISTRATION	844.34
		EXHAUST FAN-PFP	CORPORATE / PECK FARM	34.99
		HOSE END	RECREATION / SUNSET RACQUETBALL & FITNESS	7.98
		PLEXIGLASS FOR PARTITIONS	CORPORATE / PARKS ADMINISTRATION	199.96
		DESKTOP BARRIERS WHLR & PFP	CORPORATE / PARKS ADMINISTRATION	199.96
		PUTTY KNIFE & CONCRETE SEALER	CORPORATE / PARKS ADMINISTRATION	15.23
		BLADE SET,TUB & TILE SEALER	CORPORATE / PARKS ADMINISTRATION	44.26
		15" SAW BLADE	CORPORATE / PARKS ADMINISTRATION	16.97
			CHECK TOTAL	2,483.99
74978	METRO FIBERNET LLC	METRONET-PH38 INTERNET	RECREATION / PLAYHOUSE 38	92.15
			CHECK TOTAL	92.15
74979	METRO FIBERNET LLC	METRONET-WHLR MAINT INTERNET	CORPORATE / PARKS ADMINISTRATION	112.20
			CHECK TOTAL	112.20
74980	METRO FIBERNET LLC	METRONET-MC POOL INTERNET	RECREATION / MILL CREEK POOL	82.15
			CHECK TOTAL	82.15

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FROM CHECK # 74951 TO CHECK # 74999

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
74981	METRO FIBERNET LLC	METRONET-MINI GOLF HUT	RECREATION / MINIATURE GOLF	153.83
		METRONET-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	348.82
			CHECK TOTAL	502.65
			CHECK TOTAL	0.00
74983	NICOR GAS	NICOR-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	189.70
		NICOR-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	175.16
		NICOR-WHLR HUT	CORPORATE / PARKS ADMINISTRATION	51.34
		NICOR-PFP HOUSE	CORPORATE / PECK FARM	73.99
		NICOR-PFP BARN	CORPORATE / PECK FARM	105.73
		NICOR-PFP MAINT	CORPORATE / PECK FARM	80.03
		NICOR-SCC	RECREATION / REC ADMINISTRATION	312.88
		NICOR-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	92.19
		NICOR-SPRC	RECREATION / SPRC	344.61
		NICOR-PH38	RECREATION / PLAYHOUSE 38	50.57
		NICOR-SUNSET POOL	RECREATION / SUNSET POOL	249.65
		NICOR-MC POOL	RECREATION / MILL CREEK POOL	56.55
			CHECK TOTAL	1,782.40
74984	NORTH AMERICAN CORP	SANITATION SPLYS	RECREATION / SPRC	394.76
		PLASTIC GLOVES	RECREATION / REC ADMINISTRATION	76.72
			CHECK TOTAL	471.48
74985	OFFICE DEPOT	PRINTER INK CARTRIDGE	CORPORATE / PARKS ADMINISTRATION	40.66
			CHECK TOTAL	40.66
74986	CHRISTY POWELL	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	40.00
74987	RANDALL PRESSURE SYSTEMS, INC.	HYDRAULIC HOSE PARTS	CORPORATE / PARKS ADMINISTRATION	45.34
			CHECK TOTAL	45.34
74988	KELLY WALES	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	30.00
			CHECK TOTAL	70.00
74989	RENTAL MAX, L.L.C.	HAMMER ATTACHMENT RENTAL	CORPORATE / PARKS ADMINISTRATION	228.00
			CHECK TOTAL	228.00

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FROM CHECK # 74951 TO CHECK # 74999

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
74990	R.J. RECORDING	AUDIO EQUIPMENT RENTAL	RECREATION / PLAYHOUSE 38	100.00
			CHECK TOTAL	100.00
74991	CHRISTINE SHIEL	REIMB CELL PHONE USAGE	CORPORATE / PECK FARM	40.00
		REIMB MILEAGE	CORPORATE / PARKS ADMINISTRATION	25.00
			CHECK TOTAL	65.00
74992	STEVE SLIVKA	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	40.00
74993	STEVENS STREET PROPERTIES	PH38 MONTHLY RENTAL SVC	RECREATION / PLAYHOUSE 38	1,800.00
		PH38 STORAGE RENTAL SVC	RECREATION / PLAYHOUSE 38	318.00
			CHECK TOTAL	2,118.00
74994	SUBURBAN LAWN	TRUCK TIRE REPAIR	CORPORATE / PARKS ADMINISTRATION	39.73
			CHECK TOTAL	39.73
74995	BUMPER TO BUMPER	TIE ROD END-TRUCK PART	CORPORATE / PARKS ADMINISTRATION	99.29
		PLOW FLUID	CORPORATE / PARKS ADMINISTRATION	116.64
			CHECK TOTAL	215.93
74996	VALLEY LOCK CO., INC.	BUTTERFLY HOUSE REKEY	CORPORATE / PECK FARM	18.00
			CHECK TOTAL	18.00
74997	NICOLE VICKERS	REIMB CELL PHONE USAGE	RECREATION / REC ADMINISTRATION	70.00
			CHECK TOTAL	70.00
74998	CHASE CARD SERVICES	GO TO MEETING SVC FEE	RECREATION / REC ADMINISTRATION	56.71
		PRINTER INK CARTRIDGES	CORPORATE / PARKS ADMINISTRATION	190.95
		EAR PLUGS FOR RECORDER	RECREATION / REC ADMINISTRATION	10.88
		POSTAGE-CERTIFIED LETTER	RECREATION / REC ADMINISTRATION	6.45
		4 CASES DISINFECTING WIPES	RECREATION / REC ADMINISTRATION	849.79
		KZN PROGRAM SPLYS-FABYAN	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	86.44
		KZN PROGRAM SPLYS-MILL CREEK	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	294.75
		KZN PROGRAM SPLYS-WLMSBURG	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	178.63
		SCORECARDS	RECREATION / PUBLIC INFORMATION	516.00
		CANSTOCK PHOTOS	RECREATION / PUBLIC INFORMATION	200.00
		HOOKS AND COMMAND STRIP	CORPORATE / PECK FARM	12.74

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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
74998	CHASE CARD SERVICES	STORAGE BINS	CORPORATE / PECK FARM	13.76
		CLEANING SPLYS	CORPORATE / PECK FARM	63.81
		ANIMAL FOOD	CORPORATE / PECK FARM	66.93
		TABLECLOTHS	CORPORATE / BIRTHDAY PARTIES - PECK FARM	57.60
		SOIL TESTING	CORPORATE / COMMUNITY GARDEN	46.41
		HALLOWEEN HAYDAY SPLYS	RECREATION / HALLOWEEN EVENT	50.19
		AMAZON PRIME MEMBERSHIP FEE	CORPORATE / PARKS ADMINISTRATION	89.50
		AMAZON PRIME MEMBERSHIP FEE	RECREATION / REC ADMINISTRATION	89.50
		PLASTIC GLOVES	RECREATION / REC ADMINISTRATION	600.29
		TRIPOD ADAPTER FOR PHONE	RECREATION / PLAYHOUSE 38	41.87
		SIRIUS RADIO SVC	RECREATION / SPRC	20.63
		SOLENOID FOR URINAL	RECREATION / SPRC	239.00
		EMERGENCY LIGHT REPLACED	RECREATION / SPRC	52.84
		STICKY TACK AND COMMAND STRIPS	RECREATION / HALLOWEEN HIKES	73.88
		BINDER	RECREATION / REC ADMINISTRATION	11.49
		SPRAYER & FUNNEL	RECREATION / REC ADMINISTRATION	18.17
		ESCAPE MANSION SPLYS	RECREATION / HALLOWEEN HIKES	194.54
		SUNSET SHOWER SINK SENSOR	RECREATION / SUNSET RACQUETBALL & FITNESS	143.72
		SUNSET VACUUM PARTS	RECREATION / SUNSET RACQUETBALL & FITNESS	58.98
		SUNSET TREADMILL PART	RECREATION / SUNSET RACQUETBALL & FITNESS	187.82
		HALLOWEEN HAYDAY SPLYS	RECREATION / HALLOWEEN EVENT	270.55
		CHRISTMAS SHORT SCRIPTS	RECREATION / PLAYHOUSE 38	333.50
		MASKS FOR BEAUTY & BEAST	RECREATION / PLAYHOUSE 38	65.95
		PIZZA PALOOZA SPLYS	RECREATION / NEW SPECIAL EVENTS	64.03
		POLAR EXPRESS BOOKS	RECREATION / NORTH POLE TRAIN	39.30
		HARVEST HUSTLE SPLYS	RECREATION / HARVEST HUSTLE	112.99
		REFUND TRIP DEPOSIT-MISTLETOE	RECREATION / ACTIVE OLDER ADULTS - TRIPS	-275.00
		PAINT SPLYS	RECREATION / PARK DISTRICT PRESCHOOL	11.17
		POSTAGE-RETURN COSTUME	RECREATION / BALLET DANCE RECITAL	42.94
		PLEXI-GLASS DISPLAYS-PRESCHOOL	RECREATION / REC ADMINISTRATION	365.29
		KZN PROGRAM SPLYS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	153.00
		GMAIL ACCOUNT SVC FEE	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	6.00
		THERMOMETER-2	RECREATION / REC ADMINISTRATION	59.98
		LED LIGHTS-WHLR PKING LOT	CORPORATE / PARKS ADMINISTRATION	596.25
		HVAC TRAINING-TPC TRAINCO	CORPORATE / PARKS ADMINISTRATION	1,195.00
		FIRE EXTINGUISHER CASE-SILO	CORPORATE / PECK FARM	109.29
		FLAG POLE ANCHORS	RECREATION / SUNSET RACQUETBALL & FITNESS	39.00
		SOLAR LIGHT & POLE-WHLR PK	CORPORATE / PARKS ADMINISTRATION	1,838.00

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CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
74998	CHASE CARD SERVICES	BLEACH	RECREATION / SPRC	17.64
		SPRC VENDING MACHINE SPLY	RECREATION / SPRC	6.76
		SRFC VENDING MACHINE SPLY	RECREATION / SUNSET RACQUETBALL & FITNESS	3.40
		ESCAPE THE MANSION SPLY	RECREATION / HALLOWEEN HIKES	71.43
		PIZZA PALOOZA EXPENSE	RECREATION / NEW SPECIAL EVENTS	5.00
		PROMO-GIFT BAG SPLY	RECREATION / SPRC	4.45
		PROMO-GIFT BAG SPLY	RECREATION / SUNSET RACQUETBALL & FITNESS	4.46
		SOLAR LIGHTS	CORPORATE / PARKS ADMINISTRATION	39.89
		12 VOLT BATTERY	CORPORATE / PARKS ADMINISTRATION	224.99
		CONCRETE PADS-EAGLE BROOK	RECREATION / FIELD MAINTENANCE	573.00
		TIRE PRESSURE SENSOR TOOL	CORPORATE / PARKS ADMINISTRATION	17.95
		COVID19 MASKS	CORPORATE / PARKS ADMINISTRATION	129.90
		ELECTRIC TERMINAL KITS	CORPORATE / PARKS ADMINISTRATION	27.99
		GREASE FOR MOWERS	CORPORATE / PARKS ADMINISTRATION	205.88
		PLAYGROUND MAINT TRAINING	CORPORATE / PARKS ADMINISTRATION	380.00
		PRE-TREATMENT SPRAYER PARTS	CORPORATE / PARKS ADMINISTRATION	46.73
			CHECK TOTAL	11,310.98
74999	LAFARGE AGGREGATES IL INC	GRAVEL-MAJORIE MURRAY PK	CORPORATE / PARKS ADMINISTRATION	9.30
		GRAVEL FOR MEMORIAL	CORPORATE / PARKS ADMINISTRATION	17.67
		GRAVEL FOR MEMORIAL	CORPORATE / PARKS ADMINISTRATION	37.75
			CHECK TOTAL	64.72
			WARRANT TOTAL	55,408.29

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GENERAL UNPAID

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FROM CHECK # 75038 TO CHECK # 75074

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75038	ACE HARDWARE GENEVA	HARDWARE TO INSTALL BENCHES	CORPORATE / PARKS ADMINISTRATION	65.68
		SNAP BOLT	CORPORATE / PARKS ADMINISTRATION	3.59
		PVC ELBOW	RECREATION / SUNSET RACQUETBALL & FITNESS	1.61
		BOLTS, FLEX TUBING	CORPORATE / PARKS ADMINISTRATION	13.60
			CHECK TOTAL	84.48
75039	AHW LLC -ELBURN	CHAIN SAW BELT	CORPORATE / PARKS ADMINISTRATION	4.03
			CHECK TOTAL	4.03
75040	BATAVIA PARK DISTRICT	TAI CHI COOP CLASSES SMR/FALL	RECREATION / BATAVIA PARK DIST CLASSES	324.00
			CHECK TOTAL	324.00
75041	POWER UP BATTERIES LLC	6 VOLT BATTERY-EXIT LIGHT	RECREATION / SUNSET RACQUETBALL & FITNESS	13.95
			CHECK TOTAL	13.95
75042	BLUE LION SYSTEMS, INC	BLUE LION CAMERA SVC	CORPORATE / PECK FARM	98.00
			CHECK TOTAL	98.00
75043	BLACK LINE FOX VALLEY LLC	LAPTOP/DOCKING STATION	RECREATION / REC ADMINISTRATION	2,089.76
		BLACKLINE MNTHLY INTERNET SVC	RECREATION / REC ADMINISTRATION	185.60
		BLACKLINE MNTHLY ANTIVIRUS SVC	CORPORATE / PARKS ADMINISTRATION	90.75
		BLACKLINE MNTHLY ANTIVIRUS SVC	RECREATION / REC ADMINISTRATION	90.75
		BLACKLINE COMPUTER MAINT	RECREATION / REC ADMINISTRATION	1,102.20
		BLACKLINE MNTHLY SERVER MAINT	RECREATION / REC ADMINISTRATION	820.00
			CHECK TOTAL	4,379.06
75044	CHRONICLE MEDIA, LLC	LEGAL NOTICE-TAX LEVY	CORPORATE / PARKS ADMINISTRATION	21.25
		LEGAL NOTICE-TAX LEVY	RECREATION / REC ADMINISTRATION	21.25
			CHECK TOTAL	42.50
75045	CITY OF GENEVA	CITY ELECTRIC-OLD MILL PK	CORPORATE / PARKS ADMINISTRATION	45.91
			CHECK TOTAL	45.91
75046	CITYWIDE ELEVATOR INSPECTION	ANNUAL ELEVATOR INSPECTION	RECREATION / SPRC	155.00
			CHECK TOTAL	155.00
75047	COM ED	COMED-MC POOL	RECREATION / MILL CREEK POOL	264.95
			CHECK TOTAL	264.95

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FROM CHECK # 75038 TO CHECK # 75074

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75048	CONSERV FS, INC.	UNLEADED FUEL	CORPORATE / PARKS ADMINISTRATION	846.20
		UNLEADED FUEL	RECREATION / REC ADMINISTRATION	94.02
		UNLEADED FUEL	CORPORATE / PARKS ADMINISTRATION	1,312.84
		UNLEADED FUEL	RECREATION / REC ADMINISTRATION	145.87
		DIESEL FUEL	CORPORATE / PARKS ADMINISTRATION	375.02
			CHECK TOTAL	2,773.95
75049	CULLIGAN TRI-CITY SWS, INC.	CULLIGAN WATER SVC	CORPORATE / PECK FARM	25.00
		CULLIGAN WATER SVC	RECREATION / REC ADMINISTRATION	41.00
		CULLIGAN WATER SVC	RECREATION / SPRC	25.00
			CHECK TOTAL	91.00
75050	DEKANE EQUIPMENT CORPORATION	PLOW SEAL KIT/HYDRO CAP	CORPORATE / PARKS ADMINISTRATION	66.72
			CHECK TOTAL	66.72
75051	FOX VALLEY SPECIAL RECREATION	50% ANNUAL FVSRA PAYMENT	SPECIAL RECREATION / SPECIAL RECREATION	131,227.00
			CHECK TOTAL	131,227.00
75052	FOX VALLEY SPECIAL RECREATION	INCLUSION HOURS-NOVEMBER	SPECIAL RECREATION / SPECIAL RECREATION	599.64
			CHECK TOTAL	599.64
75053	FUN EXPRESS LLC	GIFT BAG SPLYS-SANTA DELIVERY	RECREATION / NORTH POLE TRAIN	801.65
			CHECK TOTAL	801.65
75054	GLOBAL EQUIPMENT COMPANY INC.	CHANGING STATION-PFP	CORPORATE / PECK FARM	340.20
			CHECK TOTAL	340.20
75055	GROOT, INC.	REFUSE DISPOSAL	RECREATION / REC ADMINISTRATION	111.15
		REFUSE DISPOSAL	CORPORATE / PECK FARM	240.00
		REFUSE DISPOSAL	RECREATION / SPRC	125.00
		REFUSE DISPOSAL	CORPORATE / PARKS ADMINISTRATION	359.95
			CHECK TOTAL	836.10
75056	LAKESHORE RECYCLING SYSTEM	PORTOLET SVC-PFP FIELDS 7/3-30	RECREATION / REC ADMINISTRATION	160.00
		PORTOLET SVC-SKATE PK	RECREATION / REC ADMINISTRATION	160.00
		PORTOLET SVC-EAGLEBROOK PK	RECREATION / REC ADMINISTRATION	25.71
		PORTOLET SVC-MC COMM PK	RECREATION / REC ADMINISTRATION	35.36
		PORTOLET SVC-MOORE PK	RECREATION / REC ADMINISTRATION	25.72

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FROM CHECK # 75038 TO CHECK # 75074

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75056	LAKESHORE RECYCLING SYSTEM	PORTOLET SVC-PFP BALLFIELDS	RECREATION / REC ADMINISTRATION	68.57
		PORTOLET SVC-SCC BALLFIELDS	RECREATION / REC ADMINISTRATION	57.86
		PORTOLET SVC-COMM GARDEN	CORPORATE / COMMUNITY GARDEN	35.36
			CHECK TOTAL	568.58
75057	INTERSTATE GAS SUPPLY, INC.	IGS-WHLR MAINT	CORPORATE / PARKS ADMINISTRATION	0.41
		IGS-SPRC	RECREATION / SPRC	220.67
		IGS-POOL	RECREATION / SUNSET POOL	809.59
		IGS-SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	44.56
		IGS-PFP HOUSE	CORPORATE / PECK FARM	5.88
		IGS-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	5.88
		IGS-SCC	RECREATION / REC ADMINISTRATION	45.82
			CHECK TOTAL	1,132.81
75058	JAKE KAPLAN	REIMB SPARKS PROGRAM SPLYS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	300.03
			CHECK TOTAL	300.03
75059	MTL TENNIS MGMNT GROUP	TENNIS INSTR FEE-FALL,2020	RECREATION / OUTDOOR TENNIS LESSONS	4,654.00
			CHECK TOTAL	4,654.00
75060	FIRST STUDENT	BUS SVC-DAY OFF TRIP-FUNTOPIA	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	325.00
			CHECK TOTAL	325.00
75061	LINTFIGHTERS OF CENTRAL	ANNUAL DRYER VENTS CLEANING	RECREATION / SPRC	430.00
			CHECK TOTAL	430.00
75062	LISA LOMBARDI COACHING INC.	INSTR FEE 11/30-GRINCH SLIME	RECREATION / YOUTH	132.30
			CHECK TOTAL	132.30
75063	FP MAILING SOLUTIONS	POSTAGE METER INK CARTRIDGE	RECREATION / REC ADMINISTRATION	72.69
		POSTAGE METER INK CARTRIDGE	CORPORATE / PARKS ADMINISTRATION	72.69
		POSTAGE METER INK CARTRIDGE	RECREATION / SUNSET RACQUETBALL & FITNESS	72.69
		POSTAGE METER INK CARTRIDGE	RECREATION / SPRC	72.69
		POSTAGE METER AGREEMENT	RECREATION / REC ADMINISTRATION	24.00
		POSTAGE METER AGREEMENT	CORPORATE / PARKS ADMINISTRATION	24.00
		POSTAGE METER AGREEMENT	RECREATION / SUNSET RACQUETBALL & FITNESS	24.00
		POSTAGE METER AGREEMENT	RECREATION / SPRC	24.00
			CHECK TOTAL	386.76

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FROM CHECK # 75038 TO CHECK # 75074

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75064	MENARDS	TARP/CLEAR PLASTIC-GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	37.96
		FLOOR FLANGE, PVC ADAPTER	RECREATION / SPRC	20.79
		SNOW SHOVELS	CORPORATE / PARKS ADMINISTRATION	76.93
		COMMAND DRYER HOLDER	RECREATION / REC ADMINISTRATION	14.99
		SIGNAGE PART-THREADLOCKER	CORPORATE / PARKS ADMINISTRATION	11.94
		WATER SAVER AERATOR	CORPORATE / PARKS ADMINISTRATION	11.56
		HOOKS FOR PROGRAM CLOSET	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	5.88
		DRILL BIT, ANCHOR EPOXY	CORPORATE / PARKS ADMINISTRATION	63.05
		ESPING GUARDRAIL SPLYS	CORPORATE / PARKS ADMINISTRATION	47.28
		CABLE TIES	CORPORATE / PECK FARM	13.09
		ESPING GUARDRAIL-GALV PIPE	CORPORATE / PARKS ADMINISTRATION	39.78
		LADDER	CORPORATE / PARKS ADMINISTRATION	109.00
		CAULK GUN	CORPORATE / PARKS ADMINISTRATION	3.54
		DRIVEWAY MARKERS	CORPORATE / PARKS ADMINISTRATION	50.01
			CHECK TOTAL	505.80
75065	MIDWEST SALT	ROCK SALT	CORPORATE / PARKS ADMINISTRATION	2,058.00
			CHECK TOTAL	2,058.00
75066	NOVA COMMUNICATIONS, INC.	PHONE EXTENSION SVC	RECREATION / REC ADMINISTRATION	64.00
			CHECK TOTAL	64.00
75067	NORTH AMERICAN CORP	SANITATION SPLYS`	CORPORATE / PARKS ADMINISTRATION	972.32
		SANITATION SPLYS	CORPORATE / PARKS ADMINISTRATION	66.74
		STAINLESS STEEL CLEANER	RECREATION / SPRC	54.43
		SANITATION SPLYS	RECREATION / SUNSET RACQUETBALL & FITNESS	284.08
		SANITATION SPLYS	RECREATION / REC ADMINISTRATION	284.09
		SANITATION SPLYS	RECREATION / SPRC	268.58
		SANITATION SPLYS	CORPORATE / PECK FARM	713.12
			CHECK TOTAL	2,643.36
75068	PDRMA	PDRMA HEALTH INSURANCE	CORPORATE / PARKS ADMINISTRATION	29,819.59
		PDRMA HEALTH INSURANCE	RECREATION / REC ADMINISTRATION	26,286.03
		PDRMA LIFE INSURANCE	CORPORATE / ADMINISTRATIVE	191.40
			CHECK TOTAL	56,297.02
75069	ETHAN PETERSON	FY 20/21 BOOT REIMBURSEMENT	CORPORATE / PARKS ADMINISTRATION	100.00
			CHECK TOTAL	100.00

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FROM CHECK # 75038 TO CHECK # 75074

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
75070	ROCK'N'KIDS, INC	KID ROCK INSTR FEE-FALL 2	RECREATION / TODDLERS	848.00
			CHECK TOTAL	848.00
75071	SCHINDLER ELEVATOR CORPORATION	PREVENTATIVE MAINT-ELEVATOR	RECREATION / SPRC	176.50
			CHECK TOTAL	176.50
75072	SIMPLIFIED BUILDING CONCEPTS	GUARD RAILS-ESPING PK BRIDGES	CORPORATE / PARKS ADMINISTRATION	5,627.74
			CHECK TOTAL	5,627.74
75073	SUBURBAN TIRE AUTO CARE CENTER	TIRES FOR TRUCK #215	CORPORATE / PARKS ADMINISTRATION	764.76
			CHECK TOTAL	764.76
75074	HAWK FORD OF ST. CHARLES	TRUCK #210 MOULDING	CORPORATE / PARKS ADMINISTRATION	143.88
			CHECK TOTAL	143.88
			WARRANT TOTAL	219,306.68

Geneva Park District Board Meeting

Superintendent of Finance and Personnel Report

Submitted by Christy Powell

December 14, 2020

Monthly Reports

Attached is the November Investment Report, and Revenue & Expenditure Reports for your review.

Tax Levy Hearing

Tonight the tax levy hearing is scheduled for 7pm. Notice of the hearing was published in the December 2nd issue of the Suburban Chronicle. The tax levy hearing allows the opportunity for public comment in regards to the tax levy.

Final Draft of 2020 Tax Levy Ordinance (#2020-7)

The 2020 Tax Levy Ordinance is included in your packet for approval at tonight's meeting. The ordinance was presented in draft form at the October and November Board meetings. There have been no changes made to the ordinance since the October Board meeting. The ordinance must be filed with the Kane County Clerk before the last Tuesday in December.

As you may recall, we estimate new growth very high which translates into a much higher tax levy to ensure that all new growth is captured. Because we are limited by the tax cap this levy will be reduced by the County to an increase of 2.3% (2019 CPI) over the prior year's tax levy in addition any new growth will be added. I would be happy to discuss any questions you might have.

Upcoming 2021 Limited Bond Issuance Timeline

Below is a timeline that shows the various steps for the issuance of limited bonds.

1. Bond Hearing Notice, Kane County Chronicle, Thursday December 24, 2020
2. BINA Hearing- at Regular Board Meeting, January 18, 2021
3. BINA Resolution- approved at Regular Board Meeting, January 18, 2021
3. Self-Purchase Pricing approximately \$1.6 million, February 11, 2021
4. Passage of Bond Ordinance, at Regular Board Meeting, February 15, 2021

GENEVA PARK DISTRICT
INVESTMENTS
November 30, 2020

Blended Rate

0.68%

General Account

Checking Account	Harris Bank Checking	\$	134,763.23	0.20%	Upcoming Bond Payments:			
MM Acct.	Harris Bank Money Market	\$	5,937,918.31	0.20%	Rec 2014	12/15/20	\$	1,157,570
		\$	6,072,681.54		Ltd B&I 2019	12/15/20	\$	825,133
Total								\$ 1,982,703
MBS CD	9 mos American Express	\$	100,000.00	1.47%	12/16/20			
MBS CD	12 mos Morgan Stanley Bank	\$	100,000.00	1.70%	01/15/21			
MBS CD	11 mos Kessler Fed Cr Un	\$	100,000.00	1.49%	02/26/21			
CD	12 mos State Bank of Geneva	\$	71,449.98	0.75%	06/09/21			
IPDLAF	IPDLAF	\$	10,367.88	0.02%				
IMET	Convenience Fund		2,190,743.08	0.27%				
IMET	1-3 Year Fund		591,294.47	3.55%				
	TOTAL	\$	3,163,855.41					
	Grand Total General	\$	9,236,536.95					

Construction Account

Harris Checking	Harris Bank Checking	\$	307,387.19	0.20%				
Harris MM	Harris Money Market	\$	863,525.26	0.20%				
		\$	1,170,912.45					
CBA	Harris Trust & Savings Bank	\$	854,000.00	0.00%	Compensating Balance Account			
GPD Bonds	S2019 Limited Bonds	\$	813,340.00	2.89%	12/15/20			
CD	State Bank of Geneva	\$	9,919.71	0.75%	06/09/20			
IPDLAF	IPDLAF	\$	4,367.60	0.02%				
IMET	Convenience Fund		6,460.62	0.27%				
IMET	1-3 Year Fund		223,846.10	3.55%				
	SUBTOTAL	\$	1,911,934.03					
	Grand Total Construction	\$	3,082,846.48					

GPD/GSD304 Western Ave. Gym

CD	21 mo U.S. Bank	\$	142,977.51	0.20%	06/14/22			
	GPD Portion of CD	\$	71,488.76					

GPD/GSD304 Harrison St. Gym

CD	21 mo U.S. Bank	\$	92,171.23	0.20%	06/14/22			
	GPD Portion of CD	\$	46,085.62					

Notes: All investments are fully collateralized (>110%) and/or covered by FDIC and/or invested in fully guaranteed US Back Government Securities per the Park District's Investment Policy.

**Geneva Park District
Revenue and Expenditure Report
For November 30, 2020**

Monthly % of Annual Budget

58%

	Nov Actual	YTD Actual	Annual Budget	% of Budget	
GENERAL FUND REVENUES					
Real Estate Taxes	\$ 9,252	\$ 3,947,981	\$ 3,890,000	101%	(a)
Replacement Taxes	-	19,803	30,000	66%	
Investment Income	1,474	10,910	6,500	168%	
Reimbursements	1,450	5,213	8,500	61%	
Rentals & Leases	-	975	5,000	20%	
Peck Farm Receipts	(175)	14,487	26,000	56%	
Camp Coyote- Peck Farm Camp	-	-	35,000	0%	(b)
Camp Adventure - Peck Farm Camp	-	-	18,000	0%	(b)
Birthday Parties- Peck Farm	-	150	9,000	2%	
Learn from the Experts- Peck Farm	4,840	5,320	9,000	59%	
Peck Farm General Programs	52	5,419	16,000	34%	
Community Garden	-	4,650	5,000	93%	
Peck Farm School/Scout Groups	-	72	7,500	1%	
Total Revenues	\$ 16,894	\$ 4,014,981	\$ 4,065,500	99%	
GENERAL FUND EXPENDITURES					
Administration	\$ 177,712	\$ 1,279,803	\$ 3,885,050	33%	
Peck Farm	4,896	50,554	115,750	44%	
Camp Coyote- Peck Farm Camp	-	-	22,500	0%	
Camp Adventure- Peck Farm Camp	-	-	11,350	0%	
Birthday Parties- Peck Farm	(32)	58	3,800	2%	
Learn from the Experts- Peck Farm	-	50	7,000	1%	
Peck Farm General Programs	-	2,414	5,000	48%	
Community Garden	1,011	4,118	4,400	94%	
Peck Farm School/Scout Groups	-	-	600	0%	
Moore Spray Park	85	4,281	10,050	43%	
Total Expenditures	\$ 183,672	\$ 1,341,277	\$ 4,065,500	33%	
Total General Fund Net Surplus (Deficit)	\$ (166,778)	\$ 2,673,703	\$ -	n/a	

**Geneva Park District
Revenue and Expenditure Report
For November 30, 2020**

Monthly % of Annual Budget

58%

	Nov Actual	YTD Actual	Annual Budget	% of Budget	
RECREATION FUND REVENUES					
Real Estate Taxes	\$ 3,755	\$ 1,602,121	\$ 1,575,000	102%	(a)
Replacement Taxes	-	19,803	30,000	66%	
Investment Income	1,474	10,910	6,500	168%	
Public Information- Advertising & Sponsorships	2,250	9,217	14,000	66%	
Community Center Rentals	(13)	3,308	9,000	37%	
General Recreation	(937)	34,900	234,500	15%	
Playhouse 38	(231)	15,498	83,700	19%	
Preschool/ Toddler	33,913	138,139	385,000	36%	(c)
Active Older Adults	(31)	(849)	28,000	-3%	
Dance	330	21,956	132,850	17%	
Camps	-	157,401	355,000	44%	(b)
Contracted & Co-op	-	2,782	15,200	18%	
Special Events	(2,476)	25,263	75,100	34%	
Tennis	110	20,634	16,500	125%	
Tumbling/ Gymnastics/Cheerleading	3,258	17,300	166,700	10%	
Baseball/ Softball	890	34,520	64,000	54%	
General Athletics	(1,954)	85,587	369,900	23%	
Sunset Racquetball & Fitness	7,847	34,118	212,750	16%	
Pool	-	170,467	602,300	28%	(d)
Mini Golf	-	72,082	98,500	73%	
After School Programs	32,186	130,076	870,000	15%	(e)
Scholarships	-	295	7,000	4%	(f)
SPRC	23,116	112,517	685,750	16%	
Total Revenues	\$ 103,486	\$ 2,718,046	\$ 6,037,250	45%	
RECREATION FUND EXPENDITURES					
Administration	\$ 103,584	\$ 773,313	\$ 2,386,190	32%	
Public Information	4,066	21,369	144,500	15%	
Community Center Rentals	-	248	1,500	17%	
General Recreation	4,248	19,030	116,500	16%	
Playhouse 38	4,363	29,896	75,050	40%	
Preschool/ Toddler	18,642	104,979	351,400	30%	
Active Older Adults	(275)	(115)	19,000	-1%	
Dance	1,341	5,309	67,450	8%	
Camps	708	133,213	273,600	49%	
Contracted & Co-op	-	-	11,100	0%	
Special Events	1,488	12,484	52,875	24%	
Tennis	-	10,653	11,000	97%	
Tumbling/ Gymnastics/Cheerleading	2,622	8,754	107,500	8%	
Baseball/ Softball	3,803	17,142	26,450	65%	
General Athletics	2,774	13,461	236,425	6%	
Ice Rinks	-	-	-	0%	
Gymnasiums	2,713	16,393	52,500	31%	
Sunset Racquetball & Fitness	10,317	54,294	139,560	39%	
Pool	4,971	241,175	575,900	42%	
Mini Golf	321	35,034	37,500	93%	
After School Programs	29,471	149,094	810,650	18%	
Scholarships	-	(418)	7,000	-6%	(f)
SPRC	30,415	201,985	533,600	38%	
Total Expenditures	\$ 225,572	\$ 1,847,292	\$ 6,037,250	31%	
Total Recreation Fund Net Surplus (Deficit)	\$ (122,086)	\$ 870,754	\$ -	n/a	

Geneva Park District
Revenue and Expenditure Report
For November 30, 2020

Monthly % of Annual Budget

58%

	Nov Actual	YTD Actual	Annual Budget	% of Budget	
LIABILITY FUND REVENUES					
Real Estate Taxes	\$ 393	\$ 167,781	\$ 167,000	100%	(a)
Replacement Taxes	-	3,301	5,000	66%	
Investment Income	21	146	250	58%	
PDRMA Reimbursements	-	-	1,500	0%	
Transfers	-	-	71,250	0%	
Total Revenues	\$ 414	\$ 171,227	\$ 245,000	70%	
LIABILITY FUND EXPENDITURES					
Liability Insurance	\$ -	\$ 80,124	\$ 165,000	49%	(g)
State Unemployment	-	-	80,000	0%	
Total Expenditures	\$ -	\$ 80,124	\$ 245,000	33%	
Total Liability Fund Net Surplus (Deficit)	\$ 414	\$ 91,103	\$ -	n/a	

IMRF FUND REVENUES					
Real Estate Taxes	\$ 425	\$ 181,385	\$ 180,000	101%	(a)
Replacement Taxes	-	11,882	18,000	66%	
Investment Income	125	875	1,500	58%	
Transfer from Recreation Programs & Fund Balance	-	-	130,500	0%	
Total Revenues	\$ 550	\$ 194,142	\$ 330,000	59%	
IMRF FUND EXPENDITURES					
IMRF Expense	\$ 20,726	\$ 164,006	\$ 330,000	50%	
Total Expenditures	\$ 20,726	\$ 164,006	\$ 330,000	50%	
Total IMRF Fund Net Surplus (Deficit)	\$ (20,176)	\$ 30,136	\$ -	n/a	

AUDIT FUND REVENUES					
Real Estate Taxes	\$ 25	\$ 10,667	\$ 10,100	106%	(a)
Replacement Taxes	\$ -	\$ 1,980	3,000	66%	
Transfer from Fund Balance	-	-	-	n/a	
Total Revenues	\$ 25	\$ 12,648	\$ 13,100	97%	
AUDIT FUND EXPENDITURES					
Audit Expense	\$ -	\$ 13,100	\$ 13,100	100%	
Total Expenditures	\$ -	\$ 13,100	\$ 13,100	100%	
Total Audit Fund Net Surplus (Deficit)	\$ 25	\$ (452)	\$ -	n/a	

SOCIAL SECURITY FUND REVENUES					
Real Estate Taxes	\$ 825	\$ 352,118	\$ 323,500	109%	(a)
Replacement Taxes	-	8,581	13,000	66%	
Investment Income	208	1,458	2,500	58%	
Transfer from Recreation Programs	-	-	25,000	0%	
Transfer from Fund Balance	-	-	-	0%	
Total Revenues	\$ 1,034	\$ 362,158	\$ 364,000	99%	
SOCIAL SECURITY FUND EXPENDITURES					
FICA/ Medicare	\$ 19,175	\$ 170,730	\$ 364,000	47%	
Total Expenditures	\$ 19,175	\$ 170,730	\$ 364,000	47%	
Total Social Security Fund Net Surplus (Deficit)	\$ (18,141)	\$ 191,428	\$ -	n/a	

Geneva Park District
Revenue and Expenditure Report
For November 30, 2020

Monthly % of Annual Budget

58%

	Nov Actual	YTD Actual	Annual Budget	% of Budget
FVSRA FUND REVENUES				
Real Estate Taxes	\$ 1,328	\$ 566,610	\$ 560,000	101%
Transfer from Fund Balance	-	-	200,000	0% (a)
Total Revenues	\$ 1,328	\$ 566,610	\$ 760,000	75%
FVSRA FUND EXPENDITURES				
Contractual Services	\$ 1,063	\$ 12,503	\$ 55,000	23%
ADA Structural Improvements	-	100	442,547	0%
FVSRA- Program Payments	-	131,226	262,453	50% (h)
Total Expenditures	\$ 1,063	\$ 143,829	\$ 760,000	19%
Total FVSRA Fund Net Surplus (Deficit)	\$ 265	\$ 422,781	\$ -	n/a
BOND & INTEREST FUND REVENUES				
Real Estate Taxes	\$ 1,969	\$ 840,252	\$ 836,927	100% (a)
Total Revenues	\$ 1,969	\$ 840,252	\$ 836,927	100%
BOND & INTEREST FUND EXPENDITURES				
Bond Payments	\$ -	\$ 11,793	\$ 836,927	1% (i)
Total Expenditures	\$ -	\$ 11,793	\$ 836,927	1%
Total Bond & Interest Fund Net Surplus (Deficit)	\$ 1,969	\$ 828,459	\$ -	n/a
CONSTRUCTION FUND REVENUES				
Reimbursements	\$ -	\$ 7,364	\$ 75,000	10%
Bond Issue	-	-	1,647,098	0%
Farming Revenue	-	-	1,000	0%
Grant Revenue	-	168,994	200,000	84%
Donations	-	8,000	10,000	80%
Land Cash Revenue	16,445	62,580	50,000	125%
Investment Income	1,701	15,671	10,000	157%
Audit Transfer	-	-	1,400,000	0%
Total Revenues	\$ 18,146	\$ 262,609	\$ 3,393,098	8%
CONSTRUCTION FUND EXPENDITURES				
Planning/ Architect/ Engineering	\$ 534	\$ 34,863	\$ 342,000	10%
Buildings & Improvements	19,303	220,453	795,000	28%
Parks/ Playground Improvements/ Acquisitions	498	1,162,765	2,613,139	44%
Landscaping & Groundskeeping	-	13,379	50,000	27%
Operating Equipment & Vehicles	2,715	120,449	220,021	55%
Recreation Equipment/ Repairs	-	-	3,000	0%
Emergency Repairs/ Replacements	-	10,479	81,090	13%
Total Expenditures	\$ 23,050	\$ 1,562,386	\$ 4,104,250	38%
Total Construction Fund Net Surplus (Deficit)	\$ (4,905)	\$ (1,299,777)	\$ (711,152)	n/a

(a) Majority of real estate taxes are received in the months of June and September.

(b) All camp revenue collected in Mar & Apr of 2020, the prior fiscal year, for camps held in the Summer of 2020 have been accrued and recognized as revenue in May 2020. Likewise, revenue collected in Mar & Apr 2021 will be deferred until FY2021-22.

(c) Program revenue for the Preschool program is received during the school year Sep - May. Whereas expenditures remain level throughout the year.

(d) Pool Membership Pass revenue collected in Mar & Apr of 2020, the prior fiscal year, for Summer 2020 have been accrued and recognized as revenue. Likewise, membership pass revenue collected in Mar & Apr of 2021 will be deferred until FY2021-22.

(e) Revenue for the before and after school program is received during the school year Sep thru Apr.

(f) A large majority of this revenue is received from proceeds from the Harvest Hustle. Expenditures are recorded thru out the year to reflect program expense whereby scholarship participants have participated throughout the year.

(g) Payments for liability insurance are made on a quarterly basis in the months of July, October, January and April

(h) FVSRA payments are scheduled to be made in the months of June and November.

Geneva Park District
Revenue and Expenditure Report
For November 30, 2020

Monthly % of Annual Budget 58%

	Nov Actual	YTD Actual	Annual Budget	% of Budget
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(i) Bond payments are made in the months of June and December.

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GENEVA PARK DISTRICT
DETAILED REVENUE & EXPENSE REPORT
MONTH ACTUAL W/FYTD AND FY BUDGET W/\$ REMAINING

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FUND: RECREATION
FOR 7 PERIODS ENDING NOVEMBER 30, 2020

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING

PLAYHOUSE 38					
REVENUES					
RECEIPTS					
02-2313-4-0000-11	PROGRAM FEES	(360.00)	12,344.25	46,000.00	33,655.75
02-2313-4-0000-23	TICKET SALES	129.00	2,941.60	33,500.00	30,558.40
02-2313-4-0000-39	SPONSORSHIP / ADVERTISING FEES	0.00	0.00	1,000.00	1,000.00
02-2313-4-0000-77	CONCESSIONS	0.00	212.00	3,200.00	2,988.00

TOTAL RECEIPTS		(231.00)	15,497.85	83,700.00	68,202.15
SALARIES & WAGES					
02-2313-5-0000-10	SALARIES & WAGES	1,468.50	8,389.99	28,000.00	19,610.01

TOTAL SALARIES & WAGES		1,468.50	8,389.99	28,000.00	19,610.01
CONTRACTUAL SERVICES					
02-2313-6-0000-05	WATER & SEWER	0.00	0.00	0.00	0.00
02-2313-6-0000-06	NATURAL GAS	91.21	295.94	700.00	404.06
02-2313-6-0000-07	ELECTRIC	51.98	536.41	1,500.00	963.59
02-2313-6-0000-09	ADVERTISING & PRINTING	0.00	0.00	250.00	250.00
02-2313-6-0000-11	PROFESSIONAL SERVICES	425.65	2,703.80	11,000.00	8,296.20
02-2313-6-0000-12	RENTAL FEES	2,118.00	16,944.00	25,500.00	8,556.00

TOTAL CONTRACTUAL SERVICES		2,686.84	20,480.15	38,950.00	18,469.85
COMMODITIES					
02-2313-7-0000-01	OFFICE SUPPLIES	0.00	0.00	0.00	0.00
02-2313-7-0000-18	CLOTHING	0.00	0.00	100.00	100.00
02-2313-7-0000-25	PROGRAM OPERATING SUPPLIES	207.82	1,008.80	6,500.00	5,491.20
02-2313-7-0000-28	CONCESSION SUPPLIES	0.00	16.67	1,500.00	1,483.33

TOTAL COMMODITIES		207.82	1,025.47	8,100.00	7,074.53
MAINTENANCE / CAPITAL					
02-2313-8-0000-23	EQUIPMENT	0.00	0.00	0.00	0.00

TOTAL MAINTENANCE / CAPITAL		0.00	0.00	0.00	0.00
TOTAL REVENUES: PLAYHOUSE 38		(231.00)	15,497.85	83,700.00	68,202.15
EXPENSES					
DEPT. SUMMARY:					
TOTAL REVENUE		(231.00)	15,497.85	83,700.00	68,202.15
TOTAL EXPENSE		4,363.16	29,895.61	75,050.00	45,154.39
NET SURPLUS (DEFICIT)		(4,594.16)	(14,397.76)	8,650.00	23,047.76

DATE: 12/07/2020
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GENEVA PARK DISTRICT
DETAILED REVENUE & EXPENSE REPORT
MONTH ACTUAL W/FYTD AND FY BUDGET W/\$ REMAINING

		FUND: RECREATION			
		FOR 7 PERIODS ENDING NOVEMBER 30, 2020			
ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING

TOTAL FUND REVENUES		(231.00)	15,497.85	83,700.00	68,202.15
TOTAL FUND EXPENSES		4,363.16	29,895.61	75,050.00	45,154.39
FUND SURPLUS (DEFICIT)		(4,594.16)	(14,397.76)	8,650.00	23,047.76

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ADMINISTRATIVE/OPERATIONS				
REVENUES				
RECEIPTS	7,478	1,642,051	948,208	(693,842)
EXPENSES				
SALARIES / WAGES	61,519	431,445	513,041	81,595
CONTRACTUAL SERVICES	40,161	245,010	395,324	150,314
COMMODITIES	4,011	36,185	13,883	(22,302)
MAINTENANCE / CAPITAL INVEST.	1,957	82,039	447,165	365,125
TRANSFERS	0	0	106,820	0
TOTAL EXPENSES: ADMINISTRATIVE/OPERATIONS	107,650	794,682	1,476,235	681,553
NET SURPLUS (DEFICIT)	(100,171)	847,369	(528,027)	(1,375,396)
COMMUNITY CENTER RENTALS				
REVENUES				
RECEIPTS	(12)	3,307	5,250	1,942
EXPENSES				
SALARIES / WAGES	0	248	875	626
CONTRACTUAL SERVICES	0	0	0	0
TOTAL EXPENSES: COMMUNITY CENTER RENTALS	0	248	875	626
NET SURPLUS (DEFICIT)	(12)	3,059	4,375	1,315
GENERAL RECREATION				
REVENUES				
RECEIPTS	(1,168)	50,397	185,616	135,218
EXPENSES				

GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

		FUND: CORPORATE		30, 2020	
		FOR 7 PERIODS ENDING			
ACCOUNT			FISCAL	FISCAL	
NUMBER	DESCRIPTION	NOVEMBER	YEAR-TO-DATE	YEAR	\$
		ACTUAL	ACUAL	BUDGET	REMAINING

GENERAL RECREATION					
	SALARIES / WAGES	5,040	25,826	66,616	40,790
	CONTRACTUAL SERVICES	3,362	21,927	38,091	16,164
	COMMODITIES	207	1,171	7,029	5,857
	MAINTENANCE / CAPITAL INVEST.	0	0	0	0
	TOTAL EXPENSES: GENERAL RECREATION	8,610	48,925	111,737	62,811

	NET SURPLUS (DEFICIT)	(9,779)	1,472	73,879	72,406

PRESCHOOL					
REVENUES					
	RECEIPTS	33,913	138,138	224,583	86,444
EXPENSES					
	SALARIES / WAGES	17,615	99,068	179,666	80,597
	CONTRACTUAL SERVICES	883	2,181	20,999	18,818
	COMMODITIES	142	3,705	3,966	261
	MAINTENANCE / CAPITAL INVEST.	0	22	349	327
	TOTAL EXPENSES: PRESCHOOL	18,641	104,978	204,983	100,004

	NET SURPLUS (DEFICIT)	15,271	33,160	19,600	(13,560)

ACTIVE OLDER ADULTS					
REVENUES					
	RECEIPTS	(31)	(849)	16,333	17,182
EXPENSES					
	SALARIES / WAGES	0	60	4,083	4,023
	CONTRACTUAL SERVICES	(275)	(175)	6,999	7,174
	COMMODITIES	0	0	0	0
	TOTAL EXPENSES: ACTIVE OLDER ADULTS	(275)	(115)	11,083	11,198

	NET SURPLUS (DEFICIT)	244	(734)	5,250	5,984

DANCE					
REVENUES					
	RECEIPTS	330	21,956	77,495	55,539
EXPENSES					
	SALARIES / WAGES	1,298	5,390	19,658	14,267
	CONTRACTUAL SERVICES	0	0	4,199	0
	COMMODITIES	42	(81)	15,487	15,569
	TOTAL EXPENSES: DANCE	1,341	5,308	39,345	34,036

	NET SURPLUS (DEFICIT)	(1,011)	16,647	38,150	21,502

CAMPS					
REVENUES					
	RECEIPTS	0	157,401	207,083	49,682
EXPENSES					

GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

		FUND: CORPORATE		30, 2020	
		FOR 7 PERIODS ENDING			
ACCOUNT			FISCAL	FISCAL	
NUMBER	DESCRIPTION	NOVEMBER	YEAR-TO-DATE	YEAR	\$
		ACTUAL	ACUAL	BUDGET	REMAINING

CAMPS					
	SALARIES / WAGES	520	129,740	122,499	(7,240)
	CONTRACTUAL SERVICES	0	0	29,954	0
	COMMODITIES	187	3,472	7,145	3,673
	TOTAL EXPENSES: CAMPS	708	133,213	159,599	26,386

	NET SURPLUS (DEFICIT)	(708)	24,187	47,483	23,295
CONTRACTED					
REVENUES					
	RECEIPTS	0	2,145	7,116	4,971
EXPENSES					
	CONTRACTUAL SERVICES	0	0	4,783	0

	NET SURPLUS (DEFICIT)	0	2,145	2,333	188
CO-OPS					
REVENUES					
	RECEIPTS	0	637	1,750	1,113
	RECEIPTS	0	637	1,750	1,113
EXPENSES					
	CONTRACTUAL SERVICES	0	0	1,691	0

	TOTAL EXPENSES: CO-OPS	0	0	1,691	0

	NET SURPLUS (DEFICIT)	0	637	58	(578)
SPECIAL EVENTS					
REVENUES					
	RECEIPTS	(2,476)	25,263	43,808	18,545
	RECEIPTS	(2,476)	25,263	43,808	18,545
EXPENSES					
	SALARIES / WAGES	0	0	874	0
	CONTRACTUAL SERVICES	595	5,123	10,587	5,464
	COMMODITIES	892	7,361	18,681	11,319
	--- UNDEFINED CODE ---	0	0	700	0

	NET SURPLUS (DEFICIT)	(3,963)	12,778	12,964	186
TENNIS					
REVENUES					
	RECEIPTS	110	20,633	9,625	(11,008)
	RECEIPTS	110	20,633	9,625	(11,008)
EXPENSES					

GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

		FUND: CORPORATE		30, 2020	
		FOR 7 PERIODS ENDING			
ACCOUNT			FISCAL	FISCAL	
NUMBER	DESCRIPTION	NOVEMBER	YEAR-TO-DATE	YEAR	\$
		ACTUAL	ACUAL	BUDGET	REMAINING

TENNIS					
	SALARIES / WAGES	0	0	0	0
	CONTRACTUAL SERVICES	0	10,652	6,416	(4,236)
	TOTAL EXPENSES: TENNIS	0	10,652	6,416	(4,236)

	NET SURPLUS (DEFICIT)	110	9,980	3,208	(6,772)

GYMNASTICS/TUMBLING					
REVENUES					
	RECEIPTS	3,257	17,300	97,241	79,941
	RECEIPTS	3,257	17,300	97,241	79,941
EXPENSES					
	SALARIES / WAGES	2,402	8,503	53,666	45,163
	CONTRACTUAL SERVICES	0	0	5,716	0
	COMMODITIES	219	250	3,033	2,782
	MAINTENANCE / CAPITAL INVEST.	0	0	291	0
	TOTAL EXPENSES: GYMNASTICS/TUMBLING	2,621	8,754	62,708	53,953

	NET SURPLUS (DEFICIT)	635	8,546	34,533	25,987

BASEBALL & SOFTBALL					
REVENUES					
	RECEIPTS	890	34,520	37,333	2,813
	RECEIPTS	890	34,520	37,333	2,813
EXPENSES					
	SALARIES / WAGES	733	2,482	2,333	(149)
	CONTRACTUAL SERVICES	2,314	6,065	5,308	(757)
	COMMODITIES	755	8,594	7,787	(806)
	EQUIPMENT REPAIR	0	0	0	0
	TOTAL EXPENSES: BASEBALL & SOFTBALL	3,803	17,142	15,428	(1,713)

	NET SURPLUS (DEFICIT)	(2,913)	17,377	21,904	4,526

GENERAL ATHLETICS					
REVENUES					
	RECEIPTS	(1,954)	85,586	215,774	130,187
	RECEIPTS	(1,954)	85,586	215,774	130,187
EXPENSES					
	SALARIES / WAGES	1,304	2,645	31,091	28,446
	CONTRACTUAL SERVICES	1,470	10,759	102,462	91,703

		FUND: CORPORATE FOR 7 PERIODS ENDING 30, 2020			
ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING

GENERAL ATHLETICS					
COMMODITIES		0	57	4,360	4,303
TOTAL EXPENSES: GENERAL ATHLETICS		2,774	13,461	137,913	124,452
NET SURPLUS (DEFICIT)		(4,728)	72,125	77,860	5,735

ICE RINKS					
EXPENSES					
SALARIES / WAGES		0	0	0	0
COMMODITIES		0	0	0	0
TOTAL EXPENSES: ICE RINKS		0	0	0	0
NET SURPLUS (DEFICIT)		0	0	0	0

GYMNASIUMS					
EXPENSES					
SALARIES / WAGES		2,712	16,392	16,916	523
CONTRACTUAL SERVICES		0	0	13,708	0
TOTAL EXPENSES: GYMNASIUMS		2,712	16,392	30,624	14,232
NET SURPLUS (DEFICIT)		(2,712)	(16,392)	(30,624)	(14,232)

FITNESS CENTER					
REVENUES					
RECEIPTS		7,847	34,117	124,103	89,985
RECEIPTS		7,847	34,117	124,103	89,985
EXPENSES					
SALARIES / WAGES		6,465	37,273	49,291	12,018
CONTRACTUAL SERVICES		2,097	14,139	21,358	7,219
COMMODITIES		188	1,202	6,384	5,182
MAINTENANCE / CAPITAL INVEST.		1,566	1,679	4,374	2,695
TOTAL EXPENSES: FITNESS CENTER		10,317	54,293	81,409	27,115
NET SURPLUS (DEFICIT)		(2,470)	(20,175)	42,694	62,870

POOL					
REVENUES					
RECEIPTS		0	170,467	351,341	180,874
RECEIPTS		0	170,467	351,341	180,874
EXPENSES					
SALARIES / WAGES		0	157,529	233,449	75,920
CONTRACTUAL SERVICES		4,971	61,394	59,178	(2,215)

GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

		FUND: CORPORATE		30, 2020	
		FOR 7 PERIODS ENDING			
ACCOUNT			FISCAL	FISCAL	
NUMBER	DESCRIPTION	NOVEMBER	YEAR-TO-DATE	YEAR	\$
		ACTUAL	ACUAL	BUDGET	REMAINING

POOL					
	COMMODITIES	0	18,848	38,703	19,855
	MAINTENANCE / CAPITAL INVEST.	0	3,402	4,608	1,205
	TOTAL EXPENSES: POOL	4,971	241,174	335,940	94,765
	NET SURPLUS (DEFICIT)	(4,971)	(70,707)	15,400	86,108

MINI GOLF					
REVENUES					
	RECEIPTS	0	72,082	57,458	(14,624)
	RECEIPTS	0	72,082	57,458	(14,624)
EXPENSES					
	SALARIES / WAGES	0	30,734	15,370	(15,363)
	CONTRACTUAL SERVICES	318	2,839	1,779	(1,059)
	COMMODITIES	1	1,364	4,579	3,214
	MAINTENANCE / CAPITAL INVEST.	0	96	145	49
	TOTAL EXPENSES: MINI GOLF	320	35,034	21,874	(13,159)
	NET SURPLUS (DEFICIT)	(320)	37,048	35,583	(1,464)

AFTER SCHOOL PROGRAMS					
REVENUES					
	RECEIPTS	32,185	130,371	511,583	381,211
	RECEIPTS	32,185	130,371	511,583	381,211
EXPENSES					
	SALARIES/WAGES	20,756	85,275	240,041	154,766
	CONTRACTUAL SERVICES	8,001	59,783	204,166	144,383
	COMMODITIES	712	4,035	27,270	23,235
	MAINTENANCE/CAPITAL INVESTMTS	0	(418)	5,483	5,901
	TOTAL EXPENSES: AFTER SCHOOL PROGRAMS	29,471	148,675	476,962	328,286
	NET SURPLUS (DEFICIT)	2,714	(18,304)	34,621	52,925

UNDEFINED GROUP					
REVENUES					
	RECEIPTS	23,115	112,517	400,020	287,503
	RECEIPTS	23,115	112,517	400,020	287,503
EXPENSES					
	SALARIES/ WAGES	21,140	124,820	192,091	67,270
	CONTRACTUAL SERVICES	8,207	65,346	93,391	28,044

GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

		FUND: CORPORATE		30, 2020	
FOR 7 PERIODS ENDING					
ACCOUNT			FISCAL	FISCAL	
NUMBER	DESCRIPTION	NOVEMBER	YEAR-TO-DATE	YEAR	\$
		ACTUAL	ACUAL	BUDGET	REMAINING

UNDEFINED GROUP					
	COMMODITIES	775	4,005	16,741	12,735
	MAINTENANCE/ CAPITAL INVEST.	291	7,811	9,041	1,229
	TOTAL EXPENSES: UNDEFINED GROUP	30,414	201,984	311,266	109,281
	NET SURPLUS (DEFICIT)	(7,299)	(89,467)	88,754	178,222

	TOTAL FUND REVENUES	103,485	2,718,045	3,521,726	803,681
	TOTAL FUND EXPENSES	225,572	1,847,292	3,521,723	1,674,430
	SURPLUS (DEFICIT)	(122,086)	870,753	3	(870,749)

FUND: CORPORATE					
LIABILITY INSURANCE					
REVENUES					
	RECEIPTS	414	171,226	142,916	(28,310)
	RECEIPTS	414	171,226	142,916	(28,310)
EXPENSES					
	SPECIAL FUND EXPENSE	0	80,124	142,916	62,792
	TOTAL EXPENSES: LIABILITY INSURANCE	0	80,124	142,916	62,792
	NET SURPLUS (DEFICIT)	414	91,102	(0)	(91,102)

	TOTAL FUND REVENUES	414	171,226	142,916	(28,310)
	TOTAL FUND EXPENSES	0	80,124	142,916	62,792
	SURPLUS (DEFICIT)	414	91,102	(0)	(91,102)

FUND: CORPORATE					
IMRF					
REVENUES					
	RECEIPTS	550	194,142	192,499	(1,642)
	RECEIPTS	550	194,142	192,499	(1,642)
EXPENSES					
	SPECIAL FUND EXPENSE	20,725	164,005	192,500	28,494
	TOTAL EXPENSES: IMRF	20,725	164,005	192,500	28,494
	NET SURPLUS (DEFICIT)	(20,175)	30,136	(0)	(30,136)

	TOTAL FUND REVENUES	550	194,142	192,499	(1,642)

GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

FUND: CORPORATE
FOR 7 PERIODS ENDING 30, 2020

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
TOTAL FUND EXPENSES		20,725	164,005	192,500	28,494
SURPLUS (DEFICIT)		(20,175)	30,136	(0)	(30,136)

FUND: CORPORATE

AUDIT					
REVENUES					
RECEIPTS		25	12,647	7,641	(5,006)
RECEIPTS		25	12,647	7,641	(5,006)
EXPENSES					
SPECIAL FUND EXPENSE		0	13,100	7,641	(5,458)
TOTAL EXPENSES: AUDIT		0	13,100	7,641	(5,458)
NET SURPLUS (DEFICIT)		25	(452)	0	452
TOTAL FUND REVENUES		25	12,647	7,641	(5,006)
TOTAL FUND EXPENSES		0	13,100	7,641	(5,458)
SURPLUS (DEFICIT)		25	(452)	0	452

FUND: CORPORATE

SOCIAL SECURITY					
REVENUES					
RECEIPTS		1,033	362,157	212,333	(149,824)
RECEIPTS		1,033	362,157	212,333	(149,824)
EXPENSES					
SPECIAL FUND EXPENSE		19,174	170,730	212,333	41,603
TOTAL EXPENSES: SOCIAL SECURITY		19,174	170,730	212,333	41,603
NET SURPLUS (DEFICIT)		(18,141)	191,427	(0)	(191,427)
TOTAL FUND REVENUES		1,033	362,157	212,333	(149,824)
TOTAL FUND EXPENSES		19,174	170,730	212,333	41,603
SURPLUS (DEFICIT)		(18,141)	191,427	(0)	(191,427)

FUND: CORPORATE

SPECIAL RECREATION
REVENUES

GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

		FUND: CORPORATE		30, 2020	
		FOR 7 PERIODS ENDING			
ACCOUNT			FISCAL	FISCAL	
NUMBER	DESCRIPTION	NOVEMBER	YEAR-TO-DATE	YEAR	\$
		ACTUAL	ACUAL	BUDGET	REMAINING

SPECIAL RECREATION					
	RECEIPTS	1,327	566,610	443,333	(123,276)
	RECEIPTS	1,327	566,610	443,333	(123,276)
EXPENSES					
	CONTRACTUAL SERVICES	1,062	12,502	32,083	19,580
	CAPITAL IMPROVEMENTS	0	100	258,152	258,052
	SPECIAL FUND EXPENSE	0	131,226	153,097	21,871
TOTAL EXPENSES: SPECIAL RECREATION		1,062	143,828	443,333	299,504
NET SURPLUS (DEFICIT)		264	422,781	0	(422,781)
TOTAL FUND REVENUES		1,327	566,610	443,333	(123,276)
TOTAL FUND EXPENSES		1,062	143,828	443,333	299,504
SURPLUS (DEFICIT)		264	422,781	0	(422,781)
FUND: CORPORATE					
BOND AND INTEREST					
REVENUES					
	RECEIPTS	1,969	840,252	488,207	(352,045)
	RECEIPTS	1,969	840,252	488,207	(352,045)
EXPENSES					
	CONTRACTUAL SERVICES	0	11,793	488,207	476,413
TOTAL EXPENSES: BOND AND INTEREST		0	11,793	488,207	476,413
NET SURPLUS (DEFICIT)		1,969	828,458	0	(828,458)
TOTAL FUND REVENUES		1,969	840,252	488,207	(352,045)
TOTAL FUND EXPENSES		0	11,793	488,207	476,413
SURPLUS (DEFICIT)		1,969	828,458	0	(828,458)
FUND: CORPORATE					
PROJECT REVENUE					
REVENUES					
	PROJECT REVENUE	18,145	262,609	1,979,307	1,716,697
	PROJECT REVENUE	18,145	262,609	1,979,307	1,716,697
NET SURPLUS (DEFICIT)		18,145	262,609	1,979,307	1,716,697

FUND: CONSTRUCTION / CAPITAL IMPROV.
FOR 7 PERIODS ENDING 30, 2020

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING

PLANNING/CONSTRUCTION/GRANTS					
EXPENSES					
	CONTRACTUAL SERVICES	534	34,862	199,499	164,637
TOTAL EXPENSES: PLANNING/CONSTRUCTION/GRANTS		534	34,862	199,499	164,637
NET SURPLUS (DEFICIT)		(534)	(34,862)	(199,499)	(164,637)
BUILDINGS & IMPROVEMENTS					
EXPENSES					
	CONTRACTUAL SERVICES	19,303	220,452	463,749	243,297
TOTAL EXPENSES: BUILDINGS & IMPROVEMENTS		19,303	220,452	463,749	243,297
NET SURPLUS (DEFICIT)		(19,303)	(220,452)	(463,749)	(243,297)
PARKS/PLAYGROUNDS IMPRV/ACQ					
EXPENSES					
	CONTRACTUAL SERVICES	497	1,162,764	1,524,330	361,565
TOTAL EXPENSES: PARKS/PLAYGROUNDS IMPRV/ACQ		497	1,162,764	1,524,330	361,565
NET SURPLUS (DEFICIT)		(497)	(1,162,764)	(1,524,330)	(361,565)
LANDSCAPING & GROUNDSKEEPING					
EXPENSES					
	CONTRACTUAL SERVICES	0	13,378	29,166	15,788
TOTAL EXPENSES: LANDSCAPING & GROUNDSKEEPING		0	13,378	29,166	15,788
NET SURPLUS (DEFICIT)		0	(13,378)	(29,166)	(15,788)
OPERATING EQUIP. & VEHICLES					
EXPENSES					
	CONTRACTUAL SERVICES	2,714	120,448	128,345	7,896
TOTAL EXPENSES: OPERATING EQUIP. & VEHICLES		2,714	120,448	128,345	7,896
NET SURPLUS (DEFICIT)		(2,714)	(120,448)	(128,345)	(7,896)
RECREATION EQUIP. REPAIRS					
EXPENSES					
	CONTRACTUAL SERVICES	0	0	1,750	0
TOTAL EXPENSES: RECREATION EQUIP. REPAIRS		0	0	1,750	0
NET SURPLUS (DEFICIT)		0	0	(1,750)	0
EMERGENCY REPAIRS/REIMB.					
EXPENSES					
	CONTRACTUAL SERVICES	0	10,478	47,302	36,823
TOTAL EXPENSES: EMERGENCY REPAIRS/REIMB.		0	10,478	47,302	36,823

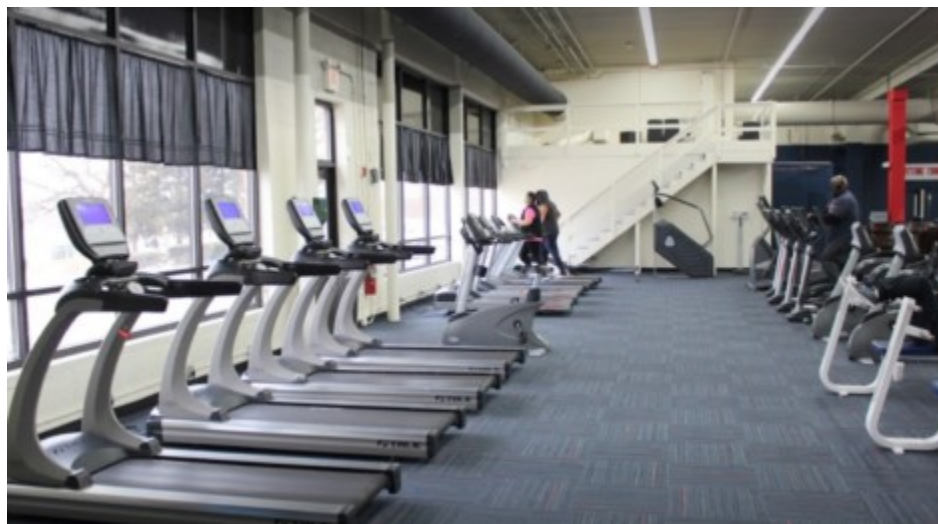
GENEVA PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

FUND: CONSTRUCTION / CAPITAL IMPROV.
FOR 7 PERIODS ENDING 30, 2020

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
NET SURPLUS (DEFICIT)		0	(10,478)	(47,302)	(36,823)
TOTAL FUND REVENUES		18,145	262,609	1,979,307	1,716,697
TOTAL FUND EXPENSES		23,050	1,562,386	2,394,145	831,758
SURPLUS (DEFICIT)		(4,904)	(1,299,777)	(414,838)	884,938

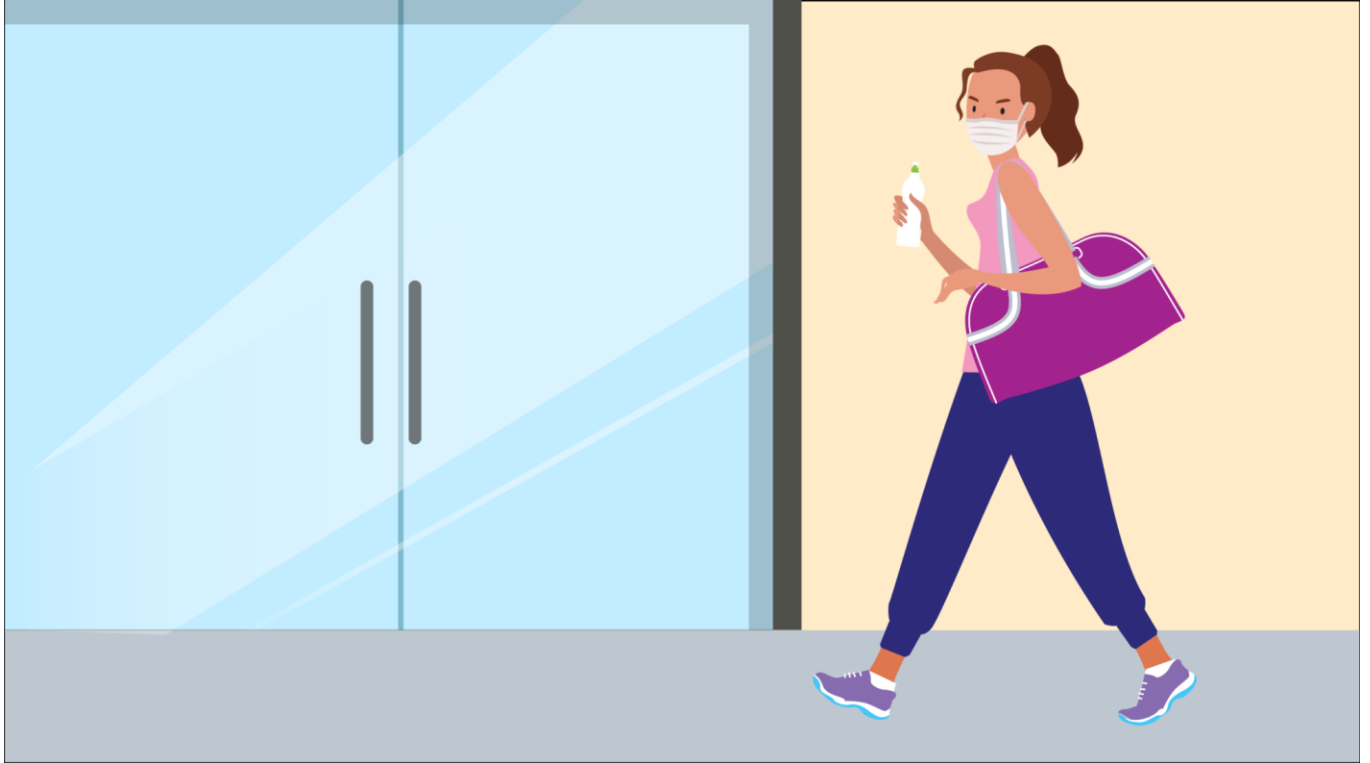


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Park Districts Weighing Options For Services During Tier 3 COVID-19 Restrictions

kanecountyconnects / November 18, 2020 / Comments Off on Park Districts Weighing Options For Services During Tier 3 COVID-19 Restrictions / Clubs and Organizations, Communities, Consumers, Education, Events, Government, Health, Kane County Health Department, Parks and Recreation, Public Safety, Public Service, Quality of Life, Recreation



Kane County park districts are weighing options for continuation of services during **Tier 3 guidelines** that go into effect Friday.

[CLICK THIS LINK FOR A FULL LIST OF TIER 3 MITIGATIONS.](#)

State officials announced Tuesday that new guidelines will affect “Health and Fitness Centers” and “Indoor Recreation.”



Among the mitigations for fitness centers are:

- 25% capacity limit.
- No indoor group classes.
- Face coverings must be worn, including while exercising.
- Reservations required.
- Locker rooms closed.

Mitigations for indoor recreation include:

- Gaming and casinos close.
- Indoor recreation centers, including theaters, performing arts centers and indoor museums and amusement centers close.
- Outdoor activities allowed at 25% capacity.
- Outdoor group activities limited to 10 people; face masks required.
- Reservations required for each guest for outdoor activities.

In Tier 3, Illinois residents are urged to stay home as much as possible and celebrate upcoming holidays with members of their household. Illinoisans over the age of 2 are required to wear a face covering when out in public and social distancing is not easily achievable.

A few Park District have said they would make announcements by today or Thursday.



This from the Geneva Park District website:

“Tier 3 Mitigations were announced. The Geneva Park District remains committed to following state guidelines to help slow the spread of COVID-19.

“We will be sharing information by Thursday, Nov. 19, regarding the impact of these new mitigation measures on our programs and facilities. Please [click here](#) for updates, this page will be updated as information becomes available or changes. Thank you for your patience.”

Tim Wagner of the Fox Valley Park District e-mailed that officials are “sorting through what can/can’t continue to happen as we e-speak.”

“There are gray areas, so we’re looking to clarify the many ‘use cases’ in our facilities and expect to have an announcement later today,” he said.

The best advice at this time is to check with your local Park District website for the latest updates. Below are links to the Park District websites, as posted on the [Kane County government website](#).

Park Districts

- [Aurora Parks & Recreation](#)
- [Barrington Countryside Park District](#)

- [Batavia Park District](#)

- [Big Rock Park District](#)
- [Dundee Township Park District](#)
- [Elgin Parks & Recreation](#)
- [Fox Valley Park District](#)

- [Geneva Park District](#)
- [Hampshire Park District](#)
- [Hoffman Estates Park District](#)
- [Huntley Park District](#)
- [Oswegoland Park District](#)
- [St. Charles Park District](#)
- [South Elgin Parks & Recreation](#)
- [Sugar Grove Park District](#)
- [Sycamore Park District](#)
- [Village of Bartlett Park District](#)

From: Kelli Rogers
Sent: Wednesday, November 18, 2020 3:39 PM
To: Beth Keen
Subject: Re: Friendship Station Preschool Update

Praise Jesus lol! That's the best news I've heard all day!!!!

Thank you guys!
Kelli

On Nov 18, 2020, at 3:28 PM, Beth Keen wrote:

Good afternoon,

Just a couple updates to share with you. The staff and kids are doing an amazing job at school. They all deserve a big congratulations for a job well done at keeping masks on and following safety guidelines we have set in place! A reminder to parents in the carline to make sure you wait your turn to leave the circle drive. You should NOT pass any cars in line on the way out of the circle drive. By doing this it will keep our parents, staff and kids safe. Also, make sure we are good neighbors by driving the speed limit and not blocking any driveways while in the carline please. Fall school pictures that were ordered should be sent home at the end of this week.

As I'm sure you are aware, Geneva School District 304 will be going to full remote learning after Thanksgiving Break through, at least, December 4. In addition, the State of Illinois will be entering Tier 3 of mitigation requirements within Phase 4 of the Restore Illinois plan. At this time, the Geneva Park District feels strongly that we can continue to hold our in person classes safely with guidelines currently in place for schools. Some of the adjustments we have made this year include: temperature checks, plexi-glass dividers on center/craft tables, floor spots to help with distancing, toys are either cleaned between classes or different set of toys put out for a new class, sanitizing of rooms multiple times per week, additional handwashing/hand sanitizer procedures, open classroom setting and face coverings at all time in the classroom.

We need your help to ensure we stay healthy and encourage everyone to remain diligent and safe when away from school. If your child will be around extended family or friends during Thanksgiving Week and there is a chance your child was exposed to someone who was sick, we ask that you keep your child home until, at least, the week of December 7. If your child was within contact of someone that has or gets tested for COVID-19, please keep your child home until you have a negative test result. In these cases, the preschool staff will be more than willing to provide some at-home crafts and activities for your child to do while they are absent from school. Please notify me at bkeen@genevaparks.com regarding any potential contact and we will work with the Kane County Health Department and follow all proper protocols.

Please note: We know this is a personal decision to send your child to school so please keep in touch with your teacher if you will not be attending any days.

The following is a link from the Governor's Public Health Tier 3 Resurgence Mitigations that take effect on Friday, November 20 which references school guidelines: <https://coronavirus.illinois.gov/s/restore-illinois-mitigation-plan>

Thank you,

Beth Keen
Recreation Supervisor

Beth Keen, CPRP
Recreation Supervisor

Hi Beth,

My heart sunk a little when I saw your email in my inbox, and we have been crossing our fingers that Friendship Station was going to remain open. THANK YOU to you and all of the staff for your hard work to keep the kids safe and continue letting them have a great place to look forward to going to each week! We appreciate you!

Thanks,
Amanda Cronin

This email just made my day! So glad you guys are continuing to do in person learning and so glad you added the part about thanksgiving exposure.... this will be important for us to continue low/no covid counts. Soooo happy you guys are staying open! My 3 year old loves seeing Ms. Stuewe! Thanks!

Jen Evans

From: maggie konicek
Sent: Wednesday, November 18, 2020 5:31 PM
To: Beth Keen
Subject: Thank you!

Hi Beth!

I just wanted to let you know how much we appreciate all that you and the staff at friendship station are doing to keep your doors open!
Thank you!!!!

The Wijas family.

From: Kelli Borgie
Date: November 18, 2020 at 11:22:11 PM CST
To: Beth Keen
Subject: Re: Friendship Station Preschool Update

Hi Beth,

Thank you for the update. We are SO thankful for the amazing teachers and staff you have at Friendship Station!! Our daughter, is so excited to go to school each day and we are grateful she has the opportunity to do that this year.

With so many families feeling the financial strain of COVID 19, I was wondering if you are aware of any families in need this holiday season. Maybe they need help with tuition for Friendship Station? Groceries? Christmas Gifts? Bills? A fellow Friendship Station parent and I have been talking and we're looking for ways to help families in our community.

Thanks so much for your help. Wishing you safe and joyful Thanksgiving!
Kelli

From: Christine Harris
Sent: Friday, November 20, 2020 6:46 AM
Subject: Re: Friendship Station Preschool Update

Thank you, Beth, for all the hard work you and the teachers have done to keep Friendship Station open! We are so thankful to you all!

Take care,
Christine Imielski

From: Erin Busse
Sent: Friday, November 20, 2020 9:43 AM
To: Beth Keen
Subject: Re: Friendship Station Preschool Update

Hi Beth,

No need to respond, but I just wanted to send a quick note to say thank you SO much for all the thought and extra work you and your staff have put in this year! With the older schools shutting down, I'm sure it would be easy to just follow suit. Your willingness to dig deeper and consider our school-specific circumstances is much appreciated.

We were thrilled to hear that your plan is to continue in person learning, and have felt so safe sending our daughter due to all your precautions and communications. Of course, we will support whatever direction the future takes, but just wanted to let you know how much we appreciate you and how grateful we are to have chosen Friendship Station.

All the best,

Erin Risler

From: Amore, Stephanie
Sent: Wednesday, November 18, 2020 4:53 PM
To: Elliott Bortner; Nicole Vickers; Sheavoun Lambillotte
Subject: Feedback -Beth Keen

Good evening! I thought I would take a minute to share some positive feedback -as too often people are too quick to complain and rarely pass along positive emails!

I have to pass along what a pleasure it is working with Beth Keen as it relates to Friendship Station and the current environment, we find ourselves in. Beth is nothing short of professional, hardworking, responsive and transparent! She really does an excellent job communicating to parents and quickly finds solutions for the community. I am so thankful I have my son enrolled in Friendship station -and I'm so thankful to all who have made it a possible this year. I'm sure it's not easy and it takes a lot of work behind the scenes -but this doesn't go unnoticed. Thank you to her and the full staff of people working hard to make this a possibility. Just thought I'd pass along the note 😊

Have a great night!

Stephanie Amore

ORDINANCE NO. 2020-07
AN ORDINANCE LEVYING AND ASSESSING TAXES OF
THE GENEVA PARK DISTRICT
OF KANE COUNTY, ILLINOIS

WHEREAS, on the 18th day of May, 2020, the Board of Commissioners of the GENEVA PARK DISTRICT passed the annual budget & appropriation ordinance of said District for the fiscal year beginning MAY 1, 2020 and ending APRIL 30, 2021, and upon said date the said ordinance was duly signed and approved by the President of the Board of Commissioners of said District and signed by the Secretary of said Board;

WHEREAS, not less than 20 days prior to the date of this Ordinance, the Board of Commissioners established an estimate of levy in compliance with Section 18-60 of the Property Tax Code, and determined that a public hearing was not required because the levy herein described is less than 105% of the amount extended or abated by the District on the final aggregate levy for the preceding year.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE GENEVA PARK DISTRICT, KANE COUNTY, ILLINOIS AS FOLLOWS:

SECTION ONE

That, pursuant to the authority granted by Sections 5-1 and 5-3 of the Park District Code and Public Act 97-974, the sum of FOUR MILLION TWO HUNDRED THOUSAND DOLLARS (\$4,200,000) is hereby levied and assessed for general corporate purposes upon all property subject to taxation within the GENEVA PARK DISTRICT.

SECTION TWO

That, pursuant to the authority granted by Sections 5-2 and 5-3a of the Park District Code and Public Act 97-974, there is levied and assessed for the planning, establishing and maintaining recreational programs for the said District, the sum of ONE MILLION SEVEN HUNDRED FIVE THOUSAND DOLLARS (\$1,705,000) upon property subject to taxation within the said District.

SECTION THREE

That, pursuant to Section 7-171 of the Pension Code, there is hereby levied and assessed the sum of TWO HUNDRED FIFTY FIVE THOUSAND DOLLARS (\$255,000) upon all property subject to taxation within the said District, for the said District's contribution to the Illinois Municipal Retirement Fund. Said tax shall be in addition to the several sums herein levied and assessed and shall be in addition to all other taxes authorized by law.

SECTION FOUR

That, pursuant to Section 21-110 of the Pension Code, there is hereby levied and assessed the sum of THREE HUNDRED TWENTY THOUSAND DOLLARS (\$320,000) upon all property subject to taxation within the said District, for the District's contribution to the SOCIAL SECURITY FUND. Said tax shall be in addition to the several sums herein levied and assessed and shall be in addition to all other taxes authorized by law.

SECTION FIVE

That, pursuant to Section 9-107 of the Tort Immunity Act, there is hereby levied and assessed the sum of ONE HUNDRED EIGHTY THOUSAND DOLLARS (\$180,000) upon all property subject to taxation within the said District, to pay costs of purchasing insurance to protect against any loss or liability which may be incurred by the said District, claims services and for risk management directly attributable to loss prevention and loss reduction. Said tax shall be in addition to the several other sums herein levied and assessed and shall be in addition to all other taxes authorized by law.

SECTION SIX

That, pursuant to Section 5-8 of the Park District Code, there is hereby levied and assessed the sum of FOUR HUNDRED TWENTY SIX THOUSAND DOLLARS (\$426,000) upon all property subject to taxation within the said District, to pay the cost of funding the District's share of expenses of providing joint recreation programs for the persons with disabilities. Said tax shall be in addition to the several other sums herein levied and assessed and shall be in addition to all other taxes authorized by law.

SECTION SEVEN

That, pursuant to Section 2 of the Governmental Account Audit Act, there is hereby levied and assessed the sum of SEVEN THOUSAND FIVE HUNDRED DOLLARS (\$7,500) upon all property subject to taxation within the said District, to pay the cost of the annual audit. Said tax shall be in addition to the several sums herein levied and assessed and shall be in addition to all other taxes authorized by law.

SECTION EIGHT

That each of said sums and the aggregate thereof are deemed necessary by the Board of Park Commissioners of the Geneva Park District, Kane County, Illinois, to defray necessary expenses and liabilities of said park district.

SECTION NINE

The taxes so levied and assessed as aforesaid by this Ordinance upon the taxable property subject to taxes within the Geneva Park District, Kane County, Illinois, shall be collected and enforced in the same manner and by the same officers as for other purposes in the County of Kane, State of Illinois, under the laws of the State of Illinois, and shall be paid over by the officers so collecting the same, to the Treasurer of said Geneva Park District.

SECTION TEN

That the Secretary of the Board of Park Commissioners of Geneva Park District, be and is hereby directed to file a duly certified copy of this Tax Levy Ordinance with the County Clerk of Kane County, Illinois, on or before the last Tuesday of December 2020 A.D., whereupon the County Clerk of Kane County, State of Illinois, be and is hereby directed as provided by law to ascertain the rate per centum which upon the total value of all property subject to taxation within the Geneva Park District as the same assessed and equalized for State and County purposes, will produce a net amount as herein legally levied and to extend such tax pursuant to the statute to the greatest extent permitted by law.

SECTION ELEVEN

If any item or portion thereof in this ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such items or the remaining portion of this ordinance.

SECTION TWELVE

Pursuant to Section 4-4 of the Park District Code (70 ILCS 1205/4-4) neither the Budget and Appropriation Ordinance of the District for the current fiscal year beginning nor any other Budget and Appropriation Ordinance is intended or required to be in support of the tax levy made in this ordinance.

SECTION THIRTEEN

The unexpended balance of the tax for general corporate purposes from the preceding year may be accumulated and set aside for the purposes of building repairs and improvements in a capital improvement fund, provided that the balance of such fund does not exceed 1.5% of the aggregated assessed valuation of all taxable property within the District.

SECTION FOURTEEN

All ordinances or parts of ordinances in conflict herewith, or any section thereof, are hereby modified or repealed.

Summary of 2020 Tax Levy

General Corporate Fund	\$4,200,000
Recreation Fund	\$1,705,000
IMRF Fund	\$255,000
Social Security Fund	\$320,000
Liability Insurance Fund	\$180,000
Special Recreation Fund	\$426,000
Audit Fund	<u>\$7,500</u>
Total	\$7,093,500

PASSED BY THE BOARD OF PARK COMMISSIONERS OF THE GENEVA PARK DISTRICT, KANE COUNTY, ILLINOIS ON THE 14th DAY OF DECEMBER, 2020 BY THE FOLLOWING VOTE.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAINING: _____

File with the undersigned this 14th day of December, 2020

Sheavoun Lambillotte, Secretary

APPROVED BY THE PRESIDENT OF THE GENEVA PARK DISTRICT, KANE COUNTY, ILLINOIS ON THE 14TH DAY OF DECEMBER, 2020.

Susan VanderVeen, President

CERTIFICATE OF COMPLIANCE

WITH TRUTH IN TAXATION

The undersigned, Presiding Officer of the Geneva Park District, hereby certifies that I am the presiding officer of the Geneva Park District, and as such presiding officer I hereby certify that the levy ordinance, a copy of which is appended hereto, was adopted pursuant to, and in all respects in compliance with, the provisions of the "Truth in Taxation Law." P.A. 88-455. Illinois Compiled Statutes, 35 ILCS 200/18-60 through 200/18-85.

Geneva Park District
Kane County, Illinois

Date_____

Susan VanderVeen, President
Board of Park Commissioners

(SEAL)

STATE OF ILLINOIS)

SS

COUNTY OF KANE)

I, SHEAVOUN LAMBILLOTTE, Secretary of the Board of Commissioners of the Geneva Park District in the County of Kane and State of Illinois, do hereby certify that attached hereto is a true and correct copy of that certain Ordinance now on file in my office entitled:

Ordinance #2020-07

An Ordinance Levying and Assessing Taxes of the Geneva Park District of Kane County, Illinois for the Fiscal Year beginning May 1, 2020 and ending April 30, 2021

which Ordinance was duly adopted and approved by the Board of Commissioners of the Geneva Park District at a regular meeting held on the Fourteenth Day of December 2020.

I do further certify that a quorum of said Board of Commissioners was present at said meeting, and that the Board complied with all requirements of the Illinois Open Meetings Act.

I do further certify that the ordinance of which the foregoing is a true and correct copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Geneva Park District this Fourteenth Day of December, 2020.

(SEAL)

Sheavoun Lambillotte, Secretary

STATE OF ILLINOIS)

SS

COUNTY OF KANE)

CERTIFICATE

I, John A. Cunningham, do hereby certify that I am Clerk of the County of Kane, in the State of Illinois, and as such I am the keeper of Records, Ordinances and the Seal of said County.

I further certify that the attached Certificate of Compliance with the Truth in Taxation Law and Tax Levy Ordinance of the Board of Park Commissioners of the Geneva Park District and affidavit of the Secretary of the Board of Park Commissioners of the Geneva Park District, were filed in my office on this 15th day of December, 2020.

IN WITNESS THEREOF, I hereunto set my hand and the seal of said County of Kane this 15th day of December, 2020.

John A. Cunningham, County Clerk
Kane County Illinois

(SEAL)

EAV	EAV ESTIMATED 2020	Estimated Percent Increase	EAV Actual 2019	Estimated Percent Increase	EAV Actual 2018	Estimated Percent Increase	EAV Actual 2017	Percent Increase	EAV Actual 2016	Percent Increase
Farm	7,844,055	0.0489	7,478,701	-0.0147	7,590,057	0.0302	7,367,557	0.0114	7,284,710	0.0534
Residential	1,217,826,920	0.0218	1,191,874,307	0.0161	1,172,961,579	0.0382	1,129,767,886	0.0374	1,089,001,160	0.0724
Commercial	273,306,035	0.0167	268,814,112	0.0109	265,927,799	0.0396	255,802,390	0.0073	253,940,564	0.0538
Industrial	130,796,973	0.0484	124,755,959	0.0073	123,855,920	0.0333	119,862,768	0.0044	119,339,631	0.0366
Railroad	2,016,390	0.0000	2,016,390	0.0881	1,853,124	0.0712	1,729,996	0.0187	1,698,183	0.0160
Total Value	1,631,790,373	0.0231	1,594,939,469	0.0145	1,572,188,479	0.0381	1,514,530,597	0.0294	1,471,264,248	0.0660
Growth in Total EAV %	2.31%		1.45%		3.81%		2.94%		6.60%	
Growth in EAV \$	\$36,850,904		\$22,750,990		\$57,657,882		\$43,266,349		\$91,099,990	
New Property as a % of EAV	0.65%		0.61%		0.86%		0.84%		0.94%	
New Property \$	\$10,560,565		\$9,652,284		\$13,522,698		\$12,767,003		\$13,856,372	
CPI	2.30%		1.90%		2.10%		2.10%		0.70%	
Tax Cap Extension	\$6,486,564		\$6,299,692		\$6,144,741		\$5,966,645		\$5,794,721	
Growth in Extension	\$186,872		\$154,950		\$178,097		\$171,923		\$94,505	
Growth in Extension %	2.97%		2.52%		2.98%		2.97%		1.66%	
Tax Rate	0.476087		0.483718		0.479859		0.485241		0.532945	

EAV	EAV Actual 2015	Percent Increase	EAV Actual 2014	Percent Increase	EAV Actual 2013	Percent Increase	EAV Actual 2012	Percent Increase	EAV Actual 2011	Percent Increase
Farm	6,915,198	-0.0605	7,360,564	0.0159	7,245,167	0.3771	5,261,072	-0.0555	5,570,433	-0.0347
Residential	1,015,481,786	0.0375	978,752,038	0.0060	972,916,298	-0.0424	1,015,977,831	-0.0493	1,068,665,389	-0.0479
Commercial	240,968,720	-0.0484	253,236,352	0.0632	238,178,900	-0.0409	248,327,871	0.0223	242,921,755	-0.1058
Industrial	115,127,183	0.0127	113,678,283	-0.0148	115,385,135	-0.0107	116,630,963	-0.0033	117,021,924	-0.0686
Railroad	1,671,371	0.3024	1,283,337	0.0000	1,283,337	0.2358	1,038,505	0.1315	917,812	0.0627
Total Value	1,380,164,258	0.0191	1,354,310,574	0.0145	1,335,008,837	-0.0376	1,387,236,242	-0.0334	1,435,097,313	-0.0598
Growth in Total EAV %	1.91%		1.45%		-3.76%		-3.34%		-5.98%	
Growth in EAV \$	\$25,853,684		\$19,301,737		-\$52,227,405		-\$47,861,071		-\$91,251,278	
New Property as a % of EAV	0.95%		0.74%		0.75%		0.94%		0.63%	
New Property \$	\$13,058,918		\$9,963,439		\$9,981,488		\$13,099,235		\$9,101,788	
CPI	0.80%		1.50%		1.70%		3.00%		1.50%	
Tax Cap Extension	\$5,700,216		\$5,601,425		\$5,472,335		\$5,340,582		\$5,136,070	
Growth in Extension	\$98,792		\$129,090		\$131,753		\$204,512		\$107,972	
Growth in Extension %	1.76%		2.36%		2.47%		3.98%		2.15%	
Tax Rate	0.559914		0.566712		0.559493		0.526615		0.4948	

EAV	EAV Actual 2010	Percent Increase	EAV Actual 2009	Percent Increase	EAV Actual 2008	Percent Increase	EAV Actual 2007	Percent Increase	EAV Actual 2006	Percent Increase
Farm	5,770,455	-0.3603	9,021,244	0.1245	8,022,611	-0.0707	8,632,543	0.0787	8,002,830	0.3001
Residential	1,122,401,102	-0.0413	1,170,753,557	-0.0011	1,172,020,175	0.0576	1,108,174,962	0.0848	1,021,590,955	0.1057
Commercial	271,673,618	-0.0467	284,983,247	-0.0377	296,140,598	0.0429	283,960,198	0.0935	259,683,385	0.1298
Industrial	125,639,780	-0.0069	126,506,924	-0.0041	127,022,896	0.0469	121,326,875	0.1135	108,962,523	0.0819
Railroad	863,636	0.2509	690,393	0.2050	572,917	0.0936	523,887	-0.0019	524,910	-0.0031
Total Value	1,526,348,591	-0.0412	1,591,955,365	-0.0074	1,603,779,197	0.0533	1,522,618,465	0.0885	1,398,764,603	0.1091
Growth in Total EAV %	-4.12%		-0.74%		5.33%		8.85%		10.91%	
Growth in EAV \$	-\$65,606,774		-\$11,823,832		\$81,160,732		\$123,853,862		\$137,632,673	
New Property as a % of EAV	0.82%		1.06%		1.24%		2.52%		2.96%	
New Property \$	\$12,567,058		\$16,921,821		\$19,866,256		\$38,426,596		\$41,469,814	
CPI	2.70%		0.10%		4.10%		2.50%		3.40%	
Tax Cap Extension	\$5,028,098		\$4,854,031		\$4,797,705		\$4,551,716		\$4,328,337	
Growth in Extension	\$174,066		\$56,326		\$245,990		\$223,378		\$269,889	
Growth in Extension %	3.59%		1.17%		5.40%		5.16%		6.65%	
Tax Rate	0.4573		0.4207		0.4097		0.4135		0.4297	

TAX CAP EXTENSION

Prior Year Aggregate Ext. Base X (1+Limit) X Rate Increase Factor = Numerator

6,299,692 1.023 1.0 6,444,585

Est. 2020 EAV - Annexations + Disconnections= Adjusted Est. 2020 EAV

1,631,790,373 0 0 1,631,790,373

Adjusted Est. 2020 EAV - (New Property x State Multiplier) - TIF Recovery - EZ Recovery = Denominator

1,631,790,373 10,560,565 1.000000 0 0 1,621,229,808

Numerator / Denominator = Limited Rate

6,444,585 1,621,229,808 0.397512

Limited Rate X Est. 2020 EAV = Total Est. Aggregate Ext.

0.397512 1,631,790,373 6,486,564

	2019 Extension	Est. 2020 Extension	2020 Levy Request	
Corporate	3,971,702	4,076,965	4,200,000	MAX RATE BY LAW= .35
Recreation	1,611,750	1,661,548	1,705,000	MAX RATE BY LAW= .37
IMRF	182,477	249,034	255,000	NO LIMIT
Liability Insurance	168,792	177,667	180,000	NO LIMIT
Audit	10,734	7,938	7,500	MAX RATE BY LAW= .005
Social Security	354,236	313,412	320,000	NO LIMIT
Total Capped	6,299,692	6,486,564	6,667,500	
	← 2.97% Increase →			
Special Recreation	570,015	426,000	426,000	MAX RATE BY LAW= .04
Bond & Interest	845,302	856,176	856,176	NO LIMIT
Total Uncapped	1,415,317	1,282,176	1,282,176	
	← 9.41% Decrease →			
	2019 Tax Rate	Est. 2020 Tax Rate		
Limited Rate (Capped)	0.394980	0.397512		
Non Limiting Rate (Uncapped)	0.088738	0.078575		
Total Tax Rate	0.483718	0.476087		

Comparison of 2020 & 2021 Tax Bills

Scenario: A tax levy increase of CPI 2.3%, plus \$6.5M residential new growth, a overall 1.12% increase in residential EAV.

	\$200,000 Fair Market Value Home		\$300,000 Fair Market Value Home	
	<i>Tax Year 2020</i>	<i>Tax Year 2021</i>	<i>Tax Year 2020</i>	<i>Tax Year 2021</i>
Fair Market Value	\$ 200,000	\$ 200,000	\$ 300,000	\$ 300,000
Equalized Assessed Valuation (33 1/3%)	\$ 66,667	\$ 66,667	\$ 100,000	\$ 100,000
Assuming 1.12% rise in EAV home value*		\$ 67,413		\$ 101,120
Geneva Park District Tax Rate	0.00483718	0.00476087	0.00483718	0.00476087
Tax Bill	\$ 322.48	\$ 320.95	\$ 483.72	\$ 481.42
Tax Increase (Decrease) from prior year		\$ (1.53)		\$ (2.30)
Percentage Tax Increase (Decrease from prior year)		-0.48%		-0.48%

Assumes estimated EAV provided by county of \$1,631,790,373.

*Rise in residential EAV determined by taking overall increase in residential EAV of 2.18% less new growth in residential of \$6.5M equals 1.12% rise in home value.

**NOTICE OF PUBLIC HEARING TO APPROVE PROPOSED PROPERTY
TAX LEVY FOR THE GENEVA PARK DISTRICT**

A public hearing to approve a proposed tax levy for the Geneva Park District, Kane County, Illinois for 2020 will be held on December 14, 2020 at 7:00 p.m. at Geneva Park District Offices, 710 Western Avenue, Geneva, Illinois. Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Sheavoun Lambillotte, Secretary of the Board, Geneva Park District, 710 Western Avenue, Geneva, Illinois 60134 or phone 630-232-4542.

The taxing district has estimated its equalized assessed valuation to secure new growth revenue and must adhere to the Property Tax Extension Limitation Law (PTELL or “tax cap” law). PTELL limits the increase over the prior year in the property tax extension of this taxing district to the percentage increase in the Consumer Price Index (CPI), which is 2.3%.

Publish in the Suburban Chronicle Newspaper Wednesday December 2, 2020

**DIRECTOR'S
MONTHLY AGENDA AND REPORT
December 14th, 2020**

TAX LEVY ORDINANCE #2020-07

Enclosed is the agenda for the 7:00 PM Pubic Tax Levy Hearing. Also enclosed is the Tax Levy Ordinance #2020-07 which will be reviewed at the Pubic Tax Levy Hearing. Christy Powell will be available to answer any questions about the levy and how it compares to past year's. Staff would ask for a motion to approve the Tax Levy Ordinance #2020-07 as presented.

SMOKING – TOBACCO FREE POLICY

A Roll Call Vote was not taken at last month's meeting and with the virtual OMA regulations we need that for this motion.

POLICY MANUAL UPDATE: OPERATIONS PROCEDURES, PARK ORDINANCE, BLOODBORNE PATHOGENS, SPRC & SCC

A Roll Call Vote was not taken at last month's meeting and with the virtual OMA regulations we need that for this motion.

COMMUNICATIONS

Staff and board representatives need to set a date in January for our Annual Short and Long Range Plan Committee Meeting. Bre Cullen and John Frankenthal are the two board members assigned to this committee for 2020-2021.

Staff have been working on finalizing documents associated with the \$100,000 Island Park grant project.

Staff is presently gathering information to submit to the County as it relates to COVID relief funding.

Staff is preparing to begin the 2021-2022 budget process as well as preparing for annual staff evaluations.

The IPRA conference will be held virtually in January and while we are substantially reducing our training and conference budget for this year, we are registering a few people for the conference and attempting to share information from the conference with all pertinent staff.

As a member of the IPRA Distinguished Accreditation Committee, I am presently working with three agencies on their reviews: Batavia, Oregon and Byron. It has been very advantageous to serve on this committee as it allows for valuable idea sharing and varying perspectives on park district operations.

With Tier 3 mitigations still in place, we have begun the process of refunding a number of classes for the remainder of the fall season. This will likely adversely affect our previous COVID 19 revenue/expense projections which we will update the Board on at our January meeting.

We have been contacted by the UP Railroad to approve an updated appraisal of our Dryden Park property so that they may request an extension of our present temporary easement agreement.

The virtual version of Wine Cheese and Trees will be held on February 27th, 2021. Plans are being finalized and promotional materials have begun to be distributed.

Enclosed in your packet is the board calendar including important meeting, event and continuing education dates.

FUTURE MEETINGS

Long Range Plan Committee (Bre Cullen & John Frankenthal)	TBD	
GPD Foundation Meeting	TBD	TBD
Regular Scheduled Meeting	January 18, 2021	7:00 P.M.

2020 SUNSET POOL & MILL CREEK POOL SURVEYS

Enclosed in your packet are the compilations of customer satisfaction surveys for Sunset and Mill Creek Pools. Staff have highlighted positive strides as well as identified areas we feel we need to concentrate on for next summer. Last season was definitely out of the ordinary and many of the comments will be moot as operations return to normal. Staff will be available for comment and to answer any questions the board may have.

2020 SUNSET POOL & MILL CREEK POOL ANNUAL REPORTS

Enclosed is the annual report for your review. Joey Kalwat and Nicole Vickers will present the information and answer your questions. Staff would request a motion to approve the annual report including the recommendations listed in the report for the 2020 pool season.

2021 BOARD MEETING SCHEDULE

The proposed schedule for the 2021 Park Board Regular Meetings is enclosed. All meetings are scheduled for the third Monday except for the December meeting which is the second Monday. All meetings begin at 7:00 PM. Staff would ask for a motion to approve the 2021 board meeting schedule.

POLICY MANUAL UPDATE

In anticipation of our Distinguished Agency Accreditation process we will be reviewing many policy manuals over the next year. Enclosed is the third set of manual updates for your review. Staff has updated each manual with necessary changes. Those changes have been marked to expedite your review. Staff would ask for a motion to approve the enclosed manuals-Personal Training, Gymnastics, Girls & Adult Softball, Dance, Summer Camp and Kid's Zone.

DEC 2020

SUN

MON

TUE

WED

THU

FRI

SAT

01

02

03

CAC Mtg @ 7

04

05

06

07

City Council
Mtg @ 7
Comm of the
Whole Mtg @ 7

08

Winter
Resident
Registration
Day

09

10

Plan Comm Mtg
@ 7

11

12

13

14

School District
Meeting @ 7
GPD Board
Meeting @ 7

15

HPC Mtg @ 7
Winter Non-
Resident
Registration
Day

16

17

Library Meeting
@ 7

18

19

20

21

City Council
Mtg @ 7
Comm of the
Whole Mtg @ 7

22

23

24

SPRC & SCC
both close @
1:00 PM

25

SPRC & SCC
both closed
today

26

27

28

29

30

31

SPRC & SCC
both close @
1:00 PM

JAN 2021

SUN

MON

TUE

WED

THU

FRI

SAT

01

SCC & SPRC
Closed Today

02

03

04

City Council &
Comm of the
Whole Mtg @ 7

05

06

07

CAC Mtg @ 7

08

Parents' Night
Out

09

10

11

School District
Mtg @ 7

12

13

14

Plan Comm
Mtg @ 7

15

16

17

18

GPD Board
Meeting @ 7
City Council &
Comm of the
Whole Mtg @ 7

19

20

21

22

Parents' Night
Out

23

24/31

25

School District
Mtg @ 7

26

27

28

IAPD
Conference
Plan Comm
Mtg @ 7
Library
Meeting @ 7

29

IAPD
Conference

30

IAPD
Conference

GENEVA PARK DISTRICT

PARKS AND PROPERTIES BOARD REPORT

December 14, 2020

Operations

- Completed leaf mulching for the year.
- Tennis courts are still being used, staff is checking them daily for leaves.
- Installed concrete pads for garbage cans at Peck North, Hathaway and Deerpath.
- Installed Christmas lights at Sunset, SPRC and Peck Courtyard.
- Skate Park closed for the season, staff will be inspecting and making repairs over winter.
- Replenished play surface in Dryden, Marjorie Murray and Mill Creek Community Playgrounds.
- Removed 3 Ash trees at Eaglebrook Park.
- Completed aerating, topdressing and over seeding parks.
- Tilled in soil amendments at the Community Garden's.
- Completed the installation of 5 memorial benches.
- Working on pretreatment sprayers for ice control.
- Installed boards for the Ice Rinks at Wheeler and Mill Creek Pool.
- Installed new park signs at Peck Farm, Sunset baseball, Dryden, Library and Clover Hills Park.
- Installed railings on three box culvert bridges at Esping Park.



Baseball/Softball

- Season is over, cleaning up field areas and preparing fields for winter.

Facilities

Sunset Community Center

- Parking lot paving is complete, working with contractor on as-built drawings and final payout.
- Metronet fiber installation is complete.

- Staff relocated flag pole to allow for the new walkway.

Mill Creek Pool

- Working on winter project list including door repair and replacement.
- Checking heat in pump room daily.

Sunset Pool

- Working on winter project list.
- Checking heat in pump room and exercising pumps daily.

Moore Park

- Installed shut off switch un pump room

Peck North OSLAD Project

- Natural stone seating at the Shelter has been installed.
- Contractor has ordered the crossing beacons and is working with the county on final layout before installation.



Wheeler Park

- Metronet fiber installed at Stone Creek Mini Golf.

Natural Resource Work

- Started fall burns, completed burns:
 - Peck North, north east corner and southwest corner.
 - Randall Square
 - Hathaway Park
 - Area east of Peck Farm Courtyard



First phase planting of Oak Savanna at Peck North.

Staff planted 50 trees indicative to an Oak Savanna, Oak Hickory woodlands and woodland edge plants. Species planted include: White Oak, Burr Oak, Pin Oak, Swamp White Oak, Shagbark Hickory, Pagoda Dogwood, Prairie Crabapple, American Plum and Blackhaw Viburnum.



**GENEVA PARK DISTRICT
RECREATION BOARD REPORT
NICOLE VICKERS, CPRP
SUPERINTENDENT OF RECREATION
December 14, 2020**

UPDATE:

I. PROGRAMS

Tier 3 mitigations remain in effect for the foreseeable future. We have been able to hold a small number of programs outdoors and were successful in transitioning certain programs to a virtual platform which included the Playhouse 38 production, and fitness programs. Winter break camps can continue to operate over the 2-week holiday break. Winter programming is slated to begin in January and we are hopeful to be able to resume in-person instruction, albeit with safety guidelines.

Special Events

Hello Santa

On December 15th Santa will be surprising 60 children by calling and asking about their holiday wish list!

Santa's Special Delivery

In lieu of the Polar Express Storytime Train, Santa decided to travel throughout Geneva and surprise children with a personal visit! The week of December 7th – 11th was filled with holiday cheer. Over 50 households got to experience seeing Santa right in their front yard!



II. UPDATES

Winter Brochure

Registration for winter programs began December 8th, with non-resident registration taking place on December 15th.

Mill Creek and Sunset Pools

The 2020 Mill Creek Pool and Sunset Pool Annual Report is enclosed for board review. The report will be reviewed later in the meeting.

BestLife Fitness

Fitness centers are allowed to remain open with additional measures put into place. The two most notable changes include reduction of capacity to 25% coupled with a reservation system, and mandating masks be worn at all times including while engaging in physical exercise.

Peck Farm Park

Peck Farm has had some minor successes throughout the new guidelines, including hosting a small number of programs outdoors. In addition, Peck Farm will also be able to host holiday break camps, as again, camps are allowed under the new mitigation measures. The house and gift shop remain closed.

Work continues on the interpretative signs for Peck North. Currently staff is working to finalize the text and the map.

Although rentals have halted for the time being, staff is fielding many calls about future spring/summer rentals.

INFORMATION:

III. SUNSET REPORT

Comparison figures for Sunset Racquetball and Fitness Center are as follows

SRFC November Totals		
	November 2019	November 2020
Annual Membership Revenue	\$8,525	\$4,503
EFT/Ongoing Revenue	\$3,965	\$3,078
Court Hours	\$469	\$0
Guests	\$644	\$100
Vending	\$87	\$82
Total Revenue	\$13,690	\$7,763

	November 2019	November 2020
Resident SRFC Pre-Paid:		
New	10	30*
Renew	16	10
Resident SRFC ONGOING:		
New	5	3
Renew	1	1
Non-Resident SRFC Pre-Paid:		
New	4	2
Renew	1	2
Non-Resident SRFC ONGOING:		
New	0	0
Renew	0	0
New	19	35
Renew	18	13
Totals	37	48

SRFC October Memberships Totals		
	November 2019	November 2020
Total Membership Revenue	\$12,490	\$7,581
SRFC Usage Breakdown		
	November 2019	November 2020
Members	4,607	2,204
Guests	125	17
Total Usage	4,732	2,221
Weight room Usage	4,457	2,221
Court Usage		
Reserved Court Time	51	0

Walk-on Court Time	10	0
Court Percentages		
Prime Time	19%	0%
Non-Prime Time	12%	0%
Racquetball	11%	0%
Wally ball	3%	0%
SRFC Year to Date Comparison		
	2019/2020	2020/2021
Total EFT/Ongoing Memberships	111	77
Total # of Memberships/Members (excludes Gold)	571	941
Total Membership Revenue	\$86,749	\$31,938
Projected EFT/Ongoing Annual Rev.	\$19,825	\$15,390

*Please note: The Black Friday sale this year was \$20 to finish out 2020. 26 Black Friday memberships were sold which equates to \$520.

IV. **SPRC REPORT**

Comparison figures for Stephen D. Persinger Recreation Center are as follows

SPRC General		
	November 2019	November 2020
Total Membership Revenue	\$45,741	\$20,293
Memberships	118	72
Track Passes	119	19
Guests	199	38
SPRC Membership Breakdown		
	November 2019	November 2020
Resident Gold Pre-Paid:		
New	3	5
Renew	7	5
Resident Gold ONGOING:		
New	1	0
Renew	0	0
Non-Resident Gold Pre-Paid:		
New	1	1
Renew	0	0
Non-Resident Gold ONGOING:		
New	2	0
Renew	0	0
Resident SPRC Pre-Paid:		
New	23	60*
Renew	45	11

Resident SPRC ONGOING:		
New	13	4
Renew	6	2
Non-Resident SPRC Pre-Paid:		
New	7	7
Renew	6	2
Non-Resident SPRC ONGOING:		
New	3	0
Renew	1	0
New	53	77
Renew	65	20
Totals	118	97
SPRC Usage Breakdown		
	November 2019	November 2020
Members	12,147	4,099
Guests	199	38
Total Usage	12,346	4,137
Morning Nursery	599	Avg. 22
12-4 pm Nursery	358	Avg. 13
Evening Nursery	277	Avg. 10
TOTAL NURSERY	1,234	0
Open Gym Youth	908	0
Open Gym Adult	511	96
SPRC November Totals		
	November 2019	November 2020
Annual Membership Revenue:	\$26,558	\$9,622
EFT/Ongoing Membership Revenue:	\$16,217	\$9,611
Monthly Memberships	0	\$0
Track Pass	119	\$2,966
Total Membership Revenue	\$45,741	\$20,293
Kidz Korral Revenue	\$4,180	\$0
Birthday Parties	9	\$1,223
Guest Fees	199	\$978
Open Gym Youth	908	\$2,509
Open Gym Adult	511	\$847
Vending	\$162	\$190
Total Additional Revenue	\$9,899	\$370
SPRC Year to Date Comparisons		
	2019/2020	2020/2021
Current Memberships/Members	1,490	3,062
Gold Annual	176	380
Gold Ongoing	84	202

SPRC Annual	858	1,636	676	1,263
SPRC Ongoing	372	844	234	565
Track Passes	699		600	
Total Membership Revenue	\$241,029		\$90,841	
Projected EFT/Ongoing Annual Rev.	\$81,085		\$48,055	

*Please note: The Black Friday sale this year was \$20 to finish out 2020. 51 Black Friday memberships were sold which equates to \$1,020.

GENEVA PARK DISTRICT

710 Western Avenue

Geneva, IL 60134

(630) 232-4542

www.genevaparks.org**MEMORANDUM**

TO: Geneva Park District Board of Commissioners

FROM: Joey Kalwat, Aquatics & Recreation Supervisor
Nicole Vickers, Superintendent of Recreation

CC: Sheavoun Lambillotte, Executive Director

DATE: December 14, 2020

RE: 2020 Aquatics Survey Results

Attached you will find the results of the Aquatic Facility Surveys from summer 2020. Due to Covid-19, the survey was conducted exclusively online and was sent to 1,940 participants with 313, or 16.1% responding.

The overall top box score for the entire survey was 97.69%. Highest top box scores of 98-100% were seen in Staff Approachability, Staff Professionalism, Staff Friendliness, Staff Appearance, Cleanliness of Outdoor Areas, Lap Lanes and the Water Slides at Sunset Pool.

Lowest scores were seen in the cleanliness of the locker rooms. Historically speaking, the cleanliness of the locker rooms has always been an area of concern. Over the 2020 season staff continued to implement cleaning checklists throughout the course of the day which included hourly walkthroughs of the locker rooms, cleaning tasks associated with sink/toilets/floors, and trash removal. The added cleaning breaks, due to Covid-19, also increased the pools staff's daily cleaning of all high touch surface areas. The area of cleanliness remains a high priority and staff will continue to create and implement protocols for improvement. It should also be noted that 60.41% of respondents did not utilize the locker rooms at either facility, likely due to Covid-19.

The Kiddie Pool at Mill Creek Pool also received lower scores. Some tile work has been identified and will receive maintenance in the off season. Staff also plans to research opportunities for additional shade at both facilities in future years.

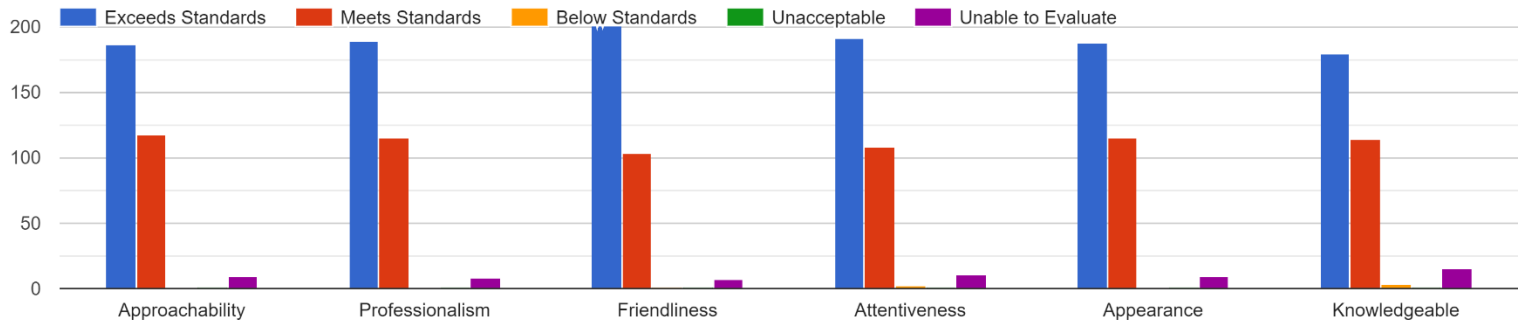
Although the pools are closed for the season, staff remains focused on identifying improvements and planning for the 2021 season.

2020 GPD Aquatics Survey

313 responses

****Comments with a number after denote the number of similar comments made****

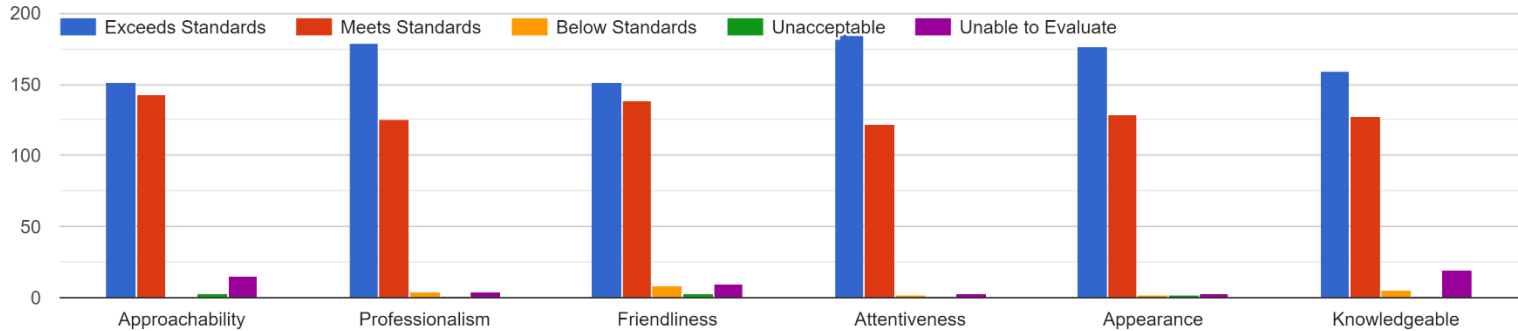
Please Rate the Front Office (check-in) Staff



Additional Comments:

1. Every employee I encountered was very friendly and helpful (8)
2. The gals that checked us in were very sweet and efficient (4)
3. Front office not open (3)
4. Check in was super easy! (2)
5. I ordered the swim on line
6. We really only interacted with the staff at check-in/temperature check
7. It was a wonderful experience and it felt safe and “normal” not having the crowds but still having the option was appreciated.
8. Followed procedures well
9. I appreciated the lap lanes at Sunset even during the public swim times, great addition. Mill Creek, thank you for the lap times in the a.m. and I would like to see lap lanes or times during the p.m too.
10. So happy we could use the pools- our baby pools sucked
11. Don't care for the 2-hour limit with no return after cleaning.
12. Nice pool. A little small, but nice.
13. Understandable temperature checks should be performed upon entrance, there was one occasion where my son, who was teething at the time on a 90 degree day would not be let in until his temperature came down. I believe temperatures should be checked on toddlers and up.
14. People all did their job well and showed concern and respect for swimmers.
15. System overcharged me but I just went with it. I spent too much time trying to rectify a problem with the sign-up system. I wanted to take my granddaughter and the system would not allow me to sign on as the "nanny".
16. My only concern was the person checking us in/taking temps never required people to wear their masks while standing in line or when entering pool area. The first time we attended was the worst (most people didn't have masks on as they stood in line and were NOT maintaining any physical distance.
17. Wish they would review mask rules at entry

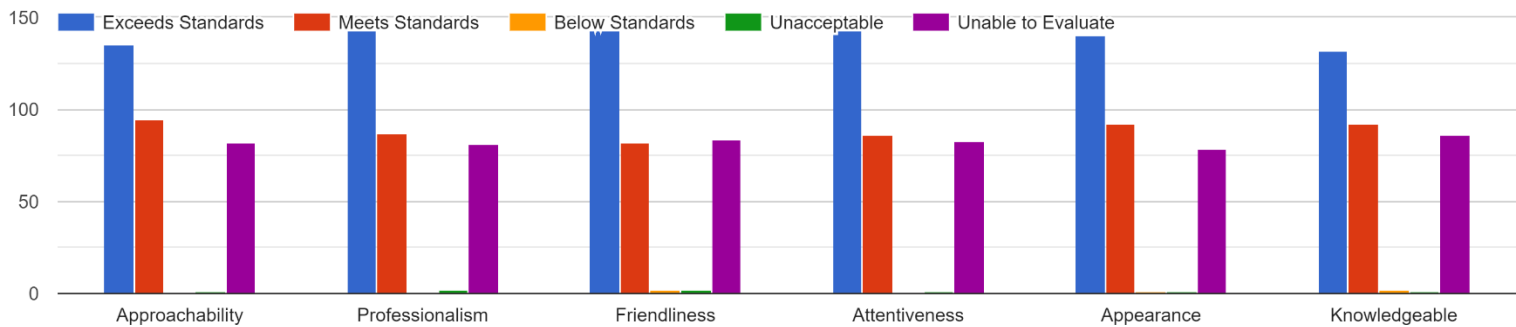
Please Rate the Lifeguard Staff



Additional Comments:

1. We did not specifically interact with any lifeguards (5)
2. Always there providing safety, seemed to be doing a great job (4)
3. Very professional. They take their jobs and responsibilities very seriously (3)
4. My daughter fell and staff helped bandage her injuries.
5. No hello or anything just walk back in forth
6. Lifeguards were great! Former lifeguard myself.
7. The Lifeguards could be a little nicer when they are telling the kids not to do something.
8. Very attentive to safety
9. There was poop on the toddler slide, and they did NOT clean it sufficiently but assured me it was ok to let me toddler climb on it with poop remnants visible. This made me question their commitment to overall cleanliness during covid. We didn't go back after that.
10. Life guards should know the length of the pool asked 5 none did
11. What in the world was that little synchronized finger dance they did while walking the perimeter of the pool every 7 to 10 minutes?
12. Appreciate the extra attention to the toddler play area in the pool. Always seems like there are ages playing on it that are too old for it, and can be harmful to the littles on the equipment.
13. Not sure why there was a lifeguard at Sunset Pool to watch empty tube slides...
14. Zach was amazing in connecting with my son to get the very best out of him! Zach taught him how to swim!
15. Thank you for opening the pool
16. All the lifeguards were very friendly!
17. Wish mask rules were enforced more
18. Just some conflicting messages - nothing major
19. One day the pool closed because a child threw up. I asked the lifeguard how the staff determines if and when people can get back to the water. He/she had no clue.
20. Everyone always had on a mask and they cleaned and monitored consecutively

Please Rate the Pool Management Staff

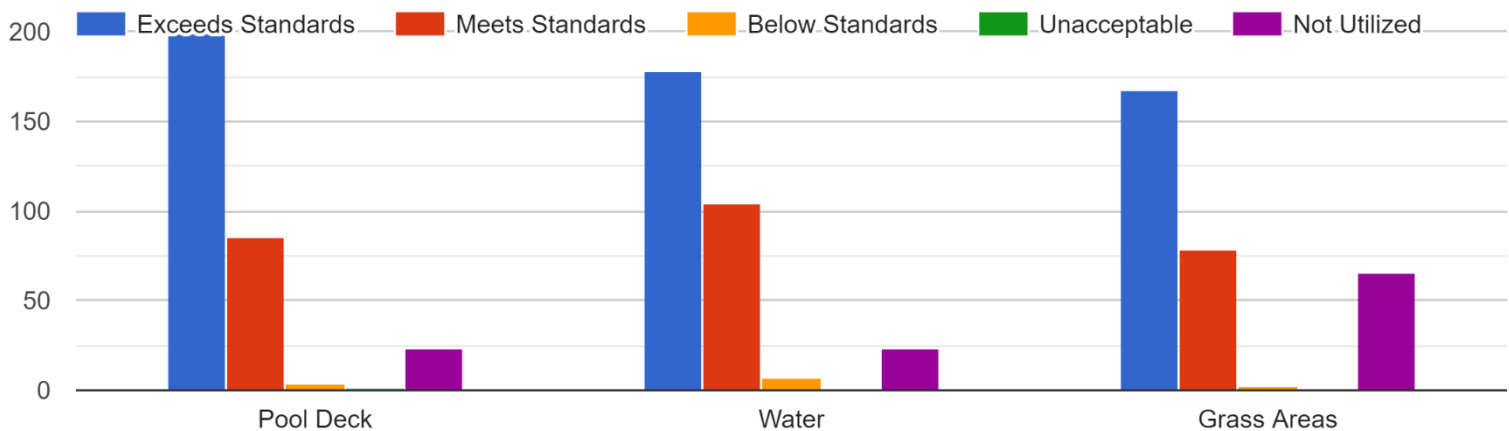


Additional Comments:

1. Did not interact with Management Staff (10)
2. It was a pleasure being able to lap swim this summer through the reservation system (4)
3. Responsive and very helpful (4)
4. Everything ran smoothly (3)
5. Your response time in getting something up and running and organized was exceptional. Wish the pool could stay open longer into September
6. Way too many lifeguards during adult only lap swim. You only need one or two, not eight watching the slide area and other parts of the pool not in use. Huge waste of money.
7. Embraced the challenges faced and moved forward with enthusiasm thus creating a safe, fun experience for pool patrons
8. For the parent and toddler swim, It might be nice to offer a few minutes of splash pad time for the kids at the end!
9. Disappointed in how this rolled out. As I'm not a Geneva resident, I was allowed in for a while, then I wasn't (just Geneva residents only), then I could log in <2 hrs prior, then it was open again. POORLY communicated.
10. We were so glad the pool open this year and feel very grateful that the city deemed it important enough to open. Of course we hope that next year and you can be back to full operating mode, but we thought everyone there did an awesome job and truly feel grateful that we were able to enjoy the community pool and community friends here in Geneva. Thank you for that come on city of Geneva
11. Thank you for being open this summer! We had a great time. Glad we could get in a pool this year!
12. Only issue I had was the Manager pushing us aside (without prior notice) to accommodate the WCS swim team. I reiterate that there was no indication on the particular day (when I signed up) that we would not have access to all lap swimming lanes when I signed up for OPEN swim. As a 23 year resident and taxpayer (approximately \$1000/yr) for the Geneva Park District, I was disappointed by Management favoring a West Chicago swim team over Geneva residents - especially when there was no notice given when I signed up for swimming - using the lap lanes during open swim.
13. Would prefer to have temperature taken at the wrist rather than the "gun to head" method.
14. So appreciative that they found a way to offer swimming lessons this summer with COVID challenges. Joey worked with me and the staff which resulted in a 7 year old to become confident in the water and swim in the deep end!
15. Thanks for opening the pool. A bit expensive compared to the pass but happy to swim
16. The two days I went to Mill Creek were great!
17. Alex was great!
18. Did a great job keeping pools open with safety in mind

19. Thank you and thank you to all who hand a getting the pools open this summer. We love swimming at Sunset and it we appreciated all the hard work that went into the planning to get the pools up and keep them open. Thank you!!!
20. The system was not smooth. Standing in the direct sun waiting will increase your superficial temp causing many of us not to "pass" the temp screening. Staff were young and seemed uneducated.
21. Check in became a little strange when they started sending you to one side or the other. If you wanted shade let's say you couldn't choose that availability.
22. \$10 per person for 2 hours. The private sector had to furlough people. You steal taxes and exploit the price.
23. Loved the set up this year!
24. The Geneva staff follows the rules to a T. VERY PLEASED. They would have passed any inspection without issue. I attended Lap swim at another Park District and they were not compliant. Fantastic Job "Geneva" you should thank your pool staff for following the guidelines. They are Star performers. Any employer would be happy lucky to hire such responsible staff. Thank You

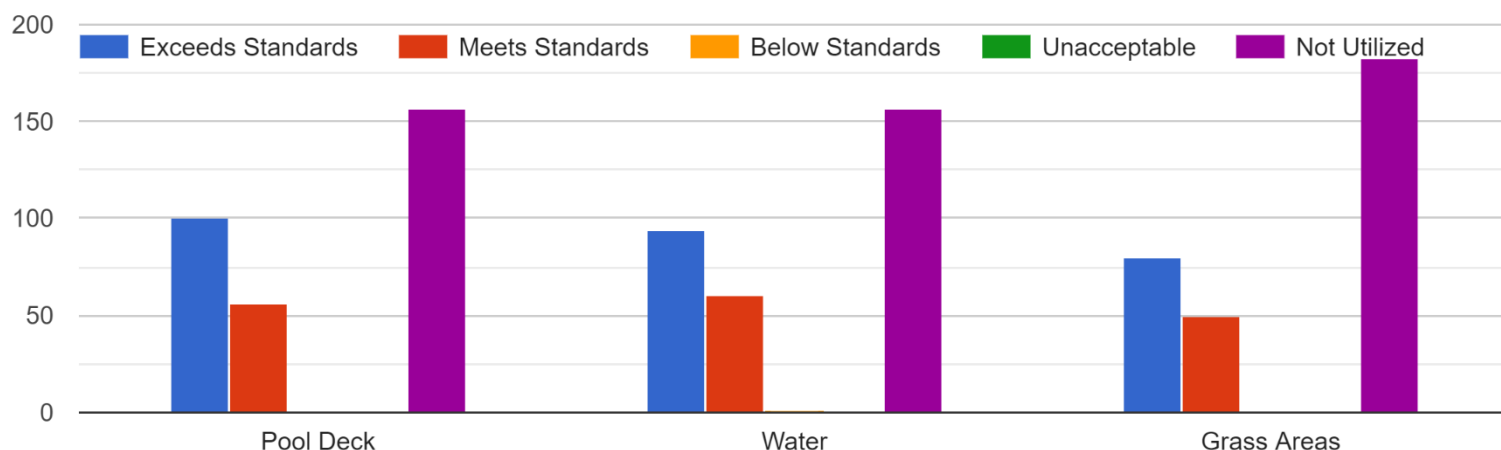
Please Rate the Cleanliness of Sunset Pool's outdoor areas



Additional Comments:

1. A couple times I thought it was a little dirty (8)
2. Very clean and well maintained (4)
3. Didn't go there this summer (2)
4. So much cleaner than previous years!
5. Pool water was clean this summer but several days it was too hot for real swimming.
6. I was disappointed in the amount of time it took staff at Sunset to clean blood from the pool deck. No one cordoned off the area and no one seemed to be in a hurry to get it cleaned and sanitized.
7. The water could be a little warmer.
8. No bandages in the pool 10/10
9. We felt very safe
10. Loved Sunset Pool this summer!! THANK YOU SO MUCH for having it open!!! :)
11. Some of the items in the vending machine were ruined from the heat.
12. Beautiful as usual.
13. I cut my foot badly on the broken drain plates on the pool deck. Should have been replaces or covered.
14. Having a smaller volume of people there really made the cleanliness of the water superb
15. Very upset that 3 slides were not running at sunset pool and would have liked to know that prior to spending 50 for 2 hrs for family to swim. Huge reason we came was for slides
16. They did a great job!
17. Expensive

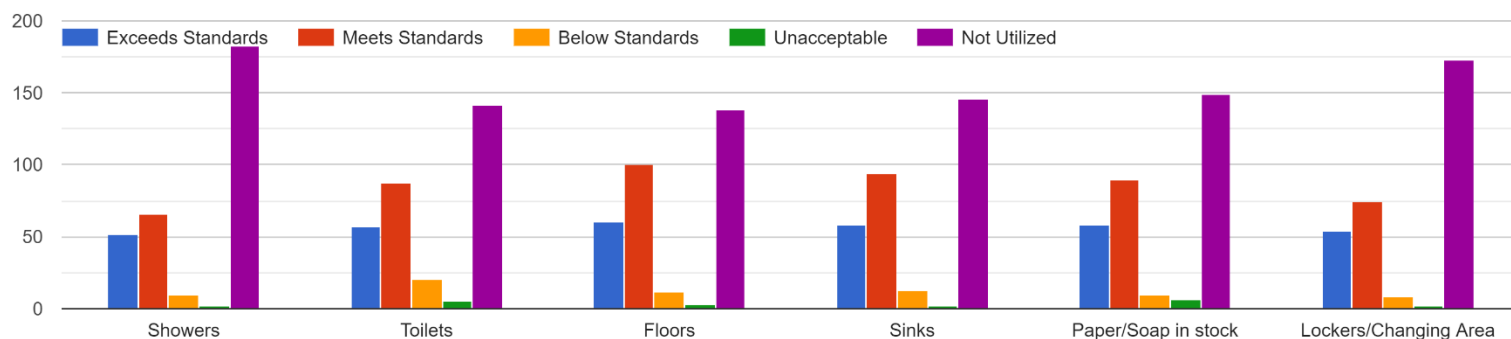
Please Rate the Cleanliness of Mill Creek Pool's outdoor areas



Additional Comments:

1. The pool area was always clean and well maintained (4)
2. The kiddie pool area needs some repairing. Tile was broken off the side.
3. THANK YOU SO MUCH for having Mill Creek Pool open this summer!!! It was awesome :)
4. Nothing to complain about.
5. I felt very crowded having 2 people in lap swim at Mill Creek.

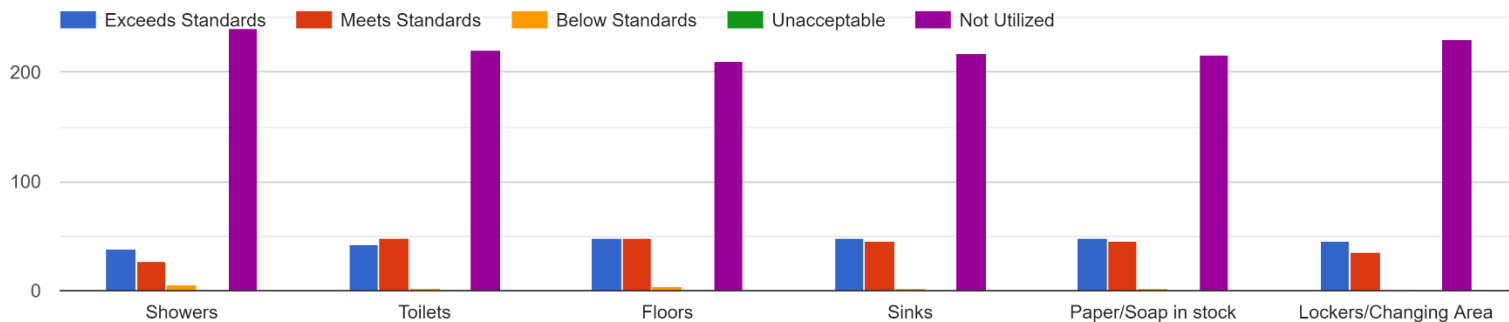
Please Rate the Cleanliness of Sunset Pool's Locker Rooms?



Additional Comments:

1. Did not go in Locker Rooms (6)
2. Floors were dirty/wet and need to be cleaned (5)
3. The showers didn't have hot water but I guess that's ok, it was summer (4)
4. I generally used the toilet after swimming, and about 25% of the time the toilet had a ring of stain or dirt or it looked as if the bowl needed scrubbing. This got better toward the end of the season.
5. I was "locked in" with my granddaughter even as a staffer walked past us in the locker room open area. The metal door came down without a check to see us right inside. I was still able to lift the door but wondered why this would happen.
6. Men's Locker Room Urinal running/leaking on floor.
7. Please, clean the toilets. The condition of toilets is just unacceptable.
8. The locker rooms continue to constantly be gross

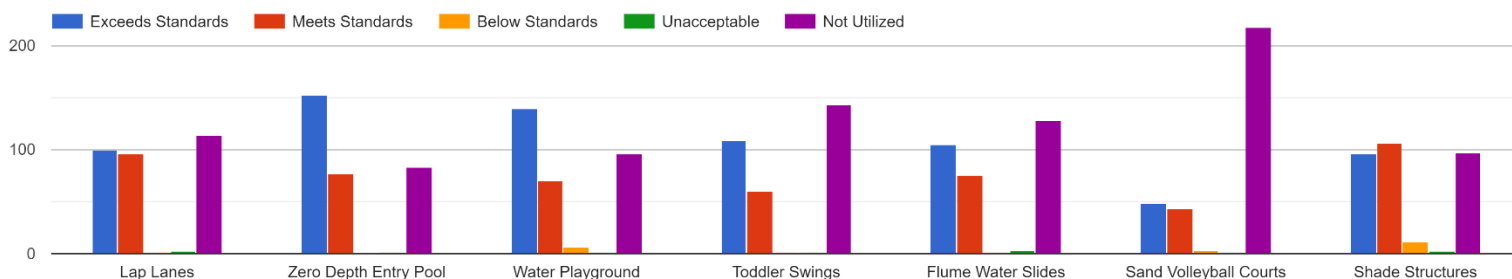
Please Rate the Cleanliness of Mill Creek Pool's Locker Rooms?



Additional Comments:

1. Did not go in Locker Rooms (4)
2. No Warm/Hot water in showers (4)
3. One of the toilets was almost always out of order (2)
4. It's clean in the locker room, but not super clean.
5. Very impressive and neat inside the men's locker room.
6. So appreciate the lap swim accessibility- just wished it could have been for a little longer!
7. Found it weird that showerhead dismantles
8. The door latches do not work. If I remember correctly, this was an issue since last year!

Please Rate the amenities at Sunset Pool



Additional Comments:

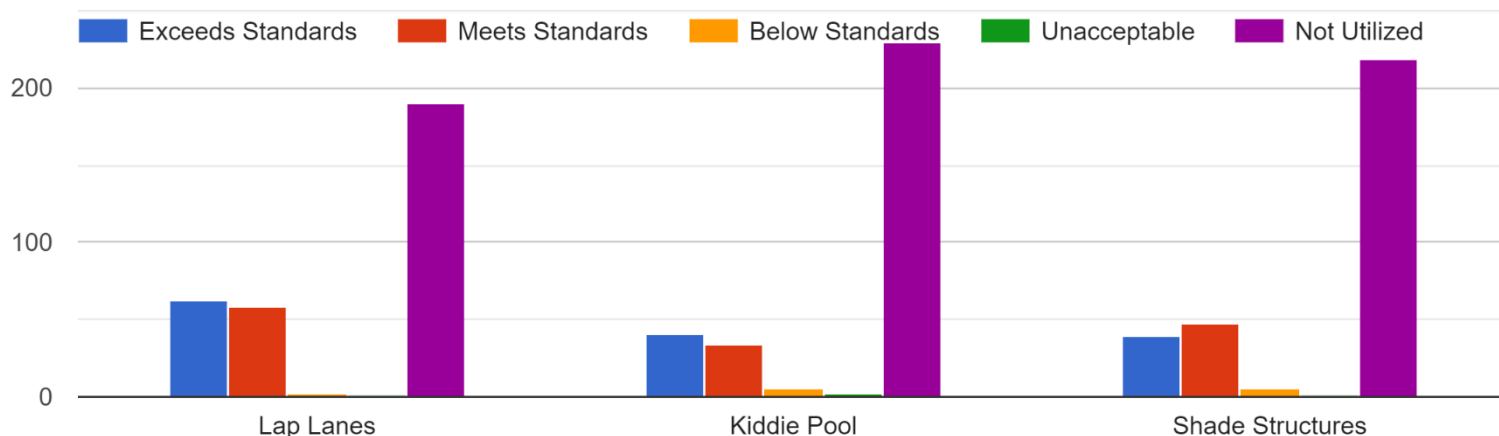
1. I think there could be a few more shaded areas (7)
2. For the last couple of open swims as swim team used all but one of the lap lanes. The staff accommodated lap swimmers by letting us use some of the open swim space (5)
3. At Sunset, it would have been nice if all the umbrellas were up this year. I realize you were social distancing but I think having them all up would have had people spread out more (3)
4. Fantastic to have lap lanes in and monitored at all time slots. I hope this continues (3)
5. Did not go to Sunset Pool this summer (2)
6. The water in the toddler area was freezing compared to the other pools. If anything, this pool should be warmer for the babies! (2)
7. The water playground was on the fritz when I attended. It worked momentarily and then the water stopped flowing / spraying for at least 45 minutes.
8. LOVE the toddler swings! The splash playground is great, except the floor is really slippery; even walking slowly still led to 2 of my kids getting scraped feet.
9. I think sunset needs some updating.
10. Repair the climb toys in the kiddie pool area (turtle and crab etc.) Been peeling for years
11. Would have been nice to have a little space in the 5 foot open for the bigger kids

12. Mask on for slide waiting line was bad because your mask will get wet on the way down and you can't breathe through a mask. It's a water activity so use common sense.
13. The kids had a great time at the pool this summer but were bummed the slides weren't open (3)
14. Beautiful pool. Visibility of youngsters by the side of pool may have a blind spot but seems safe anyway.
15. The pool and the staff are incredible! Professional, attentive and friendly.
16. I don't think sharing a lane during COVID19 was wise.
17. Lanes are wide enough to share, so not a problem having 2 to a lane.
18. The pool was always clean and inviting. The only suggestion I have would be to make sure the lane lines are in before lap swim. There were a few days when the lifeguards didn't put them in until 8:30.
19. Thank you for finally having A-frame signs for lap lanes!!!! Only one collision with a clueless kid all summer.
20. Shame for price gouging

What additional amenities would you like to see at Sunset Pool in future summers?

1. More Shade Structures (20)
2. More Lap Swim hours (8)
3. It's perfect the way it is (5)
4. Diving board (4)
5. Lazy River (4)
6. More slides (4)
7. Warm water pool (4)
8. Water Bottle refill station (3)
9. Better/healthier drink/food options (3)
10. Hopefully concessions will be open next year! (2)
11. Would love to see it always have morning hours so we can use the pool. Families with younger kids have a hard time going in the afternoon because kids are napping. It was great to get in at 10am.
12. A clock! A large clock so we can see the time. And maybe a couple of them. Warm or hot showers.
13. Lily pad
14. Indoor pool to swim year round. Put a roof over Sunset.
15. I'd like you not to rent all the swimming areas to swim teams and charge full rate to patrons. I was very disappointed that we didn't get to work on swimming at all on two of our visits.
16. More dedicated lap lanes. Better enforcement of swimmers in lap lanes
17. Stop the high daily entry fee. Your resident fees are more than St Charles resident AND non resident fees and they get to swim for longer times (2.5 hours). Limiting time hours at pool to limit is understandable but then bring back summer membership passes. We pay so much taxes towards park district; we should not also be priced out of attending the pool. We clubs go afford to come to pool more than once this summer. Attending a few times for larger families outprices pass for entire summer. Park district is supposed to serve community and received tax money from community to do so.
18. Earlier hours
19. Reopen the drop slides, otherwise it was great. Brought a little normalcy to our summer.
20. Larger lap lane area (build out the pool to a 50 meter x 25 yard pool). Year round enclosure. Physical separation (i.e. cement wall) between the lap lanes and the zero depth edge pool.
21. My kids like to use the slides so hope that they are open next summer
22. Non slippery surface in water playground.
23. For items to work
24. My son is older so he likes playing in the deep end and using the climbing wall. The wall was not open, and they weren't aloud to play in the deep end most of the time. I understand why the wall wasn't open because of precautions this year, but would be nice if it was more accommodating for older like it is for younger ones.
25. Geared towards young teens. They get bored

Please Rate the amenities at Mill Creek Pool



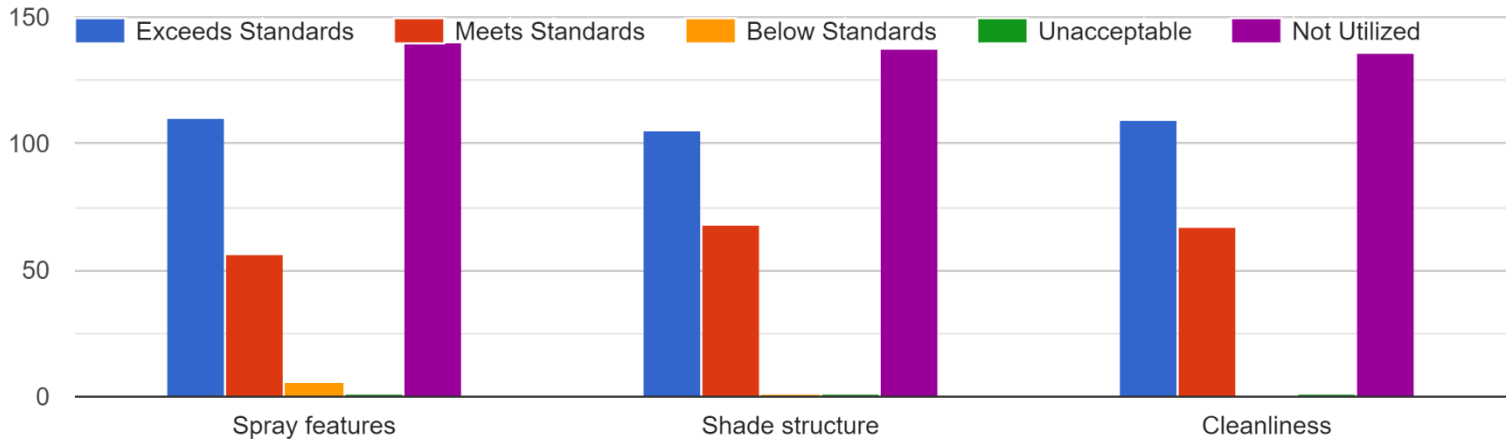
Additional Comments:

1. The kiddie pool has a few spots that need to be repaired (3)
2. Would like to see lap lanes in the pm hours, great lap times in the early a.m. Thank you.
3. Too many swim team people per lane
4. Liked the early start time available for lap swim.
5. All was well.
6. Would prefer lap lane reservation for single use
7. Since there is only one lap lane, should limit how long you get to use it.
8. The chairs at Mill Creek are somewhat uncomfortable.
9. Can always use more shaded areas. Would like to see individual cabanas you can purchase for the year.
10. Didn't swim there so answers not accurate

What additional amenities would you like to see at Mill Creek Pool in future summers?

1. More Shade Structures (7)
2. More lap swim times (6)
3. Longer hours of operation/open through Labor Day (3)
4. Some food/drink (2)
5. Would have loved to utilize tot swim again!
6. A clock that works! Warm or hot showers.
7. Limit swim teams to the first lanes and leave the deep are for patrons during open swim. I only have limited availability to swim with my son and this was very disappointing experience that he couldn't work on actual swimming.
8. Another pool so the rectangular pool is for lap lanes.
9. Water aerobics worked better at Mill Creek than Sunset. Water was too shallow at Sunset so I stopped going to classes.
10. repair broken and missing tiles
11. Bigger pool
12. It would be nice to be able to order drinks.
13. Appropriate music - thinking of island music, steel drums, very family friendly.
14. Larger pool for additional lap lanes

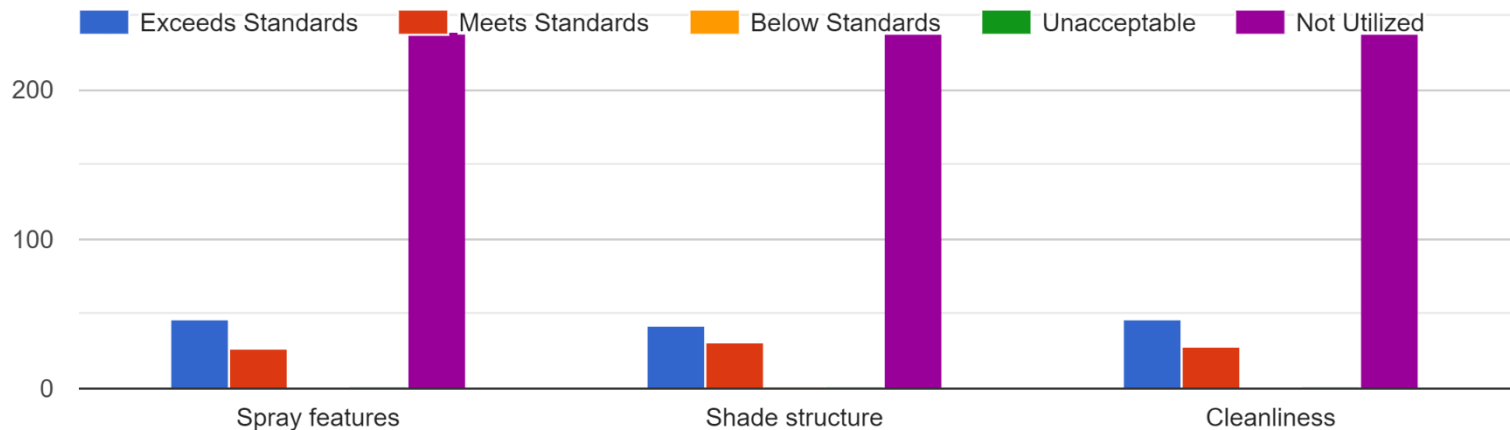
Please Rate the Sprayground at Sunset Pool



Additional Comments:

1. Surface very slippery. Children were falling (8)
2. Spray features worked inconsistently (2)
3. The water temp is a little low (2)
4. Had a lot of fun there

Please Rate the Sprayground at Mill Creek Pool



Additional Comments:

1. Might want to edit this - not all these were even available during COVID
2. Very slippery needs rubber mats
3. Did not use this facility

Do you have any suggestions for the overall improvement of Sunset Pool?

1. The cost this year was too high (9)
2. More Shade Structures (6)
3. More Lap Swim Times (6)
4. Build an Indoor Pool (3)
5. Water was too cold (2)
6. No suggestions - just a thank you to all involved for opening the pool. It was great to be able to come and enjoy.

7. I thought it worked out great. Plenty of space between people and we felt very safe.
8. We are so thankful that you found a way to open safely this summer! Swim lessons were the highlight of my toddler's summer and gave him so much confidence in the water. We also enjoyed sunset pool on multiple occasions and made great family memories. We greatly appreciate your staff! See you in 2021.
9. Thank you so much for opening Sunset pool this summer. It was great to have it opened!
10. The layout is great! I love that I can push my toddler in the swing while Still being able to watch my other 3 children play in the deep end and use the slides!!
11. Better traffic door particularly for drop-off/pick-up. Ability to Check in and enter pool area without going through locker room
12. Morning hours! Other than that it was great! We will definitely purchase pool passes in the future once kids are much older.
13. Warm or hot showers. Clocks that work
14. It is a shame that the pool is only open three months a year. Geneva needs an indoor pool for the community and for the high school to have a swim team.
15. Friendlier life guards
16. Thank you for getting the pool safely opened this summer.
17. Everyone did a wonderful job regarding use of the pool this summer. It was nice being able to make a reservation for the week and also easy to cancel if needed. The entire pool staff were friendly and professional from check in to have a nice day when leaving. I looked forward to my lap swim appointments, they made my day better during this pandemic summer. Thank-you!
18. Very pleasant experience!
19. The bathrooms should be checked more frequently.
20. crossing fingers it's normal next season! thank you for opening this summer! wish we had gone more often. thanks!
21. We loved the limited capacity and required registration. Would love to see that continue post-COVID.
22. I enjoyed the idea of being able to reserve a day/time and only have a certain amount of people at the pool, so it's not so crowded. That would be a good idea even without COVID.
23. No because it's so awesome already. THANK YOU!!
24. Yes, don't reserve all the lanes for swim teams. Leave some of the deep areas for patrons to swim with kids.
25. It was not open this season of course, but the concession stand in past years has been extremely slow and the food is sub par. For instance hot dog buns that are microwaved from frozen come out hard as a rock. Not good at all. And as for long lines, we have waited over 20 minutes just to have our order of a popsicle taken. I do appreciate that the pool allows outside food as this is what we usually do. But sometimes we don't come totally prepared. Thanks for listening!
26. More tables and more choices of food
27. Really enjoyed the reduced crowd this year!
28. Thank you for opening! It was wonderful, and very limited numbers was great!
29. I thought the pool and employees were doing a wonderful job. Everything was clean and with the restricted numbers of people we were able to maintain distance well. Only issue was with lack of shade and being able to maintain distancing under the shades available.
30. I liked the additional lap lanes this summer and hope that continues. Would have liked a senior rate or ability to attend next session if it wasn't full.
31. Thank you for opening this summer!!
32. Just that the surface in the kids splash area is super rough. I know it is new, but I have spoken with several parents who won't use it anymore because it cuts up feet. Besides that, thank you so much for being open this summer!
33. I just want to say THANK YOU for opening the pools during this pandemic. I know it was an expensive thing to do, but SO MUCH appreciated. It made summer at least feel a little bit normal. You did a great job of controlling the number of people. I felt very safe. I love the Sunset pool, and enjoyed my time there with my granddaughter.
34. Make it bigger somehow

35. If reservations are still required going forward in the future, there needs to be a better price structure for visits. There should be a different pricing for residents vs non residents. As well as we would have frequented the pool more often if it were more reasonable.
36. I liked the check in this year with fewer people in general
37. Hopefully next year Covid will not be an issue. \$10 per resident for 2 hours of swim without the slides was not worth it this year. It was more cost effective for us to use Swanson Pool in STC for 2.5 hours and the use of slides. It would have been nice to have resident/pool pass perks. Oh well. We looks forward to going back to normal next summer!
38. not needed but maybe check the locker before pulling down the door lol
39. Thank you for opening this summer!
40. The locker rooms should be checked for cleanliness more often & on a schedule. Non slippery surface in spray ground.
41. Upgrade and add more slides for kids.
42. They did fantastic. I was impressed with how clean and friendly it was. Felt very safe taking my baby there this summer. Plus the low crowds made it much more enjoyable.
43. Thanks for all the effort to open the pool. We loved it.
44. Great job considering the challenges of this summer
45. You all did a great job with the Covid response! Loved the protocols and low numbers at the pool!
46. No but I did enjoy that there were less people this year due to the reservations. Once covid is over would be nice if the number of people allowed in would be limited. I would pay more for that.
47. Even when pandemic is over, should limit the amount of people in attendance. So much nicer having fewer people there and also safer for the lifeguards to see what is going on. Don't do groupons for people outside the community to come in. Our family really enjoyed the pool this year with being able to actually swim and not constantly be getting splashed or kicked by other people.
48. Considering pandemic, everything was great!
49. Keep up on the bathrooms. As the day goes on they get pretty nasty.
50. I liked how we needed to sign up for a specific time and there were less people at the pool. I would love it if you would consider doing it this way in the future as well
51. Please open earlier. This is a suggestion every year. 10AM is a great time to get some swimming in before lunch and naps. Starting at 11-12 is a total waste of the morning.
52. Bring back seasonal membership
53. Chairs need updating
54. See above written comments about slippery floor in Men's Locker Room, leaking urinal, lap swim walkers and heavy scented patrons.
55. Don't offer the summer pass. As like this year we know it won't happen.
56. No. But I am so thankful that you opened it up to the public this summer! It was so well handled and I felt so safe with our health when we were there. I actually joke with friends that "Covid pool time is my favorite" because I never felt as if there were too many people there, I trusted that the staff took cleaning/sanitizing seriously, and with the 2 hour time slots there were no breaks and no concession stand issues with the kids. It was 2 hours of fun in the sun!
57. Truthfully something needs to be redesigned. Do people have to enter and leave through the locker room. That's part of what contributes to it's disgusting level. This summer they entered through a gate....can't that become a new normal? And leave through a different one? Also the lifeguards and the swimsuits up their butts are absolutely disgusting. On some of the bigger girls it almost looks like a thong. There's no reason they can't wear shorts over their suit if that's the only suit they can find. I've had a pool pass for sunset every year for the last eight. I said I wouldn't get one this year and didn't. We went to otter cove because it is night and day cleaner. But obviously it didn't open so I let my kids go to sunset twice this year since it was the only one open. But I doubt we will return unless it remains the only choice.

Do you have any suggestions for the overall improvement of Mill Creek Pool?

1. Longer summer season, closes for the summer too early (5)
2. Fix the broken tiles and such (2)
3. More Shade Structures (2)
4. Stocked snack bar
5. The cost per lap swim was too high
6. Ability to check in and enter pool deck without going through building.
7. Have tot swim come back
8. Too expensive this year
9. Warm or hot showers. Clocks that work.
10. More time reserved for adult lap lane use
11. Thank you for getting the pool safely opened this summer.
12. More cost efficient for families to swim.
13. First time using this pool and I loved it! Felt safe and relaxed!
14. Swimming classes for preschoolers.
15. No because it makes me happy already. THANK YOU!!
16. Lap times increased during the pm hours.
17. This pool should be for residents of Mill Creek North and South neighborhoods ONLY. Too many St Charles Swim Team moms and children!
18. More lap swim times. I think the swim access was good and demand a lot greater than availability
19. Food again.
20. Pool should be available for Mill Creek residents even though they are Batavia tax payers.
21. One time a couple was waiting and the man was heckling me from the deck chairs telling me I was "too ugly be to swimming" The woman who was with him said she was not scheduled yet but was still trying to enter my swim lane. Maybe alert people not to come in before they are scheduled, which I know is usually observed.
22. Thank you for offering a swimming lesson program this summer!
23. Lap lane reservation for single swimmer
24. Would be nice if it could be a bit bigger.
25. Offer lap swim all day at mill creek and fun swim at sunset
26. Watch weather more closely and don't close at the 1 hour 1 minute mark if it rains. Instead of refunds offer another day to return.
27. More reservable lap swim times
28. Cleaner tables
29. Better ventilation in Men's Locker Room.
30. The AC in the bathroom is too high. It is extremely uncomfortable to go as it is very cold, especially for the little children.

GENEVA PARK DISTRICT

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Geneva, IL 60134

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www.genevaparks.org**MEMORANDUM**

TO: Geneva Park District Board of Commissioners

FROM: Joey Kalwat, Aquatics & Recreation Supervisor
Nicole Vickers, Superintendent of Recreation

CC: Sheavoun Lambillotte, Executive Director

DATE: December 14, 2020

RE: 2020 Aquatics Annual Report

INTRODUCTION

The 2020 Aquatics Annual Report is based on the operating year March 1, 2020 through February 29, 2021, rather than the Geneva Park District fiscal year. The summer of 2020 was Sunset Pool's twenty fourth summer of operation and Mill Creek Pool's fourteenth summer of operation; seventh summer managed by the Geneva Park District. The information shown in this report will not be done via a year to year comparison, rather showing the successes of opening both Sunset and Mill Creek Pools during the constantly changing Covid-19 pandemic. The summer 2020 pool season was unlike any other that preceded. The decision to open both outdoor aquatic facilities offered the community a safe outlet for fun this summer.

Park District staff that made this season possible were Joey Kalwat – Aquatics & Recreation Supervisor, Bianca Celozzi – Aquatics Coordinator, Alex DiSerio, Jordyn Kwitschau and Kelley Merrell – Head Pool Managers, Cassie Horvath, James Imundo, Katie Mutchler, Alyssa Quinn and Katie Thomas – Assistant Pool Managers, and Emily Jania – Swim Lesson Coordinator.

STAFFING

Typically, recruiting and hiring for seasonal aquatics staff begins in January, with training and facility preparations kicking into full gear in March. Recruiting and hiring was on track at the beginning of 2020, and staff did not let the Covid-19 stay-at-home order or improbability of opening on time delay the recruiting and hiring process. Some points to note in regards to recruiting and hiring include:

- During March and April, while working remotely, staff continued to interview for all positions that make the aquatics operation possible, with interviews being conducted via video conference or over the phone.
- It was determined that all pool management positions would be able to be filled with strong returning staff members, many of who had been in the Head Pool Manager role in previous seasons.
- Once the decision was made to not hold group swim lessons in the volume traditional, Swim Lesson Instructors were offered hours as Front Desk Attendants or the opportunity to train and work as a Lifeguard.
- 51 Lifeguards were hired for the summer 2020 pool season, compared to the normal target of 85 to operate both aquatic facilities. About 50% were 1st year Lifeguards, who had never been trained as a Lifeguard prior.

TRAINING

In a normal pool season, aquatics staff training takes place over the course of 6-8 weeks prior to the facilities opening. This season, the aquatics staff was not afforded the same timeline. On Friday, June 5, the Illinois Department of Public Health (IDPH) released guidelines that would allow swimming pools to open with groups of no more than 10 people. Staff reacted in record time to open Mill Creek Pool on June 15, just ten days after guidance from the health department was given and only two weeks behind Mill Creek Pool's scheduled opening date. Similarly, on Friday June 26, IDPH released guidance that would allow aquatic facilities to open for open swim in groups of 50 people, up to 50 percent of

the facilities capacity. Staff reacted swiftly, and in less than ten days, Sunset Pool opened to the public, just in time for the 4th of July weekend. The aquatics staff training calendar was redesigned to ensure that the same high level of safety, staff expectations and customer service would continue as in years past, all while following the new guidelines provided by IDPH.

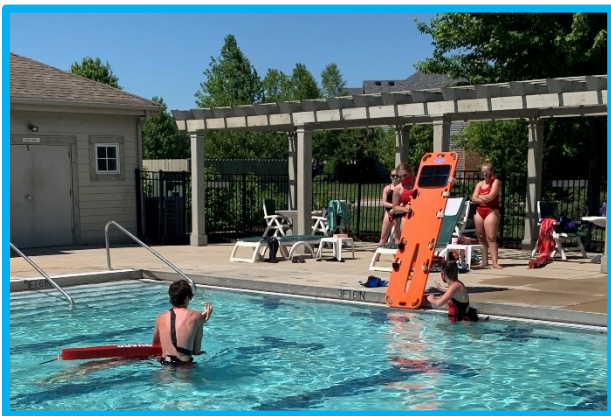
Manager Training was conducted in the gym at SPRC, where each person was able to have their own table and socially distance. This provided an opportunity to not only cover the items necessary to the daily operations of the aquatic facilities, but also allowed for all Pool Managers to hear the same information, and ask questions, as it related to the new procedures in reaction to the Covid-19 pandemic.



The decision was made for all Lifeguards, returning and new, to go through the same training process in 2020. Traditionally, returning Lifeguards would attend less in-person training sessions. After completing the 10 hour StarGuard Elite online Lifeguard course, all Lifeguards attended a 3 day in-person training, which equates to about 15 hours. In addition, together with all other aquatics staff positions, district policies along with facility specific information was covered at Aquatics Orientation and Facility Trainings.

In addition to the initial Lifeguard training, all Lifeguards are required to attend weekly in-service trainings to ensure their Lifeguard skills remain fresh. In-service training was held 3 times per week, for an hour and a half. New Lifeguards were required to attend 2 in-service trainings per week, and returning Lifeguards were to attend 1 in-service training per week.

Additionally, ongoing training was conducted by the pool management staff on every shift. These ongoing trainings include internal audits, which follow the StarGuard Elite observations, as well as live action/unannounced drills that reinforce the emergency action plan (EAP). The purpose of these ongoing trainings is to give staff an opportunity to practice the EAP while the facility is open, patrons are present and Lifeguards are in their working positions. 75 internal audits were conducted this summer, with over 50% of them receiving a score of Exceeds. This is a great accomplishment, since about half of the Lifeguard staff were new this summer.



The Aquatics staff typically receives three unannounced audits throughout the season, however this year due to delayed openings at both facilities, only two audits were conducted. The StarGuard Elite audit consists of 4 sections: Lifeguard Observations, Skill and Scenarios, Dispatch Observations and Facility Operations and Management. The StarGuard Elite staff come to the facility, unannounced, and conduct their review. The Aquatics Staff received a 4

Star score for the July audit and finished the season with a perfect 5 Star score in August, the highest score a facility can receive. This was also the first 5 Star audit the District has earned since 2018.



OPERATIONS

Staff had imagined many different ways to operate the outdoor aquatic facilities in 2020. As the guidelines from IDPH were released, more concrete plans were able to be put into place. Many adjustments to the daily operations were needed to ensure the safety of patrons and staff. Some points to note in regards to general pool operations include:

- The new daily operations schedule was determined at both facilities and revenues/expenses were projected.
 - 1 hour Lap Swim time slots – registration required per time slot
 - 2 hour Open Swim time slots – registration required per time slot
 - 45 minute aqua fitness classes – registration required per time class
 - 30 minute private swim lessons – registration required per time class
- Recreation staff collaboratively worked together to research, develop and execute a reservation system that met the needs of the operation, community and was user friendly.
- Priority was given to residents when registering for time slots at both pools.
 - Non-Residents were permitted to sign up for Lap Swim at any time, however, only 2 hours prior to an open swim time slot did the system allow Non-Residents to sign up.
- A wellness screening was developed for each staff member to complete on every shift. This was in compliance with the Phase 4 IDPH aquatics guidelines.
- A detailed checklist for cleaning and disinfecting was created and implemented at both facilities. High touch surfaces, in addition to regular cleaning were outlined on these checklists. Lifeguards who were on break from chair were to complete a section of the checklist around the facility. These checklists were paramount to ensuring that daily cleaning and disinfecting was taking place at the facilities, and kept aquatics staff accountable that everyone was doing their part.
- The concession stands did not open at either facility in 2020.
- Deck chairs were made available to patrons, however, only a limited amount of chairs were placed on the deck. All chairs were placed 6 feet apart, and were disinfected at every cleaning break.
- The body slides were open at Sunset Pool. The tube slide and drop slides remained closed.
- The spray grounds at both facilities were in full operation in 2020.

Table 1 – 2020 Aquatics Fee Structure

Type	Resident Rate	Non-Resident Rate
Lap Swim	\$7.00	\$10.00
Open Swim	\$10.00	\$15.00
Aqua Fitness Class	\$11.00	\$15.00
Private Swim Lesson	\$20.00	\$27.00

Mill Creek Pool

Mill Creek Pool opened on Monday, June 15 for Lap Swim and Aqua Fitness only. 1 hour time blocks were made available, with 10 patrons permitted in each time block. Once the Phase 4 IDPH aquatic guidelines were released, which allowed open swim, Mill Creek Pool transitioned its weekly schedule to offer 3 open swim time slots, each with up to 40 patrons. 30 minute cleaning breaks were completed in between each activity. Mill Creek Pool closed for the season on Sunday, August 16, which allowed for 63 days of operation. Geneva Park District policy states that the pools may cease normal operation in the event that the air temperature drops to or below 68 degrees, inclement weather, or threat of lightning and/or thunder. Mill Creek Pool experienced 8 partial days that required closures due to weather.

Table 2 – Mill Creek Pool Hours of Operation 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00AM	Closed	Lap Swim	Lap Swim	Lap Swim	Lap Swim	Lap Swim	Lap Swim
6:30AM							
7:00AM		Lap Swim	Lap Swim	Lap Swim	Lap Swim	Lap Swim	Lap Swim
7:30AM							
8:00AM	In-Service	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning
8:30AM		Swim Lessons	Swim Lessons	Swim Lessons	Swim Lessons	Swim Lessons	Swim Lessons
9:00AM							
9:30AM	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning
10:00AM	Lap Swim	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim
10:30AM							
11:00AM	Lap Swim						
11:30AM							
12:00PM	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning
12:30PM	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim
1:00PM							
1:30PM							
2:00PM							
2:30PM	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning
3:00PM	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim
3:30PM							
4:00PM							
4:30PM							
5:00PM	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning
5:30PM	Rentals Available	Rentals Available	Rentals Available	Rentals Available	Rentals Available	Rentals Available	Rentals Available
6:00PM							
6:30PM							
7:00PM							
7:30PM	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning

Table 3 – Mill Creek Pool Attendance 2020

Time Slot Type	Reservations	Slots Available	Percent Filled
Lap Swim	1,382	2,420	57.1%
Open Swim	2,507	4,960	50.5%
Total	3,889	7,380	52.7%

Table 4 – Mill Creek Pool Attendance History

Year	Season Passes	Resident Daily	Non-Resident Daily	Total
2017	5,838	2,817	143	8,798
2018	9,480	4,690	276	14,446
2019	10,199	3,649	593	14,441

Sunset Pool

Sunset Pool opened on Saturday, July 4 for Open Swim. 4 open swim time slots, each with up to 100 patrons were offered daily. It should be noted that for the first week of operation, only 50 patrons were permitted in each open swim time slot. 30 minute cleaning breaks were completed in between each activity. Sunset Pool closed for the season on Monday, September 7, which allowed for 66 days of operation. Geneva Park District policy states that the pools may cease normal operation in the event that the air temperature drops to or below 68 degrees, inclement weather, or threat of lightning and/or thunder. Sunset Pool experienced 6 partial days that required closures due to weather.

Table 5 – Sunset Pool Hours of Operation 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
8:00AM	In-Service	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning				
8:30AM		Lap Swim	Lap Swim	Lap Swim	Lap Swim	Lap Swim	Lap Swim				
9:00AM		Aqua Fitness	Aqua Fitness	Aqua Fitness	Aqua Fitness	Aqua Fitness	Aqua Fitness				
9:30AM	Closed	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning				
10:00AM	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim				
10:30AM											
11:00AM											
11:30AM											
12:00PM	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning				
12:30PM	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim				
1:00PM											
1:30PM											
2:00PM											
2:30PM	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning				
3:00PM	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim				
3:30PM											
4:00PM											
4:30PM											
5:00PM	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning				
5:30PM	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim				
6:00PM											
6:30PM											
7:00PM											
7:30PM	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning	Closed/Cleaning				
8:00PM	Rentals Available	In-Service	In-Service	Rentals Available	Rentals Available	Rentals Available	Rentals Available				
8:30PM											
9:00PM		Closed/Cleaning	Closed/Cleaning								
9:30PM											

Table 6 – Sunset Pool Attendance 2020

Time Slot Type	Reservations	Slots Available	Percent Filled
Lap Swim	590	704	83.8%
Open Swim	11,359	20,225	56.1%
Total	11,949	20,929	57.1%

Table 7 – Sunset Pool Attendance History

Year	Season Passes	Resident Daily	Non-Resident Daily	Total
2017	34,382	12,458	2,744	49,584
2018	29,873	11,846	1,565	43,284
2019	33,548	9,916	1,689	45,153

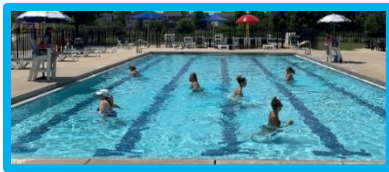
Rentals/Birthday Parties

Private pool rentals were able to be run successfully this summer. Rentals at Sunset Pool were available from 7:30-9:30pm and 17 private pool rentals were held. Mill Creek Pool offered rentals from 5:30-7:30pm and held 29 private pool rentals. Birthday parties were not offered in 2020. This compares to the 14 rentals, 51 group day outings and 50 birthday parties that were held at Sunset Pool and Mill Creek Pool in the 2019 season.

*The Geneva River Rats did not rent Sunset Pool in 2020 due to Covid-19 restrictions. A non-resident swim team rented lane time at both Sunset and Mill Creek pools in the evening throughout July, August and September.

Swim Lessons/Aqua Fitness Classes

Sunset Pool and Mill Creek Pool offered a variety of swim lesson and aqua fitness classes to the community for the 2020 pool season. All swim lessons and aqua fitness classes were held as register by day. Class offering were released with the weekly pool schedule. 27 people registered for aqua fitness classes this summer, with 74 unique registrations taking place. This was in addition to the 62 people who registered for a swim lesson class, with 252 unique registrations taking place. In total 89 people participated in an instructional aquatics class in the summer of 2020.



Though traditional group swim lessons were not held in 2020, the fees should still be looked at. Swim Lesson fees were last increased ahead of the 2020 pool season by \$5.00, which brought the cost to \$52.00R/\$73.00NR per session. To remain competitive with other swim lesson programs, as well as being fiscally responsible knowing that minimum wage increases will be made in summer 2021, it is recommended to increase swim lessons fees again by \$3.00 for both residents and non-residents, making the new fees \$55.00R/\$76.00NR. Please see table 8 below, with area Park District group lesson fees for 2020.

Table 8 – Swim Lesson Fee Comparison

	Resident	Non-Resident
Geneva Park District 2021 (Proposed)	\$55.00	\$76.00
Geneva Park District 2020	\$52.00	\$73.00
Batavia Park District	\$43.00	\$43.00
Carol Stream Park District	\$77.00	\$91.00
St. Charles Park District	\$44.00	\$66.00
West Chicago Park District	\$64.00	\$77.00

Special Events

Unfortunately, due to the Covid-19 pandemic, the decision was made to not hold aquatics special events.

Weather Report

Geneva Park District Aquatics ceased operations due to unsafe weather conditions for 10 partial days in the 2020 pool season. This does not include any temporary closures due to lightning or heavy rain.

Table 9 – Average Weather Conditions

	Average Low Temperature				Average High Temperature				Total Precipitation			
Year	2017	2018	2019	2020	2017	2018	2019	2020	2017	2018	2019	2020
June	56	62	58	61.5	81	80	79	85.1	4.34	6.34	7.52	0.04
July	61	63	67	66.5	84	83	88	86.7	4.39	1.60	3.50	1.70
August	58	64	61	62.0	82	84	82	85.2	4.39	4.85	3.66	0.96
September				60.4				81.4				1.62
Season	58	63	62	63.4	82	82	83	85.4	13.11	12.79	14.68	4.32

FINANCIALS

Below are tables that illustrate revenues and expenditures for both aquatic facilities, along with the swim lesson program. The 2020 financial numbers are in green and 2017-2019 are in orange.

Sunset Pool

Table 10 – Sunset Pool Revenues

Source	2017	2018	2019	2020
Sunset Daily Fees	\$92,278.01	\$108,749.30	\$105,670.01	\$111,462.25
Sunset Res. Season Pass	\$175,738.60	\$168,876.00	\$165,709.00	\$0.00
Sunset N/R. Season Pass	\$54,770.00	\$54,120.00	\$50,530.00	\$0.00
Replace Pass/Res. ID	\$0.00	\$0.00	\$0.00	\$0.00
Swim Team Rental	\$5,740.00	\$5,570.00	\$5,880.00	\$0.00
Lap Swim	\$1,065.00	\$1,491.50	\$1,109.00	\$4,331.00
Sunset Pool Rental*	\$5,872.75	\$5,728.00	\$6,949.75	\$6,210.00
Locker Rental	\$69.00	\$98.00	\$550.00	\$0.00
Sunset Birthday Party	\$5,608.70	\$6,396.50	\$4,701.00	\$0.00
TOTAL	\$341,142.06	\$351,029.30	\$341,098.76	\$122,003.25

Table 11 – Sunset Pool Expenses

Account	2017	2018	2019	2020
Sunset Operational Salaries	\$201,830.49	\$213,921.58	\$243,723.57	\$103,433.79
Sunset Contractual	\$75,592.12	\$71,388.80	\$71,469.52	\$47,415.36
Sunset Commodities	\$23,940.68	\$24,488.52	\$25,963.47	\$13,451.79
Sunset Repairs/Maintenance/ Capital Inv.	\$4,337.41	\$8,684.40	\$2,206.48	\$2,494.83
TOTAL	\$305,700.70	\$318,483.30	\$343,363.04	\$166,795.77

Table 12 – Sunset Pool Revenue/Expense Net Gain

	2017	2018	2019	2020
Sunset Revenue	\$341,142.06	\$351,029.30	\$341,098.76	\$122,003.25
Sunset Expenses	\$305,700.70	\$318,483.30	\$343,363.04	\$166,795.77
TOTAL	\$35,441.36	\$32,546.00	(\$2,264.28)	(\$44,792.52)

Sunset Pool Concessions

Table 13 – Sunset Pool Concessions Revenue

Source	2017	2018	2019	2020
Sunset Concession Sales	\$57,542.06	\$65,729.32	\$59,488.27	\$0.00
TOTAL	\$57,542.06	\$65,729.32	\$59,488.27	\$0.00

Table 14 – Sunset Pool Concessions Expenses

Account	2017	2018	2019	2020
Sunset Concessions Expenses	\$45,078.92	\$56,727.03	\$52,796.44	\$0.00
TOTAL	\$45,078.92	\$56,727.03	\$52,796.44	\$0.00

Table 15 – Sunset Pool Concessions Revenue/Expense Net Gain

	2017	2018	2019	2020
Sunset Concessions Revenue	\$57,542.06	\$65,729.32	\$59,488.27	\$0.00
Sunset Concessions Expenses	\$45,078.92	\$56,727.03	\$52,796.44	\$0.00
TOTAL	\$12,463.14	\$9,002.29	\$6,691.83	\$0.00

Swim Lessons

Table 16 – Swim Lesson Revenue

Source	2017	2018	2019	2020
Group Lesson Fees	\$70,297.00	\$49,836.42	\$62,947.56	\$1,605.00
Private Lesson Fees	\$13,133.25	\$35,403.25	\$16,654.50	\$3,615.00
TOTAL	\$83,430.25	\$85,239.67	\$79,602.06	\$5,220.00

Table 17 – Swim Lesson Expenses

Account	2017	2018	2019	2020
Swim Lessons Salaries	\$46,708.88	\$39,478.95	\$79,462.61	\$3,191.38
Swim Lessons Commodities	\$24,788.65	\$21,257.89	\$1,711.19	\$588.00
TOTAL	\$71,497.53	\$60,736.84	\$81,173.80	\$3,779.38

Table 18 – Swim Lesson Revenue/Expense Net Gain

	2017	2018	2019	2020
Swim Lessons Revenue	\$83,430.25	\$85,239.67	\$79,602.06	\$5,220.00
Swim Lessons Expenses	\$71,497.53	\$60,736.84	\$81,173.80	\$3,779.38
TOTAL	\$11,932.72	\$24,502.83	(\$1,571.74)	\$1,440.62

Mill Creek Pool

Table 19 – Mill Creek Pool Revenues

Source	2017	2018	2019	2020
Mill Creek Daily Fees	\$13,579.05	\$22,123.13	\$19,390.05	\$23,775.00
Mill Creek Res. Season Pass	\$47,728.50	\$66,612.50	\$63,148.00	\$0.00
Mill Creek N/R Season Pass	\$7,491.00	\$9,765.00	\$8,335.00	\$0.00
Mill Creek Lap Swim	\$106.00	\$424.50	\$262.50	\$11,044.00
Mill Creek Pool Rental*	\$560.00	\$2,415.00	\$1,025.00	\$8,425.00
Mill Creek Birthday Party	\$1,305.00	\$1,537.00	\$1,887.50	\$0.00
Mill Creek Food Sales	\$6,350.01	\$8,916.72	\$9,020.60	\$0.00
TOTAL	\$77,119.56	\$111,793.85	\$103,068.65	\$43,244.00

Table 20 – Mill Creek Pool Expenses

Account	2017	2018	2019	2020
Mill Creek Operational Salaries	\$40,104.31	\$44,876.28	\$58,482.53	\$50,904.09
Mill Creek Contractual	\$21,246.61	\$20,635.85	\$16,378.94	\$12,758.64
Mill Creek Commodities	\$6,653.39	\$15,326.71	\$12,072.27	\$4,808.40
Mill Creek Repairs/Maint/Capital Inv.	\$988.93	\$2,006.05	\$2,179.19	\$908.08
TOTAL	\$68,993.24	\$82,844.89	\$89,112.93	\$69,379.21

Table 21 – Mill Creek Pool Revenue/Expense Net Gain

	2017	2018	2019	2020
Mill Creek Revenue	\$77,119.56	\$111,793.85	\$103,068.65	\$43,244.00
Mill Creek Expenses	\$68,993.24	\$82,844.89	\$89,112.93	\$69,379.21
TOTAL	\$8,126.32	\$28,948.96	\$13,955.72	(\$26,135.21)

*Please note these numbers reflect a non-resident swim team rental throughout the course of the season totaling \$11,200.

Summary

Revenue was received through daily fees, swim lessons, aqua fitness classes and rental fees. The concession stands at both facilities did not open in 2020. Total revenue for 2020 was \$170,467.25. Expenditures for the 2020 season totaled \$239,954.36 as of December 14, 2020. Salaries are the single largest expenditure and in a continued effort to control the increased cost of staffing, staff reductions take place, when possible. An example of this would be if the weather is unfavorable and there is a low number of patrons at the facility, the number of staff working might be reduced. In 2020 starting salaries were adjusted to meet the new minimum wage requirement and all aquatics staff positions had a starting wage of \$10.50 per hour.

Please note capital expenditures are not included in the total net gain below. Capital, maintenance, repair and improvements costs totaled \$78,711.69. Please see the capital expenses chart on the next page for a detailed list of items. Net revenue generated each season is distributed back into the capital account for future improvements and repairs.

Table 22 – Aquatics Revenue

	2017	2018	2019	2020
Sunset Pool	\$341,142.06	\$351,029.30	\$341,098.76	\$122,003.25
Sunset Pool Concessions	\$57,542.06	\$65,729.32	\$59,488.27	\$0.00
Swim Lessons	\$83,430.25	\$85,239.67	\$79,602.06	\$5,220.00
Mill Creek Pool	\$77,119.56	\$111,793.85	\$103,068.65	\$43,244.00
TOTAL	\$559,233.93	\$613,792.14	\$583,257.74	\$170,467.25

Table 23 – Aquatics Expenses

	2017	2018	2019	2020
Sunset Pool	\$305,700.70	\$318,483.30	\$343,363.04	\$166,795.77
Sunset Pool Concessions	\$45,078.92	\$56,727.03	\$52,796.44	\$0.00
Swim Lessons	\$71,497.53	\$60,736.84	\$81,173.80	\$3,779.38
Mill Creek Pool	\$68,993.24	\$82,844.89	\$89,112.93	\$69,379.21
TOTAL	\$491,270.39	\$518,792.06	\$566,446.21	\$239,954.36

Table 24 – Aquatics Revenue/Expense Net Gain

	2017	2018	2019	2020
Total Revenue	\$559,233.93	\$613,792.14	\$583,257.74	\$170,467.25
Total Expense	\$491,270.39	\$518,792.06	\$566,446.21	\$239,954.36
TOTAL NET GAIN	\$67,963.54	\$95,000.08	\$16,811.53	(\$69,487.11)

In May of 2020 when determining if opening the pools would be feasible, a \$220,000.00 financial loss was projected. It is a great accomplishment that a loss of less than \$70,000.00 is shown. It should be noted this figure does not include capital expenditures.

POOL MEMBERSHIPS

The Geneva Park District had begun selling pool memberships in January of 2020, prior to the stay-at-home order in March. Pool passes were available for purchase online for the first time in 2020. Two pool pass flash sales were run, one in January and one in March. The January sale was a 25% off sale for Gold Pool Passes only, which ran January 30-February 1. This sale generated 140 memberships and \$26,955.00 in revenue. The second sale was a 10% off sale for all pool passes, which ran March 4-11. This sale generated 389 memberships and \$64,820.75.00 in revenue. In between the sales, pool passes were on sale at the early bird rates. In total, 599 memberships were sold, totaling \$104,888.00. In mid-May, when it was determined that the pools would not open on time, it was decided to cancel and refund all pool memberships, as they would not have the same value as when purchased.

Table 25 below, shows a 10 year history of the Geneva Park District's pool membership fee structure and the green column shows the recommended fees for 2021 pool memberships. Pool membership fees have not been increased since 2018, and a 5% increase is being recommended for 2021. The recommended increase in pool membership fees is directly related to the increase in minimum wage each year, as well as to remain competitive with similar aquatic operations in the Chicagoland area. Table 26 shows area Park District's, with a similar size outdoor aquatic operation, 2020 pool membership fees that were published prior to the stay-at-home order in March.

Table 25 – Pool Membership Fee History

Year	2010 – 2017 Sunset Pool	2018-2020 Sunset Pool	2018-2020 Mill Creek Pool	2014 – 2020 Aquatic Gold	2021 Sunset Pool Proposed	2021 Mill Creek Pool Proposed	2021 Aquatic Gold Proposed
Resident Early Bird							
Individual	\$70.00	\$75.00	\$95.00	\$115.00	\$79.00	\$99.00	\$121.00
Senior	\$55.00	\$60.00	\$75.00	\$90.00	\$63.00	\$79.00	\$95.00
Family (2)	\$130.00	\$135.00	\$170.00	\$205.00	\$142.00	\$179.00	\$215.00
Family (3)	\$150.00	\$155.00	\$195.00	\$235.00	\$163.00	\$205.00	\$247.00
Family (4)	\$170.00	\$175.00	\$220.00	\$265.00	\$184.00	\$231.00	\$278.00
Additional Family	\$20.00	\$30.00	\$30.00	\$35.00	\$35.00	\$35.00	\$40.00
Resident Regular							
Individual	\$85.00	\$90.00	\$115.00	\$130.00	\$95.00	\$121.00	\$137.00
Senior	\$65.00	\$70.00	\$90.00	\$100.00	\$74.00	\$95.00	\$105.00
Family (2)	\$150.00	\$155.00	\$195.00	\$225.00	\$163.00	\$205.00	\$236.00
Family (3)	\$170.00	\$175.00	\$220.00	\$255.00	\$184.00	\$231.00	\$268.00
Family (4)	\$190.00	\$195.00	\$245.00	\$285.00	\$205.00	\$257.00	\$299.00
Additional Family	\$20.00	\$30.00	\$30.00	\$30.00	\$35.00	\$35.00	\$40.00
Non-Resident Early Bird							
Individual	\$135.00	\$140.00	\$175.00	\$190.00	\$147.00	\$184.00	\$200.00
Senior	\$105.00	\$110.00	\$140.00	\$145.00	\$116.00	\$147.00	\$152.00
Family (2)	\$245.00	\$250.00	\$315.00	\$340.00	\$263.00	\$331.00	\$357.00
Family (3)	\$280.00	\$285.00	\$355.00	\$385.00	\$299.00	\$373.00	\$404.00
Family (4)	\$315.00	\$320.00	\$400.00	\$430.00	\$336.00	\$420.00	\$452.00
Additional Family	\$33.00	\$35.00	\$35.00	\$45.00	\$40.00	\$40.00	\$45.00
Non-Resident Regular							
Individual	\$150.00	\$155.00	\$195.00	\$205.00	\$163.00	\$205.00	\$215.00
Senior	\$115.00	\$120.00	\$150.00	\$155.00	\$126.00	\$158.00	\$163.00
Family (2)	\$265.00	\$270.00	\$340.00	\$360.00	\$284.00	\$357.00	\$378.00
Family (3)	\$300.00	\$305.00	\$380.00	\$405.00	\$320.00	\$399.00	\$425.00
Family (4)	\$335.00	\$340.00	\$425.00	\$450.00	\$357.00	\$446.00	\$473.00
Additional Family	\$35.00	\$35.00	\$35.00	\$45.00	\$40.00	\$40.00	\$45.00

Table 26 – Area Park District Pool Membership Fees

Agency	2020 Barrington Park District	2020 Batavia Park District	2020 Carol Stream Park District	2020 Deerfield Park District	2020 Glen Ellyn Park District	2020 St. Charles Park District	2020 West Chicago Park District
Resident Early Bird							
Individual	\$88.00	\$50.00	\$89.00	\$104.00	\$126.00	\$95.00	\$50.00
Senior	\$80.00	\$22.00	\$79.00	\$80.00	\$52.00	\$85.00	\$50.00
Family (2)	Family Pass is up to 4 people	\$90.00	\$139.00	\$144.00	\$163.00	\$171.00	\$100.00
Family (3)		\$135.00	\$169.00	\$170.00	N/A	N/A	\$150.00
Family (4)		\$184.00	\$199.00	\$204.00	N/A	N/A	\$200.00
Additional Family	\$20.00	\$32.00	N/A	N/A	\$30.00	\$53.00	\$50.00
Resident Regular							
Individual	\$123.00	\$70.00	\$99.00	\$135.00	\$140.00	\$102.00	\$65.00
Senior	\$115.00	\$22.00	\$89.00	\$80.00	\$55.00	\$92.00	\$65.00
Family (2)	Family Pass is up to 4 people	\$130.00	\$149.00	\$180.00	\$176.00	\$183.00	\$130.00
Family (3)		\$190.00	\$179.00	\$209.00	N/A	N/A	\$195.00
Family (4)		\$251.00	\$209.00	\$238.00	N/A	N/A	\$260.00
Additional Family	\$23.00	\$32.00	N/A	N/A	\$35.00	\$57.00	\$65.00
Non-Resident Early Bird							
Individual	\$135.00	\$78.00	\$129.00	\$156.00	\$188.00	\$119.00	\$65.00
Senior	\$119.00	\$32.00	\$109.00	N/A	\$75.00	\$119.00	\$65.00
Family (2)	Family Pass is up to 4 people	\$135.00	\$199.00	\$216.00	\$242.00	\$214.00	\$130.00
Family (3)		\$205.00	\$244.00	\$255.00	N/A	N/A	\$195.00
Family (4)		\$325.00	\$284.00	\$306.00	N/A	N/A	\$260.00
Additional Family	\$24.00	\$48.00	N/A	N/A	\$35.00	\$41.00	\$65.00
Non-Resident Regular							
Individual	\$189.00	\$99.00	\$139.00	\$203.00	\$208.00	\$128.00	\$80.00
Senior	\$175.00	\$32.00	\$119.00	N/A	\$81.00	\$128.00	\$80.00
Family (2)	Family Pass is up to 4 people	\$185.00	\$229.00	\$270.00	\$262.00	\$230.00	\$160.00
Family (3)		\$272.00	\$294.00	\$314.00	N/A	N/A	\$240.00
Family (4)		\$455.00	\$399.00	\$357.00	N/A	N/A	\$320.00
Additional Family	\$27.00	\$48.00	N/A	N/A	\$40.00	\$71.00	\$80.00



CAPITAL EXPENDITURES

Table 27 – 2020 Aquatics Capital Expenditures

Sunset Pool Capital Expenses	
Item	Cost
Sunset Pool Spray Ground Topcoat	\$ 2,385.20
Sunset Pool Painted	\$ 7,800.00
Deep Well Cover	\$ 1,026.00
CPR Manikins	\$ 1,035.00
Pump Repair Parts	\$ 330.57
Heater Motor	\$ 1,881.63
Sunset Pool Pump Repairs	\$ 86.30
Leak Repair	\$ 521.25
Sunset Pool Filter Piping Repair	\$ 37,603.87
Sunset Pool Filter Pump Repair	\$ 13,671.00
Plunge Pool Repair	\$ 1,351.28
Sunset Pool Sump Pump Repair	\$ 681.03
Deep Well Grinding & Diagnostic	\$ 3,500.00
TOTAL	\$ 71,873.13
Mill Creek Pool Capital Expenses	
Item	Cost
Mill Creek Pool Pump Motor	\$ 6,438.00
VGB Drains - Kiddie Pool	\$ 400.56
TOTAL	\$ 6,838.56
Total Capital Expenses	\$ 78,711.69

AQUATICS 2020 SEASON SUMMARY

Operations

- The total open swim attendance for the 2020 pool season was 15,838.
- 2020 was the thirteenth summer using StarGuard Elite to certify Lifeguards. It is the staff's opinion the service continues to be exceptional.
- 5 Star Audit in August.
- In-service trainings were conducted from pre-season to pool closing. CPR, First Aid, Lifeguard Drills and Emergency Action Management were covered weekly by all pool Lifeguards. New Lifeguards attended 2 in-service trainings per week. This additional training for new Lifeguards proved to be a positive factor for Sunset & Mill Creek Pool.

Lessons

- The implementation of the Starfish Swim Lesson Program proved to be a successful venture insuring that the curricula taught in the Geneva Park District program is in line with the national standard.
- Increased staff training.
- Increased in-service trainings.

Concessions

- Due to the Covid-19 pandemic, neither concession stand operated in 2020.

RECOMMENDATIONS FOR THE 2021 SEASON

Below are recommendations for the 2021 aquatics season. The recommendations are broken out by function.

General

- Continue to close Mill Creek Pool on days when Geneva schools are in session.
- Continue to open Sunset Pool from 4:00 pm – 7:00 pm on all days when Geneva schools are in session through Labor Day.
- Continue using StarGuard Elite as the Lifeguard certification agency.
- Continue to evaluate cleanliness checklists and continue to implement quality control inspections by all staff, including administration.
- Research emergency release gates.
- Research purchasing Lifejackets for patron usage.
- Research new Lifeguard platform chairs.
- Provide more responsibilities to the Aquatic Coordinator position to enhance management at the pool during operations.
- Continue to make pool pass sales available starting in January and online with “flash sales” throughout January providing a discount to those that purchase.
- Increase pool membership fees as noted in the membership section of this report.
- Maximize staff efficiencies in all aquatic positions.

Needed Purchases and Repairs

- Purchase 10 Lifeguard umbrellas
- Purchase 10 Lifeguard tubes
- Concession Umbrellas
- Lifejackets
- Mill Creek mushroom repainted
- Fix pool gutters and depth markers
- Sunset Pool surface painting
- Dolphin vacuum
- New vacuum heads
- Repair deep well pool shell to ensure operational in 2021

Front Office

- Continue to offer swim diapers at the admissions office and encourage staff to remind all users with toddlers of our swim diaper policy.
- Continue to cross train Sunset Pool front office staff to operate the Mill Creek Pool admissions desk.
- Ensure all participants are scanning in with key FOBs.
- Research selling sunscreen at the front desk.

Swim Lessons

- Continue the Starfish Aquatic Swim School Program which follows nationally recognized swim lesson curricula and requires certified instructors.
- Continue increasing and updating training sessions.
- Have Swim Lesson Coordinators turn in a grid of each session to show who is teaching what class and have supervisor approve.
- Continue to research and update equipment that will enhance lessons.
- Ensure all participant to teacher ratios are being adhered to, which includes sending staff home when needed.
- Increase swim lesson fees as noted in the operations sections of this report.

Pool Managers

- Increase Pool Manager training to ensure policies are being followed and consistency at both facilities.
- Send Pool Managers and Assistant Pool Managers to Starguard Lifeguard Instructor Course.

Concessions

- Research opportunities to have the concessions stands at both facilities contracted by a food service vendor. A Concession Services RFP will be available in December 2020. Should the District not secure a food service vendor that will provide a high quality concessions operation, the concession stands will continued to be operated in house.

Covid-19 Planning

- Should Covid-19 still be present for the 2021 pool season, staff recommends the following:
 - Open both pools, while following current IDPH aquatics guidelines.
 - Should it be determined that traditional pool memberships are not able to be sold, research and develop the feasibility of offering a punch card and/or different kinds of membership options.
 - Continue to offer Swim Lessons and Aqua Fitness Classes. Class sizes/ratios would follow all current IDPH aquatics guidelines.
 - Continue to offer early morning Lap Swim.
 - Increase the amount of patrons allowed in each time slot at Sunset Pool from 100 to 150-175.
 - Research the possibility and practicability of having a staff schedule that would allow for people to work with the same group of staff on each of their shifts.
 - Continue the high level of cleaning and sanitation throughout both facilities every hour.
 - Research opportunities to sell/open concessions, while following all IDPH, Kane County Health and CDC food handling guidelines.
 - Create and purchase more permanent signage that states cleaning and disinfecting procedures, directional, face covering requirements, etc.





December, 2020

In compliance with section 42.02 of the Illinois Open Meetings Act, the following dates are scheduled for the Geneva Park District regular board meetings for 2021, which are held at the **Geneva Community Center, 710 Western Avenue, Geneva, IL at 7:00 p.m.:**

January 18, 2021

February 15, 2021

March 15, 2021

April 19, 2021

May 17, 2021

June 21, 2021

July 19, 2021

August 16, 2021 – Held at Peck Farm Park Orientation Barn

September 20, 2021

October 18, 2021

November 15, 2021

December 13, 2021



Geneva Park District

Personal Training Policy Manual

Board Approved December~~September~~ 2020~~16~~

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- 2.0 Registration Procedures
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Position:

Personal Trainer

Summary:

The Personal Trainer is responsible for the supervision of the fitness center exercise area and assisting members with the safe operation of equipment. The Personal Trainer will assist in the maintenance and cleanliness of the fitness equipment and locker rooms.

Supervisor:

The Personal Trainer reports to the Facility Manager.

Qualifications:

The Personal Trainer must be at least 18 years of age and have current First Aid, CPR and Personal Training certifications.

Essential Functions:

1. Supervise the fitness center exercises area and assist members with the safe operation of equipment.
2. Conduct inspections, maintenance and cleaning of fitness center equipment.
3. Maintain current CPR, Standard First Aid and personal training certifications.
4. Maintain cleanliness of the fitness center exercise area, courts, and locker rooms.
5. Provide equipment and program recommendations to assist in meeting the fitness needs of the community.
6. Greet and assist members during visits. Provide tours of the facility for prospective members.
7. Display a high standard of personal conduct in the administration of the Stephen D. Persinger Recreation Center and Sunset Racquetball & Fitness Center policies and procedures.
8. Is courteous, personable and responsible in the administration of the Stephen D. Persinger Recreation Center and Sunset Racquetball & Fitness Center policies and procedures.
9. Attend staff meetings and in-service training sessions.
10. Administers First Aid as necessary in accordance to the Geneva Park District Communicable Disease Policy.
11. Responsible for policies and procedures in the Geneva Park District Safety Manual.
12. Maintain necessary personal training certifications.

Marginal Functions:

1. Assist all employees of the park district as needed.
2. Assists with front desk operations as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Personal Trainer must exhibit good problem solving ability and good judgement in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.

2.0 REGISTRATION PROCEDURES

1. A client may not be trained prior to registering for personal training sessions.
2. Client is to complete a standard Geneva Park District registration form. In addition, the client will also complete the personal training questionnaire (Appendix A).
3. Front Desk Staff is to give a copy of the personal training questionnaire to the Facility Manager.
4. Facility Manager notifies trainer via email of registration, providing all client information and records the information on the Personal Training Tracking Log (Appendix B).
5. Personal trainer is responsible for having the client fill out the health history questionnaire (Appendix C).

3.0 SCHEDULING PROCEDURES

1. Facility Manager assigns appropriate personal trainer based on the needs of the client.
2. Client is to be contacted within 48 hours to set up a session.
3. Personal trainer is responsible for keeping accurate training schedules.

4.0 PAYROLL PROCEDURES

When training is complete, the trainer is responsible for accurately documenting the date, time and location the session took place on the Personal Training Tracking Log and clocking in via Time Clock Plus. The Facility Manager will cross reference TCP time with the Tracking Log. If a client chooses to continue with additional training sessions, it is the trainer's responsibility to insure they have paid for sessions prior to scheduling a session. If a client is trained prior to purchasing a session, the trainer will not be paid.

5.0 CANCELLATION POLICY

Clients who arrive late to a personal training appointment will be responsible for the scheduled session fee regardless of how much time is left in the scheduled appointment.

1. Personal training clients agree to attend all appointments as scheduled.
2. Clients are responsible for the full appointment time scheduled. Appointments will not be prorated or extended for client tardiness.
3. Clients who must cancel an appointment are required to notify their trainer directly at least 24 hours in advance. In extraordinary circumstances, client agrees to cancel at least one hour in advance. Failure to cancel within one hour of appointment time will result in a failed appointment charge of \$25.00.
4. Personal training sessions must be used within 6 months of purchase. No refunds will be issued for expired sessions.

6.0 APPENDIX

Appendix A



Personal Training Registration Questionnaire

Please take a moment to fill out the following questions.
This will better assist us in helping you to meet your personal training goals.

Name: _____

How do you prefer the trainer to contact you? (Please Circle Your Preferred Method)

Phone Call Email Text

Primary Phone: _____ Secondary Phone: _____

Email: _____

I am available: (check all that apply) ☐ Mornings ☐ Afternoons ☐ Evenings ☐ Weekends

I have registered for:

<input type="checkbox"/> Fitness Assessment Location: Sunset SPRC
<input type="checkbox"/> Personal Training Location: Sunset SPRC Number of sessions: _____ Preferred trainer: _____ <small>Please leave blank if you would like to be assigned a trainer. All attempts will be made to accommodate your trainer request. If for some reason the trainer is not available, we will place you with one of our other highly qualified trainers.</small>
<input type="checkbox"/> Nutrition Counseling Location: Sunset only Number of sessions: _____ Please briefly describe your nutritional goals: _____ _____ _____ Please list any significant medical history the dietitian should be aware of: _____ Please list any food allergies or intolerances you have, if any: _____ Please list any medications, vitamins, minerals, herbs, or supplements you are taking, if any: _____ _____

Please briefly describe your fitness goals: _____

Thank you for taking the time to complete this questionnaire. Please read and sign the Personal Training Appointment Policy on the next page. You will be contacted by your personal trainer in the next 2-3 business days. If you are not contacted within 48 business hours, please contact our Administrative Office @ 630-232-4542.

Personal Training Appointment Policy

Clients who arrive late to a personal training appointment will be responsible for the scheduled session fee regardless of how much time is left in the scheduled appointment.

- Personal training clients agree to attend all appointments as scheduled.
- Clients are responsible for the full appointment time scheduled. Appointments will not be prorated or extended for client tardiness.
- Clients who must cancel an appointment are required to notify their trainer directly at least 24 hours in advance. In extraordinary circumstances, client agrees to cancel at least one hour in advance. Failure to cancel within one hour of appointment time will result in a failed appointment charge of \$25.00.
- Personal training sessions must be used within 6 months of purchase. (Shorter time limits may apply to special promotions.)
- No refunds will be issued for expired sessions.

I understand & accept the terms of this policy:

Signature_____Date_____

Appendix B

Personal Training Tracking Log

[illegible]

Appendix C

HEALTH HISTORY QUESTIONNAIRE

Please answer the following questions to the best of your ability. **ALL INFORMATION IS PRIVATE AND CONFIDENTIAL** and is required for the safety of your participation in this program. For the following questions, unless otherwise indicated, circle the single best choice for each question.

Name _____ Age _____ Birth date _____

Sex: _____ Male _____ Female

1. Have you ever had a definite or suspected heart attack or stroke? YES NO
If so, explain _____
2. Have you ever had coronary bypass surgery or any other type of heart surgery? YES NO
If so, explain _____
3. Do you have any current history of diabetes, thyroid, kidney, or liver disease? YES NO
If so, explain _____
4. Have you ever been told by a health professional that you have an abnormal resting electrocardiogram (EKG)? YES NO
If so, explain _____
5. Do you currently have any of the following:
 - a. Pain, discomfort in the chest, neck, jaw, arms, or other areas? YES NO
 - b. Shortness of -breath at rest or with mild exertion? YES NO
 - c. Unexplained dizziness or fainting? YES NO
 - d. Heart palpitations (irregularity or racing of the heart)? YES NO
 - e. Pain in the legs that cause you to stop walking (claudication)? YES NO
 - f. Known heart murmur? YES NO
 - g. Unusual fatigue or shortness of breath with usual activities? YES NO
6. Within the past 12 months, has a health professional told you that you had a total serum cholesterol >200 mg/dL or HDL<35 mg/dL? YES NO
7. Do you smoke cigarettes, cigars, pipe or use smokeless tobacco? YES NO
 - a. If yes, how many years _____
 - b. If you have quit, how many years _____
 - c. How many cigarettes, cigars, pipe, etc. _____/day
8. Has there been sudden death before 55 years of age in your father or other male first-degree relative, or before 65 years of age in mother or other female first-degree relative? YES NO

9. Has a health professional told you that you have a blood pressure $\geq 140/90$ mm Hg, confirmed by measurements on at least 2 separate occasions? YES NO
10. Currently, or within the last 12 months, have you taken any medicines to control your blood pressure? YES NO
11. Are you or could you be pregnant at this time? N/A YES NO
12. Do you have problems with bones or joints that may be aggravated by exercise? YES NO
If so, explain _____
13. Do you have back problems? YES NO
If so, explain _____
14. Have you had surgery or been diagnosed with any disease in the past 12 months? YES NO
If so, explain _____
15. Are you currently being treated for any other medical condition by a physician? YES NO
16. Are there any other problems (mitral valve prolapse, epilepsy, history of rheumatic fever, etc.) that may hinder your ability to exercise? YES NO
If so, explain _____
17. Please list below all prescription and non-prescription drugs you are CURRENTLY TAKING.
- Drugs & Reason for taking:
- _____
- _____
- _____

I have answered the above questions accurately and completely. I understand that my medical history is a very important factor in the ability to safely complete this program. I understand that certain medical or physical conditions which are known to me, but which I do not disclose to the staff may result in serious injury to me. If any of the above conditions change, I will immediately inform the Facilities Supervisor the changes. I, knowingly and willingly, assume all risks of injury resulting from my failure to disclose accurate, complete, and updated information in accordance with the above questionnaire.

Participant Signature _____

Date _____

Witness Signature _____

Date _____

NOTES:

Monitoring Your Exercise Intensity

In order to get optimal aerobic benefits at a safe, comfortable pace, you should exercise at your target heart rate or rate of perceived exertion (RPE). To find your target heart rate fill in your age, resting heart rate (your 60-second pulse taken when you first wake up) and target zone (a percentage based on your current level of fitness). If you're on medication, or under medical care, your doctor should help find your target heart rate.

Everyone starts here.		220
Subtract your age.	-	_____
This is your predicted maximum heart rate (the fastest your heart can beat safely for your age).		
Subtract your resting heart rate.	-	_____
Multiply by your target zone, which is based on your current level of fitness. Beginning exercisers use 60-70%, intermediate exercisers use 70-80%, advanced exercisers use 75-85%.	x	_____
Add your resting heart rate.	+	_____
Divide by 6 for your 10-second target heart rate.	-	_____

To determine if you are exercising within your target heart rate range, stop periodically during your workout and immediately count your pulse with the index and middle fingers at the radial artery (inner wrist). If you're below your target heart rate (more than 1-2 beats), pick up your pace; above your target heart rate, slow down.

Ratings of Perceived Exertion (RPE) - The Borg Scale was designed to help you rate the intensity of your workout. This subjective rating correlates well with your heart rate. Monitoring the level of intensity will better ensure the efficiency of your workout. An adequate workout would elicit a score of 13-14 on the Borg Scale, which is done on a scale from 6 - 20 with the intensity increasing as the numbers increase.

ESTIMATE OF AEROBIC FITNESS (BodyCheck™) *STARTING POINT DEFINITIONS

	Frequency	Duration	Intensity
Advanced	3-5 days	20-40 min.	Up to 85%
Intermediate	3-5 days	20-30 min.	65-80%
Beginner	3 days	20 min.	55-65 %
Pre-Aerobic	up to 3	Up to 20	up to 65%

*These are general guidelines that may be modified according to individual needs.

CROSS TRAINING MENU

ACTIVITIES	ESTIMATED CALORIES BURNED IN 10 MIN.		APPROXIMATE FORCE OF IMPACT	BODY REGION PRIMARILY USED	TYPE OF EXERCISE	METS
	WOMEN 123 LBS.	MEN 170 LBS.				
CYCLING						
5.5 mph	36	49	none	lower	aerobic	3.6
9.4 mph	56	74	none	lower	aerobic	5.7
Racing	95	130	none	lower	aerobic	9.7
DANCE EXERCISE						
Traditional	94	124	3-4x body wt.	lower, upper some middle	aerobic	9.6
Low-impact	80	105	1.5-2x body wt.	lower, upper some middle	aerobic	8.2
RACQUETBALL						
	76	107	1.5-2x body wt.	lower, upper	somewhat aerobic	7.8
ROLLER BLADING						
	78	107	1.5-2x body wt.	lower	aerobic	8.0
ROPE SKIPPING						
Slow	82	116	2-3x body wt.	lower	aerobic	8.4
Fast	100 142	2-3x body wt.	lower	aerobic	10.2	
RUNNING						
8:00 mile	113 150	3-4x body wt.	lower	aerobic	11.5	
11:30 mile	76	100	3-4x body wt.	lower	aerobic	7.8
SPORTS						
Basketball	77	106	1.5-3x body wt.	lower, some upper	aerobic, some anaerobic	7.8
Football	74	102	1.5-3x body wt.	lower, upper	anaerobic	7.5
Softball	49	67	1.5-3x body wt.	lower, some upper	anaerobic	5.0
Soccer	78	107	1.5-4x body wt.	lower	aerobic	8.0
Volleyball	28	39	1.5-2x body wt.	lower, some upper	anaerobic	2.8
SKIING						
cross country	80	106	1.5x body wt.	lower, upper	aerobic	8.2
water	58	80	1.5x body wt.	lower, upper	aerobic	6.0
STAIRMASTER						
	88	122	1.5x body wt.	lower	aerobic	9.0
STEP						
4 inch bench	48	66	1.5x body wt.	all	aerobic	4.9
6 inch bench	58	80	1.5x body wt.	all	aerobic	5.9
8 inch bench	67	92	1.5x body wt.	all	aerobic	6.8
10 inch bench	75	104	1.5x body wt.	all	aerobic	7.7
SWIMMING						
Back stroke	95	130	none	all	aerobic	9.7
Breast stroke	91	125	none	all	aerobic	9.3
Crawl, fast	87	120	none	all	aerobic	8.9
Crawl, slow	95	130	none	all	aerobic	9.7
Side stroke	68	90	none	all	aerobic	6.9
Treading	35	48	none	all	aerobic	3.6
TENNIS						
Singles	61	81	1.5-2 body wt.	lower, upper	anaerobic	6.2
WEIGHT TRAINING						
Super circuit	104 137	0-1.5x body wt.	all	anaerobic, aerobic	10.6	
Muscular strength	44	60	0-1.5x body wt.	all	anaerobic	4.5
Muscular endurance	58	80	0-1.5x body wt.	all	anaerobic	6.0
WALKING						
3.5 mph	45	59	1.5-2x body wt.	lower	aerobic	4.6

Source: Cooper Institute for Aerobic Research, Dallas Texas.



Geneva Park District



Gymnastics Operations Manual

Board Approved December~~October~~ 2020~~16~~

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Appendix

Geneva Park District Gymnastics Parent Manual

1.0 GENEVA PARK DISTRICT GYMNASTICS MISSION STATEMENT

The purpose of the Girls' Gymnastics Team is for gymnasts to have fun learning the great sport of gymnastics in a safe environment while improving the gymnasts' muscle development, coordination skill level and self-esteem while offering the girls the opportunity to compete in meets against other gymnasts and gymnastic teams from the Chicagoland area.

2.0 PROGRAM OBJECTIVES

To develop a program where children feel safe, can grow, learn and have fun!

1. To promote the "Character Counts" philosophy.
2. To allow all participants an equal opportunity to have fun and experience new activities in a positive, safe and structured environment.
3. To provide an environment where socialization and creativity are encouraged.
4. To create a sense of achievement and self-worth in each participant through positive reinforcement.
5. To promote and maintain an open level of communication with all participants and their parents/guardians.
6. To provide an environment that encourages problem solving, self-discipline and responsible behavior.
7. To promote healthy lifestyle choices in daily routine.

3.0 STAFF OBJECTIVES

To provide a Gymnastics program that encourages participants to learn and have fun in a safe and structured setting.

1. To be an active, enthusiastic and caring leader, showing interest in all participants.
2. To make responsible decisions that produces a safe, positive and structured program.
3. To respect individual participant's abilities and limitations.
4. To be well organized and prepared for each day's activities.
5. To share your experience and skills to help enrich the program.
6. To plan and implement exciting and interesting activities for the participants to enjoy.
7. To establish a welcoming environment where participants can comfortably spend their time.
8. To create opportunities for participants to meet new friends and grow in their experiences at the program.
9. To earn the respect and trust of the participants, parents/guardians, school officials and park district staff.
10. To represent the community and the Geneva Park District as a positive role model and a citizen of character.
11. To enjoy yourself and have fun.

4.0 PHILOSOPHY

1. Provide our students with a unique opportunity to experience various disciplines of Gymnastics.
2. Provide students with an exceptionally high standard of teaching in all aspects of Gymnastics.
3. Encourage and reward effort and achievements.
4. Provide all our students with the opportunity to perform regularly at a variety of events.
5. Most importantly... Provide students with a warm, friendly and family environment, at the same time learning a variety of professional discipline art forms. The training that our students receive within the company will provide them with confidence and communication skills that will be valuable in later life.

5.0 GYMNASTICS INSTRUCTOR TRAINING SESSION

Purpose

To ensure that all instructors at the Geneva Park District are effective teachers and a positive influence in the lives of their students.

Recreational vs. Serious Gymnast

Recreational Gymnast: The gymnast that is in class simply to have fun. They may enroll because their friend is in the class or because they want to wear a cute outfit. This gymnast does not necessarily care if they improve.

Serious Gymnast: The gymnast that comes to every class with the intention of improving their skills and technique. This gymnast is focused and wants to be corrected so that she can improve.

In the technique classes that are taught here at the Geneva Park District, we will have a combination of these two types of gymnasts as well as students that are somewhere in between. It is our responsibility to teach them accordingly. It is also our responsibility to make each child's experience a positive one.

Always Do

1. Say each student's name at least 3 times during class.
2. Give each student individual attention several times during class.
3. Make physical contact when correcting students (ie: fix feet, reshape arms, lift chin).
4. Be encouraging. Find something positive to say to each student during class.
5. Choose your words carefully when correcting. Our job is to motivate students to improve, not to make them feel incompetent.

Never Do

1. Never personally attack the appearance of a student.
2. Never talk negatively about a student in their absence.
3. Never show favoritism.
4. Never let your personal feelings sway your decisions.

Examples of phrases to motivate

1. I've seen you do that better.
2. You are capable of more ~~than that~~ that.
3. Do it again...the way I know you can!



Six Pillars of Character

Trustworthiness

Be honest • Don't deceive, cheat or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends and country

Respect

Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

Responsibility

Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your choices

Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

Caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

Citizenship

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

6.0 JOB DESCRIPTIONS

Position:

Gymnastics Coordinator

Summary:

The Gymnastics coordinator shall perform duties directly related to the coaching and administration in running the gymnastics program. These tasks include, but are not limited to, the designing and implementing of JR. Gym, Recreational, ~~Eagles~~ and competitive team gymnastics classes/practices and competitions. Collecting and turning in gymnastics staff time sheets, maintaining current USAG safety certification, performing staff training, developing brochure pages for sections in tumbling and gymnastics, lesson plans, coaching recreational Gymnastics/Tumbling classes, run the competitive teams and communication with the Recreation Supervisor on a regular basis, following all Park District safety standards.

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Supervisor:

The Gymnastics Coordinator reports to the ~~Athletic Recreation~~ Supervisor, Assistant Superintendent of Recreation, Superintendent of Recreation and the Executive Director.

Qualifications:

Gymnastics Coordinator must be 18 years of age or older, have a two-year college degree, criminal background check clearance and at least three years of gymnastic coaching experience; head coaching experience preferred. Good communication skills.

Essential Functions:

Administration:

1. Maintain current CPR, Standard First Aid certifications and USAG Safety Certification.
2. Design gymnastic classes for recreational and team levels. Develop lesson plans for each class, including goals and objective.
3. Attend conference coaches' and booster meetings, submitting team rosters, scheduling meets, team monthly Newsletter, schedule fall team meetings, order competitive uniforms,
4. New equipment purchase recommendations, brochure copy, class schedules, class cancellations, class additions and gym daily supplies.
5. Perform yearly performance reviews for all assistant and level coaches.
6. Host/Run a home meet including all planning, organizing and attending of the Meet.
7. Scheduling of coaches for classes.
8. Communicate with the Recreation Supervisor in regards to budget.

Gymnastic Coordinator Coaching Duties:

1. Arrive to gym at least 15 minutes prior to the start of class.
2. Display enthusiasm and energy towards teaching gymnasts each day.
3. Provide an organized and instructional class program, complete with lesson plan.
4. Assist other coaches in their teaching technique and knowledge.
5. Be a positive role model for each coach and gymnast in the program.
6. Develop self-esteem, body awareness and coordination in each gymnast.
7. Increase the coach/gymnasts' skill level and knowledge of gymnastics.
8. Teach up to date gymnastic skills and fundamentals.
9. Administer First Aid according to the Park District's Communicable Disease Policy.

10. Attend congress or other training program yearly. Train staff on new techniques, drill and safety.
11. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Recreation Supervisor as soon as possible.

Marginal Functions:

1. Meet with ~~Athletic~~Recreation Supervisor to assist in developing the annual budget and brochure.

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Cognitive Considerations:

1. Resolve differences and problems that arise with participants and work together with other employees.
2. The Gymnastics Coordinator must exhibit good problem solving ability and good judgment in accordance with the mission of the Park District.
3. Demonstrate strong leadership skills when dealing with gymnastics coaches, participants and guardians.

Position:

Gymnastics/Tumbling Instructor

Summary:

The Gymnastics/Tumbling Instructor will teach and coach participants the fundamentals, skills and rules of tumbling/gymnastics.

Supervisor:

The Gymnastics/Tumbling Instructor reports to the Tumbling/Gymnastics Coordinator, ~~Athletic Recreation~~ Supervisor, Assistant Superintendent of Recreation, Superintendent of Recreation and the Executive Director.

Qualifications:

The Gymnastics/Tumbling Instructors must have experience in gymnastics/tumbling, enthusiasm for working with children, and criminal background check clearance. Additional qualifications are listed below.

Junior Coach: Must be 16 years of age.

Pre School, Recreational Coach: High school diploma

Level and Team Coach: High school diploma, experience coaching gymnastics.

Essential Functions:

1. Junior Coaches will act as an assistant to Level & Team Coaches, function as open gym attendants and birthday party attendants, work evenings and weekend as well as home meets.
2. Pre School, Recreational Coaches will coach classes, oversee Jr. coaches, communicate with Gymnastics coordinator weekly.
3. Level and Team Coach will coach classes, oversee Jr. Coaches, attend all meets as assigned by coordinator, and communicate with gymnastics coordinator weekly.
4. Maintain current CPR and Standard First Aid certifications.
5. Work with the Gymnastics Coordinator.
6. Follow daily lesson plans.
7. Inform the Gymnastics Coordinator of any pertinent matters as they relate to scheduling, gym usage, etc.
8. Report placement of gymnasts in each program level after each session.
9. Work closely with participants to ensure safety.
10. Motivate participants to achieve higher levels in the gymnastics program.
11. Become a NYSCA/ASEP certified coach (if applicable).
12. Administer First Aid according to the Park District's Communicable Disease Policy.
13. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.
14. Attend gymnastics meets and help run a home meet including working entire meet if needed.

Marginal Functions:

1. Attend in-service trainings and meetings as directed by Gymnastics Coordinator.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District equipment up to 50 pounds.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Gymnastics/Tumbling coaches must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.

7.0 STAFF EXPECTATIONS

Gymnastics Staff are representatives of the Geneva Park District (especially when at the program or in uniform) and should behave in a courteous and professional manner at all times. Enthusiasm, initiative, positive attitude, job knowledge and a strong work ethic are always expected.

Administrative Expectations

- ❖ Follow the lesson plans created for classes: All teachers will have updated lesson plans in front and back covers of coaches' books and will follow as assigned to ensure consistency of learning in the gym.
- ❖ Attend all assigned trainings to expand knowledge of skills and best drills to aid in teaching. They are responsible to take notes at these training sessions and keep the notes in their teacher's book. They should be willing to learn new skills.
- ❖ Completely fill out report cards created for boys and girls: Report cards are designed by the Gymnastics Coordinator and are to be filled out by each coach every 8 weeks for every student they teach. The file box is located in the gym and is labeled by level name. The first report card that is handed out to students must be an original and before handing out a copy must be made for the coaches file. Any new students who join throughout the year are to receive a report card at the end of the first 8-week session that they are there. These report cards are the responsibility of the coach and if not kept up with or are not accurate, students and parents of students will be asking questions.
- ❖ All coaches are to keep up with check off charts. The Gymnastics Coordinator will check once a month for accuracy and consistency for every student that they teach. Coaches must dot skills when they are introduced to the skill, but not mastered. Put a check under a students name next to a skill indicates on that specific skill was mastered. There are many times when students switch classes and names need to be updated.
- ❖ Report to Gymnastics Coordinator when a student is ready to move up. When a student has mastered all skills to move to the next level, the coach will report to the Gymnastics Coordinator and provide name and level they will be moving up to. The coach will either call the parent and student or will make it a point to talk to the parent and child after their next class about the move up. The report card should be handed out the last day of each session.
- ❖ Take attendance on class rosters located on clip boards: At the start of every class each coach will take attendance while warming up the class. Attendance is one of the most important parts to the coaches' job and it must be completely accurate. If a student is not attending after two days contact the gymnastics coordinator to follow up on the absence.
- ❖ Attend to all responsibilities after class (cleaning, cover equipment, report cards, and checking charts): For all drills, equipment must be cleaned up before leaving for the day.
- ❖ Be in lobby before, during, or after classes, conversing with parents: All coaches should leave time at the end of class available to speak with parents and students.
- ❖ Attend all mandatory meetings: Each Coach is required to attend all meetings. If teacher cannot attend, they will be required to set up a meeting with ~~Athletic Recreational~~ Supervisor, Gym

Commented [RC3]: Athletic

Coordinator. The coach will not be paid for this time. Each meeting is payable by one hour under OCW (out of class work). These meetings will contain upcoming news, new lesson plans, coaching hints and new drills, and anything the coaches need to know about.

- ❖ Warm up your own class: Coaches are responsible for warming up their own classes correctly and safely.
- ❖ Be willing to sub when needed: Coaches may be called on their days off to sub for another employee. Coaches should go above and beyond to help out each other. It's important to be a team player. Each Coach is responsible to get their sub if they need a day off. First call the Gymnastics Coordinator to ask for specific day off. The coach then needs to find a sub who is capable of teaching the specific classes. The coach needs to fill out a sub sheet that was given to them by the Gymnastics Coordinator. The sub sheet must be signed by the Gymnastics coordinator and a copy is placed in the person's box who is subbing for the classes and another copy is placed in the Gymnastics Coordinator file box in gym.
- ❖ Contact gymnastics coordinator to let know the reason for absence and secure a sub.
- ❖ Hand out newsletters and notes when there are handouts. Place handouts in team gymnast file box if absence. REMIND all team gymnasts to check file box daily. All teachers will be notified when specific handouts are to be sent home.
- ❖ Start and end class on time: Each coach must start and end class on time. This is very important for families that have busy time schedules. If for some reason the class starts late, do not end the class late.
- ❖ Coaches are required to wear a Geneva Gymnastics staff Tee shirt, sweat pants or shorts (no short shorts or cut offs).
- ❖ Coaches must arrive 15 minutes before your first class begins to prepare for class.
- ❖ Coaches must stay until all students are picked up.
- ❖ Cell phones should be off or on silent while you are coaching. You are NOT to leave your class or go on "break" to check your phone.
- ❖ Keep all belongs in a cubby in the closet and try to keep things off of the floor.
- ❖ No sitting while coaching! If you are involved, the kids will be more involved.
- ❖ Make sure students are dressed properly and hair tied up. Please keep all students belongings outside of gym in cubbies and hooks.
- ❖ Set up drills and stations for your class. Gymnasts should not just be standing in a line waiting for their turn. Give them something to do!
- ❖ When more than one coach is teaching a class, work together. Make sure there is a coach at each station, or drill, BE INVOLVED with students!

- ❖ Do not send young girls to the bathroom as a group. Preschool children should be accompanied by a parent or coach when using the bathroom at all times.
- ❖ Put clip boards and pens back in holders. Keep gym organized.

Competition Expectations

- ❖ Head count, Head Count, Head Count!
- ❖ Be sure to divide into small groups and use the buddy system
- ❖ Attendance should be taken before leaving, at each event and before you leave.

Program Expectations

- ❖ Treat participants with respect and equality; listen to what they say.
- ❖ Use good judgment – make decisions that provide a safe and structured environment for all participants.
- ❖ Staff should be taking attendance several times throughout the day...and always HEAD COUNT, HEAD COUNT, HEAD COUNT! No excuses!
- ❖ Staff should be positioned in different areas to assure all participants are visible to at least one staff member – staff should never be grouped together; this is not a time to socialize.
- ❖ Staff should interact with the participants, rather than watching them.
- ❖ At no time should a staff member use their personal cell phone to text or take personal calls when working at the program. If there is an emergency, please discuss with your supervisor ahead of time.
- ❖ Staff is not allowed to have visitors at the program, as that distracts the children.
- ❖ There is no smoking allowed on park district/school district property – please do not come to work smelling of smoke.
- ❖ You are never allowed to transport participants in personal vehicles.
- ❖ Participants are not allowed to bring or play with weapons, cell phones, ipods, cd players, video games, etc. All items, if seen should be taken and given to parents upon pick up – remember to remind parents that these items are not allowed.
- ❖ Greet all parents/ participants when they arrive at class.
- ❖ Earn the respect of the participants by being consistent, fair and caring.
- ❖ Practice the Character Counts Philosophy and incorporate it in the daily routine.
- ❖ Maintain your staff to participant ratio.
- ❖ Acknowledge and positively reinforce good behavior.
- ❖ Have fun and enjoy your job!

8.0 STAFF TO PARTICIPANT INTERACTION

It is important to put forth certain rules in order to protect staff from any possible accusations. Therefore we have established the following procedures:

1. Participants should not be touched in any manner that may be construed as “personal” or “private”.
2. Participants are required to take care of their own bathroom needs.
3. Staff should never touch in an aggressive manner such as grabbing or shoving.
4. No name calling, even if just joking around.
5. Outside contact with the participants is not permitted. This includes babysitting, calling the participants, talking to them on the internet, etc.
6. Appropriate language is to be used at all times when at work. This includes mature subject areas, weekend plans, evening plans, talk about girlfriend/boyfriend, etc. Avoid personal conversations with staff members or parents during work hours.
7. Treat the participants/parents with respect and you in turn will earn their respect. Always speak to the participants as if their parent was watching you.
8. If you have a question of whether something is appropriate or not, it probably isn't.

9.0 PARTICIPANT PROCEDURES & STAFF TO PARENT INTERACTION

Signing In and Out

1. Attendance must be taken every day at the beginning of class.
2. Participants cannot be accepted before program start time.
3. Participants can only be released to authorized persons.
4. If a participant is not picked up by the end of the program, after 15 minutes, call the parents and contact the Recreation Supervisor and follow late pick up procedures.

Please utilize the following procedures when interacting with the parents or guardians.

1. Greet every parent/guardian as they arrive
2. Always be professional and courteous
3. Keep the parent informed – the smallest detail about a participant's behavior or daily activities shows a parent that their child is important to the staff. This helps to open lines of communication between staff and the parent.
4. Always try to give the parent some positive feedback regarding their child, even if they may be having a rough day. (The last thing parents want to hear after a long day, is a bunch of negative things about their child.)
5. Be prepared- Know important information about the participant; read over notes or any other information you may have.
6. Always discuss sensitive situations and concerns you may have with the Recreation Supervisor ahead of time, before talking to the parent.

10.0 HOSTILE SITUATIONS

Parent/ Guardian who becomes verbally abusive:

1. Maintain the highest level of professionalism.
2. Try to bring them to an area away from any other children.
3. Try to get them to make arrangements to discuss at another time when you can give them your full attention.
4. If behavior and language continues to be inappropriate, you should ask them to leave.
5. Contact the Recreation Supervisor immediately.
6. If they become too overwhelming, never hesitate to send them to the ~~Recreation Athletic~~ Supervisor- simply give the parent the supervisor's card and tell them they will need to speak to the ~~Recreation Athletic~~ Supervisor and they might be able to help them.
7. Document the incident in writing as soon as possible and a copy to the ~~Recreation Athletic~~ Supervisor.
8. If the individual will not leave- call 911 and the ~~Recreation Athletic~~ Supervisor.

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Parent/ Guardian who may be under the influence of alcohol or drugs when picking up the participant:

1. Use your best judgment.
2. If the individual appears to be under the influence of alcohol (very talkative, stumbling, driving recklessly), do not release the child.
3. Politely and professionally, explain your concerns and ask the person to contact someone else to drive the child home or call a cab.
4. If the parent becomes insistent, call 911 for the police to handle the situation. In the meantime, try to stall them by talking to them. If they forcibly leave, get a description of the vehicle, license plate and direction headed.
5. Additionally, consider your obligation to contact DCFS as a mandated reporter – driving a child when intoxicated is child endangerment.

A parent or adult picking up that is not on the list – custody situation:

1. Verbally inform them that they are not allowed to take the child.
2. Attempt verbally to convince the individual to leave the participant.
3. Do not put yourself in physical harm.
4. Do not attempt to restrain them.

During this time, another instructor should be:

- Calling 911.
- Give description of individual.
- Give description of vehicle and license and direction headed.

11.0 INCLUSION

Fox Valley Special Recreation Association (FVSRA) provides assistance to recreation agencies through inclusion services. These services provide opportunities for people with disabilities and those without to participate in recreational activities together. If a participant needs special assistance, the parents simply mark the “Special Accommodations” section on the park district registration form. The request is then forwarded to the FVSRA Inclusion Coordinator who will not only find the appropriate assistance, but also continue to monitor progress throughout the program.

If a child is having problems after being assessed by FVSRA, a meeting will be scheduled with the Head Teacher, ~~Recreation Athletic~~ Supervisor, FVSRA and the participant and their parents/guardian.

If a behavior report needs to be written, staff must contact the ~~Recreation Athletic~~ Supervisor.
Remember: The FVSRA Inclusion Aids are considered part of the Park District staff.

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12.0 KEEPING THE GYMNASTICS GYM SAFE

General Safety Rules

1. Be aware of all of your surroundings – watch all areas around you.
2. Take head counts frequently – especially when outside or away from site.
3. Maintain a visual view of the participants at all times.
4. Participants should go to the washroom or drinking fountain with a buddy and be in view of a staff person.
5. Do not hesitate to call 911 if a situation warrants it.
6. Participants are not allowed in storage areas, staff members are responsible for getting out equipment and returning them.
7. Equipment is only to be used for the purpose of which it was intended.
8. Any equipment that is broken or unsafe should be removed and turned into office for disposal, repair or replacement.
9. Never leave an area unattended.
10. Behavior expectations remain the same for on and off-site locations.

Intruder Awareness

1. Be aware of surroundings-periodically scanning program area for intruders.
2. Notify Recreation Supervisor of any safety concerns.
3. Review safety rules and go over scenarios at staff meetings.
4. Review rules regarding intruders and staying safe with participants.
5. Call 911 if an unknown person is loitering. It's better to be safe than sorry!

Competition/Shows Rules

1. Any event must be pre-approved by ~~Recreation~~ Athletic Supervisor.
2. Staff to participant ratios should increase when possible to ensure safety.
3. The Gymnastics Coordinator is responsible for securing and communicating to all staff rules, limitations and necessary information about the Event.
4. Procedures and times for periodic check in and a meeting place should be established.
5. Emergency Procedures should be reviewed.
6. Rules and limitations should be communicated with the staff and reviewed with the participants.
7. Review stranger awareness with participants and instruct them not to go with or give out personal information to strangers.
8. Review with participants and staff: how and where to contact emergency assistance and what to do if they become separated from group.
9. Review missing person procedures.
10. In crowded areas, position staff in front and behind group.
11. Notify Recreation Supervisor upon departure and arrival back or any delays.

Keeping Yourself Safe

1. Use your best judgment at all times!
2. Park in well-lit areas.
3. Leave with someone, whether it is another co-worker or the last parent picking up.
4. If you are uncomfortable in a situation, do not hesitate to notify your supervisor.
5. If unsafe to not hesitate to call 911- it's better to be safe than sorry.

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13.0 GENERAL EMERGENCY PROCEDURES

By staff following the appropriate procedures, they can provide the best protection to the participants and themselves. Below you will find some guidelines to follow in an emergency.

General Procedures

- The first priority is to ensure the safety of all participants and staff.
- Follow the outlined safety procedures.
- Try to remain calm.
- Keep the Recreation Supervisor informed.
- Use your best judgment in the given situation.
- Document all accidents and incidents.

Emergency Communication Procedures

- The Gymnastics Coach should contact emergency personnel when necessary (Police, Fire or Poison Control).
- The Gymnastics Coach should contact the ~~Recreation~~ Athletic Supervisor as soon as an emergency situation or potential situation arises and it is safe to do so.
- Do not hesitate to call 911 if the situation warrants it.
- Always consult with the Recreation Supervisor before contacting a parent/guardian.
- The Gymnastics Coach should contact the participant's parents or a guardian to inform them of the situation and if immediate pick up is necessary.
- If media is present, staff should never make any comments, please direct them to the Director of the Park District.

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14.0 EMERGENCY CONTACT INFORMATION

EMERGENCY	911
Police (Non-emergency)	630-232-4736
Fire (Non-emergency)	630-232-2530
Kane County Sheriff	630-232-8400
Poison Control Center	800-942-5969
Fox Valley Family Physicians	630-232-2200
Delnor Community Hospital	630-208-3000
Park District Risk Management Agency (PDRMA)	630-769-0332
DCFS	1-800-25-ABUSE (22873)

Internal Numbers

Geneva Park District	630-232-4542
After Hours	630-232-7867
Ryan Coffland Keith Schmerer Office	630-262-2212

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15.0 ACCIDENT / INCIDENT PROCEDURES

It is very important for our Class to be as safe as possible. Through eliminating possible hazards, such as holes in the fields, defective equipment or broken glass, we can help prevent accidents from happening. It is imperative that every day a daily site inspection should be completed.

Even with being safe and careful in our activities, accidents can and will happen. If there is an accident that requires first aid or special attention, an accident report must be filled out. Please be sure, even if the accident seemed minor, to inform the parents/guardian about the situation when they pick up.

If you experience a major accident such as a situation that requires informing parents, removal of participant, involvement of emergency personnel, an injury to the head or an asthmatic or allergic reaction; follow the following steps.

1. Remain calm and use common sense. Be sure the situation is safe.
2. Send another staff person for help and if necessary call 911.
3. A trained staff member will administer first aid, while keeping the injured participant immobile and comfortable.
4. A staff member should be supervising the other children, keeping them away from the injured participant.
5. Call the parents and inform them of the situation. Be calm and reassuring.
6. Contact the Recreation Supervisor immediately.
7. Fill out accident report form and bring to park district within 24 hours.

* If a parent inquires about whether the Park District will help pay medical bills, advise them to call the administrative office at the Park District.

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16.0 HEALTH CARE PROCEDURES

Overall Procedures

1. Gymnastics staff will provide first aid and CPR when necessary; any additional medical support will be provided by emergency services or will require the participant to be picked up.
2. Staff is responsible for observing participants for signs of illness, injury and abuse, communicating with parents or supervisor as needed, completing Accident/Incident reports as needed, record keeping and contacting emergency services when needed. The supervisor is responsible for determining severity of Accident Report and submitting it to PDRMA.
3. In the case of injury, the on-site staff should only administer simple basic first aid in accordance with their training- do only what you are trained to do.
4. In the case of injury requiring immediate medical assistance beyond staff training, seek additional medical assistance by calling 911.
5. If a participant needs to be picked up immediately call the parent/guardian to inform them, and then call emergency contacts if the parent can't be reached.
6. Notify parents of minor injuries upon pick-up.
7. Notify parents immediately of any major injuries, head injuries, bleeding, if injury requires pick-up and any time a child requests to call their parent.
8. Notify Recreation Supervisor of injuries requiring parent communication immediately.

17.0 FIRST AID

STAFF RESPONSIBILITIES

1. To recognize and manage life threatening emergencies
2. Attendant must recognize and treat
 - Breathing
 - Circulation
 - Bleeding
 - Illness
3. At no time will staff administer medications, unless a Request to Dispense form has been filled out prior.

EMERGENCY ACTION PRINCIPLES

1. Survey the scene
2. Check for breathing
3. Circulation
4. Bleeding
5. Poisoning
6. Shock
7. Sudden illness

BREATHING

1. No matter what the injury, check for breathing and maintain an open airway
2. During this stage, if the victim is in water, they should be removed.

CIRCULATION

1. Finding the pulse
2. Adults and children - carotid pulse
3. Infant - inside upper arm

BLEEDING

1. Two ways to stop bleeding
2. Direct pressure and elevation
3. Control pressure at pressure
4. Use gloves when you handle a bleeding victim
5. Once a gauze pad is placed on a wound with bad bleeding, do not remove it. If it gets blood soaked, add pads to the existing ones.
6. Do not elevate any limb if there is extreme pain

POISONING: SIGNS/SYMPTOMS

1. Change in behavior
2. Sudden onset of pain
3. Vomiting
4. Heavy breathing
5. Bad odor to breath
6. Burns around the mouth
7. Always keep pool chemicals away from children and all cleaning supplies out of reach.
8. Talk to your victim or relatives around for type of poisoning if empty bottles found.

POISONING: TREATMENT

1. Call poison control center
2. Offer all information possible

SHOCK: SIGNS/SYMPTOMS: A life-threatening condition of depressed body functions.

1. Confused
2. Ill or uncomfortable
3. Rapid breathing with or without rapid pulse
4. Recent history trauma
5. Dizziness
6. Victim needs to lie down

SHOCK: TREATMENT

1. Position victim on back
2. Elevate head and feet slightly
3. Maintain normal body temperature
4. Call EMS
5. Do not give food or drink

HEART ATTACK: SIGNS/SYMPTOMS: Caused by a disruption of the heart's blood supply.

1. Chest pain - crushing or heavy feeling in the chest
2. Pain in front of neck, upper chest, left arm and shoulder
3. Dizziness
4. Feeling faint
5. Poor color
6. Victim needs to lie down

HEART ATTACK: TREATMENT

1. Position victim in a comfortable position
2. Maintain body temperature
3. Keep victim calm
4. Call EMS (911)
5. Do not give food or drink
6. Maintain vital signs

STROKE: SIGNS/SYMPTOMS: A disruption of the blood supply to a portion of the brain. It causes mental or physical impairment, which can be temporary or permanent.

1. Difficult or slurred speech
2. Paralysis or weakness to one side of the body
3. Pupils of unequal size
4. Headache
5. Unconsciousness

STROKE: TREATMENT

If the victim is unconscious, check for respiration and pulse

1. If absent, begin CPR
2. If victim is conscious, help him or her to a comfortable position
3. Maintain normal body temperature

CONVULSIONS: SIGNS/SYMPTOMS

1. Rigid muscles and jerky movements
2. Clenched teeth and inability to answer questions
3. May be drooling or foaming at the mouth
4. May have loss of bowel control
5. May bite tongue
6. Convulsion will be followed by unconsciousness

CONVULSIONS: TREATMENT

1. Protect the victim and yourself from “flailing” injuries
2. Wait for the seizure to subside. Monitor the respiration and pulse. If absent, begin CPR
3. Do not pry the teeth open or put an object in the person’s mouth.
4. Do not try to restrain the victim when jerking. Remain in control until help arrives.

FAINTING: SIGNS/SYMPTOMS: Caused by a disruption of blood flow to the brain. In the aquatic environment, fainting can occur from dehydration, being frightened, or other medical problems.

1. Unconscious

FAINTING: TREATMENT

1. Lay victim down
2. Check for breathing and pulse
3. Treat the cause of the loss of blood

HEAT CRAMPS: Heat cramps occur due to loss of salt from the body through sweating.

HEAT EXHAUSTION: Heat exhaustion occurs due to dehydration.

HEAT STROKE: Heat stroke is a life threatening, most severe case of over-heating.

HYPOTHERMIA

1. Hypothermia is a low body core temperature caused by exposure to cold air and/or water.
2. It can be life threatening.
3. If you see signs of hypothermia, you should recommend that they be warmed, to prevent further injury or illness.

BURNS

FIRST DEGREE BURNS

Occur from overexposure to the sun, sunburn, scalding or contact with hot objects. If you notice sunburn on a guest, you should advise the guest to cover up.

SECOND DEGREE BURNS

These are deeper, more serious and painful burns resulting from the same exposure as mentioned above.

THIRD DEGREE BURNS

Are the most serious and involve complete tissue destruction. They can be caused by flame, immersion in hot water, contact with hot objects or electricity.

REMEMBER

ANY PERSON WHO HAS BEEN TREATED FOR ANY INJURY OR ILLNESS THAT IS LIFE-THREATENING SHOULD HAVE FOLLOW-UP MEDICAL CARE.

INJURIES AND FIRST AID

Emergency Situations:

Not-Breathing	=	Open airway, give rescue breathing
Choking	=	Use abdominal thrusts
Bleeding	=	Stop severe bleeding with direct pressure.
Possible Fractures	=	Victim should not move or be moved
Neck Injuries	=	No movement - possible quadriplegia
Back Injuries	=	No movement - possible paraplegia
Electrical	=	Were they shocked? Look around for possible danger to yourself and- others. Cut power.
Burns	=	Very small area, vary shallow burn, cool with water for 20 minutes. If large area or deep involvement, do NOT touch it!
Eye Injury	=	Cover both eyes to eliminate sympathetic movement.
Seizure	=	Protect the head. Remove spectators.
Embedded Object	=	Do not remove.

18.0 MISSING PERSON ACTION PLAN

The following preventive measures should be followed so a participant does not go missing:

1. Always use the buddy system.
2. Staff should always be within an earshot of the participants.
3. Staff should always be scanning the area where the participants are.
4. Attendance and head counts should be done on a regular basis, especially when transitioning from activities or to another location.
5. If a participant has to leave an activity, to use the washroom or take care of something, check back on them frequently until they return or are with a parent or another staff member.
6. Try not to turn your back to the participants, if something is going to happen, it is usually when your back is turned.
7. Head Count, Head Count, Head Count!

In the event that a child does go missing, follow these steps:

1. Immediately notify the Head Teacher, who will then inform other staff. (Time is critical, please do not hesitate to contact the Head Teacher.)
2. An organized search will begin. Check obvious places first, such as with other groups, bathrooms or surrounding areas.
3. Gather group together and do a head count of the entire group.
4. If possible, secure someone to monitor the group and maintain their safety.
5. Gather all available staff to search.
6. Request management to page child, if possible.
7. After all areas have been checked, double check with staff again and then contact ~~Recreation~~ Athletic Supervisor.
8. If the child is not found within 10 minutes, or the presence of foul play is suspected, the Head Teacher will call 911 and staff will stand by for further instructions.

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19.0 CHILD ABUSE AND NEGLECT POLICY

Child abuse is a very real nightmare for children in today's society. Statistics show "1,500 children die from abuse each year. There are 140,000 injuries to children from abuse each year. There are 1.7 million reports of child abuse each year." Those are some very scary statistics. The Geneva Park District takes child abuse very seriously and makes every reasonable effort to prevent, detect, handle and report cases of suspected child abuse or neglect of children within our programs, areas or facilities. As a staff member at Gymnastics, you are considered a mandated reporter of child abuse.

Child abuse is usually falls within at least one of the four areas:

1. Physical Abuse – Patterns of injury that are not accidental, such as beatings, which may lead to burns, bruises, welts, bites, broken bones, strangulation or even death.
2. Emotional Abuse – Persistent acts that include rejection, ignoring terrorizing, constant negative criticism, insults or withholding love or support.
3. Sexual Abuse – The assault or exploration of children sexually. This can include numerous acts over time or a single incident. Includes rape, incest, fondling, exposing oneself, forcing oneself sexually upon a child or forcing a child to view pornographic materials.
4. Neglect – This is the failing to provide for the well-being of the child. This includes the withholding of food, clothing, shelter, hygiene, supervision or medical treatment. (This is the most common form of abuse.)

A staff member who suspects a child is in an abusive situation is required by law to report the situation immediately. However, the situation should first be discussed with the Recreation Supervisor. When talking to the child regarding a situation remember to:

1. Remain calm and reassuring. The child needs to feel you are in control of the situation.
2. Don't criticize the child, question their story or make them feel as if they were misunderstood.
3. Tell them no one should ask them to keep a secret and it is okay to talk to the staff about it.
4. Respect the child's privacy. Take them to a location where others cannot hear them.

It is the staff member's responsibility to fill out DCFS form and after talking to the supervisor, reporting it to DCFS at 1-800-25-ABUSE, which is a 24-hour hotline. The park district and DCFS keep your information, as the reporter, completely confidential. The suspected abuser will have no way of knowing who reported the situation. Please remember, you could be the only chance that a child has to live a happy and productive life. You might even save a child's life!

20.0 DISASTER PLANS

Tornado Weather, Fire or Other Disaster Conditions

Children should never be sent home on their own during a tornado warning. Outdoor programs/events should be cancelled when a tornado warning is in effect or during an extremely heavy rainfall with consent of your Supervisor. The safety of the participants is most important. In the case that lightening, thunder or a severe storm suddenly appears while outside, children should be brought indoors immediately.

Severe Thunderstorm Conditions:

1. Move indoors immediately, staying away from windows.
2. Make sure all participants are safe and accounted for.
3. Listen to the radio for and updates on weather conditions.
4. Follow instructions necessary if weather conditions worsen.

During Tornado Conditions: Practice tornado drills so everyone will know what to do when a tornado situation arises:

1. The southwest corner of a structure is generally the worst place due to intensity of the winds. Avoid this area!
2. Any object can become a deadly missile during a tornado.
3. Windows on the north and east sides should be opened a crack. This serves to equalize the inside and outside pressure.
4. Avoid glass areas, especially windows and doors on outside areas.
5. Avoid long halls, they tend to serve as wind tunnels, especially avoid long halls that do not jog.
6. Avoid long roof spans, such as multi-purpose rooms.
7. Those in charge of a group must try to keep others as calm as possible.
8. It is recommended that someone is designated as a group leader - someone who is able to make quick, reasonable decisions.
9. People should be sitting with their face to wall, head down, knees up and arms protecting body and head.

During Fire Drills:

1. In case of a fire, notify the fire department. Emergency numbers are listed on all phones.
2. Calmly lead all children out of the building and take to a safe location outside. All staff should remain with the children and wait outside until the Fire Department arrives.
3. Appoint door monitors in advance to hold doors, thereby eliminating injuries from swinging doors.
4. Once outside, continue to walk away from building and do not stop until a safe distance (at least 100 yards) is reached.
5. Appointed group leaders should take attendance to make sure no one has been left inside.

21.0 GYMNASTICS PROCEDURES MANUAL ACKNOWLEDGEMENT FORM

Policy and Procedures Manual

I have reviewed the material outlined in the Procedures Manual and fully agree to comply with the rules and regulations as specified. I realize my failure to adhere to these policies will result in disciplinary action and possible dismissal.

Mandatory Training Sessions

I understand that staff training sessions will be held and my attendance is mandatory as part of my position and ongoing training including First Aid and CPR training and Abused and Neglected Child training.

Volunteer Procedure

I understand any time worked outside of my normal scheduled hours unless approved by the Recreation Supervisor or any time worked after I have been asked to leave due to low enrollment will be considered "volunteer time" and I will not be paid for that time.

Part-time Personnel Policies Manual, Safety Manual and Blood Borne ~~Pathogeons~~Pathogens Manual

I have read and reviewed to material in the Geneva Park District Part-time Personnel Policies Manual, Safety Manual and Blood Borne Pathogens Manual and agree to follow the outlined policies. I realize the failure to adhere with the policies will result in disciplinary action and possible dismissal.

Print Name _____

Signature _____

Date _____

APPENDIX GENEVA GYMNASTICS PARENT MANUAL

Geneva Park District



Gymnastics Parent Manual

1.0 GENEVA PARK DISTRICT GYMNASTICS MISSION STATEMENT

The purpose of the Girls' Gymnastics Team is for gymnasts to have fun learning the great sport of gymnastics in a safe environment while improving the gymnasts' muscle development, coordination skill level and self-esteem while offering the girls the opportunity to compete in meets against other gymnasts and gymnastic teams from the Chicago land area.

2.0 COMPETITIVE TEAM "GENEVA GYMNASTICS"

Gymnasts who have attained the Geneva Gymnastics' Team levels must be committed to a program that practices approximately five to ten hours per week and has five weekend meets during each season (compulsory and optional). USAG Member.

The Geneva Gymnastics' main season runs from September through June. Off season runs from June through the end of August. Team practices are conducted at the Geneva High School gym. Sign-up for each session is conducted at the Park District's Administrative Offices at Sunset Park. Each gymnast must be signed up for the current session prior to participation in that session.

Practice Schedule:

Level 4 ~ 6 Hours a week Includes dance class

Level 5 ~ 9 Hours a week Includes dance class

Level 6 ~ 9 Hours a week Includes dance class

Meets on weekends are ~~L~~located at various Clubs and Park Districts.

**Weekend meet dates will be listed in the Fall Newsletter and e-mailed to each gymnast~~s~~. Actual day/times of the meets are not available until the week of the meet.

3.0 PARENT/GYMNAST PRACTICE EXPECTATIONS

The Geneva Gymnastics Team is a FULL year Commitment and competitions will run September through July, so year round enrollment is required. (INCLUDING SUMMER)

- Register for each session will be conducted through a credit card payment plan.
- Leotards are a must - stretch or sophie shorts. No Tee shirts, Hair tied back, bare feet, PLEASE No gum, food or jewelry (not responsible for any lost items). WATER ONLY.
- Team Members will be allowed 5 excused absent days total from September through July. 5 make up cards will be provided to each gymnasts to be used at open gym Friday nights. Advanced notice will be required BEFORE the absence in order for students to be from practice. A form will be provided or e-mail for same day missed practice. (Only excused absence can be used for make up/open gym) We expect each gymnast to make a dedicated effort to attend practice.
- All Team Members must attend all practices the week of a meet to compete that weekend.
- If an injury occurs that requires a doctor's visit please contact Gymnastics coordinator Kim Hostman, 630-232-4542 ext. ~~101-116~~ / Khostman@genevaparks.com to provide details. A doctor's note is required to return to practice.
- Gymnasts may not skip any session and remain a team member.
- Parents will transport their gymnast to and from all meets.
- All gymnasts will treat each other and their coaches with kindness and respect. Gymnasts will not spot each other or give corrections; this is the coaches' job. Any gymnast that creates drama at practice could be subject to dismissal from the team.
- Please allow yourself plenty of time to arrive to practice on time as practice will start sharply. Conditioning will be done at the end of practice. If you are consistently late you will miss stretch which may cause injury and shows lack of dedication. If you have a time conflict with your child's practice please notify the coach and make arrangements.
- Parents please make sure that you pick up your child promptly after class; our coaches must wait to leave until all athletes are picked up and we worry when you arrive 5 or more minutes late. If you know you will be running late please call the gym so that we do not worry.
- Gym 630-463-3986

***Gymnasts/Parents are to check e-mail EACH WEEK for upcoming information on Team Events, Practice Schedules, Meets or Newsletters.

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4.0 PARENT/ GYMNAST FUNDRAISING EXPECTATIONS

ALL Gymnastics and Parents are expected to participate in our Fundraising efforts. The proceeds from these events benefit all of us.

- Cookie dough sale ~ Spring/Summer
- Home Meets ~ as scheduled
- Zanies ticket sale ~ Winter
- Used leotard sale ~ Fall

5.0 PARENT/GYMNAST COMPETITION EXPECTATIONS

- Level 2 and 3 gymnasts will compete at E.A.G.L.E.S competitions.
- Level 2/3 will have a \$15 uniform rental fee.
- Level 4-10 will compete at G.I.J.O competitions.
- ONLY Returning Team members will be considered for.
- Solos, Duets and Trios will be announced at the time lists are posted.
- Team Members/Parents are responsible for:
 - 1) Purchase of the appropriate uniform for competitions
 - 2) Purchase under garments, grips, warm up jacket/pant, bag and bow
 - 3) A list of appropriate needed supplies will be provided in dance packet after auditions
- Gymnast, Be Responsible! Write your name on ALL your gymnastics and personal belongings.
- Each Gymnast is responsible for their own Leotard/warm up, and Gymnastics Items when at Competitions. It is the Gymnasts Responsibility to have all items for a competition. Gymnasts will NOT perform if there are any missing pieces of Uniform. **Competition fees will NOT be reimbursed.**
- Competition Fees MUST be paid by the instructed date in order to participate in the Competition. Fees turned in after the instructed date may have a late fee or may not be accepted. **Please keep in mind that Competition Fees are NON Refundable.** (This is the New policy of all GIJO Gymnastics Competitions)
- Gymnasts MUST arrive to Competitions at instructed times.
- Gymnasts MUST always show respect to other gymnasts and stay until Competition Awards are over.
- No nail polish, or jewelry
- Parents, please remember that at competitions it is your job to be supportive and cheer on your gymnast. Parents are not allowed to speak to judges and are not allowed on the competition floor. Questions regarding a score will be handled by the coach and meet director.
- It is the coaches' job to be critical of a performance. Parents are expected to show good sportsman ship at all events. Inappropriate behavior towards others or your child at an event may cause you to be asked to leave.
- Do not allow your siblings to get on any of the pieces of equipment before, during or after the meet.
- During Competitions all Gymnasts will be expected to... Stay with Team, Support teammates, and Perform with their best effort. If a Gymnast acts inappropriate she will be asked to Leave.

6.0 COMMITTEES AND CHAIRPERSONS

SCOREKEEPERS – This person and committee will have the responsibility of finding enough volunteers to staff their tables for each meet. They are responsible for setting up their tables and bringing any equipment they may need (paper, pencils, calculators, etc.). Score sheets will be provided. They will keep accurate records of all scores and will assign placement ribbons for each event. They will also be responsible for calculating All Around Scores and Team Scores. Any questions concerning placements will be directed to the scorekeeper's chairperson. They are also responsible for giving each participating team coach their score sheets before they leave.

PUBLICITY – These persons collect all the scores at the end of the meet and get them to the local papers (check to see where our team members live and make sure their local papers are notified). They will also act as liaison with the local papers in trying to obtain as much coverage as possible for local meets.

UNIFORMS/LEOTARD SALES – This person and committee are responsible for helping each member of their team find and/or purchase a team leotard. For orders, they are responsible for measuring girls for the correct size and placing an order as soon as possible. They will collect all the money and distribute the uniforms upon arrival. All questions concerning the team uniform will be directed to these chairpersons. Also, this person will arrange for parents to sell leotards at our gymnastics classes and home meets.

CONCESSIONS – This person and committee will have the responsibility of the concession stand during home meets. They (and their committee) will decide on the menu, purchase all needed items (or ask for donations), and set up and knock down their equipment. They will obtain "start up cash" from the treasurer and then return all proceeds from the sale to the Treasurer. Receipts from all purchases should also be given to the Treasurer. These chairpersons will also coordinate the year end picnic for the girls.

FUNDRAISING – If needed, this chairman and committee will be responsible for coming up with a "plan of action" to meet our financial need.

HOSPITALITY ROOM – This position entails coordinating the judges' and coaches' hospitality room. This person, along with their committee, will decide which items will be purchased for the room, including, but not limited to: food items, drinks, napkins, cups, plastic silverware, etc. Budget for room is \$75.00 per meet. Set up and take down will be handled by this person and their committee.

Team Pictures – Setting a date and organizing team pictures using Dig it photography

7.0 PARENTS' HOME MEET CHAIRPERSONS FORM

All team parents are expected to assist with the running the home meet

Position	Name	Phone
Level 4 Chairperson		
Level 5+ Chairperson		
SCOREKEEPERS		
Chairperson		
Committee		
Committee		
DECORATIONS		
Chairperson		
Committee		
Committee		
PUBLICITY		
Chairperson		
Committee		
Committee		
UNIFORMS/LEOTARDS		
Chairperson		
Committee		
Committee		
CONCESSIONS		
Chairperson		
Committee		
Committee		
FUNDRAISING		
Chairperson		
Committee		
Committee		
HOSPITALITY ROOM		
Chairperson		
Committee		
Committee		
TEAM PICTURES		
Chairperson		
Chairperson		

8.0 PARENTS' CODE OF ETHICS

I hereby pledge to provide positive support, care and encouragement for my child participating in Gymnastics by following this Code of Ethics...

- I will encourage good sportsmanship by demonstrating positive support for all gymnasts, coaches and judges at every meet, practice or other youth sport events.
- I will place the emotional and physical well-being of my child ahead of any personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will provide support for coaches and judges working with my child to provide a positive, enjoyable experience for all.
- I will demand a drug, alcohol and tobacco-free sports environment for my child and agree to assist by refraining from their use at all youth sports events.
- I will remember that the program is for children and not for adults.
- I will do my very best to make youth sports fun for my child.
- I will ask my child to treat other gymnasts, coaches, fans and judges with respect regardless of race, sex, creed or ability.
- I will promise to help my child enjoy the sports experience within my personal constraints by assisting with coaching, being a respectful fan, providing transportation or whatever I am capable of doing.
- I have read and understand the information contained in this handbook, and if I have any questions, I will contact a coach or supervisor.

(Signature)

(Date)

PLEASE SIGN AND RETURN AT THE PARENTS' MEETING.



Geneva Park District

Girls' Softball Program Manual

Board Approved ~~December~~September 20~~2016~~2016

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1.0 INTRODUCTION

1.01 Mission Statement:

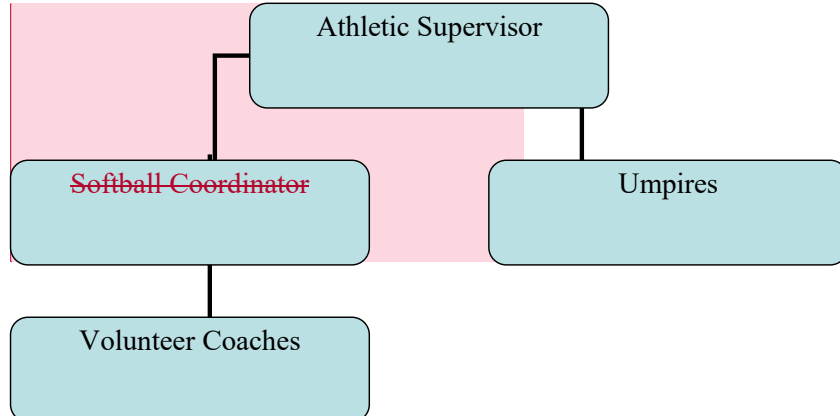
The purpose of the Girls' Softball program is to provide a setting that allows for various positive athletic and social experiences for all participants, including: instruction on the fundamentals of softball, opportunities for skill and knowledge development and enjoyable social interactions.

1.02 Goals:

1. To teach fundamental softball skills, rules and strategy.
2. To emphasize the process of learning and improving softball skills through practices and games and not on the end result -- winning or losing.
3. To promote the importance of putting forth one's best effort.
4. To provide every child the opportunity to participate in practices and games.
5. To improve the physical fitness of the players.
6. To provide opportunities for social interaction for the players.

2.0 GIRLS' SOFTBALL ORGANIZATION HIERARCHY

Girls' Softball



3.0 PROGRAM EVALUATIONS

The Park District is continually seeking ways to improve and update the Girls' Softball program. In an effort to meet the needs of the players, the Park District has developed a questionnaire that is given to each player/parent in the programs twice during the season (mid-season and end-of-season).

The purpose for the mid-season evaluation is to determine how the programs are doing and what changes need to be made at that time. The mid-season survey allows the supervisors to improve upon the program before the season is over. The end-of-season survey, which is distributed during the final two weeks of the programs, is useful for evaluating the coaching staff and making recommendations for the following year.

~~In addition to the surveys, the Athletic Supervisor will meet regularly with the coordinator to discuss the current status of the programs. Ideas, suggestions and problem areas will be analyzed and a plan of action determined.~~

A final evaluation and recommendations for the program will be completed by the Athletic Supervisor. The evaluation and recommendations will be presented to the Director and Board of Commissioners for approval.

Commented [RC1]: We don't have a softball coordinator position anymore

Commented [RC2]: We don't have this position

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4.0 GIRLS' SOFTBALL

4.01 Introduction:

The Girls' Softball program is for girls from 2nd through the 8th grade. The program includes the following leagues: Girls 8U (Juniors), Girls' 10U (Minors), Girls' 12U (Majors) and Girls' 14U (Seniors). The leagues are designated as fast-pitch. ~~The leagues begin during the beginning of May and end by the last week in July for the spring season. The Fall season begins the middle of August and ends by the end of October.~~ Practice, game times and locations are determined by the Athletic Supervisor before the start of the season.

Commented [RC3]: April

Commented [RC4]: Added in

Commented [RC5]: Added in

The Girls Softball program plays games against the Batavia and Sugar Grove Park District as well as internal teams.

Commented [RC6]: Added in

All of the leagues utilize volunteer coaches to staff the program. ~~A program coordinator is also used during the summer to help distribute information, assist coaches with practices and aid the Athletic Supervisor with the overall running of the leagues.~~

Commented [RC7]: We do not have this position anymore

4.02 Staff:

The Girls' Softball program is administered by the Athletic Supervisor. ~~Under the direct supervision of the Athletic Supervisor, the Girls' Softball Coordinator(s) assist the Athletic Supervisor with the day-to-day activities of the leagues.~~ All of the teams are staffed by volunteer coaches. Each team will be assigned at least two coaches. It is preferred that the coaches have some experience coaching at the youth league level.

Commented [RC8]: We do not have this position

4.03 Staff Training:

Coaches ~~and coordinators~~ are trained before the season through NYSCA (National Youth Sports Coaches Association). Coaches are trained on Park District personnel policies, including safety procedures. Each person is encouraged to obtain first-aid and CPR certification.

4.04 Season Format:

The following schedule of days is used when assigning practice and game times:

8U	Monday-Saturday
10U	Monday- Saturday
12U	Monday-Saturday
14U	Monday-Saturday

These days are subject to change depending on field availability. Practices and games are scheduled in the evening during the week and during the day on the weekend. Field locations include: Dryden Park field, Sunset Park field, Wheeler Park field, Peck fields, Western Ave field, Harrison field, Mill Creek fields, and Batavia and Sugar Grove Park District field locations.

Commented [RC9]: Added additional fields

Commented [RC10]: Added in

Teams play between 6 and 15 games during the summer. Playing times during the week are scheduled no earlier than ~~5~~6:00pm.

Commented [RC11]: 5pm

A league schedule is handed out to each player before the start of the season. The schedule will specifically list practices and games for the entire season. The season will culminate by the last week in July.

4.06 Special Events:

The special event available to the Girls' Softball program include: Picture Day.

4.07 Rules:

The Girls' Softball program has specific rules and regulations that govern the leagues. Each player and parent ~~are~~ provided a copy of the rules. Parents must read and sign the rules sheet before their daughter can participate in the leagues.

Commented [RC12]: are

The rules include such items as: unsportsmanlike conduct rule, absenteeism policy, league playing rules, safety guidelines and special event times and dates.

4.08 Behavior Guidelines:

The Geneva Park District hopes that your child has a very enjoyable summer playing softball and that she learns many new skills and fundamentals. Below are important policies and procedures for yourself and your child to be familiar with as you head into the season. The following policies are extremely important and must be read and understood by the parents and participants.

A. UNSPORTSMANLIKE CONDUCT RULE: If any player uses foul/vulgar language, throws/kicks equipment or behaves in any manner that is deemed detrimental to her team, coach or league, that player will:

1st violation -- Sit out the remainder of the current game or the next scheduled game if the violation occurs at practice or after a game. The coach will notify the Supervisor and the Supervisor will notify her parents.

2nd violation -- Sit out the remainder of the game and the next scheduled game. Parents will be notified. Player must be dressed and sitting on the bench during her suspension.

3rd violation -- Be dropped from the team. Parents will be notified

B. ATTENDANCE POLICY: Any player who does not attend a practice/game without a **pre-excused** reason will not play in the first two innings of the following game. Players must notify their coach at least one day in advance in order to be pre-excused. The reason for the absence does not have to be disclosed.

~~4.09 End Of Season Activities:~~

~~A pool party is scheduled during the last weekend of the season at Sunset Pool. All players and parents are welcome to attend as players say "good-bye" to the summer season of softball.~~

Commented [RC13]: This can be removed

5.0 COACHING APPLICATIONS

5.01 Volunteer coaches:

Volunteer coaches are essential in the running of the Girls' Softball program, where none of the coaches are paid. The Girls' Softball program is dependent on volunteer coaches to staff each team. Interested adults can apply for a volunteer coaching position at the Park District by completing a volunteer coach application prior to the season start date. Although coaching experience is recommended, it is not required as coaches training will be provided.

6.0 EMERGENCY PROCEDURES

By following the appropriate procedures, staff can provide the best protection to the participants and themselves. Below you will find some guidelines to follow in an emergency.

General Procedures

- The first priority is to ensure the safety of all participants and staff.
- Follow the outlined safety procedures
- Try to remain calm
- Keep the Athletic Supervisor informed
- Use your best judgment in the given situation
- Document all accidents and incidents

Emergency Communication Procedures

- Staff should contact the Athletic Supervisor as soon as an emergency situation or potential situation arises and it is safe to do so.
- Staff should contact emergency personnel when necessary (Police, Fire or Poison Control)
- Do not hesitate to call 911 if the situation warrants it
- Always consult with the Athletic Supervisor before contacting a parent/guardian.
- Staff should contact the participant's parents or a guardian to inform them of the situation and if immediate pick up is necessary.
- If media is present, staff should never make any comments, please direct them to the Public Relations Coordinator at the Park District

Emergency Contact Information

EMERGENCY	911
Police (Non-emergency)	630-232-4736
Fire (Non-emergency)	630-232-2530
Kane County Sheriff	630-232-8400

Internal Numbers

Geneva Park District	630-232-4542
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~~Ryan Coffland~~ ~~Keith Schmerer~~ 630-262-2212

Commented [RC14]: Ryan Coffland

7.0 ACCIDENT / INCIDENT PROCEDURES

It is very important for our site to be as safe as possible. Through eliminating possible hazards, such as holes in the fields, defective equipment or broken glass, we can help prevent accidents from happening. It is imperative that every day a daily site inspection should be completed.

Even with being safe and careful in our activities, accidents can and will happen. If there is an accident that requires first aid or special attention, an accident report must be filled out. Please be sure, even if the accident seemed minor, to inform the parents/guardian about the situation when they pick up.

If you experience a major accident such as a situation that requires informing parents, removal of participant, involvement of emergency personnel, an injury to the head or an asthmatic or allergic reaction; follow the following steps.

1. Remain calm and use common sense. Be sure the situation is safe.
2. Send another staff person for help and if necessary call 911.
3. A trained staff member will administer first aid, while keeping the injured participant immobile and comfortable.
4. A staff member should be supervising the other children, keeping them away from the injured participant.
5. Call the parents and inform them of the situation. Be calm and reassuring.
6. Contact the Athletic Supervisor immediately.
7. Fill out accident report form and bring to park district within 24 hours.

* If a parent inquires about whether the Park District will help pay medical bills, advise them to call the administrative office at the Park District.

8.0 HEALTH CARE PROCEDURES

Overall Procedures

- On-site certified staff will provide first aid and CPR when necessary; any additional medical support will be provided by emergency services or will require the participant to be picked up.
- The certified staff is responsible for basic health care, determining when a higher level of care is needed and handling life threatening emergencies related to their training.
- All staff are responsible for observing participants for signs of illness, injury and abuse as well as following all health care policies and procedures, ensuring first aid kits are up to date and adequately stocked, communicating with parent or supervisor as needed, completing Accident/Incident reports as needed, record keeping and contacting emergency services when needed.
- Additional medical and mental health support will be provided by local emergency services.

Approved Health Care Treatment Procedures

- In the case of injury, the on-site staff should only administer simple basic first aid in accordance with their training- do only what you are trained to do
- In the case of injury requiring immediate medical assistance beyond staff training, seek additional medical assistance by calling 911.
- If a participant needs to be picked up immediately call the parent/guardian to inform them, and then call emergency contacts if the parent can't be reached.
- Notify parents of minor injuries upon pick-up
- Notify parents immediately of any major injuries, head injuries, bleeding, if injury requires pick-up and any time a child requests to call their parent
- Notify Athletic Supervisor of injuries requiring parent or emergency communication immediately.
- First aid kits should be with staff at all times. Ensure first aid kits are up-to-date and well stocked after each use.
- Staff should complete record keeping in appropriate logs and submit accident/incident reports to the supervisor. The supervisor is responsible for determining severity and submitting it to PDRMA.

9.0 FIRST AID

STAFF RESPONSIBILITIES

1. To recognize and manage life threatening emergencies
2. Attendant must recognize and treat
 - Breathing
 - Circulation
 - Bleeding
 - Illness
3. At no time will staff administer medications, unless a Request to Dispense form has been filled out prior.

EMERGENCY ACTION PRINCIPLES

1. Survey the scene
2. Check for breathing
3. Circulation
4. Bleeding
5. Poisoning
6. Shock
7. Sudden illness

BREATHING

1. No matter what the injury, check for breathing and maintain an open airway
2. During this stage, if the victim is in water, they should be removed.

CIRCULATION

1. Finding the pulse
2. Adults and children - carotid pulse
3. Infant - inside upper arm

BLEEDING

1. Two ways to stop bleeding
2. Direct pressure and elevation
3. Control pressure at pressure
4. Use gloves when you handle a bleeding victim
5. Once a gauze pad is placed on a wound with bad bleeding, do not remove it. If it gets blood soaked, add pads to the existing ones.
6. Do not elevate any limb if there is extreme pain

POISONING: SIGNS/SYMPTOMS

1. Change in behavior
2. Sudden onset of pain
3. Vomiting
4. Heavy breathing
5. Bad odor to breath
6. Burns around the mouth
7. Always keep pool chemicals away from children and all cleaning supplies out of reach.
8. Talk to your victim or relatives around for type of poisoning if empty bottles found.

POISONING: TREATMENT

1. Call poison control center
2. Offer all information possible

SHOCK: SIGNS/SYMPTOMS: A life-threatening condition of depressed body functions.

1. Confused
2. Ill or uncomfortable
3. Rapid breathing with or without rapid pulse
4. Recent history trauma
5. Dizziness
6. Victim needs to lie down

SHOCK: TREATMENT

1. Position victim on back
2. Elevate head and feet slightly
3. Maintain normal body temperature
4. Call EMS
5. Do not give food or drink

HEART ATTACK: SIGNS/SYMPTOMS: Caused by a disruption of the heart's blood supply.

1. Chest pain - crushing or heavy feeling in the chest
2. Pain in front of neck, upper chest, left arm and shoulder
3. Dizziness
4. Feeling faint
5. Poor color
6. Victim needs to lie down

HEART ATTACK: TREATMENT

1. Position victim in a comfortable position
2. Maintain body temperature
3. Keep victim calm
4. Call EMS (911)
5. Do not give food or drink
6. Maintain vital signs

STROKE: SIGNS/SYMPTOMS: A disruption of the blood supply to a portion of the brain. It causes mental or physical impairment, which can be temporary or permanent.

1. Difficult or slurred speech
2. Paralysis or weakness to one side of the body
3. Pupils of unequal size
4. Headache
5. Unconsciousness

STROKE: TREATMENT

If the victim is unconscious, check for respiration and pulse

1. If absent, begin CPR
2. If victim is conscious, help him or her to a comfortable position
3. Maintain normal body temperature

CONVULSIONS: SIGNS/SYMPTOMS

1. Rigid muscles and jerky movements
2. Clenched teeth and inability to answer questions
3. May be drooling or foaming at the mouth
4. May have loss of bowel control
5. May bite tongue
6. Convulsion will be followed by unconsciousness

CONVULSIONS: TREATMENT

1. Protect the victim and yourself from “flailing” injuries
2. Wait for the seizure to subside. Monitor the respiration and pulse. If absent, begin CPR
3. Do not pry the teeth open or put an object in the person’s mouth.
4. Do not try to restrain the victim when jerking. Remain in control until help arrives.

FAINTING: SIGNS/SYMPTOMS: Caused by a disruption of blood flow to the brain. In the aquatic environment, fainting can occur from dehydration, being frightened, or other medical problems.

FAINTING: TREATMENT

1. Lay victim down
2. Check for breathing and pulse
3. Treat the cause of the loss of blood

HEAT CRAMPS: Heat cramps occur due to loss of salt from the body through sweating.

HEAT EXHAUSTION: Heat exhaustion occurs due to dehydration.

HEAT STROKE: Heat stroke is a life threatening, most severe case of over heating.

HYPOTHERMIA

1. Hypothermia is a low body core temperature caused by exposure to cold air and/or water.
2. It can be life threatening.
3. If you see signs of hypothermia, you should recommend that they be warmed, to prevent further injury or illness.

BURNS

FIRST DEGREE BURNS

Occur from overexposure to the sun, sunburn, scalding or contact with hot objects. If you notice sunburn on a guest, you should advise the guest to cover up.

SECOND DEGREE BURNS

These are deeper, more serious and painful burns resulting from the same exposure as mentioned above.

THIRD DEGREE BURNS

Are the most serious and involve complete tissue destruction. They can be caused by flame, immersion in hot water, contact with hot objects or electricity.

REMEMBER

ANY PERSON WHO HAS BEEN TREATED FOR ANY INJURY OR ILLNESS THAT IS LIFE-THREATENING SHOULD HAVE FOLLOW-UP MEDICAL CARE.

Emergency Situations:

Not-Breathing	=	Open airway, give rescue breathing
Choking	=	Use abdominal thrusts
Bleeding	=	Stop severe bleeding with direct pressure.
Possible Fractures	=	Victim should not move or be moved
Neck Injuries	=	No movement - possible quadriplegia
Back Injuries	=	No movement - possible paraplegia
Electrical	=	Were they shocked? Look around for possible danger to yourself and others. Cut power.
Burns	=	Very small area, very shallow burn, cool with water for 20 minutes. If large area or deep involvement, do NOT touch it!
Eye Injury	=	Cover both eyes to eliminate sympathetic movement.
Seizure	=	Protect the head. Remove spectators.
Embedded Object	=	Do not remove.

10.0 DISASTER PLANS

Tornado Weather, Fire or Other Disaster Conditions

Children should never be sent home on their own during a tornado warning. Outdoor programs should be cancelled when a tornado warning is in effect or during an extremely heavy rainfall with consent of your Supervisor. The safety of the participants is most important. In the case that lightening, thunder or a severe storm suddenly appears while outside, children should be brought indoors immediately.

Severe Thunderstorm Conditions:

1. Move indoors immediately, staying away from windows.
2. Make sure all participants are safe and accounted for.
3. Listen to the radio for and updates on weather conditions.
4. Follow instructions necessary if weather conditions worsen.

During Tornado Conditions: Practice tornado drills so everyone will know what to do when a tornado situation arises:

1. The southwest corner of a structure is generally the worst place due to intensity of the winds. Avoid this area!
2. Any object can become a deadly missile during a tornado.
3. Do not send children home on their own during a tornado.
4. Windows on the north and east sides should be opened a crack. This serves to equalize the inside and outside pressure.
5. Avoid glass areas, especially windows and doors on outside areas.
6. Avoid long halls, they tend to serve as wind tunnels, especially avoid long halls that do not jog.
7. Avoid long roof spans, such as multi-purpose rooms.
8. Those in charge of a group must try to keep others as calm as possible.
9. It is recommended that someone is designated as a group leader - someone who is able to make quick, reasonable decisions.
10. People should be sitting with their face to wall, head down, knees up and arms protecting body and head.

11.01

Position:

Volunteer Athletic Coach

Summary:

A Volunteer Athletic Coach instructs and coaches participants on the fundamentals, rules and skills of a particular sport.

Supervisor:

A Volunteer Athletic Coach reports to the Athletic Supervisor, Assistant Superintendent of Recreation and Executive Director.

Commented [RC15]: Assistant Superintendent of Recreation

Qualifications:

A Volunteer Athletic Coach must be at least 18 years of age and have experience/knowledge in the sport being coached as well as criminal background clearance; present oneself as a positive role model and have strong leadership skills, and maintain the ability to communicate effectively with patrons and parents.

Essential Functions:

1. Inform Athletic Supervisor of work availability and set work schedule.
2. Meet with Athletic Supervisor to review the goals and objectives of program.
3. Work with Athletic Supervisor and/or Instructor to prepare daily lessons plans.
4. Assist Youth Sports Instructor in teaching or coaching class.
5. Prepare to conduct a class without the assistance of an Instructor.
6. Maintain a safe working environment in all areas of work.
7. Become a NYSCA/ASEP certified coach (if applicable).
8. Administer First Aid according to the Park District's Communicable Disease Policy.
9. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Attend in-service trainings and meetings as directed by Supervisor.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance provided when necessary.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The Volunteer Athletic Coach must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Some activities are

performed indoors; these conditions include lighting and temperature.

11.02 ~~Girls' Softball Coordinator~~ Board Approved 06/2016

Commented [RC16]: We do not currently have this position

Summary:

~~The Girls' Softball Coordinator plans, organizes, develops and manages the Girls' Softball Program in cooperation with the Athletic Supervisor.~~

Supervisor:

~~The Girls' Softball Coordinator reports to the Athletic Supervisor, the Superintendent of Recreation and the Director.~~

Qualifications:

~~The Girls' Softball Coordinator must be at least 18 years of age and have experience/knowledge in softball as well as criminal background clearance and current CPR and First Aid certifications; present oneself as a positive role model and have strong leadership skills, and maintain the ability to communicate effectively with patrons and parents.~~

Essential Functions:

- ~~1. Maintain current CPR and Standard First Aid certifications.~~
- ~~2. Design the sport program in cooperation with the Athletic Supervisor and/or coaches.~~
- ~~3. Staff the program with qualified personnel.~~
- ~~4. Inform coaches of specific rules and guidelines that pertain to the game or practice.~~
- ~~5. Prep coaches on the program's objectives and goals and how they should be met.~~
- ~~6. Aid coaches who need assistance with game or practice preparation.~~
- ~~7. Maintain consistency among the coach's techniques.~~
- ~~8. Provide an atmosphere that allows for creativity in instruction techniques.~~
- ~~9. Inform Athletic Supervisor of conflicts involving employees, scheduling, etc.~~
- ~~10. Update the Athletic Supervisor on the program and provide suggestions for improvement~~
- ~~11. Prepare time sheets for payroll.~~
- ~~12. Maintain a safe working environment in all areas of work.~~
- ~~13. Become a NYSCA/ASEP certified coach (if applicable).~~
- ~~14. Administer First Aid according to the Park District's Communicable Disease Policy.~~
- ~~15. Understand the Park District's safety procedures and requirements. This includes completion and follow through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.~~

Marginal Functions:

- ~~1. Attend in-service trainings and meetings as directed by Supervisor.~~
- ~~2. Assist all employees of the Park District as needed.~~

Physical Requirements:

- ~~1. Ability to operate Park District vehicles.~~
- ~~2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.~~

Cognitive Considerations:

- ~~1. Resolve differences and problems that arise with patrons and work together with employees.~~
- ~~2. The Girls' Softball Coordinator must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.~~
- ~~3. May be exposed to elements when assisting workers with outdoor functions. Some activities are performed indoors; these conditions include lighting and temperature.~~



Geneva Park District

Adult Softball

Program Manual

Board Approved December~~September~~ 2020~~16~~

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12.01 2	Peck Farm Field Attendant
12.0 2 3	Sports Umpire and Referee

1.0 INTRODUCTION

1.01 Mission Statement:

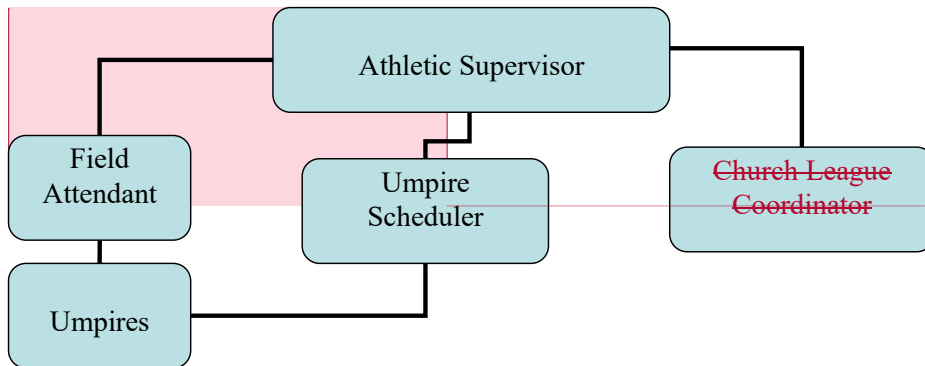
The purpose of the Adult Softball program is to provide a setting that allows for various positive athletic and social experiences for all participants.

1.02 Goals:

1. To provide a location for athletics to participate in the softball.
2. To organize and implement each softball league.
3. To improve the physical fitness of the players.
4. To provide opportunities for social interaction for the players.

2.0 ADULT SOFTBALL ORGANIZATION HIERARCHY

Adult Softball



Commented [RC1]: We do not have a Church League Coordinator

3.0 PROGRAM EVALUATIONS

The Park District is continually seeking ways to improve and update the Adult Softball program. In an effort to meet the needs of the players, the Park District has developed a questionnaire that is given to each team captain in the program twice during the season (mid-season and end-of-season).

The purpose for the mid-season evaluation is to determine how the programs are doing and what changes need to be made at that time. The mid-season survey allows the supervisors to improve upon the program before the season is over. The end-of-season survey, which is distributed during the final two weeks of the programs, is useful for evaluating the coaching staff and making recommendations for the following year.

In addition to the surveys, the Athletic Supervisor will meet regularly with the ~~coordinator and~~ field attendants to discuss the current status of the programs. Ideas, suggestions and problem areas will be analyzed and a plan of action determined.

A final evaluation and recommendations for the program will be completed by the Athletic Supervisor. The evaluation and recommendations will be presented to the Director and Board of Commissioners for approval.

4.0 ADULT SOFTBALL

4.01 Introduction:

The Adult Softball program is for adults that are 18 or older. ~~The program includes the following leagues: Monday/Wednesday League, Tuesday/Thursday League, Friday Night League, and Church League Softball. The leagues begin during the beginning of May and end by the last week in August.~~ Game times and locations are determined by the Athletic Supervisor before the start of the season. Field Attendants ~~and Church League Coordinator~~ are used during the summer to help distribute information and aid the Athletic Supervisor with the overall running of the leagues.

Commented [RC2]: Remove

Commented [RC3]: Remove

4.02 Staff:

The Adult Softball program is administered by the Athletic Supervisor. Under the direct supervision of the Athletic Supervisor, ~~the Church League Coordinator(s) assist with the weekly activities of the church leagues and~~ the Field Attendant(s) assist with the day-to-day activities of the leagues. All of the teams designate a team captain to maintain an open line of communication between the teams and the Athletic Supervisor.

4.03 Staff Training:

~~Church League Coordinators and~~ Field Attendant(s) are trained on Park District personnel policies, including safety procedures. Each person is required to obtain first-aid and CPR certification.

4.04 Season Format:

The following schedule of days is used when assigning practice and game times:

Adult	Monday - Friday
Church League	Sundays Occasional Saturday

These days are subject to change depending on field availability. Games are scheduled in the evening during the week and during the day on the weekend at the Peck Farm Park fields. Teams play between 6 and 22 games during the summer. Playing times during the week are scheduled no earlier than 6:00pm. A league schedule is handed out to each team before the start of the season. The schedules will specifically the games for the entire season. The season will culminate by the last week in August.

4.05 Rules:

The Adult Softball program has specific rules and regulations that govern the leagues. Each ~~captain/player~~ is provided a copy of the rules. Each team must sign the team waiver form before participating. The rules include such items as: unsportsmanlike conduct rule, league playing rules, and safety guidelines.

Commented [RC4]: captain

5.0 TEAM REGISTRATION

- 5.01 All Adult League information will be available in our Spring and Summer Brochure. Each league will have deadlines ~~for deposit~~ and league fees. ~~League fees must be paid in full at the time of registration. Teams can secure their position in a league by placing a deposit by the end of March. League fees will then be due by the end of April.~~ Any league that has availability after their deadline is then put on a first come-first serve basis.

Commented [RC5]: remove

Commented [RC6]: remove. Change to:
League fee must be paid in full at the time of registration

6.0 LEAGUE SANCTION

- 6.01 All Adult Leagues will be umpired by an USSSA Sanctioned umpire. The Athletics Supervisor will contact the local USSSA umpire assignor to provide each game with an official USSSA Sanctioned umpire.

~~6.02 All Church Leagues will be ASA Sanctioned league.~~

7.0 EMERGENCY PROCEDURES

By following the appropriate procedures, staff can provide the best protection to the participants and themselves. Below you will find some guidelines to follow in an emergency.

General Procedures

- The first priority is to ensure the safety of all participants and staff.
- Follow the outlined safety procedures
- Try to remain calm
- Keep the Athletic Supervisor informed
- Use your best judgment in the given situation
- Document all accidents and incidents

Emergency Communication Procedures

- Staff should contact the Athletic Supervisor as soon as an emergency situation or potential situation arises and it is safe to do so.
- Staff should contact emergency personnel when necessary (Police, Fire or Poison Control)
- Do not hesitate to call 911 if the situation warrants it
- Always consult with the Athletic Supervisor before contacting a participant/parent/guardian.
- Staff should contact someone related to the participant to inform them of the situation and if immediate pick up is necessary.
- If media is present, staff should never make any comments, please direct them to the Public Relations Coordinator at the Park District

Emergency Contact Information

EMERGENCY	911
Police (Non-emergency)	630-232-4736
Fire (Non-emergency)	630-232-2530
Kane County Sheriff	630-232-8400

Internal Numbers

Geneva Park District	630-232-4542
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~~Ryan Coffland~~ ~~Keith Schmerer~~ 630-262-2212

Commented [RC7]: Ryan Coffland

8.0 ACCIDENT / INCIDENT PROCEDURES

It is very important for our programs to be as safe as possible. Through eliminating possible hazards, such as holes in the fields, defective equipment or broken glass, we can help prevent accidents from happening. It is imperative that every day a daily site inspection should be completed.

Even with being safe and careful in our activities, accidents can and will happen. If there is an accident that requires first aid or special attention, an accident report must be filled out. Please be sure, even if the accident seemed minor, to inform the parents/guardian about the situation when they pick up.

If you experience a major accident such as a situation that requires informing parents, removal of participant, involvement of emergency personnel, an injury to the head or an asthmatic or allergic reaction; follow the following steps.

1. Remain calm and use common sense. Be sure the situation is safe.
2. Send another staff person for help and if necessary call 911.
3. A trained staff member will administer first aid, while keeping the injured participant immobile and comfortable.
4. A staff member should be supervising the participants, keeping them away from the injured participant.
5. Contact someone close to the participant and inform them of the situation. Be calm and reassuring.
6. Contact the Athletic Supervisor immediately.
7. Fill out accident report form and bring to park district within 24 hours.

* If a parent inquires about whether the Park District will help pay medical bills, advise them to call the administrative office at the Park District.

9.0 HEALTH CARE PROCEDURES

Overall Procedures

- On-site certified staff will provide first aid and CPR when necessary; any additional medical support will be provided by emergency services or will require the participant to be picked up.
- The certified staff is responsible for basic health care, determining when a higher level of care is needed and handling life threatening emergencies related to their training.
- All staff are responsible for observing participants for signs of illness, injury and abuse as well as following all health care policies and procedures, ensuring first aid kits are up to date and adequately stocked, communicating with parent or supervisor as needed, completing Accident/Incident reports as needed, record keeping and contacting emergency services when needed.
- Additional medical and mental health support will be provided by local emergency services.

Approved Health Care Treatment Procedures

- In the case of injury, the on-site staff should only administer simple basic first aid in accordance with their training- do only what you are trained to do
- In the case of injury requiring immediate medical assistance beyond staff training, seek additional medical assistance by calling 911.
- If a participant needs to be picked up immediately call emergency contacts to inform them of the situation.
- Notify Athletic Supervisor of injuries requiring emergency communication immediately.
- First aid kits should be with staff at all times. Ensure first aid kits are up-to-date and well stocked after each use.
- Staff should complete record keeping in appropriate logs and submit accident/incident reports to the supervisor. The supervisor is responsible for determining severity and submitting it to PDRMA.

10.0 FIRST AID

STAFF RESPONSIBILITIES

1. To recognize and manage life threatening emergencies
2. Attendant must recognize and treat
 - Breathing
 - Circulation
 - Bleeding
 - Illness
3. At no time will staff administer medications.

EMERGENCY ACTION PRINCIPLES

1. Survey the scene
2. Check for breathing
3. Circulation
4. Bleeding
5. Poisoning
6. Shock
7. Sudden illness

BREATHING

1. No matter what the injury, check for breathing and maintain an open airway
2. During this stage, if the victim is in water, they should be removed.

CIRCULATION

1. Finding the pulse
2. Adults and children - carotid pulse
3. Infant - inside upper arm

BLEEDING

1. Two ways to stop bleeding
2. Direct pressure and elevation
3. Control pressure at pressure
4. Use gloves when you handle a bleeding victim
5. Once a gauze pad is placed on a wound with bad bleeding, do not remove it. If it gets blood soaked, add pads to the existing ones.
6. Do not elevate any limb if there is extreme pain

POISONING: SIGNS/SYMPTOMS

1. Change in behavior
2. Sudden onset of pain
3. Vomiting
4. Heavy breathing
5. Bad odor to breath
6. Burns around the mouth
7. Always keep pool chemicals away participants and all cleaning supplies clearly labeled.
8. Talk to your victim or relatives around for type of poisoning if empty bottles found.

POISONING: TREATMENT

1. Call poison control center
2. Offer all information possible

SHOCK: SIGNS/SYMPTOMS: A life-threatening condition of depressed body functions.

1. Confused
2. Ill or uncomfortable
3. Rapid breathing with or without rapid pulse
4. Recent history trauma
5. Dizziness
6. Victim needs to lie down

SHOCK: TREATMENT

1. Position victim on back
2. Elevate head and feet slightly
3. Maintain normal body temperature
4. Call EMS
5. Do not give food or drink

HEART ATTACK: SIGNS/SYMPTOMS: Caused by a disruption of the heart's blood supply.

1. Chest pain - crushing or heavy feeling in the chest
2. Pain in front of neck, upper chest, left arm and shoulder
3. Dizziness
4. Feeling faint
5. Poor color
6. Victim needs to lie down

HEART ATTACK: TREATMENT

1. Position victim in a comfortable position
2. Maintain body temperature
3. Keep victim calm
4. Call EMS (911)
5. Do not give food or drink
6. Maintain vital signs

STROKE: SIGNS/SYMPTOMS: A disruption of the blood supply to a portion of the brain. It causes mental or physical impairment, which can be temporary or permanent.

1. Difficult or slurred speech
2. Paralysis or weakness to one side of the body
3. Pupils of unequal size
4. Headache
5. Unconsciousness

STROKE: TREATMENT

If the victim is unconscious, check for respiration and pulse

1. If absent, begin CPR
2. If victim is conscious, help him or her to a comfortable position
3. Maintain normal body temperature

CONVULSIONS: SIGNS/SYMPTOMS

1. Rigid muscles and jerky movements
2. Clenched teeth and inability to answer questions
3. May be drooling or foaming at the mouth
4. May have loss of bowel control
5. May bite tongue
6. Convulsion will be followed by unconsciousness

CONVULSIONS: TREATMENT

1. Protect the victim and yourself from “flailing” injuries
2. Wait for the seizure to subside. Monitor the respiration and pulse. If absent, begin CPR
3. Do not pry the teeth open or put an object in the person’s mouth.
4. Do not try to restrain the victim when jerking. Remain in control until help arrives.

FAINTING: SIGNS/SYMPTOMS: Caused by a disruption of blood flow to the brain. In the aquatic environment, fainting can occur from dehydration, being frightened, or other medical problems.

FAINTING: TREATMENT

1. Lay victim down
2. Check for breathing and pulse
3. Treat the cause of the loss of blood

HEAT CRAMPS: Heat cramps occur due to loss of salt from the body through sweating.

HEAT EXHAUSTION: Heat exhaustion occurs due to dehydration.

HEAT STROKE: Heat stroke is a life threatening, most severe case of over heating.

HYPOTHERMIA

1. Hypothermia is a low body core temperature caused by exposure to cold air and/or water.
2. It can be life threatening.
3. If you see signs of hypothermia, you should recommend that they be warmed, to prevent further injury or illness.

BURNS

FIRST DEGREE BURNS

Occur from overexposure to the sun, sunburn, scalding or contact with hot objects. If you notice sunburn on a guest, you should advise the guest to cover up.

SECOND DEGREE BURNS

These are deeper, more serious and painful burns resulting from the same exposure as mentioned above.

THIRD DEGREE BURNS

Are the most serious and involve complete tissue destruction. They can be caused by flame, immersion in hot water, contact with hot objects or electricity.

REMEMBER

ANY PERSON WHO HAS BEEN TREATED FOR ANY INJURY OR ILLNESS THAT IS LIFE-THREATENING SHOULD HAVE FOLLOW-UP MEDICAL CARE.

Emergency Situations:

Not-Breathing	=	Open airway, give rescue breathing
Choking	=	Use abdominal thrusts
Bleeding	=	Stop severe bleeding with direct pressure.
Possible Fractures	=	Victim should not move or be moved
Neck Injuries	=	No movement - possible quadriplegia
Back Injuries	=	No movement - possible paraplegia
Electrical	=	Were they shocked? Look around for possible danger to yourself and others. Cut power.
Burns	=	Very small area, very shallow burn, cool with water for 20 minutes. If large area or deep involvement, do NOT touch it!
Eye Injury	=	Cover both eyes to eliminate sympathetic movement.
Seizure	=	Protect the head. Remove spectators.
Embedded Object	=	Do not remove.

11.0 DISASTER PLANS

Tornado Weather, Fire or Other Disaster Conditions

Outdoor programs should be cancelled when a tornado warning is in effect or during an extremely heavy rainfall with consent of your Supervisor. The safety of the participants is most important. In the case that lightening, thunder or a severe storm suddenly appears while outside, participants should be brought indoors immediately or to find shelter.

Severe Thunderstorm Conditions:

1. Move indoors immediately or find shelter, staying away from windows.
2. Make sure all participants are safe and accounted for.
3. Listen to the radio for and updates on weather conditions.
4. Follow instructions necessary if weather conditions worsen.

During Tornado Conditions: Practice tornado drills so everyone will know what to do when a tornado situation arises:

1. The southwest corner of a structure is generally the worst place due to intensity of the winds. Avoid this area!
2. Any object can become a deadly missile during a tornado.
3. Windows on the north and east sides should be opened a crack. This serves to equalize the inside and outside pressure.
4. Avoid glass areas, especially windows and doors on outside areas.
5. Avoid long halls, they tend to serve as wind tunnels, especially avoid long halls that do not jog.
6. Avoid long roof spans, such as multi-purpose rooms.
7. Those in charge of a group must try to keep others as calm as possible.
8. Staff should make quick, reasonable decisions.

12.0 JOB DESCRIPTIONS

~~12.01 Church League Softball Coordinator~~

Commented [RC8]: We do not have this position anymore

Summary:

~~The Church League Softball Coordinator plans, organizes, develops and manages the Church League Softball Program in cooperation with the Athletic Supervisor.~~

Supervisor:

~~The Church League Softball Coordinator reports to the Athletic Supervisor, the Superintendent of Recreation and the Director.~~

Commented [RC9]: Assistant Superintendent of Recreation, Superintendent of Recreation, and the Executive Director

Qualifications:

~~The Church League Softball Coordinator must be at least 18 years of age and have experience/knowledge in softball as well as criminal background clearance and current CPR and First Aid certifications; present oneself as a positive role model and have strong leadership skills, and maintain the ability to communicate effectively with patrons and parents.~~

Essential Functions:

- ~~1. Maintain current CPR and Standard First Aid certifications.~~
- ~~2. Design the sport program in cooperation with the Athletic Supervisor and/or instructors.~~
- ~~3. Inform captains of specific rules and guidelines that pertain to the games.~~
- ~~4. Aid captains who need assistance with game preparation.~~
- ~~5. Inform Athletic Supervisor of conflicts involving employees, scheduling, etc.~~
- ~~6. Update the Athletic Supervisor on the program and provide suggestions for improvement~~
- ~~7. Prepare time sheets for payroll.~~
- ~~8. Maintain a safe working environment in all areas of work.~~
- ~~9. Become a NYSCA/ASEP-certified coach (if applicable).~~
- ~~10. Administer First Aid according to the Park District's Communicable Disease Policy.~~
- ~~11. Understand the Park District's safety procedures and requirements. This includes completion and follow through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.~~

Marginal Functions:

- ~~1. Attend in service trainings and meetings as directed by Supervisor.~~
- ~~2. Assist all employees of the Park District as needed.~~

Physical Requirements:

- ~~1. Ability to operate Park District vehicles.~~
- ~~2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.~~

Cognitive Considerations:

- ~~1. Resolve differences and problems that arise with patrons and work together with employees.~~
- ~~2. Church League Softball Coordinator must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.~~
- ~~3. May be exposed to elements when assisting workers with outdoor functions. Some activities are performed indoors; these conditions include lighting and temperature.~~

Board Approved ~~06/2016~~ 10/2020

12.01

Position:

Peck Farm Field Attendant

Summary:

A Peck Farm Field Attendant performs supervisory responsibilities concerning the spring – fall operations of the Peck Farm Field schedule.

Supervisor:

A Peck Farm Field Attendant reports to the Athletics Supervisor, Assistant Superintendent of Recreation, Superintendent of Recreation and the Executive Director.

Commented [RC10]: Assistant Superintendent of Recreation, Superintendent of Recreation, and the Executive Director

Qualifications:

Must be at least 18 years of age and have criminal background clearance and current CPR and First Aid certifications; present oneself as a positive role model, and maintain the ability to communicate effectively with participants and parents.

Essential Functions:

1. Bring any equipment and/or supplies from Peck Farm shed to baseball fields.
2. Sell bottled water at the baseball fields.
3. Provide Adult Softball Leagues with softballs and scorecards.
4. Maintain standings for Adult Leagues (if applicable).
5. Supervise the ball field area to ensure unsafe situation are avoided. Disallowing vehicles in the park area.
6. Turn on/off the baseball field lights, pathways and parking lot lights as assigned.
7. Put bases in their assigned ball field box after games are completed.
8. Clean up fields and surrounding areas.
9. At the end of the work shift, secure ball field area by ensuring all bases are put away boxes are locked up and gates are closed and locked.
10. Secure the Peck Farm shed.
11. Report any unsafe situations or conditions to the Athletic Supervisor immediately.
12. Maintain direct communications with the Athletics Supervisor.
13. Administer First Aid according to the Park District's Communicable Diseases Policy.
14. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

Marginal Functions:

1. Attend any in-service trainings and meeting as directed by Supervisor.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds.

3. May be exposed to elements when working. Activities are performed outdoors; these conditions can include extreme temperatures.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. Must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.



Geneva Park District

*Sunset Dancers Company
and
Dance Program*

Operations Manual

Board Approved December~~October~~ 2020~~16~~

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Appendix

Sunset Dancer Dance Company Agreement

1.0 PROGRAM OBJECTIVES

To develop a program where children feel safe, can grow, learn, perform and have fun!

1. To promote the “Character Counts” philosophy.
2. To allow all participants an equal opportunity to have fun and experience new activities in a positive, safe and structured environment.
3. To provide an environment where socialization and creativity are encouraged.
4. To create a sense of achievement and self worth in each participant through positive reinforcement.
5. To promote and maintain an open level of communication with all participants and their parents/guardians.
6. To provide an environment that encourages problem solving, self-discipline and responsible behavior.
7. To promote healthy lifestyle choices in daily routine.

2.0 STAFF OBJECTIVES

To provide a Dance program that encourages participants to learn, perform and have fun in a safe and structured setting.

1. To be an active, enthusiastic and caring leader, showing interest in all participants.
2. To make responsible decisions that produces a safe, positive and structured program.
3. To respect individual participant’s abilities and limitations.
4. To be well organized and prepared for each days activities.
5. To share your experience and skills to help enrich the program.
6. To plan and implement exciting and interesting activities/skills for the participants to enjoy.
7. To establish a welcoming environment where participants can comfortably spend their time.
8. To create opportunities for participants to meet new friends and grow in their experiences at the program.
9. To earn the respect and trust of the participants, parents/guardians, school officials and park district staff.
10. To represent the community and the Geneva Park District as a positive role model and a citizen of character.
11. To enjoy yourself and have fun.

3.0 PHILOSOPHY

1. Provide our students with a unique opportunity to experience various disciplines of Dance.
2. Provide students with an exceptionally high standard of teaching in all aspects of Dance.
3. Encourage and reward effort and achievements.
4. Provide all our students with the opportunity to perform regularly at a variety of events.
5. Most importantly... Provide students with a warm, friendly and family environment, at the same time learning a variety of professional discipline art forms. The training that our students receive within the company will provide them with confidence and communication skills that will be valuable in later life. Select age appropriate music for classroom and recitals.

4.0 DANCE INSTRUCTOR TRAINING ~~SESSION~~

Purpose

To ensure that all instructors at the Geneva Park District are effective teachers and a positive influence in the lives of their students.

Recreational vs. Serious Dancer

Recreational Dancer: The dancer that is in class simply to have fun. They may enroll because their friend is in the class or because they want to wear a cute costume. This dancer does not necessarily care if they improve.

Serious Dancer: The dancer that comes to every class with the intention of improving their skills and technique. This dancer is focused, ~~and~~ disciplined and wants to be corrected so that she can improve.

In the technique classes ~~that are~~ taught here at the Geneva Park District, we will have a combination of these two types of dancers as well as students that are somewhere in ~~between~~. It is our responsibility to teach them accordingly ~~and~~ ~~It is also our responsibility~~ to make each child's experience a positive one.

Always Do

1. Say each student's name at least 3 times during class.
2. Give each student individual attention several times during class.
3. Make physical contact when correcting students (i.e.: fix feet, reshape arms, lift chin).
4. Be encouraging.
5. Find something positive to say to each student during class.
6. Choose your words carefully when correcting. Our job is to motivate students to improve, not to make them feel incompetent.

Never Do

1. Never personally attack the appearance of a student.
2. Never talk negatively about a student in their absence.
3. Never show favoritism.
4. Never let your personal feelings sway your decisions.

Examples of phrases to motivate

1. ~~I have~~~~I've~~ seen you do that better.
2. You are capable of more than that.
3. Do it again...the way I know you can!



Six Pillars of Character

Trustworthiness

Be honest • Don't deceive, cheat or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends and country

Respect

Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

Responsibility

Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your choices

Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

Caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

Citizenship

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

5.0 JOB DESCRIPTIONS

Position

Dance Director

Summary:

Responsible for duties directly related to the instructing and administration of the dance program. These tasks include, but are not limited to, the designing and implementing of dance classes, communication with the Recreation Supervisor on a regular basis, maintaining certification, performing staff training as assigned, assisting with brochure copy, coordinating/instructing the dance company and other technique dance classes/instructors, and following all Park District safety standards. Develops all lesson plans and activities for specific class topic. Plan and organize the Dance Recitals including dance order, recital program, recital music, photos and Costume Ordering. Teach and coordinate SunSet Dance Company including choreographing, student placement, parent communication, competitions/event supervision and overseeing clothing/competition, fundraisers and costume orders. Take classroom attendance.

Supervisor:

Reports to the Recreation Supervisor, Assistant Superintendent of Recreation, Superintendent of Recreation and the Director.

Qualifications:

The Dance Director must be at least 210 years of age, have a high school diploma, 5 years of teaching experience as well as criminal background clearance and current CPR and First Aid certifications; present oneself as a positive role model and have strong leadership skills, and maintain the ability to communicate effectively with staff, patrons and parents. Must be able to Choreograph Dances, Demonstrate and Instruct participants with positive feedback.

Hours:

Hours vary depending on number of classes and administrative hours.

Essential Functions:

1. Develop all lesson plans and activities for class.
2. Supervise arrival and dismissal of children.
3. Supervise children at all times and maintain a safe learning environment.
4. Give instruction in assigned topic.
5. Be courteous, personable and responsible in the administration of programs and while communicating with participants and parents of the participants.
6. Arrive 10 minutes before class to set up and stay until all participants are picked up. Supervise younger participants meeting parents after class.
7. Design dance classes for recreational and company levels. Develop lesson plans for each class, including goals and objectives.
8. Perform yearly performance reviews for all dance instructors.
9. Communicate with the Recreation Supervisor on matters effecting the overall administration of the program. This includes, budget items, new equipment purchases, brochure copy, class schedules, class cancellations, class additions and staff needs.

10. Assist other instructors in their teaching technique and knowledge.
11. Schedule and coordinate dance company parent meetings, auditions, competitions, recitals and festival shows/performances.
12. Oversee acceptable reasons for class cancellations, subbing for classes and finding substitute teachers.
13. Administer First Aid according to the Park District's Communicable Disease Policy.

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~~14.~~ Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the Recreation Supervisor and safety committee as soon as possible.

Marginal Functions:

1. Attend or run in-service trainings and meetings as directed by Recreation Supervisor.
2. Assist all employees of the Park District as needed.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.
3. Ability to teach along with demonstrate correct technique and terminology.~~demonstrate Dance related moves.~~

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. Instructor must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements during outdoor functions. Most activities are performed indoors; these conditions may include lighting and temperature.

Position:

Dance Teacher

Summary:

The Dance Teacher will be responsible for the preparation of lesson plans and the instruction for up to 22 dance students per class period. Plan lessons, ~~c~~Choreograph dances, communicate with students and parents and ~~i~~nstruct participants using correct technique and terminology. Take classroom attendance. Select age appropriate music for classroom and recitals. Measure for costumes, fill out order forms and assist with recitals and performances. Follow all Park District Safety Standards.

Supervisor:

The Dance Teacher reports to the Dance Director, Recreation Supervisor, Assistant Superintendent of Recreation, Superintendent of Recreation and the Director.

Qualifications:

The Dance Teacher must be at least 17~~8~~ years of age and have experience/knowledge in dance well as criminal background clearance and current CPR and First Aid certifications; present oneself as a positive role model and have strong leadership skills, and maintain the ability to communicate effectively with patrons and parents. Previous teaching experience is desired. Must be able to Demonstrate, Choreograph and Instruct participants with positive feedback.

Essential Functions:

1. Supervise the arrival and dismissal of children.
2. Develop daily lesson plans according to the syllabus for each level.
3. Supervise children at all times when at dance.
4. Prepare, ~~and c~~Choreograph dances and assist with the dance for recital and performances.
5. Interact with dancers and parents and be able to answer any questions.
6. Meet with Dance Director and Recreation Supervisor periodically.
7. Maintain a safe learning environment.
8. Administer First Aid according to the Park District's Communicable Disease Policy.
9. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities, or conditions and the conduct of any employees under their supervision. Report all incidents and potential hazards to the Recreation Supervisor as soon as possible.

Marginal Functions:

1. Attend in-service training sessions.
2. Distribute Park District information when requested.
3. Assist all employees of the Park District as needed.
4. Work in conjunction with dance staff.

Physical Requirements:

1. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.
2. Ability to ~~Demonstrate Dance related moves~~ teach along with and demonstrate correct technique and terminology.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with employees.
2. The GPD Dance Teacher must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.
4. Provide a caring atmosphere for children to learn.

6.0 STAFF EXPECTATIONS

Geneva Park District Dance Teachers are representatives of the Geneva Park District (especially when at the program or in uniform) and should behave in a courteous and professional manner at all times. Enthusiasm, initiative, positive attitude, job knowledge and a strong work ethic are always expected.

6.01 Administrative Expectations:

1. Report to work on time, at least 15 min before the start of class, unless otherwise directed.
2. All staff must be dressed in attire appropriate for position.
3. Keep classroom, supplies and equipment neat and in good condition.
4. Take attendance at the beginning of program.
5. Respect other staff members (Park District and Geneva School District) – do not contradict each other in front of the participants or their parents.
6. Read all staff e-mails/memos that go out.
7. If you are going to be absent from work, call the Dance Director and/or the Recreation Supervisor. Do not leave a message; call until you talk to someone. You must call in at least 6 hours before shift in order to find a proper replacement. If you are able, please find a replacement from the sub list and then contact your supervisor.
8. If you need to leave an area, please make sure it is covered and inform other staff so they are aware.
9. Clean before leaving each day.
10. Staff must attend all planning meetings.
11. Bring any concerns to your supervisor before they become an issue.

6.02 Teaching Expectations:

1. Give Dance Director or Recreation Supervisor a list of days, times, and types of classes they are able to teach by instructed date.
2. Check with ~~D~~dance ~~D~~irector 1 to 2 weeks prior to classes starting to check on class sizes and to get attendance rosters for each of their classes.
3. Be prepared for class at least 10 minutes before the start of class.
4. Review syllabus before the start of each session and review all materials.
5. Dance teachers will greet parents and students the first week of class, introduce themselves, and explain class expectations and curriculum to be learned.
6. Maintain a FUN learning atmosphere at all times.
7. Utilize the Dance Teacher training examples to insure each student is felt a part of class.
8. Dance classes will start and end on time.
9. Go to parents with any child concerns.
10. Follow all safety procedures.
11. Report concerns about classes, students, parents, or dance related issues to Dance Director or Recreation Supervisor and make class and level recommendations for students.
12. Follow the “getting a sub” procedure.
13. Dance music will be age and Park District appropriate for all classes and related functions.

14. Submit any lyrics to songs if requested to by Dance Director or Recreation Supervisor.
15. Check e-mail and texts during the week.
16. Schedule make-up classes when instructed to by Dance Director or Recreation Supervisor.
17. Do not gossip or speak of children that are not in class.

6.03 Dance Recital Expectations:

1. Measure dance students the first week of class for costumes if needed.
2. Choose age and Park District appropriate costumes for all dances in recital and company.
3. Turn in costume size sheets to Dance Director by requested date.
4. Hand out costumes in class and help check costumes in when they arrive; they will also make sure that costumes fit dancers before the costume goes home.
5. By instructed date, give the Dance Director a copy of all of their dance recital music "CUT" ready for the show.
6. Pass out and review ALL recital information in class with the parents and make sure that all parents are aware of recital times and dates.
7. Approve dance recital bulletins to insure proper spelling of student names.
8. Make sure that dances are prepared by SPRING BREAK so that after spring break dancers can clean and polish their dance.
9. Report to the High School for set up, dress rehearsal, and recitals at time requested by Dance Director/Recreation Supervisor.
10. Do NOT leave set up, dress rehearsal, or recitals until time requested by Dance Director/Recreation Supervisor.
11. Act and dress professional at all dance related functions.
12. Must be available for all dance related functions.

7.0 STAFF TO PARTICIPANT INTERACTION

It is important to put forth certain rules in order to protect staff from any possible accusations. Therefore we have established the following procedures:

1. Participants should not be touched in any manner that may be construed as "personal" or "private".
2. Participants are required to take care of their own bathroom needs.
3. Staff should never touch in an aggressive manner such as grabbing or shoving.
4. No name calling, even if just joking around.
5. Outside contact with the participants is not permitted. This includes babysitting, calling the participants, talking to them on the internet, etc.
6. Appropriate language is to be used at all times when at work. This includes mature subject areas, weekend plans, evening plans, talk about girlfriend/boyfriend, etc. Avoid personal conversations with staff members or parents during work hours.
7. Treat the participants/parents with respect and you in turn will earn their respect. Always speak to the participants as if their parent was watching you.
8. If you have a question of whether something is appropriate or not, it probably isn't.

8.0 PARTICIPANT PROCEDURES & STAFF TO PARENT INTERACTION

Signing In and Out

1. Attendance must be taken every day at the beginning of class.
2. Participants cannot be accepted before program start time.
3. Participants can only be released to authorized persons.
4. If a participant is not picked up by the end of the program, after 15 minutes, call the parents and contact the Dance Director or Recreation Supervisor and follow late pick up procedures.

Please utilize the following procedures when interacting with the parents or guardians.

1. Greet every parent/guardian as they arrive.
2. Always be professional and courteous.
3. Keep the parent informed – the smallest detail about a participant's behavior or daily activities shows a parent that their child is important to the staff. This helps to open lines of communication between staff and the parent.
4. Always try to give the parent some positive feedback regarding their child, even if they may be having a rough day. (The last thing parents want to hear after a long day, is a bunch of negative things about their child.)
5. Be prepared- Know important information about the participant; read over notes or any other information you may have.
6. Always discuss sensitive situations and concerns you may have with the Dance Director and Recreation Supervisor ahead of time, before talking to the parent.

9.0 HOSTILE SITUATIONS

Parent/ Guardian who becomes verbally abusive:

1. Maintain the highest level of professionalism.
2. Try to bring them to an area away from any other children.
3. Try to get them to make arrangements to discuss at another time when you can give them your full attention.
4. If behavior and language continues to be inappropriate, you should ask them to leave.
5. Contact the Dance Director and/or the Recreation Supervisor immediately.
6. If they become too overwhelming, never hesitate to send them to the Dance Director and/or the Recreation Supervisor—simply give the parent the supervisor's card and tell them they will need to speak to the Recreation Supervisor and they might be able to help them.
7. Document the incident in writing as soon as possible and a copy to the Recreation Supervisor.
8. If the individual will not leave—call 911, then the Dance Director and/or the Recreation Supervisor.

Parent/ Guardian who may be under the influence of alcohol or drugs when picking up the participant:

1. Use your best judgment.
2. If the individual appears to be under the influence of alcohol (very talkative, stumbling, driving recklessly), do not release the child.
3. Politely and professionally, explain your concerns and ask the person to contact someone else to drive the child home or call a cab.
4. If the parent becomes insistent, call 911 for the police to handle the situation. In the meantime, try to stall them by talking to them. If they forcibly leave, get a description of the vehicle, license plate and direction headed.
5. Additionally, consider your obligation to contact DCFS as a mandated reporter – driving a child when intoxicated is child endangerment.

A parent or adult picking up that is not on the list – custody situation:

1. Verbally inform them that they are not allowed to take the child.
2. Attempt verbally to convince the individual to leave the participant.
3. Do not put yourself in physical harm.
4. Do not attempt to restrain them.

During this time, another instructor should be:

- Calling 911.
- Give description of individual.
- Give description of vehicle and license and direction headed.

10.0 INCLUSION

Fox Valley Special Recreation Association (FVSRA) provides assistance to recreation agencies through inclusion services. These services provide opportunities for people with disabilities and those without to participate in recreational activities together. If a participant needs special assistance, the parents simply mark the “Special Accommodations” section on the park district registration form. The request is then forwarded to the FVSRA Inclusion Coordinator who will not only find the appropriate assistance, but also continue to monitor progress throughout the program.

If a child is having problems after being assessed by FVSRA, a meeting will be scheduled with the Head Teacher, Dance Director and/or the Recreation Supervisor, FVSRA and the participant and their parents/guardian.

If a behavior report needs to be written, staff must contact the Recreation Supervisor.

Remember: The FVSRA Inclusion Aids are considered part of the Park District staff.

11.0 KEEPING THE DANCE STUDIO SAFE

General Safety Rules

1. Be aware of all of your surroundings – watch all areas around you.
2. Take head counts frequently – especially when outside or away from site.
3. Maintain a visual view of the participants at all times.
4. Participants should go to the washroom or drinking fountain with a buddy and be in view of a staff person.
5. Do not hesitate to call 911 if a situation warrants it.
6. Participants are not allowed in storage areas, staff members are responsible for getting out equipment and returning them.
7. Equipment is only to be used for the purpose of which it was intended.
8. Any equipment that is broken or unsafe should be removed and turned into office for disposal, repair or replacement.
9. Never leave an area unattended.
10. Behavior expectations remain the same for on and off-site locations.

Intruder Awareness

1. Be aware of surroundings-periodically scanning program area for intruders.
2. Notify Recreation Supervisor of any safety concerns.
3. Review safety rules and go over scenarios at staff meetings.
4. Review rules regarding intruders and staying safe with participants.
5. Call 911 if an unknown person is loitering. It's better to be safe than sorry!

Competition/Shows Rules

1. Any event must be pre-approved by Recreation Supervisor.
2. Staff to participant ratios should increase when possible to ensure safety.
3. The Dance Director is responsible for securing and communicating to all staff rules, limitations and necessary information about the event.
4. Procedures and times for periodic check in and a meeting place should be established.
5. Emergency Procedures should be reviewed.
6. Rules and limitations should be communicated with the staff and reviewed with the participants.
7. -Review stranger awareness with participants and instruct them not to go with or give out personal information to strangers.
8. Review with participants and staff: how and where to contact emergency assistance and what to do if they become separated from group.
9. Review missing person procedures.
10. In crowded areas, position staff in front and behind group.
11. Notify Recreation Supervisor upon departure and arrival back or any delays.

Keeping Yourself Safe

1. Use your best judgment at all times!
2. Park in well lit areas.
3. Leave with someone, whether it is another co-worker or the last parent picking up.
4. If you are uncomfortable in a situation, do not hesitate to notify your supervisor.
5. If unsafe ~~do~~ not hesitate to call 911 - it's better to be safe than sorry.

12.0 GENERAL EMERGENCY PROCEDURES

By staff following the appropriate procedures, they can provide the best protection to the participants and themselves. Below you will find some guidelines to follow in an emergency.

General Procedures

- The first priority is to ensure the safety of all participants and staff.
- Follow the outlined safety procedures.
- Try to remain calm.
- Keep the Recreation Supervisor informed.
- Use your best judgment in the given situation.
- Document all accidents and incidents.

Emergency Communication Procedures

- The Dance Teacher should contact emergency personnel when necessary (Police, Fire or Poison Control).
- The Dance Teacher should contact the Recreation Supervisor as soon as an emergency situation or potential situation arises and it is safe to do so.
- Do not hesitate to call 911 if the situation warrants it.
- Always consult with the Recreation Supervisor before contacting a parent/guardian.
- The Dance Teacher should contact the participant's parents or a guardian to inform them of the situation and if immediate pick up is necessary.
- If media is present, staff should never make any comments, please direct them to the [Executive](#) Director of the Park District.

13.0 EMERGENCY CONTACT INFORMATION

EMERGENCY	911
Police (Non-emergency)	630-232-4736
Fire (Non-emergency)	630-232-2530
Kane County Sheriff	630-232-8400
Poison Control Center	800-942-5969
Fox Valley Family Physicians	630-232-2200
Delnor Community Hospital	630-208-3000
Park District Risk Management Agency (PDRMA)	630-769-0332
DCFS	1-800-25-ABUSE (22873)

Internal Numbers

Geneva Park District	630-232-4542
Beth Keen - Office	630-262-2213
Cell	630-391-1490

14.0 ACCIDENT / INCIDENT PROCEDURES

It is very important for our site to be as safe as possible. Through eliminating possible hazards, such as holes in the fields, defective equipment or broken glass, we can help prevent accidents from happening. It is imperative that every day a daily site inspection ~~is should be~~ completed.

Even with being safe and careful in our activities, accidents can and will happen. If there is an accident that requires first aid or special attention, an accident report must be filled out. Please be sure, even if the accident seems minor, to inform the parents/guardian about the situation when they pick up.

If you experience a major accident such as a situation that requires informing parents, removal of participant, involvement of emergency personnel, an injury to the head or an asthmatic or allergic reaction; follow the following steps.

1. Remain calm and use common sense. Be sure the situation is safe.
2. Send another staff person for help and if necessary call 911.
3. A trained staff member will administer first aid, while keeping the injured participant immobile and comfortable.
4. A staff member should be supervising the other children, keeping them away from the injured participant.
5. Call the parents and inform them of the situation. Be calm and reassuring.
6. Contact the Recreation Supervisor immediately.
7. Fill out accident report form and bring to ~~P~~ark ~~D~~istrict within 24 hours.

* If a parent inquires about whether the Park District will help pay medical bills, advise them to call the administrative office at the Park District.

15.0 HEALTH CARE PROCEDURES

Overall Procedures

1. Dance staff will provide ~~F~~irst ~~A~~id and CPR when necessary; any additional medical support will be provided by emergency services or will require the participant to be picked up.
2. Staff is responsible for observing participants for signs of illness, injury and abuse, communicating with parents or supervisor as needed, completing Accident/Incident reports as needed, record keeping and contacting emergency services when needed. The supervisor is responsible for determining severity of the Accident Report and submitting it to PDRMA.
3. In the case of injury, the on-site staff should only administer simple basic first aid in accordance with their training-do only what you are trained to do.
4. In the case of injury requiring immediate medical assistance beyond staff training, seek additional medical assistance by calling 911.
5. If a participant needs to be picked up immediately call the parent/guardian to inform them, and then call emergency contacts if the parent ~~cannot~~^{can't} be reached.
6. Notify parents of minor injuries upon pick-up.
7. Notify parents immediately of any major injuries, head injuries, bleeding, if injury requires pick-up and any time a child requests to call their parent.
8. Notify Recreation Supervisor of injuries requiring parent communication immediately.

16.0 FIRST AID

STAFF RESPONSIBILITIES

1. To recognize and manage life threatening emergencies
2. Attendant must recognize and treat
 - Breathing
 - Circulation
 - Bleeding
 - Illness
3. At no time will staff administer medications, unless a Request to Dispense form has been filled out prior.

EMERGENCY ACTION PRINCIPLES

1. Survey the scene
2. Check for breathing
3. Circulation
4. Bleeding
5. Poisoning
6. Shock
7. Sudden illness

BREATHING

1. No matter what the injury, check for breathing and maintain an open airway.
2. During this stage, if the victim is in water, they should be removed.

CIRCULATION

1. Finding the pulse
2. Adults and children - carotid pulse
3. Infant - inside upper arm

BLEEDING

1. Two ways to stop bleeding
2. Direct pressure and elevation
3. Control pressure at pressure
4. Use gloves when you handle a bleeding victim
5. Once a gauze pad is placed on a wound with bad bleeding, do not remove it. If it gets blood soaked, add pads to the existing ones.
6. Do not elevate any limb if there is extreme pain

POISONING: SIGNS/SYMPTOMS

1. Change in behavior
2. Sudden onset of pain
3. Vomiting
4. Heavy breathing
5. Bad odor to breath
6. Burns around the mouth

7. Always keep pool chemicals away from children and all cleaning supplies out of reach.
8. Talk to your victim or relatives around for type of poisoning if empty bottles found.

POISONING: TREATMENT

1. Call poison control center
2. Offer all information possible

SHOCK: SIGNS/SYMPTOMS: A life-threatening condition of depressed body functions.

1. Confused
2. Ill or uncomfortable
3. Rapid breathing with or without rapid pulse
4. Recent history trauma
5. Dizziness
6. Victim needs to lie down

SHOCK: TREATMENT

1. Position victim on back
2. Elevate head and feet slightly
3. Maintain normal body temperature
4. Call EMS
5. Do not give food or drink

HEART ATTACK: SIGNS/SYMPTOMS: Caused by a disruption of the heart's blood supply.

1. Chest pain - crushing or heavy feeling in the chest
2. Pain in front of neck, upper chest, left arm and shoulder
3. Dizziness
4. Feeling faint
5. Poor color
6. Victim needs to lie down

HEART ATTACK: TREATMENT

1. Position victim in a comfortable position
2. Maintain body temperature
3. Keep victim calm
4. Call EMS (911)
5. Do not give food or drink
6. Maintain vital signs

STROKE: SIGNS/SYMPTOMS: A disruption of the blood supply to a portion of the brain. It causes mental or physical impairment, which can be temporary or permanent.

1. Difficult or slurred speech
2. Paralysis or weakness to one side of the body
3. Pupils of unequal size
4. Headache
5. Unconsciousness

STROKE: TREATMENT

If the victim is unconscious, check for respiration and pulse.

1. If absent, begin CPR
2. If victim is conscious, help him or her to a comfortable position
3. Maintain normal body temperature

CONVULSIONS: SIGNS/SYMPTOMS

1. Rigid muscles and jerky movements
2. Clenched teeth and inability to answer questions
3. May be drooling or foaming at the mouth
4. May have loss of bowel control
5. May bite tongue
6. Convulsion will be followed by unconsciousness

CONVULSIONS: TREATMENT

1. Protect the victim and yourself from “flailing” injuries
2. Wait for the seizure to subside. Monitor the respiration and pulse. If absent, begin CPR
3. Do not pry the teeth open or put an object in the person’s mouth.
4. Do not try to restrain the victim when jerking. Remain in control until help arrives.

FAINTING: SIGNS/SYMPTOMS: Caused by a disruption of blood flow to the brain. In the aquatic environment, fainting can occur from dehydration, being frightened, or other medical problems.

1. Unconscious

FAINTING: TREATMENT

1. Lay victim down
2. Check for breathing and pulse
3. Treat the cause of the loss of blood

HEAT CRAMPS: Heat cramps occur due to loss of salt from the body through sweating.

HEAT EXHAUSTION: Heat exhaustion occurs due to dehydration.

HEAT STROKE: Heat stroke is a life threatening, most severe case of over heating.

HYPOTHERMIA

1. Hypothermia is a low body core temperature caused by exposure to cold air and/or water.
2. It can be life threatening.
3. If you see signs of hypothermia, you should recommend that they be warmed, to prevent further injury or illness.

BURNS

FIRST DEGREE BURNS

Occur from overexposure to the sun, sunburn, scalding or contact with hot objects. If you notice sunburn on a guest, you should advise the guest to cover up.

SECOND DEGREE BURNS

These are deeper, more serious and painful burns resulting from the same exposure as mentioned above.

THIRD DEGREE BURNS

Are the most serious and involve complete tissue destruction. They can be caused by flame, immersion in hot water, contact with hot objects or electricity.

REMEMBER

ANY PERSON WHO HAS BEEN TREATED FOR ANY INJURY OR ILLNESS THAT IS LIFE-THREATENING SHOULD HAVE FOLLOW-UP MEDICAL CARE.

INJURIES AND FIRST AID

Emergency Situations:

Not-Breathing	=	Open airway, give rescue breathing
Choking	=	Use abdominal thrusts
Bleeding	=	Stop severe bleeding with direct pressure
Possible Fractures	=	Victim should not move or be moved
Neck Injuries	=	No movement - possible quadriplegia
Back Injuries	=	No movement - possible paraplegia
Electrical	=	Were they shocked? Look around for possible danger to yourself and others. Cut power.
Burns	=	Very small area, very shallow burn, cool with water for 20 minutes. If large area or deep involvement, do NOT touch it!
Eye Injury	=	Cover both eyes to eliminate sympathetic movement.
Seizure	=	Protect the head. Remove spectators.
Embedded Object	=	Do not remove

17.0 MISSING PERSON ACTION PLAN

The following preventive measures should be followed so a participant does not go missing:

1. Always use the buddy system.
2. Staff should always be within an earshot of the participants.
3. Staff should always be scanning the area where the participants are.
4. Attendance and head counts should be done on a regular basis, especially when transitioning from activities or to another location.
5. If a participant has to leave an activity, to use the washroom or take care of something, check back on them frequently until they return or are with a parent or another staff member.
6. Try not to turn your back to the participants, if something is going to happen, it is usually when your back is turned.
7. Head Count, Head Count, Head Count!

In the event that a child does go missing, follow these steps:

1. Immediately notify the Head Teacher, who will then inform other staff. (Time is critical, please do not hesitate to contact the Head Teacher.)
2. An organized search will begin. Check obvious places first, such as with other groups, bathrooms or surrounding areas.
3. Gather group together and do a head count of the entire group.
4. If possible, secure someone to monitor the group and maintain their safety.
5. Gather all available staff to search.
6. Request management to page child, if possible.
7. After all areas have been checked, double check with staff again and then contact Recreation Supervisor.
8. If the child is not found within 10 minutes, or the presence of foul play is suspected, the Head Teacher will call 911 and staff will stand by for further instructions.

18.0 CHILD ABUSE AND NEGLECT POLICY

Child abuse is a very real nightmare for children in today's society. Statistics show, "1,500 children die from abuse each year. There are 140,000 injuries to children from abuse each year. There are 1.7 million reports of child abuse each year." Those are some very scary statistics. The Geneva Park District takes child abuse very seriously and makes every reasonable effort to prevent, detect, handle and report cases of suspected child abuse or neglect of children within our programs, areas or facilities. As a staff member, you are considered a mandated reporter of child abuse.

Child abuse usually falls within at least one of the four areas:

1. Physical Abuse – Patterns of injury that are not accidental, such as beatings, which may lead to burns, bruises, welts, bites, broken bones, strangulation or even death.
2. Emotional Abuse – Persistent acts that include rejection, ignoring terrorizing, constant negative criticism, insults or withholding love or support.
3. Sexual Abuse – The assault or exploration of children sexually. This can include numerous acts over time or a single incident. Includes rape, incest, fondling, exposing oneself, forcing oneself sexually upon a child or forcing a child to view pornographic materials.
4. Neglect – This is the failing to provide for the well being of the child. This includes the withholding of food, clothing, shelter, hygiene, supervision or medical treatment. (This is the most common form of abuse.)

A staff member who suspects a child is in an abusive situation is required by law to report the situation immediately. However, the situation should first be discussed with the Recreation Supervisor. When talking to the child regarding a situation remember to:

1. Remain calm and reassuring. The child needs to feel you are in control of the situation.
2. Don't criticize the child, question their story or make them feel as if they were misunderstood.
3. Tell them no one should ask them to keep a secret and it is okay to talk to the staff about it.
4. Respect the child's privacy. Take them to a location where others cannot hear them.

It is the staff member's responsibility to fill out DCFS form and after talking to the supervisor, reporting it to DCFS at 1-800-25-ABUSE, which is a 24-hour hotline. The Park District and DCFS keep your information, as the reporter, completely confidential. The suspected abuser will have no way of knowing who reported the situation. Please remember, you could be the only chance that a child has to live a happy and productive life. You might even save a child's life!

19.0 DISASTER PLANS

Tornado Weather, Fire or Other Disaster Conditions

Children should never be sent home on their own during a tornado warning. Outdoor programs/events should be cancelled when a tornado warning is in effect or during an extremely heavy rainfall with consent of your Supervisor. The safety of participants is most important. In the case that lightening, thunder or a severe storm suddenly appears while outside, children should be brought indoors immediately.

Severe Thunderstorm Conditions:

1. Move indoors immediately, staying away from windows.
2. Make sure all participants are safe and accounted for.
3. Listen to the radio for any updates on weather conditions.
4. Follow instructions necessary if weather conditions worsen.

During Tornado Conditions: Practice tornado drills so everyone will know what to do when a tornado situation arises:

1. The southwest corner of a structure is generally the worst place due to intensity of the winds. Avoid this area!
2. Any object can become a deadly missile during a tornado.
3. Windows on the north and east sides should be opened a crack. This serves to equalize the inside and outside pressure.
4. Avoid glass areas, especially windows and doors on outside areas.
5. Avoid long halls, they tend to serve as wind tunnels, especially avoid long halls that do not jog.
6. Avoid long roof spans, such as multi-purpose rooms.
7. Those in charge of a group must try to keep others as calm as possible.
8. It is recommended that someone is designated as a group leader - someone who is able to make quick, reasonable decisions.
9. People should be sitting with their face to wall, head down, knees up and arms protecting body and head.

During Fire Drills:

1. In case of a fire, notify the fire department. Emergency numbers are listed on all phones.
2. Calmly lead all children out of the building and take to a safe location outside. All staff should remain with the children and wait outside until the Fire Department arrives.
3. Appoint door monitors in advance to hold doors, thereby eliminating injuries from swinging doors.
4. Once outside, continue to walk away from building and do not stop until a safe distance (at least 100 yards) is reached.
5. Appointed group leaders should take attendance to make sure no one has been left inside.

20.0 SYLLABUS

Sunset Dance Academy Curriculum

At the Sunset Dance Academy we aim to progress students by the upper age of the class; however mastery and understanding of the movements and terms are needed in order to progress to the next level. The age range of classes are a helpful guide, but a dancer's ability and development will be the deciding factor on class placement.

PRE PRIMARY/PRIMARY BALLET SYLLABUS

Tiny Toes: 2.5-3.5 years

Pointe and flex feet
Seated grande battement
Seated stretching
Plié- Turned in 1st and 2nd position
Tendu- Turned in- devant and à la seconde
Degagé- Turned in- devant and à la seconde
Piqué- devant and à la seconde
Marching- with high knees
Sauté- on two feet
Port de bras- arms in 1st position, 2nd position, and 5th position.
Relevé
Chassé

Pre-Ballet 3-4 years

Continued from Tiny Toes

Seated

- feet point and flex
- legs turn out and in
- battements
- stretching

Demi Pliés- 1st and 2nd position

Port De Bras- 1st, 2nd and 5th

Tendus- turned out, devant and à la seconde

Degagé- turned out, devant and à la seconde

Piqué- turned out, devant and à la seconde

Sauté- 1st and 2nd positions with hands on hips

Walking with stretched (pointed feet)

Bourré

Chassés- à la seconde, and devant

Swaying movements changing weight

Pre-Ballet 2, 3-4 years

Continued from Pre-Ballet

Demi Pliés- 1st, 2nd, 3rd position

Port De Bras- 1st, 2nd, 3rd, 5th

Bourré turn

Tendus continued.

Dégagé continued.

Piqué continued.

Sauté- echappé

Leap (jump from one foot to the other)

Beginning Ballet 4-6 years

Continued from pre-ballet/2

Plié – demi, turned out 1st, 2nd, 3rd,

Relevé

Port de bras- 1st, 2nd, 3rd, 5th

Facing Barre

- demi pliés
- relevé
- tendu, devant, à la seconde, and derrière
- dégagé, devant, à la seconde, and derrière

Centre

- pointe and flex feet
- turnout, turn in
- stretching
- seated battements
- beginning coordination of port de bras and positions of the feet
- tendus- à la seconde, hands on hips
- plié, relevé
- sauté – echappé, 1st and 2nd position
- chassé à la seconde and devant

leaps (jump from one foot to the other)

walking with stretched feet and arms in demi seconde (ballet walks)

bourrées

bourré turns

marching

beginning skipping

Allegro 4-7

All the levels of pre/pre2/beginning ballet taught at a faster pace and introducing multiple styles of dance at a faster pace; by invitation only.

Ballet Basics 5-7 years

Continued from beginning ballet, at a faster pace

Positions- 1st, 2nd, 3rd, 4th, 5th

Port de bras- 1st, 2nd, 3rd, 5th –working on 4th

Barre-facing the barre

- Continued from beginning ballet
- Add rond de jambes
 - Preparing $\frac{1}{4}$ rond de jambes
 - $\frac{1}{2}$ rond de jambes
 - Full rond de jambes
 - Working on comprehension of turnout
 - Pas de cheval
 - En croix – tendu, degage
- Cou de pied
- Retiré (noun)
- Passé (verb)

Walking with stretched feet arms, demi seconde—directional changes

- walking in circle
- walking diagonal
- walking straight

Marching

- Directional changes

Skipping is progressing; and eventually mastered

- Directional changes

Sautés – 1st, 2nd, 3rd, echappé

Leaps

Ballet 1 Syllabus 7+ years

Continued from ballet basics. Terms and movements to be learned and mastered before going into Ballet 2.

At the barre: facing the barre

- Positions 1st-5th
- Demi plié 1st-5th
- Work up to grande plié, 1st 2nd 5th
- Battement tendu from 1st
- Dégagé from 1st
- Relevé in all positions
- Rond de jambe á terre (through 1st position)
Sous-sus
- Pas de cheval
- Grande battement (90 degrees or below)
- En Croix (front, side, back, side)
- cou de pied
- retiré passé
- arabesque (first)
- balance retiré and cou de pied (flat foot)

Center:

Adagio

- Demi plié centre
- Tendu (changing weight)
- Balance in retiré
- Arabesque (first arabesque)
- Ballet walks (toe heel) **
- Balancé de côté (à la seconde)
- Tendu Double
- Tombé
- Pas de bourre

Petit Allegro:

- Petit Jeté
- Sauté' 1st, 2nd, 3rd
- Échappé sauté (first into second)

Beginning Pirouette en dehors

- Preparation and single (tendu to 4th demi plié to retiré)
 - ¼ turn
 - ½ turn
 - full single pirouette
- Glissade from 1st position
- Retiré passé from 1st & 5th
- Relevé 1st 2nd, 5th
- Pas de bourrée (back, side, front to 5th)
- Temps lié- à la seconde

Basic Directions of the body:

- En face
- Croisé
- À la seconde

Across the floor and from the corner of the room:

- Chainé (step turn) broken down to ½ turn, with spotting
 - Arms open in second, find spot, arm close to first, spot.
- Piqué passé
- Chassé
- Chassé passé
- Sauté arabesque
- Saut de chat (leap)

Ballet 2 Syllabus 9+ years

Continued from Ballet 1 all terminology and movements must be mastered before moving to ballet 3.

Barre- facing away from the barre (one hand on the barre)

- Plié- demi and grande 1st 2nd 4th 5th – basic port de bras
- Tendu- from 1st and 5th positions – arms held in seconde, progressing to port de bras
- Degagé- from 1st and 5th – arms held in seconde progressing to full port de bras
- Rond de jambe a terre- from 1st position, eventually introducing rond de jambes from 5th toward end of level.
- Fondu- tendu, 45 degrees
- Frappe- (cou de pied) flex, strike a terre
- Développé- to 45 and up to 90 degrees
- Stretching at the barre
- Grande battement- en croix from 1st and 5th position with port de bras
- Cambré in all positions
- Attitude
- Balance Retiré en relevé
- Balance Cou De Pied en relevé
- Petit battement
- Grande battement en cloche

Centre-

Adagio:

- Tendu with port de bras
- Temps lié – devant, à la seconde, and derrière with port de bras
- Arabesque – 1st and 2nd arabesque
- Balancé de côté, devant, and derrière with port de bras
- Single Pirouette from 4th, working on double from 4th
- Single pirouette from 5th
- Relevé and élevé in all positions

Petit Allegro

- Sautés in 1st 2nd 4th and 5th
- Changement de pieds
- Echappé from 1st to 2nd and 5th to 2nd
- Temps levé
- Assemblé
- Glissade from 1st
- Soubresaut
- Coupé

Across the floor

- Chané
- Ballet walks with stretched feet through cou de pied
- Ballet running with stretched feet through cou de pied

- Pas de chat
- Grande jeté (straight leg leap)
- Saut de chat
- Sauté arabesque
- Sauté passé
- soutenu

Ballet 3 Syllabus 12+

Continued from ballet 2

Barre

- Facing away from the barre (one hand on the barre)
- Plié- demi and grande 1st 2nd 4th 5th – full port de bras
- Tendu- from 1st and 5th positions – full port de bras
- Degagé- from 1st and 5th – full port de bras
- Rond de jambe a terre- from 1st and 5th position
- Grande Rond de jambe en l'air- 45 degrees working up to 90 degrees
- Fondu- tendu, 45 and 90 degrees
- Frappé- (cou de pied) flex, strike a terre en croix with port de bras, double frappé
- Frappé- en l'aire , double frappé
- Développé- working at 90 degrees
- Stretching at the barre
- Grande battement- en croix from 1st and 5th position with port de bras
- Detourné
- Cambré
- Relevé fouette (into arabesque etc.)
- Attitude
- Petit battement

Centre

Adagio

- Glissade from 5th and 1st positions
- Tendu with coordination of head positions
- Temps lié devant, à la seconde, and derrière with port de bras
- Tendu double
- 1st 2nd and 3rd arabesque
- Double en dehors pirouettes from 5th and 4th
- Classic ballet walks into arabesque
- Single pirouette en dedans from 4th and 5th

Petit Allegro

- changement de pieds
- soubresaut
- sauté royale
- assemblé
- temps levé
- glissade from 5th (not changing)
- echappé relevé

Across the floor:

- tombé pas de bourré
- pas de chat
- saut de chat
- grande jeté with port de bras
- sauté battement
- piqué arabesque
- sissonne fermé and ouverte
- alternating chassé
- piqué turns
- lame duck
- soutenus
- waltz turn

Cecchetti Body positions

1. Croisé devant
2. Écarté
3. À la quatrième devant
4. Effacé
5. À la seconde
6. Époulé
7. À la quatrième derrière
8. Croisé derrière

Ballet 4 Syllabus- 14+years

Barre Facing away from the barre (one hand on the barre)

- Plié- demi and grande 1st 2nd 4th 5th – full port de bras
- Tendu- from 1st and 5th positions – full port de bras
- Degagé- from 1st and 5th – full port de bras
- Rond de jambe a terre- from 1st and 5th position
- Grande Rond de jambe en l'air- 45 degrees working up to 90 degrees
- Fondu- tendu, 45, 90 degrees, and above
- Frappé- (cou de pied) flex, strike a terre en croix with port de bras – double frappé
- Frappé en l'aire (cou de pied, en relevé)
- Développé- working at and above 90 degrees
- Petit battement
- Stretching at the barre
- Petit Rond de jambes en l'aire
- Grande battement- en croix from 1st and 5th position with port de bras
- Detourné
- Cambré
- Relevé fouette (into arabesque etc.)
- Attitude
- Circular port de corps

Centre:

- Promenade in arabesque and attitude
- Positions of the body
- Temps lié
- Pas de basque
- Pirouettes double from 4th and 5th en dehors and en dedans; working on triples en dehors
- Fouetté turns
- Attitude turns
- Piqué Pas de bourré (passé)
- Pas de bourré coupé

Petit Allegro

- Entrechat
- Sauté royale
- Changement
- Glissade changing and not changing
- Assemblé
- Temps levé

Across the Floor

- grand tour jeté en tournant
- Alternating chassé
- saut de basque
- Tombé
- Contretemps
- Fouetté sauté
- Assemblé
- Promenade (arabesque, attitude)
- Balancé en tournant
- Pas de bourrée en tournant
- Sissonne: Landing open on one foot (front, back)
- Sissonne fermée (landing closed in 5th on 2 feet)
- Russian Pas De Chat
- Grande Pas De Chat

BALLET 5 SYLLABUS 15+years

Continued from ballet 4.

Barre Facing away from the barre (one hand on the barre)

- Plié- demi and grande 1st 2nd 4th 5th – full port de bras
- Tendu- from 1st and 5th positions – full port de bras
- Degagé- from 1st and 5th – full port de bras
- Rond de jambe a terre- from 1st and 5th position
- Grande Rond de jambe en l'air- 45 degrees working up to 90 degrees
- Fondu- tendu, 45, 90 degrees, and above
- Fondu en l'aire (relevé)

- Frappé- (cou de pied) flex, strike a terre en croix with port de bras, triple frappé
- Frappé en l'aire (cou de pied, en relevé) , triple frappé
- Developpé- working at and above 90 degrees
- Developpé en l'aire (relevé)
- Petit battement
- Stretching at the barre
- Petit Rond de jambes en l'aire
- Grande battement- en croix from 1st and 5th position with port de bras
- Detourné
- Cambré
- Relevé fouette (into arabesque etc.)
- Attitude
- Circular port de corps

In the center and across the floor:

- ☐ Penché
- ☐ tour jeté
- double piqué
- Saut de basque
- Fouetté sauté
- Temps levé
- Piqué attitude, tour jeté en tournant
- Cabriole
- Assemblé battue (beaten)
- Entrechat
- Emboîté
- Entrechat cinq
- Ballonné
- Manège
- Balance on one foot without the barré en demi pointe holding the opposite leg in different positions (passé, arabesque, attitude front, side or back)
- Hand and heel stretch
- Fouetté tour to other landing positions (4th, lunge, knee...etc)
- ☐Grande pirouette à la seconde
- Brisé
- Pas faillie
- Tour jeté landing to other positions (4th, lunge, knee...etc)
- Renverse'

Lyrical 1 Syllabus 7+ years

Terms and movements to be learned and mastered before going into Lyrical 2. Student will do a variety of combinations in counts of 8 in the center and across the floor.

Warm-up:

- Positions 1st -5 th
- Demi plié 1st -5 th
- Tendue from 1st • Piqué
 - Battement tendue from 1st (at the barre)
- Elevé in all positions
- Relevé in all positions
- Port de bras
- Rond de jambe á terre (through 1st position)
- En Croix (front, side, back, side)
- Stretches • Lunges
- Splits Center:
 - Saute' 1st, 2nd 5 th • Échappé sauté (first into second)
- Balancé (side, back, front)
- Pirouette en dehoes – preps and single (tendue to 4th demi plié to passé)
- Chassé ball-change
 - Contractions
 - Isolation of head, shoulders, ribcage, waist, hips

Across the floor and from the corner of the room:

- Grande battement (front, side, and back)
- Triplet walks
 - Prances turned in first, then out
- Chainé (step turn)
- Pas de bourrée (back, side, front)
- Grande jeté (straight leg leap)
- Saut de chat
- Ballet walks/lyrical (toe heel) through cou de pied
- Chassé
 - Chassé chané
 - Chané plié
 - Sauté arabesque
 - Glissade
 - Developpé
 - Cross, ball change
 - Step, pivot
 - Pas Couru (ballet run)

Lyrical 2 SYLLABUS 9+ years

Dancers MUST be enrolled in a ballet class at GPD. Terms and movements to be learned and mastered before going into Lyrical 3. Student will do a variety of combinations in counts of 8 in the center and across the floor.

Warm-up:

- Positions 1st -5 th
- Demi plié 1st -5 th
- Tendue from 1st • Piqué
 - Battement tendue from 1st (at the barre)
- Elevé in all positions
- Relevé in all positions
- Port de bras
- Rond de jambe à terre (through 1st position)
- En Croix (front, side, back, side)
- Stretches • Lunges
- Splits Center:
 - Saute' 1st, 2nd 5 th • Échappé sauté (first into second)
- Balancé (side, back, front)
- Pirouette en dehoes – preps and single (tendue to 4th demi plié to passé)
- Chassé ball-change
- Contractions
- Isolation of head, shoulders, ribcage, waist, hips
- Conditioning
 - Pushups
 - Pilates abs – series of five
 - Hip Lifts/Squeeze
- hinges

At the barre:

- Développé
- Passé relevé
- Attitude
 - Relevé fouetté
- Fouetté prep and tour
- Arabesque relevé
- Attitude relevé

In the center and across the floor:

- Arch-ups
- Coccyx balances
- Falls to the floor
- Triplet turns
- Soutenu
 - Battment tendue from 5th
- Échappé relevé

- Fouetté sauté
- Pirouette en dehoires doubles
- Échappé sauté (Fifth into second)
- Piqué turns
- Piqué arabesque
 - Piqué arabesque, grande tour jeté en tournant
- Attitude relevé
- Alternating chasse
- Pas de bourrée turns (½ and whole)
- Pas de bourrée spiraling upper back
- Pilé chaîné
- Fan kicks
- Lay-outs
- Saut de chat
- Fish flop

Lyrical 3 SYLLABUS 12+ years

Lyrical 3 Syllabus Dancers MUST also be enrolled in a ballet class at GPD. Continued from Lyrical 2.

Warm-up:

- Positions 1st -5 th
- Demi plié 1st -5 th
- Tendue from 1st • Piqué
- Battement tendue from 1st (at the barre)
- Elevé in all positions
- Relevé in all positions
- Port de bras
- Rond de jambe á terre (through 1st position)
- En Croix (front, side, back, side)
- Stretches • Lunges
- Splits Center:
 - Saute' 1st, 2nd 5 th • Échappé sauté (first into second)
- Balancé (side, back, front)
- Pirouette en dehoires – preps and single (tendue to 4th demi plié to passé)
- Chassé ball-change
- Contractions
- Isolation of head, shoulders, ribcage, waist, hips
- Conditioning
 - Pushups
 - Pilates abs – series of five
 - Hip Lifts/Squeeze
- hinges

In the center and across the floor:

- Lateral and flat backs
- Coccyx balance turns
- Falls to the floor
- Triplet turns with directional change
- Pirouette en dehors and endedans doubles
- Échappé sauté (fifth into second)
- Piqué turns
 - Double piqué turns
- Piqué arabesque, grande tour jeté en tournant
- Attitude tour
- Fan kick to relevé
- Lame duck
- Hinge (en demi pointe and over the toes)
- Pike
- Illusions
- C-jumps
- Turning C jumps
- Jete' back attitude
- Tilted grande battement
- Center leap

Beginning Jazz SYLLABUS 4-6 years

Warm up:

- Demi pliés
- Jumping Jacks
- Marching
- chassé 2x side, clap on count
- Body isolations
 - Head looking up and down, side to side
 - Shoulders up and down together, separate
 - Hips shaking side to side
 - Hip circles
- Relevé
- Basic Stretches
- Lunges

Across the Floor:

- Forced arch Jazz walks
 - Starting as walking with straight legs on relevé kicking feet behind
 - Walking forward
- Marching
- Chassés devant and à la seconde

- Grande battements (front) brushing through first
- Grapevine
- Jazz hands
- Leaps
 - Jumping from one foot to the other

Jazz Basics SYLLABUS 5-7 years

Continued from beginning jazz

Warm up:

- Demi pliés
- Jumping Jacks
- Marching
- chassé, ball change
- Body isolations
 - Head looking up and down, side to side
 - Shoulders up and down together, separate
 - Hips shaking side to side
 - Hip circles
- Relevé
- Basic Stretches
- Lunges
- Splits
- Contractions and releases
- Touch turn
- Grapevine
- Counting music
 - Clapping to music

Across the Floor:

- Forced arch Jazz walks
 - Starting as walking with straight legs on relevé kicking feet behind
 - Moving toward bending knees
 - Jazz walks forward.
 - Jazz walks sideways crossing in front
- Marching
- Chassés devant and à la seconde
- Grande battements (front) brushing through first
 - Adding grande battements derrière
- Half pirouette – turned in
 - Eventually mastery of single pirouette en dehors
 - With spotting
- Spotting
- Grapevine
- Beginning chané turns,
 - Half turns, arms in seconde, find spot, arms move to first, change spot

- Jazz hands
- Jazz squares
- Step pivot
- Ball change
- Kick, ball change
- Cross touch – hands on hips
- Leaps
 - Jumping from one foot to the other
 - Saut de chat beginning
 - Working toward grande jeté

Jazz 1 Syllabus

Continued from jazz basics. Student will do a variety of combinations in counts of 8 in the center and across the floor.

Warm up:

- Demi pliés
- chassé, ball change
- Body isolations (head, shoulders, ribs, hips)
 - Hip circles
- Contractions and releases
- Elevé
- Relevé
- Stretches
- Lunges
- Splits
- Around the world In the center and across the floor:
- Grande battements (front, side, and back, pointed and flexed)
- Grapevine
- Jazz hands
- Jazz square (box)
- Pivot turn
- Paddle turn

CENTRE

- Forced arch jazz walks (bent knees) (heels up)
 - Add shoulder rolls
 - Add hips
- Cross touch with arms (Jazz combo no arms)
- Pas de bourrée with arms
- Kick ball change

Across the Floor

- Grande jeté (straight leg leap)
 - Saut De Chat
 - Chasse' ball-change
 - Pirouette preparations
 - Single pirouette en dehors
 - Passé
 - Chassé (front and side)
 - Chainé (step turn)
 - Alternating chassés
-

Jazz 2 SYLLABUS 9+ years

Continued from jazz 1. Combinations in counts of 8 and 16 in the center and across the floor.

Warm up:

- Demi pliés
- chassé, ball change
- Chané, touch
- Body isolations (head, shoulders, ribs, hips)
- Hip circles
- Contractions and releases
- Elevé
- Relevé
- Stretches
- Lunges
- Splits
- Around the world In the center and across the floor:
- Grande battements (front, side, and back, pointed and flexed)
- Grapevine
- Jazz hands
- Jazz square (box)
- Pivot turn
- Paddle turn
- Conditioning
 - Pushups
 - Pilates abs- series of 5
 - Hip raises/squeezes
- Stretching
- Counting music

CENTRE

- Forced arch jazz walks (bent knees) (heels up)
 - Add shoulder rolls
 - Add hips
 - Add arm choreography

- Walking side (crossing in front)
- Turning direction walking backward
- Cross touch with arms
- Pas de bourrée with arms
- Kick ball change
- Single and double pirouettes en dehors
 - Turned in
 - (Turned out learned already in ballet)
- jazz splits
- fish flop
- knee turns

Across the Floor

- Grande jeté (straight leg leap)
- Saut De Chat
- Chasse' ball-change
- Pirouette preparations
- Single pirouette en dehors
- Passé
- Chassé (front and side)
- Chainé (step turn)
- Alternating chassés
- Pas de bourrée turns ($\frac{1}{2}$ and whole)
- Plié chainé
- Triplet walks
- Piqué
- Cross ball-change with arms
- Saut de chat (developing leap)
- Chassé chané
- Tuck jumps
- Chassé step Grande jeté
- Alternating chasse
- Soutenu
- Piqué turns
- 6 step
 - cross ball change, cross ball change, (turn, etc)
- leaps to the floor
- rolls to the floor

Jazz 3 SYLLABUS 12+years

Syllabus Dancers MUST also be enrolled in a ballet class at GPD. Terms and movements to be learned and mastered before going into Jazz 4. Dancers will continue to execute movements learned in Jazz 1 and 2, and add the following terms and movements in class.

Warm up:

- Demi pliés
- chassé, ball change
- Chané, touch
- Body isolations (head, shoulders, ribs, hips)
 - Hip circles
- Contractions and releases
- Elevé
- Relevé
- Stretches
- Lunges
- Splits
- Grande battements (front, side, and back, pointed and flexed)
 - Grapevine
 - Jazz hands
 - Jazz square (box)
- Pivot turn
- Paddle turn
- Conditioning
 - Pushups
 - Pilates abs- series of 5
 - Hip raises/squeezes
- Stretching
- Counting music

In center and across the floor:

- Forced arch jazz walks front, side (crossing in front), back
- Pencil turns
- Fouetté sauté
- Piqué arabesque
- Falls to the floor
- Toe touches
- Á la seconde leaps
- Saut de chat
- Attitude, attitude leap
- Double, triple pirouettes en dehors, single pirouette en dedans
- Leaps to the floor
- Fouetté prep and tour at the barre
- Piqué passé tour
- Layouts

- Pas de bourrée spiraling upper back
- Triplet turns
- Saut de chat (develop leap)
- pas de bourre turns
- développ  
- fan kicks
- capezio turns
- turning C jump

Jazz 4 SYLLABUS 14+ years

Syllabus Dancers MUST also be enrolled in a ballet class at GPD. Terms and movements to be learned and mastered before going into Jazz 5.

Warm up:

- Demi pli  s
- chass  , ball change
- Chan  , touch
- Body isolations (head, shoulders, ribs, hips)
- Hip circles
- Contractions and releases
- Elev  
- Relev  
- Stretches
- Lunges
- Splits
- Grande battements (front, side, and back, pointed and flexed)
- Grapevine
- Jazz hands
- Jazz square (box)
- Pivot turn
- Paddle turn
- Conditioning
 - Pushups
 - Pilates abs- series of 5
 - Hip raises/squeezes
- Stretching
- Counting music

In center and across the floor:

- Attitude turn devant and derri  re
- Triple turns en dehors, double turns en dedans
- Axel turns
- Piqu   arabesque grand tour jet   en tournant
- Piqu   turns
- Double piqu   turns

- Fouetté turns
- Tour jeté
- Leaps out of turns
 - Turns sur le cou de pied
- Lame duck
- Hitch kick
 - Turning C jump
- attitude leaps
- Capezio turn
- Fish flop
 - Tilted grande battement
- Lateral and flat backs
- Center leap
- Saut de chat derrière

Jazz 5 SYLLABUS 15+ years

Syllabus Dancers MUST also be enrolled in a ballet class at GPD. Terms and movements to be learned and mastered in Jazz 5.

Warm up:

- Demi pliés
- chassé, ball change
- Chané, touch
- Body isolations (head, shoulders, ribs, hips)
- Hip circles
- Contractions and releases
- Elevé
- Relevé
- Stretches
- Lunges
- Splits
- Grande battements (front, side, and back, pointed and flexed)
- Grapevine
- Pivot turn
- Paddle turn
- Conditioning
 - Pushups
 - Pilates abs- series of 5
 - Hip raises/squeezes
- Stretching
- Counting music

In center and across the floor:

- Axel turn lay out to the floor

- 1 and a half piqué arabesque tour
- 1 and a half piqué attitude tour
- Fouetté turns
- Triple turns en dehors and en dedans
 - Cou de pied
 - Retiré
 - Attitude
- Grande pirouette à la seconde
- Turning Disk (Chainé that leads into a toe touch)
- Switch-center leap
- Illusions
- Switch leaps
- Toe touch
- Jete' back attitude
- Turning C jump

TAP COMBO SYLLABUS 3+ years,

Vocabulary and Movements:

- flap – brush toe
- shuffle- brush spank
- spank- toe goes back
- brush- toe goes forward
- tip – tip of toe hits into floor
- jab/dig – tip of heel hits into floor
- toe- toe hits into ground
- heel- heel hits into floor
- stomp- foot hits into ground and stays there

Beginning Tap SYLLABUS 4+ years

Continued from combo

Vocabulary and Movements

- stamp—foot hits into ground and come back up
- leap – jump from one foot to the other
- hop- jump on one foot
- chug- two feet jump (moving forward)
- paradiddle- jab, spank, toe, heel
- rhythm clapping – (i.e. 3 shuffles clap 4, 3 stomps, clap 4)
- flap walking (brush toe)

Basic Tap SYLLABUS 5+ years

Continued from beginning tap

- Irish step
 - shuffle, leap, step
- shuffle, stomp
- flap, ball change (Lindy)
- cramp roll (slowly)
 - toe toe, heel heel
- flap running (brush toe)
- flap, heel
- skuff – jab (heel) forward
- spank, toe

Tap 1 SYLLABUS 7+years

Terms and steps to be learned and mastered before going into Tap 2.

Warm up:

- Ankle rolls
- Toe tap combination

Center Floor:

- Shuffle – (brush forward, spank back)
- Flap – (brush forward, toe down)
- Shuffle ball-change (brush, spank, step back step front)
- Paradiddles (jab/dig, spank, toe, heel)
- Hustle (toe, heel, toe, heel, toe, heel, dig or toe tap)
- Single military time step
 - Shuffle hop step ball change
 - Shuffle hop step ball change
 - Shuffle hop step, shuffle hop step
 - Shuffle hop step, ball change
- Lindy (flap with chasse ball change)
- Chug
- Dig/Jab
- Tip (point of the tap shoe hitting the tip of the toe into the ground)
- Spank (back)
 - Brush (forward)

Across the floor and from the corner:

- Traveling flaps
- Flap-heel
- Flap-heel-heel
- Cramp rolls (forward and backward)
- Buffalo

- Drawbacks (toe, spank, heel)
- Shuffle stomp
- Irish (forward and backward)
- Double irish (shuffle ball-change, irish) (forward and backward)

Tap 2 SYLLABUS 9+ years

Syllabus Terms and steps to be learned and mastered before going into Tap 3.

Center floor:

- Riff
 - Toe heel toe heel
- Single maxi-ford
 - Stomp shuffle leap tip
- Single buck time step
 - Stomp hop step flap step stomp
- Double buck time step
 - Stomp hop, flap flap step stomp
- single shuffle time step
 - Shuffle hop step flap step
- Pirouette preps and single pirouettes en dehors
- Shirley temple

Across the floor and from the corner:

- Buffalo combination (3 buffalos, flap, stomp, stomp)
 - Double buffalo step
 - Flap ball-change
 - Flap-heel ball-change
 - Flap-heel turns
 - Flap-heel-heel turns
 - Flap ball-change turns
 - Crossover drawbacks
 - Drawbacks to the side
 - Double cramp roll
-

TAP 3 SYLLABUS – 12+years

Continued from tap 2

Center floor:

- Double maxi-ford
- Triple buck time step
- Double-triple buck time step
- Five-point riff
- Double pirouettes en dehores
- Back essence
- Bell jump

- Double maxi-ford
- Trenches
- Paddle turn Across the floor and from the corner:
- Triple buffalo
- Maxi-ford turns (tip in back)
- Double-toe buffalo
- Click buffalo
- Irish turn
- Triple cramp roll (shuffle cramp roll) At the barre and center floor:
- Pullbacks
- Wings
- Syncopated toe stands
- Single toe turns

TAP 4 SYLLABUS – 14+ years

Continued from tap 3

In the center and across the floor:

- “Nick” step
- Syncopated wings
- Syncopated pullbacks
- Triple pirouettes en dehors
- Double toe turns
- Single leg toe stands
- Single leg pullbacks
- Single leg wings
- Traveling time steps
- Crossover pullbacks
- Maxi-ford turns (tip in front)
- Double back essence
- Bombershay
- Backward traveling flaps
- Cincinnati
- Scissor
- Over the top

Tap 5 SYLLABUS 15+

Continued from tap 4

In the center and across the floor:

- Single pullback tip
- Irish pullback tip
- Switching wings
- Switching pullbacks
- Reverse cramp roll
- Wing tip
- Crossover wing
- Shuffle pullback
- Toe-tip dig bombershay

Hip Hop 1 SYLLABUS 7+ years

Warm up:

- Body isolations (head, shoulders, hips, ribs)
- Squats
- Stationary slides (scoop arms)
- Stretches
- Lunges

Across the floor:

- Flexed foot grande battement
- Walks with swagger (or attitude)
- Pas de bourrée (end in lunge)
- Slide touch
- Cross touch
- Kick, cross, touch (forward and backward)

In the center and across the floor:

- Tuck jump
- Pivot turns
- Which a ways
- Grapevine
- C-Walks
 - Heel toe, heal toe
- Hip Hop Walks
 - Directional changes- around shoulder, forward, backward

Center floor:

- Donkey kicks
- Knee slides
- Paddle turns
- Knee turns
- Cross turn
 - Jump out, cross feet, turn

Hip Hop 2 SYLLABUS 9+ years

Continued from hip hop 1

Warm up:

- Stationary slides (using upper body and shoulders, switching heels)
- Isolations
- Throw back
- Popping
- Locking
- Hip circles
- Shoulder/ribcage pops
- conditioning

Across the floor:

- Kick ball-change (emphasize level changes, flex foot on the kick)
- Kick cross touch
- Floats (feet, toes in, out)
- Kick step out
- Pas de bourrée turn (end in lunge, level changes)
- Chainé

Center floor:

- Donkey flips
- Body rolls
- Tuck jump (landing down, leg out)
- Coffee grinders
- Turtle backs (spin on back)
- Single pirouettes en dehoes (landing in grand plié 2nd & lunge forward)
- Shoulder rolls
- Jazz splits

Hip Hop 3 SYLLABUS 12+ years

Syllabus Dancers MUST also take a jazz class at GPD. Continued from hip hop 2

Warm Up:

- Stationary slides (using upper body and shoulders, switching heels)
- Lean back
- Conditioning
 - Abs Pilates- series of 5
 - Pushups
 - Hip raises/squeezes

Across Floor:

- Catch & throw
- Mike – N- lkes
- Pas de bourrée turn (end in lunge, level changes)
- Kick, step, out (add arms)

Center Floor:

- Body rolls using heels in all directions
- Rotating coffee grinders (both legs)
- Double pirouettes en dehoes (landing in grand plié 2nd & lunge forward)
- 6-step
- Kip-up to back bend (legs kick up in the air)
- Freeze (on shoulder)

21.0 DANCE PROCEDURES MANUAL ACKNOWLEDGEMENT FORM

Policy and Procedures Manual

I have reviewed the material outlined in the Procedures Manual and fully agree to comply with the rules and regulations as specified. I realize my failure to adhere to these policies will result in disciplinary action and possible dismissal.

Mandatory Training Sessions

I understand that staff training sessions will be held and my attendance is mandatory as part of my position and ongoing training including First Aid and CPR training and Abused and Neglected Child training.

Volunteer Procedure

I understand any time worked outside of my normal scheduled hours unless approved by the Recreation Supervisor or any time worked after I have been asked to leave due to low enrollment will be considered "volunteer time" and I will not be paid for that time.

Part-time Personnel Policies Manual, Safety Manual and Bloodb-Borne Pathogens Manual

I have read and reviewed ~~the~~ material in the Geneva Park District Part-time Personnel Policies Manual, Safety Manual and Bloodborne Pathogens Manual and agree to follow the outlined policies. I realize the failure to adhere with the policies will result in disciplinary action and possible dismissal.

Print Name _____

Signature _____

Date _____

APPENDIX

SUNSET DANCERS DANCE COMPANY AGREEMENT



**Geneva Park District
SunSet Dance Company Contract**

Company Director:

Ryann Marszalek 630-945-4334

Company Instructor:

Tanya Osika 630-632-4971

E-mail: genevasunsetdancers@gmail.com

Program Supervisor:

Beth Keen-Recreation Supervisor

bkeen@genevaparks.com 630-262-2213



The Aim of our SunSet Dance Company is to:

- Provide our students with a unique opportunity to experience various disciplines of dance.
- Provide students with an exceptionally high standard of teaching, in all aspects of dance, at an affordable price.
- Encourage and reward effort and achievements.
- Provide all our students with the opportunity to perform regularly and at a variety of events.
- Most importantly... Provide students with a warm, fun, friendly, and family environment. The training that our students receive within the company, will provide them with confidence and communication skills that will be valuable throughout life.

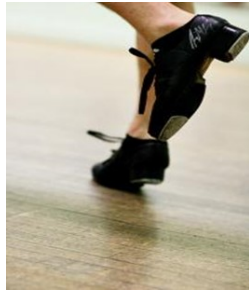
What to expect the Day of the Placement Class

Placement Class Attire: Dancers need to wear a solid leotard or camisole, skirt, dance shorts or leggings, and tights. Hair should be worn up and completely pulled away from the face. Dancers need to bring all dance shoes that you own. If you do not own any, please wear socks.

Placement class will be held virtually this year with the students submitting videos to Miss Ryann and Miss Tanya at genevasunsetdancers@gmail.com

Video requirements will be sent out to participants. ~~shortly and will be due no later than Friday, August 21st.~~

Commented [NV1]: Should we remove dates?



Company Class Requirements

Competitive Company

2-3 Company Classes,

All dancers will learn 2-3 company dances. Styles will include: Jazz or Lyrical (OR -both) and Production (Entire Team Dance, multiple styles).

1 Ballet class(s) per session, at appropriate level.

Ballet 4 meets 2X a wk, Ballet 3 will only be required to take class on Monday this Fall session, instead of Monday/Tuesday as seen in the brochure/online.

COMPETITIONS THIS YEAR ARE TBD

2 Competitive National Dance Competitions
3 Park District Dance Competitions

Min Hours a Week Commitment = 3-5

MISCELLANEOUS Company Class Information

Our goal is to provide an opportunity that is both beneficial and positive for our dancers. Those who have met the demands of being a Company member, and

are confidently ready to perform at an intermediate level, will be considered for a solo, duet or trio.

Company directors will determine and group by ability, age, and confidence in dancing (i.e. indicating an interest in a duet does not automatically guarantee a duet). We appreciate your understanding! The most important dances we perform are the group dances, as we are one big, happy Company family.



Company Class Dress Code

HAIR MUST ALWAYS BE SECURE AND OUT OF FACE BEFORE ARRIVING AT CLASS

BUN FOR BALLET, PONY TAIL OR BRAID FOR ALL OTHERS, (with mask on)

All Dancers are required to have the Proper Dress and Correct Dance Shoes for class

- **Company Leotard**
- **Tights**
- **No Baggy Dance Clothes**
- **No Loose Jewelry**
- **No Eating or Chewing Gum in Class- Water May be brought to class**
- **No Cell Phones in Class...If you need to reach your child please call the office and they can send a message down to the studio.**
- **Fitted jazz pants/shorts are permitted in all classes except Ballet in which case dancers may wear a ballet skirt**

Company Calendar 2020-2021 *ALL PERFORMANCES **SUBJECT TO CHANGE DUE TO COVID-19**

Commented [NV2]: Should we be this specific?

- **Fundraising Meeting: TBD**
- **REGISTER FOR FALL once you have received their placement recommendations**
- **Fall Classes are already available to view online.**
- **April 11th- IPDDC Joliet Competition - TBD**
- **April 18th - IPDDC Oak Forest TBD**
- **April 25- possible makeup date for any cancelled IPDDC competitions- TBD**

- May 2nd- IPDDC State Competition Joliet-**TBD**
- MAY14-16th- National Competition-**TBD**
- MAY Dress Rehearsal/Recital **TBD**
- June 2021 Swedish Days Wednesday Performance, Sunday Parade **TBD**
- June/July 2021 Concerts in the Park/outdoor performances **TBD**

*Please make every effort to plan family vacations outside of summer performance dates. We understand family vacations happen and have to be planned far in advance, however please keep the tentative summer schedule in mind when planning vacations.

Class Behavior Expectations/Attendance

- ❑ The SunSet Dance Company is an 11 month commitment and will perform year round. Year round enrollment in all company and technique classes at the Geneva Park District is required. (INCLUDING SUMMER). When you break your contract you let the whole company down.
- ❑ Technique Classes are required to be taken with the Geneva Park District. Dancers MAY NOT perform or compete any SDC works without written permission from the directors. SDC members MAY NOT perform with any other dance company or STUDIO during the ~~2018-2019~~ registered season.
- ❑ All dancers will treat each other and their teachers with kindness and respect. Dancers will not critique each other or give corrections; this is the teacher's job. Any dancer that creates drama in the classroom could be subject to dismissal from the company.
- ❑ All Company Rehearsals, Competitions and Performances are mandatory.
 - ❑ Until the choreography is complete, dancers that miss class may be choreographed out of the section that they have missed. It is the dancer's responsibility to learn any missed choreography outside of class. Attendance is most important during the time the choreography is being set on the dancers.
 - ❑ Two Unexcused absences, Dancer MAY be pulled from next performance depending on date.
 - ❑ All Dancers are required to attend ALL REHEARSALS AND TECHNIQUE CLASSES the Week of a Performance or Competition or Dancer may not be able to perform. Illness is an exception.
 - ❑ Parents, your Dancer MUST be enrolled in their required Technical and Company Classes before each session starts.
 - ❑ Teachers will be giving technique level assignments after the Company Placement class. Students will stay in this level until the teacher gives them the approval to move up. Teachers are the only ones who can move a child up.

- ❑ If you have a time conflict with your child's class (running late, getting a ride, etc.) please notify the teacher. Carpooling is encouraged and perhaps we can help you work something out with the other parents.
- ❑ **Parents please make sure that you pick up your child promptly after class;** our teachers must wait to leave until all students are picked up and we worry when you arrive 5 or more minutes late. If you know you will be running late please call the office and get a message to the teacher so that we do not worry. Sunset Community Center 630-232-4542 and SPRC 630-232-4501
- ❑ During Company rehearsals and technique classes, all dancers will be expected to treat each class as an audition... Behave, Rehearse, Apply Corrections, and Perform with their best effort at all times. If a dancer acts inappropriately during class, he/she will be asked to sit out.
- ❑ Dancers/Parents are to check e-mail each week for upcoming information on Events, Rehearsal Schedules, Performances or Newsletters.



SunSet Dancers/Parents Competition & Performance Expectations

- ❑ Company Members/Parents are responsible for:
 - 1) Purchase of the appropriate uniform/costumes for dance events
 - 2) Purchase undergarments, costumes, shoes and make-up. (List of appropriate needed supplies will be sent out shortly after Fall classes begin)
- ❑ Each Dancer is responsible for their Costume, Make-Up, and Dance Items when at Competitions. It is the Dancer's responsibility to have all items of their completed costumes for a competition or show. If there are any missing costume pieces, incorrect shoes, etc., dancer may not be able to perform.
- ❑ Competition Fees **MUST** be paid by the instructed date in order to participate in the Convention/Competition. Fees turned in after the instructed date will have a late fee or may not be accepted. **Please keep in mind that Competition Fees are NON-Refundable.**
(This is the normal policy of all dance Convention/Competitions)
- ❑ Dancers **MUST** arrive to Competitions, Performances, and Dress Rehearsals at instructed times.
- ❑ Dancers **MUST** always show respect to other dancers and stay until Company Performance is over or Competition Ceremony is over.
- ❑ Parents: Please remember that at competitions it is your job to be supportive and cheer on your dancers. It is the teachers' jobs to critique a performance. Parents are expected to show good sportsmanship at all events. Inappropriate behavior towards others or your child at an event may cause you to be asked to leave.



<u>Item/Fee</u>	<u>Cost per Dancer</u>	<u>Due Date</u>	<u>Description</u>
Company Leotard (2)	\$54	As needed	To be worn in class and at performance events
Company Pants	TBD	TBD	To be worn at performances, and can be worn in all non-ballet classes
Warm Up Jacket	TBD	TBD	To be worn at performances, and can be worn in all non-ballet classes
Company Dance Bag	\$45.00	TBD	To be used for all classes and performances
Company Shoes-Ballet	\$21.00	As needed	All Members
Company Shoes-Jazz	\$35	As needed	All Members
Company Shoes Tap	\$32	TBD	All Members
Tights	\$8.00	As needed	All Members
Costume Fees (only for company classes, not technique classes)	\$65.00 each	TBD	Prices are per dance. To be worn at Jingle Ball, Recital, Competitions, and Performance events
National Dance Competition Fees	\$45.00-\$65.00	TBD	Prices are per dance per competition. Solo's, Duet's and Trio are a higher fee.
Company Member Fee	\$90	TBD	Instructor Stipend for competitions, performances, and events.
Park District Competition Fees	\$15-\$20	TBD	Prices are per dance, per competition

Nude Leotard

\$15.00

TBD

All Members

Commented [NV3]: More Generalized?

*A registration order form will be emailed/handed out.

*Any returning dancers do not need to buy new shoes or apparel if they still fit/do not have holes.

*All fees will have a Class Code and can be paid with Cash, Check or Visa/MC/Discover. Please make all checks payable to The Geneva Park District.

**Questions regarding payment plans for class registration only over \$300, contact Beth Keen at 630-262-2213. Please fill out the payment form at the front desk and leave it with your registration form.



SUNSET DANCERS Contract

I have read the SunSet Dancers Dance Company Contract and understand that it is a **binding contract** holding me responsible for adhering to the above verbiage until the season ends in August 2021. I understand the Company Dress Code and Company Class Requirements. I understand the Convention/Competition and Performance Dress Code and Expectations and agree to abide by these rules. **I understand that I must RESPECT my fellow company members and if I do not I may be excused from the rest of the season.**

Parent Signature and Date

Parent Signature and Date

Dancer Signature and Date

2020-2021 Sunset Dance Company Placement Class

Dancer's Name: _____

Dancer's Age: _____

Check Dancer's Dance Experience: Ballet _____ Jazz _____

Tap _____ Lyrical _____ Musical Theatre _____

I'm an excited new dancer! _____

Dancer's favorite style of dance is? _____

Dancer's favorite color is? _____

Dancer's favorite song is? _____



SunSet Dance Company Class Placement

Congratulations!!!!!!!!!!!!!!

The following classes are recommended for your Dancer!

Dancers Name: _____

***Lyrical Company:** _____

***Jazz Company:** _____

***Production Company:** _____ **ALL** _____

***Ballet Technique Level:** _____

Jazz Technique Level: _____

Lyrical Technique Level: _____

Jazz/Lyrical Technique Level: _____

Hip Hop Technique Level: _____

***Classes with a (*) are required classes**

Teacher Comments

2019 SunSet Dance Company

Lyrical	Inter Lyrical
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.
11.	11.
12.	12.
13.	13.
14.	14.
15.	15.
16.	16.
17.	17.
18.	18.

2019 SunSet Dance Company

Jazz

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.

Inter Jazz

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.

2019 SunSet Dance Company

Production

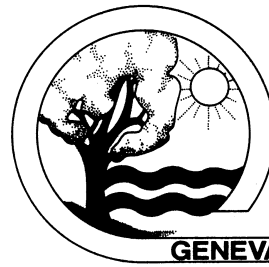
- | | |
|-----|-----|
| 1. | 19. |
| 2. | 20. |
| 3. | 21. |
| 4. | 22. |
| 5. | 23. |
| 6. | 24. |
| 7. | 25. |
| 8. | 26. |
| 9. | 27. |
| 10. | 28. |
| 11. | 29. |
| 12. | 30. |
| 13. | 31. |
| 14. | 32. |
| 15. | 33. |
| 16. | 34. |
| 17. | 35. |
| 18. | 36. |

Geneva Park District

Summer Camp

Policy and Procedures Manual

Board Approved December~~October~~ 2020~~16~~



"An Illinois Distinguished Agency"

Dear Staff,

The Geneva Park District would like to welcome you to the Summer Camp team. We hope you enjoy your time with the Summer Camp program and look forward to a successful and fun summer.

Your employment with this program has a direct result on the overall operation. You will be working with Geneva's most important population, the youth of the community. Through positive experiences, these children will grow with the park district's quality programs, which the community has come to expect. You are a front line staff member in a growing park district and community and we are very excited to have you on board.

In being such an important member of the Geneva Park District, please remember you represent us at work, as well as out in the community. Be sure to act in an appropriate manner, for you are a role model to the children. Please be courteous to all park district patrons and try to be as helpful as possible. If you are unable to help in a situation, please refer them to your immediate supervisor.

We look forward to your help in making this a great summer for the community. Remember, the benefits of recreation for these children are endless!

Enthusiastically,

Kelly Wales
Recreation Supervisor

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Program Objectives

To develop a program where children feel safe, can grow and learn and have fun!

- To promote the “Character Counts” philosophy.
- To allow all participants an equal opportunity to have fun and experience new activities in a positive, safe and structured environment.
- To provide an environment where socialization and creativity are encouraged.
- To create a sense of achievement and self worth in each participant through positive reinforcement.
- To promote and maintain an open level of communication with all participants and their parents/guardians.
- To provide an environment that encourages problem solving, self-discipline and responsible behavior.
- To promote healthy lifestyle choices in daily routine.

Staff Objectives

To provide a summer camp program that encourages participants to learn and have fun in a safe and structured setting.

- To be an active, enthusiastic and caring leader, showing interest in all participants.
- To make responsible decisions that produces a safe, positive and structured program.
- To respect individual participant’s abilities and limitations.
- To be well organized and prepared for each days activities.
- To share your experience and skills to help enrich the program.
- To plan and implement exciting and interesting activities for the participants to enjoy.
- To establish a welcoming environment where participants can comfortably spend their time.
- To create opportunities for participants to meet new friends and grow in their experiences at the program.
- To earn the respect and trust of the participants, parents/guardians, school officials and park district staff.
- To represent the community and the Geneva Park District as a positive role model and a citizen of character.
- To enjoy yourself and have fun.



Six Pillars of Character

Trustworthiness

Be honest • Don't deceive, cheat or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends and country

Respect

Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

Responsibility

Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your choices

Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

Caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

Citizenship

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

STAFF EXPECTATIONS

Summer Camp staff are representatives of the Geneva Park District (especially when at the program or in uniform) and should behave in a courteous and professional manner at all times. Enthusiasm, initiative, positive attitude, job knowledge and a strong work ethic are always expected at the camp programs.

Administrative

- Report to work on time, at least 15 minutes before the start of camp, unless otherwise directed by your supervisor.
- All staff must be dressed in attire appropriate for position.
 - Gym shoes, Camp shirt, shorts or pants (shorts must be at fingertip length, when hands at side), swimsuits should be one piece (or tankini), (flip flops are only acceptable at the pool).
 - Shirts must be returned upon termination
- Keep campsite, supplies and equipment neat and in good condition.
- Take attendance at the beginning of program.
- Parents/Guardians must physically enter site to “sign in” or “sign out” each participant.
- Respect other staff members – do not contradict each other in front of the participants.
- If instructed by the Camp Director to leave or go to another camp due to over or under staffing or to help with the quality of the program, you must do so.
- Read all staff memos that go out.
- If you are going to be absent from work, call the Camp Director, if you cannot reach the Camp Director, call the Camp Coordinator or the Recreation Supervisor – do not leave a message, call until you talk to someone. You must call in at least 2 hours before shift in order to find a proper replacement. If you are able to find a replacement, please try to do so.
- Hand in shopping/supply lists as soon as possible, please allow at least 1 week before supplies are needed.
- Cell phones and/or walkie talkies issued by Park District are for program use only.
- If you need to leave an area, please make sure it is covered and inform other staff so they are aware.
- Clean before leaving each day.
- Never accept any payments at the site.
- Staff must attend all weekly planning meetings and monthly site meetings.
- Bring any concerns to your supervisor before they become an issue.
- Daily custodial checklists must be accurately filled out and submitted.

Field Trip Expectations

- Head count, Head Count, Head Count!
- Be sure to divide into small groups and use the buddy system.
- Attendance should be taken before leaving, once on bus, several points throughout the trip, before returning and on the bus when leaving.
- On bus, maintain order – no screaming, yelling, littering, getting up from seat.
- Counselors are not to sit alone with a child.

Site/Program Expectations

- Treat participants with respect and equality; listen to what they say.
- Use good judgment – make decisions that provide a safe and structured environment for all participants.
- Staff should be taking attendance several times throughout the day...and always HEAD COUNT, HEAD COUNT, HEAD COUNT! No excuses!
- Staff should be positioned in different areas to assure all participants are visible to at least one staff member – staff should never be grouped together, this is not a time to socialize.
- Staff are to interact with the participants, rather than watching them. Never to participate in the activities for safety reasons.
- Staff should not be “lounging” in the grass or sit on tables or counters (Please do not sit on top of picnic tables, this is where we eat) – position yourself near the participants in order to monitor their activities – never turn your back towards them.
- At no time should a staff member use their personal cell phone to text or take personal calls when working at the program. If there is an emergency, please discuss with your supervisor ahead of time.
- Staff is not allowed to have visitors at the program, as that distracts the children.
- There is no smoking allowed on park district property – please do not come to work smelling of smoke.
- You are never allowed to transport participants in personal vehicles.
- Never be alone with a participant.
- Participants are not allowed to bring or play with weapons, cell phones, ipods, cd players, video games, etc. All items, if seen should be taken and given to parents upon pick up – remember to remind parents that these items are not allowed.
- Greet all parents/ participants when they arrive at camp - Never let participants leave with anyone who is not on their emergency form, without having the parent’s written permission; if in doubt contact the Recreation Supervisor immediately.
- Earn the respect of the participants by being consistent, fair and caring.
- Practice the Character Counts Philosophy and incorporate it in the daily routine.
- Maintain your staff to participant ratio.
- Maintain a strict “hands off” policy towards both instructors and participants at all times.
- Acknowledge and positively reinforce good behavior.
- Have fun and enjoy your job!

Pool Expectations

- All staff is required to have and wear their swimsuit on swim days (one piece or tankini for females)
- All camp staff will be required to supervise the children by going in the water and watching around the pool. **Pool safety requires participation from everyone.**
- When in the locker room, try to keep the noise level low, as not to disturb other patrons.
- Children should be applying sunscreen multiple times through out the day. Staff is should not be applying the sunscreen to any participant.

Camp Staff

Board Approved ~~1006/2020~~16

Position:

Camp Coordinator

Summary:

Under the supervision of the Recreation Supervisor and the Recreation Coordinator, the Camp Coordinator will be responsible for the specific planning of camp and the management of the camp. This will include weekly staff meetings, providing supplies for planned activities and communicating with staff and parents effectively.

Supervisor:

The Camp Coordinator reports to the Recreation Coordinator, Recreation Supervisor, Assistant Superintendent of Recreation and the Executive Director.

Qualifications:

The Camp Coordinator must be at least 21 years of age and have a high school diploma; experience working with school age children- preferably 3 years; the ability to effectively communicate with campers, parents and staff; criminal background clearance; current CPR and First Aid certifications and positive role model characteristics.

Essential Functions:

1. Responsible for supervision of camp staff
2. Work to develop a quality program that will help participants and staff grow
3. Participate in all camp trainings
4. Coordinate with other counselors to create a plan of weekly and daily activities
5. Communicate with parents and participants in the program
6. Ensure the safety of all participants
7. Constantly motivate co-workers and encourages teamwork
8. Fill out behavior and accident reports when necessary
9. Implement daily age-appropriate activities
10. Plan special events (family nights)

Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Recreation Supervisor as soon as possible.
2. Attend safety certification classes as assigned.

Marginal Functions:

1. Meet with Recreation Supervisor/Coordinator to assist in developing the annual budget each January/February.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.
3. Ability to be outside for extended periods of time

Cognitive Considerations:

1. Exhibit good problem solving abilities and good judgment in accordance with the mission of the Park District.
2. Demonstrate strong leadership skills when dealing with camp staff and participants.

End Result

Successful performance in this position will develop a strong summer camp program, where participants are excited to return day after day. Camp Coordinator will maintain a motivated staff, enthusiastic to plan new activities.

- Staff will increase their leadership skills
- Staff will be able to work with little or no direction
- Participants will be excited about each day
- Parent and participants will feel safe
- Good rapport will be developed between staff and school, staff and parents and staff and participants.

The success of the program directly relates to this position. Job duties and responsibilities may change as needed to create a quality program.

Position:

Assistant Camp Coordinator

Summary:

Under the supervision of the Camp Coordinator, the Assistant Camp Coordinator will be responsible for the specific planning of camp and the supervision of a small group. They will lead and plan daily activities for the campers.

Supervisor:

The Assistant Camp Coordinator reports to the Camp Coordinator, Recreation Supervisor, Recreation Coordinator, Assistant Superintendent of Recreation and the Executive Director.

Qualifications:

The Assistant Camp Coordinator must have a high school diploma; experience working with school age children- preferably 2 years; the ability to effectively communicate with campers, parents and staff; criminal background clearance; current CPR and First Aid certifications and positive role model characteristics.

Essential Functions:

1. Responsible for Camp Coordinator duties when Coordinator is absent
2. Responsible for supervision of camp staff
3. Works with Camp Coordinator to develop a quality program that will help participants and staff grow
4. Participates in all camp trainings
5. Coordinate with other counselors to create a plan of weekly and daily activities
6. Responsible for supervision of a group of kids
7. Communicates with parents and participants in the program
8. Ensures the safety of all participants
9. Constantly motivates co-workers and encourages teamwork
10. Fills out behavior and accident reports when necessary
11. Implements daily age-appropriate activities
12. Plans special events (family nights)

Safety Program:

3. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Recreation Supervisor as soon as possible.
4. Attend safety certification classes as assigned.

Physical Requirements:

4. Ability to operate Park District vehicles.
5. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.
6. Ability to be outside for extended periods of time.

Cognitive Considerations:

3. Exhibit good problem solving abilities and good judgment in accordance with the mission of the Park District.
4. Demonstrate strong leadership skills when dealing with camp staff and participants.

End Result

Successful performance in this position will develop a strong summer camp program, where participants are excited to return day after day. The ability to create a safe, fun and caring site where relationships can grow is directly related to the performance in this position. The Assistant Camp Coordinator will maintain a motivated and enthusiastic attitude during each day of the program.

- Staff will work as a team
- Participants will be excited about each day
- Parent and participants will feel safe

The success of the program directly relates to this position. Job duties and responsibilities may change as needed to create a quality program.

Position:

Camp Counselor

Summary:

Under the supervision of the Camp Coordinator, the Camp Counselor will be responsible for the specific planning of camp and the supervision of a small group. They will lead and plan daily activities for the campers.

Supervisor:

The Camp Counselor reports to the Assistant Camp Coordinator, Camp Coordinator, Recreation Coordinator, Recreation Supervisor, Assistant Superintendent of Recreation, Superintendent of Recreation and the Executive Director.

Qualifications:

The Camp Counselor must be at least 16 years of age and have experience working with school age children- preferably 1 year; criminal background clearance; current CPR and First Aid certifications and positive role model characteristics.

Essential Functions:

1. Participate in all camp trainings
2. Coordinate with other counselors to create a plan of weekly and daily activities
3. Responsible for supervision of a group of kids
4. Communicate with parents and participants in the program
5. Ensure the safety of all participants
6. Constantly motivate co-workers and encourages teamwork
7. Provide a positive role model for all participants
8. Implement daily age-appropriate activities
9. Plan special events (family nights)

Safety Program:

5. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Recreation Supervisor as soon as possible.
6. Attend safety certification classes as assigned.

Physical Requirements:

7. Ability to operate Park District vehicles.
8. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.
9. Ability to be outside for extended periods of time.

Cognitive Considerations:

5. Exhibit good problem solving abilities and good judgment in accordance with the mission of the Park District.
6. Demonstrate strong leadership skills when dealing with camp staff and participants.

End Result

Successful performance in this position will develop a strong camp program, where participants are excited to return day after day. The ability to create a safe, fun and caring site where relationships can grow is directly related to the performance in this position. The Camp Counselor will maintain a motivated and enthusiastic attitude during each day of the program.

- Staff will work as a team
- Participants will be excited about each day
- Parent and participants will feel safe

The success of the program directly relates to this position. Job duties and responsibilities may change as needed to create a quality program.

STAFF TO PARTICIPANT INTERACTION

It is important to put forth certain rules in order to protect staff from any possible accusations. Therefore we have established the following procedures:

- **Under no circumstances should staff ever be alone with a participant.** If you need to do something that requires leaving the group, at least have one other participant go with you.
- Participants should not be touched in any manner that may be construed as “personal” or “private”. This could include: applying sunscreen or bug lotion, allowing participants to sit in your lap, carrying a participant.
- Participants are required to take care of their own bathroom needs, which includes clean up or changing from an accident.
- Staff should not participate in the activities with the participants; they can not properly supervise if they are participating.
- Staff should always follow a strict hands-off policy. This includes displays of affection such as hugging and touches in an aggressive manner such as grabbing or shoving.
- No name calling, even if just joking around.
- Outside contact with the participants is not permitted. This includes babysitting, calling the participants, talking to them on the internet, etc.
- Appropriate language is to be used at all times when at work. This includes mature subject areas, weekend plans, evening plans, talk about girlfriend/boyfriend, etc. Avoid personal conversations with staff members or parents during work hours.
- Treat the participants with respect and you in turn will earn their respect. Always speak to the participants as if their parent was watching you.
- If you have a question of whether something is appropriate or not, it probably isn't.

PARTICIPANT SIGN IN/ OUT PROCEDURES & STAFF TO PARENT INTERACTION

Signing In and Out

- All participants must be signed in/out of the program by a parent or authorized individual
- Participants cannot be accepted before program start time
- Participants can only be released to authorized persons on the Emergency Contact and Release form.
- If a participant is absent from a program where a parent sign in is not available, staff should check messages, check with school staff and verify with parent.
- If parent sign in is required, such as with the before program or the day off trips, you do not need to confirm absence.
- If a participant is not picked up by the end of the program, after 5 minutes contact the Recreation Supervisor and follow late pick up procedures.

Please follow the following procedures when dealing with the participant's parents or guardian.

- Greet every parent/guardian as they arrive
- Always be professional and courteous
- Keep the parent informed – the smallest detail about a participant's behavior or daily activities shows a parent that their child is important to the staff. This helps to open lines of communication between staff and the parent.
- Always try to give the parent some positive feedback regarding their child, even if they may be having a rough day. (The last thing parents want to hear after a long day, is a bunch of negative things about their child.)
- Be prepared- Know important information about the participant; read over notes or any other information you may have.
- Always discuss sensitive situations and concerns you may have with the Recreation Supervisor ahead of time, before talking to the parent.

HOSTILE SITUATIONS

1. Parent/ Guardian who becomes verbally abusive:

- Maintain the highest level of professionalism
- Try to bring them to an area away from any other children
- Try to get them to make arrangements to discuss at another time when you can give them your full attention
- If behavior and language continues to be inappropriate, you should ask them to leave
- Contact the Recreation Supervisor immediately
- If they become too overwhelming, never hesitate to send them to the Recreation Supervisor- simply give the parent the supervisor's card and tell them they will need to speak to the Recreation Supervisor and they might be able to help them.
- Document the incident in writing as soon as possible and a copy to the Recreation Supervisor
- If the individual will not leave- call 911 and the Recreation Supervisor

2. Parent/ Guardian who smells like alcohol when picking up the participant:

- Use your best judgment.
- If the individual appears to be under the influence of alcohol (very talkative, stumbling, driving recklessly), do not release the child.
- Politely and professionally, explain your concerns and ask the person to contact someone else to drive the child home or call a cab.
- If the parent becomes insistent, call 911 for the police to handle the situation. In the meantime, try to stall them by talking to them. If they forcibly leave, get a description of the vehicle, license plate and direction headed.
- Additionally, consider your obligation to contact DCFS as a mandated reporter – driving a child when intoxicated is child endangerment.

3. A parent or adult picking up that is not on the list – custody situation:

- Verbally inform them that they are not allowed to take the child
- Attempt verbally to convince the individual to leave the participant
- Do not put yourself in physical harm
- Do not attempt to restrain them

During this time, another instructor should be:

- Calling 911
- Give description of individual
- Give description of vehicle and license and direction headed

INCLUSION

The Geneva Park District works in cooperation with the Fox Valley Special Recreation Association or FVSRA. FVSRA provides assistance to recreation agencies through inclusion services. These services provide opportunities for people with disabilities and those without to participate in recreational activities together. If a participant needs special assistance for Kids' Zone, they simply mark the "Special Accommodations" section on the park district registration form. The request is then forwarded to the FVSRA Inclusion Coordinator who will not only find the appropriate assistance, but also continue to monitor progress throughout the program.

If a child is having problems after being assessed by FVSRA, a meeting will be scheduled with the Site Coordinator, Recreation Supervisor, FVSRA and the participant and their parents/guardian.

If a behavior report needs to be written, staff must contact the Recreation Supervisor.

Remember: The FVSRA Inclusion Aids are considered part of the Kids' Zone staff and should be included in all monthly meetings, planning and programming.

KEEPING THE CAMP SAFE

General Safety Rules

- Be aware of all of your surroundings – watch all areas around you.
- Take head counts frequently – especially when outside or away from site.
- Maintain a visual view of the participants at all times.
- Participants should go to the washroom or drinking fountain with a buddy and be in view of a staff person.
- Rough housing, play fighting and wrestling are never allowed.
- Do not hesitate to call 911 if a situation warrants it.
- Participants are not allowed in storage or kitchen areas, staff members are responsible for getting out equipment and games and returning them.
- Equipment is only to be used for the purpose of which it was intended.
- Any equipment that is broken or unsafe should be removed from the site and turned into office for disposal, repair or replacement.
- No standing or jumping off swings.
- Maintain a “safety area” around swings, slides, swinging bats, etc.
- No playing, picking up or throwing sand, woodchips or rocks-this should result in an immediate behavior report.
- Never leave an area unattended.
- Behavior expectations remain the same for on and off-site locations.

Intruder Awareness

- Be aware of surroundings-periodically scanning program area for intruders.
- Maintain a “safety circle” when outside.
- Notify Recreation Supervisor of any safety concerns.
- Review safety rules and go over scenarios at staff meetings.
- Review rules regarding intruders and staying safe with participants.
- Call 911 if an unknown person or vehicle is loitering or regularly passing by. It’s better to be safe than sorry!

Bus Safety Rules

- Participants must remain seated if riding in a park district bus/ van or a school bus.
- Take headcounts when loading and unloading bus – take roll call when loading.
- Use seatbelts if they are available.
- Must adhere to all bus seating capacity limits.
- Review bus evacuation procedures frequently.

Field Trip Rules

- Any field trip must be pre-approved by Recreation Supervisor.
- Staff to participant ratios should increase when possible to ensure safety.
- The Camp Director is responsible for securing and communicating to all staff rules, limitations and necessary information about the trip.
- Procedures and times for periodic check in and a meeting place should be established.
- Emergency Procedures should be reviewed.
- Camp-specific rules and limitations should be communicated with the staff and reviewed with the participants.
- Review stranger awareness with participants and instruct them not to go with or give out personal information to strangers.
- Review with participants and staff: how and where to contact emergency assistance and what to do if they become separated from group.
- Review missing person procedures.
- Increase frequency of attendance and head counts.
- Divide into small groups.
- In crowded areas, position staff in front and behind group.
- Use cell phones to keep in contact with each other.
- Notify Recreation Supervisor upon departure and arrival back or any delays.

Keeping Yourself Safe

- **Use your best judgment at all times!**
- Park in well lit areas.
- Leave with someone, whether it is another co-worker or the last parent picking up.
- If you are uncomfortable in a situation, do not hesitate to notify your supervisor.
- If unsafe to not hesitate to call 911- it's better to be safe than sorry.

DISCIPLINE PROCEDURES

It is our philosophy for discipline to teach 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 following by example. It is important for the instructor to be firm, but caring as well. We want the participants to be able to manage their behavior, in order to succeed in daily activities. Since each participant has different ways of learning, several different methods may be used.

1st Offense – Verbal Warning (depending on the severity, several warnings may be given)

2nd Offense – A behavior report will be filled out and filed with the Recreation Supervisor and the parents/guardian. The parents will be required to sign the report, which will remain in the participants file. The staff will work with the participant and parents to correct the behavior. (This may be issued immediately, without warnings for serious infractions.)

3rd Offense – Suspension- the participant will be suspended from the program for one to three days. The suspension will be in effect the first day following the offense. The first time will be for one day and the second time for three days. The parent will be notified by the Site Coordinator or the Recreation Supervisor. Upon return from a three day suspension, if behavior continues, the Recreation Supervisor may permanently suspend a participant from the Summer camp program.

Depending on the situation and the degree of the offense, the participant may be permanently dismissed from the program following the issuance of a behavior report. There will be **no refunds** for days missed due to disciplinary infractions.

Behavior reports will be used to document unacceptable behavior and make parents/guardians aware of the behavior. This report is used to create a positive goal for the participant to work towards. Remember, when writing this report to be objective, do not include names of any other people involved, describe what type of discipline was used or how behavior was corrected and set a goal for the future. Remember to explain to parent and have them sign it. Remember to make a copy for the Recreation Supervisor and file a copy at the site. You should document it in the behavior log, as well. Please notify the Recreation Supervisor any time a behavior report is written. If it is not something that requires immediate attention, you can leave a message on voicemail.

At Camp, we hold a “**Zero Tolerance to Violence**” policy. A participant that is physically or verbally abusive to another participant, volunteer or Park District staff will be immediately suspended without any prior warning. No bullying, verbal abuse, threatening or physical violence towards Park District staff, FVSRA staff or any participant will be tolerated. All threats and threatening behavior will be taken very seriously and will result in an immediate suspension and possible dismissal from the program.

GENERAL EMERGENCY PROCEDURES

By staff following the appropriate procedures, they can provide the best protection to the participants and themselves. Below you will find some guidelines to follow in an emergency.

Playground Safety

- Always bring a first aid kit when outside for any activity
- When supervising the playground, supervisors must be located in close proximity to any area being used
- Conduct a daily inspection of the playground area to identify any damaged equipment, glass or foreign objects
- Never allow children on any equipment that might be damaged
- Limit the number of children on a single piece of equipment
- Observe play patterns to identify any unsafe behavior
- Do not allow any rough housing
- Never allow children to carry any objects on the equipment
- Do not allow children on equipment if vehicles or ground maintenance is close by.
- Children should use equipment the proper way

General Procedures

- The first priority is to ensure the safety of all participants and staff.
- Follow the outlined safety procedures
- Try to remain calm
- Keep the Recreation Supervisor informed
- Use your best judgment in the given situation
- Document all accidents and incidents

Emergency Communication Procedures

- The Camp Director should contact the Recreation Supervisor as soon as an emergency situation or potential situation arises and it is safe to do so.
- The Camp Director should contact emergency personnel when necessary (Police, Fire or Poison Control).
- Do not hesitate to call 911 if the situation warrants it.
- Always consult with the Recreation Supervisor before contacting a parent/guardian.
- The Camp Director should contact the participant's parents or a guardian to inform them of the situation and if immediate pick up is necessary.
- If media is present, staff should never make any comments, please direct them to the Public Relations Coordinator at the Park District.

EMERGENCY CONTACT INFORMATION

EMERGENCY

911

* Police (Non-emergency)	630-232-4736
* Fire (Non-emergency)	630-232-2530
Kane County Sheriff	630-232-8400
Poison Control Center	1-800-942-5969
Delnor Community Hospital	630-208-3000
Park District Risk Management Agency (PDRMA)	630-769-0332
DCFS	1-800-25-ABUSE (22873)

Internal Numbers

Geneva Park District	630-232-4542
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<u>Recreation Coordinator</u> Becky Densmore	630-262-2210
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Kelly Wales, <u>Recreation Supervisor</u>	630-262-2201
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ACCIDENT / INCIDENT PROCEDURES

It is very important for our site to be as safe as possible. Through eliminating possible hazards, such as holes in the fields, defective equipment or broken glass, we can help prevent accidents from happening. It is imperative that every day a daily site inspection should be completed.

Even with being safe and careful in our activities, accidents can and will happen. If there is an accident that requires first aid or special attention, an accident report must be filled out. Please be sure, even if the accident seemed minor, to inform the parents/guardian about the situation when they pick up.

If you experience a major accident such as a situation that requires informing parents, removal of participant, involvement of emergency personnel, an injury to the head or an asthmatic or allergic reaction; follow the following steps.

1. Remain calm and use common sense. Be sure the situation is safe.
2. Send another staff person for help and if necessary call 911.
3. A trained staff member will administer first aid, while keeping the injured participant immobile and comfortable.
4. A staff member should be supervising the other children, keeping them away from the injured participant.
5. Call the parents and inform them of the situation. Be calm and reassuring.
6. Contact the Recreation Supervisor immediately.
7. Fill out accident report form and bring to park district within 24 hours.

* If a parent inquires about whether the Park District will help pay medical bills, advise them to call the administrative office at the Park District.

HEALTH CARE PROCEDURES

Overall Procedures

- On-site certified staff will provide first aid and CPR when necessary; any additional medical support will be provided by emergency services or will require the participant to be picked up.
- The certified staff are responsible for basic health care, determining when a higher level of care is needed and handling life threatening emergencies related to their training.
- All staff are responsible for observing participants for signs of illness, injury and abuse as well as following all health care policies and procedures including Emergency Information forms and Request to Administer Medication forms, ensuring first aid kits are up to date and adequately stocked, communicating with parent or supervisor as needed, completing Accident/Incident reports as needed, record keeping and contacting emergency services when needed.
- Additional medical and mental health support will be provided by local emergency services.

Approved Health Care Treatment Procedures

- In the case of injury, the on-site staff should only administer simple basic first aid in accordance with their training- do only what you are trained to do
- In the case of injury requiring immediate medical assistance beyond staff training, seek additional medical assistance by calling 911.
- If a participant needs to be picked up immediately call the parent/guardian to inform them, and then call emergency contacts if the parent can't be reached.
- Notify parents of minor injuries upon pick-up
- Notify parents immediately of any major injuries, head injuries, bleeding, if injury requires pick-up and any time a child requests to call their parent
- Notify Recreation Supervisor of injuries requiring parent or emergency communication immediately.
- First aid kits should be with staff at all times. Ensure first aid kits are up-to-date and well stocked after each use.
- Staff should complete record keeping in appropriate logs and submit accident/incident reports to the supervisor. The supervisor is responsible for determining severity and submitting it to PDRMA.

Emergency Information Forms

- Read and review all participant's Emergency Forms
- Be aware of any special needs, allergies, etc
- Maintain accurate emergency, medical and release information for each participant
- Ask parents to update regularly and forward information to Rec. Supervisor
- Keep forms with you at all times

Permission to Administer Medication

- Do not administer without Request to Dispense Medication form
- All medication must be in original container with accurate labeling and dosage
- Store medication in locked medication kit. If outside, medication should be in first aid kit and remain under staff supervision
- When administered – complete log with name, time and amount administered

Prescription Drugs and Inhalers

- Parent/Guardian will provide the staff with the child's medication in the original container whose prescription label must include patient's name, physician's name, pharmacy name, name of medication and complete dosage information. Each day the proper dosage should be sent in the original container. If original container is not available, parent should try to obtain a new one from physician or pharmacy.
- Parent/Guardian must sign and complete a Request to Administer Medication form.
- Medication will be stored in locked area at temperature consistent with package instructions. If program is outside, medicine will be in the first aid kit.
- Upon administering medication, staff should record in the log name, medication, time administered and amount given. This log is to be kept with the medication.
- Students are not allowed to keep medication with them; even inhalers must be kept locked up with other medicine. If a child is administering the inhaler them selves, they will simply ask the staff when needed.

FIRST AID

STAFF RESPONSIBILITIES

1. To recognize and manage life threatening emergencies
2. Attendant must recognize and treat
 - Breathing
 - Circulation
 - Bleeding
 - Illness
3. At no time will staff administer medications, unless a Request to Dispense form has been filled out prior.

EMERGENCY ACTION PRINCIPLES

1. Survey the scene
2. Check for breathing
3. Circulation
4. Bleeding
5. Poisoning
6. Shock
7. Sudden illness

BREATHING

1. No matter what the injury, check for breathing and maintain an open airway
2. During this stage, if the victim is in water, they should be removed.

CIRCULATION

1. Finding the pulse
2. Adults and children - carotid pulse
3. Infant - inside upper arm

BLEEDING

1. Two ways to stop bleeding
2. Direct pressure and elevation
3. Control pressure at pressure
4. Use gloves when you handle a bleeding victim
5. Once a gauze pad is placed on a wound with bad bleeding, do not remove it. If it gets blood soaked, add pads to the existing ones.
6. Do not elevate any limb if there is extreme pain

POISONING: SIGNS/SYMPTOMS

1. Change in behavior
2. Sudden onset of pain
3. Vomiting
4. Heavy breathing
5. Bad odor to breath
6. Burns around the mouth
7. Always keep pool chemicals away from children and all cleaning supplies out of reach.
8. Talk to your victim or relatives around for type of poisoning if empty bottles found.

POISONING: TREATMENT

1. Call poison control center
2. Offer all information possible

SHOCK: SIGNS/SYMPTOMS: A life-threatening condition of depressed body functions.

1. Confused
2. Ill or uncomfortable
3. Rapid breathing with or without rapid pulse
4. Recent history trauma
5. Dizziness
6. Victim needs to lie down

SHOCK: TREATMENT

1. Position victim on back
2. Elevate head and feet slightly
3. Maintain normal body temperature
4. Call EMS
5. Do not give food or drink

HEART ATTACK: SIGNS/SYMPTOMS: Caused by a disruption of the heart's blood supply.

1. Chest pain - crushing or heavy feeling in the chest
2. Pain in front of neck, upper chest, left arm and shoulder
3. Dizziness
4. Feeling faint
5. Poor color
6. Victim needs to lie down

HEART ATTACK: TREATMENT

1. Position victim in a comfortable position
2. Maintain body temperature
3. Keep victim calm
4. Call EMS (911)
5. Do not give food or drink
6. Maintain vital signs

STROKE: SIGNS/SYMPTOMS: A disruption of the blood supply to a portion of the brain. It causes mental or physical impairment, which can be temporary or permanent.

1. Difficult or slurred speech
2. Paralysis or weakness to one side of the body
3. Pupils of unequal size
4. Headache
5. Unconsciousness

STROKE: TREATMENT

If the victim is unconscious, check for respiration and pulse

1. If absent, begin CPR
2. If victim is conscious, help him or her to a comfortable position
3. Maintain normal body temperature

CONVULSIONS: SIGNS/SYMPTOMS

1. Rigid muscles and jerky movements
2. Clenched teeth and inability to answer questions
3. May be drooling or foaming at the mouth
4. May have loss of bowel control
5. May bite tongue
6. Convulsion will be followed by unconsciousness

CONVULSIONS: TREATMENT

1. Protect the victim and yourself from “flailing” injuries
2. Wait for the seizure to subside. Monitor the respiration and pulse. If absent, begin CPR
3. Do not pry the teeth open or put an object in the person’s mouth.
4. Do not try to restrain the victim when jerking. Remain in control until help arrives.

FAINTING: SIGNS/SYMPTOMS: Caused by a disruption of blood flow to the brain. In the aquatic environment, fainting can occur from dehydration, being frightened, or other medical problems.

1. Unconscious

FAINTING: TREATMENT

1. Lay victim down
2. Check for breathing and pulse
3. Treat the cause of the loss of blood

HEAT CRAMPS: Heat cramps occur due to loss of salt from the body through sweating.

HEAT EXHAUSTION: Heat exhaustion occurs due to dehydration.

HEAT STROKE: Heat stroke is a life threatening, most severe case of over heating.

HYPOTHERMIA

1. Hypothermia is a low body core temperature caused by exposure to cold air and/or water.
2. It can be life threatening.
3. If you see signs of hypothermia, you should recommend that they be warmed, to prevent further injury or illness.

BURNS

FIRST DEGREE BURNS

Occur from overexposure to the sun, sunburn, scalding or contact with hot objects. If you notice sunburn on a guest, you should advise the guest to cover up.

SECOND DEGREE BURNS

These are deeper, more serious and painful burns resulting from the same exposure as mentioned above.

THIRD DEGREE BURNS

Are the most serious and involve complete tissue destruction. They can be caused by flame, immersion in hot water, contact with hot objects or electricity.

REMEMBER

ANY PERSON WHO HAS BEEN TREATED FOR ANY INJURY OR ILLNESS THAT IS LIFE-THREATENING SHOULD HAVE FOLLOW-UP MEDICAL CARE.

INJURIES AND FIRST AID

Emergency Situations:

Not-Breathing	=	Open airway, give rescue breathing
Choking	=	Use abdominal thrusts
Bleeding	=	Stop severe bleeding with direct- pressure.
Possible Fractures	=	Victim should not move or be moved
Neck Injuries	=	No movement - possible quadriplegia
Back Injuries	=	No movement - possible paraplegia
Electrical and others.	=	Were they shocked? Look around for possible danger to yourself Cut power.
Burns	=	Very small area, vary shallow burn, cool with water for 20 minutes. If large area or deep involvement, do NOT touch it!
Eye Injury	=	Cover both eyes to eliminate sympathetic movement.
Seizure	=	Protect the head. Remove spectators.
Embedded Object	=	Do not remove.

MISSING PERSON ACTION PLAN

The following preventive measures should be followed so a participant does not go missing:

- Always use the buddy system
- Staff should always be within an earshot of the participants.
- Staff should always be scanning the area where the participants are
- Attendance and head counts should be done on a regular basis, especially when transitioning from activities or to another location
- If a participant has to leave an activity, to use the washroom or take care of something, check back on them frequently until they return or are with a parent or another staff member.
- Try not to turn your back to the participants, if something is going to happen, it is usually when your back is turned.
- Head Count, Head Count, Head Count!

In the event that a child does go missing, follow these steps:

1. Immediately notify the Camp Director, who will then inform other staff. (Time is critical, please do not hesitate to contact the Site Coordinator.)
2. An organized search will begin. Check obvious places first, such as with other groups, bathrooms or surrounding areas.
3. Gather group together and do a head count of the entire group.
4. If possible, secure someone to monitor the group and maintain their safety.
5. Gather all available staff to search.
6. If on a trip, notify establishment and check with their employees.
7. Request management to page child, if possible.
8. After all areas have been checked, double check with staff again and then contact Recreation Supervisor.
9. If the child is not found within 10 minutes, or the presence of foul play is suspected, the Recreation Supervisor will call 911 and staff will stand by for further instructions.

CHILD ABUSE AND NEGLECT POLICY

Child abuse is a very real nightmare for children in today's society. Statistics show "1,500 children die from abuse each year. There are 140,000 injuries to children from abuse each year. There are 1.7 million reports of child abuse each year." Those are some very scary statistics. The Geneva Park District takes child abuse very seriously and makes every reasonable effort to prevent, detect, handle and report cases of suspected child abuse or neglect of children within our programs, areas or facilities. As a staff member at Kids' Zone, you are considered a mandated reporter of child abuse.

Child abuse is usually falls within at least one of the four areas:

1. Physical Abuse – Patterns of injury that are not accidental, such as beatings, which may lead to burns, bruises, welts, bites, broken bones, strangulation or even death.
2. Emotional Abuse – Persistent acts that include rejection, ignoring terrorizing, constant negative criticism, insults or withholding love or support.
3. Sexual Abuse – The assault or exploration of children sexually. This can include numerous acts over time or a single incident. Includes rape, incest, fondling, exposing oneself, forcing oneself sexually upon a child or forcing a child to view pornographic materials.
4. Neglect – This is the failing to provide for the well being of the child. This includes the withholding of food, clothing, shelter, hygiene, supervision or medical treatment. (This is the most common form of abuse.)

A staff member who suspects a child is in an abusive situation is required by law to report the situation immediately. However, the situation should first be discussed with the Recreation Supervisor. When talking to the child regarding a situation remember to:

1. Remain calm and reassuring. The child needs to feel you are in control of the situation.
2. Don't criticize the child, question their story or make them feel as if they were misunderstood.
3. Tell them no one should ask them to keep a secret and it is okay to talk to the staff about it.
4. Respect the child's privacy. Take them to a location where others cannot hear them.

It is the staff member's responsibility to fill out DCFS form and after talking to the supervisor, reporting it to DCFS at 1-800-25-ABUSE, which is a 24-hour hotline. The park district and DCFS keep your information, as the reporter, completely confidential. The suspected abuser will have no way of knowing who reported the situation. Please remember, you could be the only chance that a child has to live a happy and productive life. You might even save a child's life!

DISASTER PLANS

Tornado Weather, Fire or Other Disaster Conditions

Children should never be sent home on their own during a tornado warning. Outdoor programs should be cancelled when a tornado warning is in effect or during an extremely heavy rainfall with consent of your Supervisor. The safety of the participants is most important. In the case that lightening, thunder or a severe storm suddenly appears while outside, children should be brought indoors immediately.

Severe Thunderstorm Conditions:

1. Move indoors immediately, staying away from windows.
2. Make sure all participants are safe and accounted for.
3. Listen to the radio for updates on weather conditions.
4. Follow instructions necessary if weather conditions worsen.

During Tornado Conditions: Practice tornado drills so everyone will know what to do when a tornado situation arises:

1. The southwest corner of a structure is generally the worst place due to intensity of the winds. Avoid this area!
2. Any object can become a deadly missile during a tornado.
3. Do not send children home on their own during a tornado.
4. Windows on the north and east sides should be opened a crack. This serves to equalize the inside and outside pressure.
5. Avoid glass areas, especially windows and doors on outside areas.
6. Avoid long halls, they tend to serve as wind tunnels, especially avoid long halls that do not jog.
7. Avoid long roof spans, such as multi-purpose rooms.
8. Those in charge of a group must try to keep others as calm as possible.
9. It is recommended that someone is designated as a group leader - someone who is able to make quick, reasonable decisions.
10. People should be sitting with their face to wall, head down, knees up and arms protecting body and head.

During Fire Drills:

1. In case of a fire, notify the fire department. Emergency numbers are listed on all phones.
2. Calmly lead all children out of the building and take to a safe location outside. All staff should remain with the children and wait outside until the Fire Department arrives.
3. Appoint door monitors in advance to hold doors, thereby eliminating injuries from swinging doors.
4. Once outside, continue to walk away from building and do not stop until a safe distance (at least 100 yards) is reached.
5. Appointed group leaders should take attendance to make sure no one has been left inside.

SUMMER CAMP

Policy and Procedures Manual

Acknowledgement Form

Policy and Procedures Manual

I have reviewed the material outlined in the Policy and Procedures Manual and fully agree to comply with the rules and regulations as specified. I realize my failure to adhere to these policies will result in disciplinary action and possible dismissal.

Mandatory Training Sessions

I understand that staff training sessions will be held once a week with my camp and my attendance is mandatory as part of my position and ongoing training.

Volunteer Procedure

I understand any time worked outside of my normal scheduled hours unless approved by the Recreation Supervisor or any time worked after I have been asked to leave due to low enrollment will be considered "volunteer time" and I will not be paid for that time.

Geneva Park District Part-time and Safety Manual

I have read and reviewed the material in the Part time Staff and Safety Manuals and agree to follow the outlined policies. I realize the failure to adhere with the policies will result in disciplinary action and possible dismissal.

Print Name _____

Signature _____

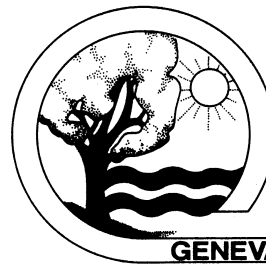
Date _____

Geneva Park District

Kids' Zone

Policy and Procedures Manual

Board Approved December 2020



GENEVA PARK DISTRICT

"An Illinois Distinguished Agency"

Dear Staff,

The Geneva Park District would like to welcome you to the Kids' Zone team. We hope you enjoy your time with the Kids' Zone program and look forward to a successful year.

Your employment with this program has a direct result on the overall operation. You will be working with Geneva's most important population, the youth of the community. Through positive experiences, these children will grow with the park district's quality programs, which the community has come to expect. You are a front line staff member in a growing park district and community and we are very excited to have you on board.

In being such an important member of the Geneva Park District, please remember you represent us at work, as well as out in the community. Be sure to act in an appropriate manner, for you are a role model to the children. Please be courteous to all park district patrons and try to be as helpful as possible. If you are unable to help in a situation, please refer them to your immediate supervisor.

We look forward to your help in making this a great year for the community. Remember, the benefits of recreation for these children are endless!

Enthusiastically,

Kelly Wales
Recreation Supervisor

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PROGRAM PHILOSOPHY

It is the mission of the Geneva Park District to provide all residents and age groups in the community with recreational programs, facilities and open space that will enhance the quality of life of its residents. Kids' Zone will provide opportunities for all participants to develop a positive self-image through experiences in a fun, friendly, structured and safe environment. Participants will also be able to develop their social skills through interaction and different activities that include problem solving, teamwork and following basic directions. This program will create a stimulating and creative environment, where children will be able to choose their own activities and projects that meet their interests and allow them to learn and grow at their own rate. Our goal is to provide a program that strongly supports the six pillars of character: trustworthiness, respect, responsibility, fairness, caring and citizenship. "Character Counts" and the benefits of a healthy lifestyle will be incorporated in all aspects of Kids' Zone.

Program Objectives

To develop a program where children feel safe, can grow and learn and have fun!

- To promote the “Character Counts” philosophy.
- To allow all participants an equal opportunity to have fun and experience new activities in a positive, safe and structured environment.
- To provide an environment where socialization and creativity are encouraged.
- To create a sense of achievement and self worth in each participant through positive reinforcement.
- To promote and maintain an open level of communication with all participants and their parents/guardians.
- To provide an environment that encourages problem solving, self-discipline and responsible behavior.
- To promote healthy lifestyle choices in daily routine.

Staff Objectives

To provide a before and after school program that encourages participants to learn and have fun in a safe and structured setting.

- To be an active, enthusiastic and caring leader, showing interest in all participants.
- To make responsible decisions that produce a safe, positive and structured program.
- To respect individual participant’s abilities and limitations.
- To be well organized and prepared for each days activities.
- To share your experience and skills to help enrich the program.
- To plan and implement exciting and interesting activities for the participants to enjoy.
- To establish a welcoming environment where participants can comfortably spend their time.
- To create opportunities for participants to meet new friends and grow in their experiences at the program.
- To earn the respect and trust of the participants, parents/guardians, school officials and park district staff.
- To represent the community and the Geneva Park District as a positive role model and a citizen of character.
- To enjoy yourself and have fun.



Six Pillars of Character

Trustworthiness

Be honest • Don't deceive, cheat or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends and country

Respect

Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

Responsibility

Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your choices

Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

Caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

Citizenship

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

STAFF EXPECTATIONS

Kids' Zone staff are representatives of the Geneva Park District (especially when at the program or in uniform) and should behave in a courteous and professional manner at all times. Enthusiasm, initiative, positive attitude, job knowledge and a strong work ethic are always expected at Kids' Zone.

Administrative

- Report to work on time, dressed in attire appropriate for position.
 - Gym shoes, Park District shirt, shorts (must be at least finger-tip length), or pants (khakis, jeans, or athletic pants) and identification badge
 - Shirts and badges must be returned upon termination
- Keep site, supplies and equipment neat and in good condition.
- Know how to retrieve and check voicemail – check immediately upon arrival at site.
- Take attendance at the beginning of program.
- Parents/Guardians must physically enter site to “sign in” or “sign out” each participant.
- Respect other staff members – do not contradict each other in front of the participants.
- If instructed by the Site Coordinator to leave or go to another site due to over or under staffing, you must do so. Remember, the Site Coordinator is in charge.
- Read all staff memos that go out.
- If you have completed all assigned duties, position yourself near the participants.
- If you are going to be absent from work, call the Site Coordinator, if you cannot reach the Site Coordinator, call the Recreation Supervisor – do not leave a message, call until you talk to someone. You must call in at least 2 hours before shift in order to find a proper replacement. If you are able to find a replacement, please try to do so. If you would like to request a day off, a form and submit to your supervisor at least two weeks in advance. Excessive time off requests may lead to a change in position or possible termination of employment.
- Hand in shopping/supply lists as soon as possible, please allow at least 1 week before supplies are needed.
- Cell phones and walkie talkies issued by Park District are for program use only.
- If you need to leave an area, please make sure it is covered and inform other staff so they are aware.
- Clean before leaving each day – sweeping, wiping tables, etc. (Complete custodial checklist)
- Never accept payments at the site.
- Staff must attend all mandatory meetings and monthly site meetings.
- Bring site concerns to supervisor before they become an issue.
- Contact office with any bus concerns, late pickups, etc.

Site/Program Expectations

- Treat participants with respect and equality; listen to what they say.
- Use good judgment – make decisions that provide a safe and structured environment for all participants.
- Staff should be positioned in different areas to assure all participants are visible to at least one staff member – staff should never be grouped together, this is not a time to socialize.
- Staff are to interact with the participants, rather than watching them. Never to participate in the activities for safety reasons.
- At no time should a staff member use their personal cell phone to text or take personal calls when working at the program. If there is an emergency, please discuss with your supervisor ahead of time. Use of personal cell phones during working hours could result in disciplinary action.
- Staff should not be “lounging” in the grass or sit on table or counters – position yourself near the participants in order to monitor their activities – never turn your back towards them.
- Only one staff member should be in the storage area at a time; children are to never be in the storage closet.
- There is no smoking allowed on school district or park district property – please do not come to work smelling of smoke.
- You are never allowed to transport participants in personal vehicles.
- Never be alone with a participant.
- Participants are not allowed to bring or play with weapons, cell phones, ipods, cd players, video games, etc. All items, if seen should be taken and given to parents upon pick up – remember to remind parents that these items are not allowed.
- Greet all parents/ participants when they enter the room - Never let participants leave with anyone who is not on their emergency form, without having the parent’s written permission; if in doubt contact the Recreation Supervisor immediately.
- Earn the respect of the participants by being consistent, fair and caring.
- Practice the Character Counts Philosophy and incorporate it in the daily routine.
- Maintain a 1:10 staff to participant ratio.
- Maintain a strict “**hands off**” policy towards both instructors and participants at all times.
- Acknowledge and positively reinforce good behavior.
- Only allow “G” rated movies, unless a signed release for a specific movie has been approved by all parents- no home movies.
- Have fun and enjoy your job!

Position:

Kids' Zone Site Coordinator

Summary:

Under the guidance of the Recreation Supervisor, the Site Coordinator will be responsible for the specific programming and management of a before/after school site.

Supervisor:

The Kids' Zone Site Coordinator reports to the Recreation Supervisor, Assistant Superintendent of Recreation and Executive Director.

Qualifications:

The Kids' Zone Site Coordinator must be at least 21 years of age and have a high school diploma and preferably an Associate's Degree in Education, Recreation or a related field; 3 years' experience in school age programming; criminal background clearance; current CPR and First Aid certifications; experience in supervising staff or volunteers, strong leadership skills, and the ability to accurately maintain records and prepare reports; communicate effectively with participants, parents, staff and school district personnel; and clearly and concisely present ideas and recommendations orally and in writing.

Essential Functions:

1. Create, organize, promote and conduct a variety of recreational activities such as: arts & crafts, sports, music, dance, games, nutrition, nature activities, special events, social activities, outdoor play and homework time.
2. Account for sign in of all participants in before/after school program and knowing their whereabouts.
 - Prepare sign in/out sheets and attendance forms
 - Check voice mail message for absences/ train staff to do so as well, in case you are absent.
 - Communicate with school staff/ office – obtain daily absence lists
 - If a child does not show up, contact parent/guardian.
 - If snow day/ bad weather occurs, check in with Recreation Supervisor and notify other staff
3. Supervise and help train staff.
 - Hold monthly meetings with staff – must turn in agenda to Recreation Supervisor
 - Set staff schedule, according to availability – approves day off requests (only if site is covered)
 - Model correct behavior – actions, language and dress code
 - Responsible for any FVSRA staff, you should treat them as part of your staff team.
 - Distribute staff memos or information to staff.
 - Keep them aware of any medical conditions or allergies a participant may have.
 - Check over time sheets for accuracy and initials them
 - Monitor staff to participant ratios, if there is extra staff at the site - call Supervisor to see if they are needed elsewhere, if not they should be sent home.
 - Inspire confidence and enthusiasm in staff and encourages teamwork

- Completes evaluations on staff and communicates about positive attributes and areas in need of improvement, help to set goals
4. Responsible for the planning of all curriculum.
 - Create a monthly calendar (typed) for site
 - Writes a monthly newsletter
 - Follows budgeted amount for supplies and planned activities
 - Inventories all supplies and submits requests for supplies to Recreation Supervisor at least 1 week in advance
 - Daily schedule of activities
 - Staff responsibilities for each day
 5. Handle initial contacts with parents.
 - Greets parents when dropping off or picking up children
 - Ensures all participants are signed in AM care by a parent and in PM care they are signed out by an authorized adult – NO EXCEPTIONS
 - Keeps parents informed about their children reporting positive behaviors, accidents/ incidents or any other important information
 - Develops a good rapport with parents and participants
 - Notify parents if a participant is feeling ill, they should be picked up if they have a fever or are physically ill.
 - Works with parents in correcting any behavior issues
 - Responsible for distributing payment forms, memos, newsletters or behavior reports to parents
 - Follow up with any questions or concerns a parent may have
 - Inform Recreation Supervisor of any problem parents they may have
 6. Attend staff training and Site-Coordinator meetings.
 7. Stop by administrative offices Monday, Wednesday and Friday of each week.
 - Picks up materials from mailbox
 - Picks up snacks and supplies for site
 - Turns in weekly attendance and sign in/out sheets
 - Turns in any accident/ incident reports, behavior reports or late pick-ups within 24 hours
 - Turns in timesheets on every other Friday
 - Turns in copy of newsletter, monthly calendar, monthly staff meeting agenda
 8. Maintain good relationships and effective communication with:
 - District 304 personnel
 - AM/PM Site Coordinator – share information about suspensions, school information, parent information or staff issues
 - Staff – You all need to work together and stay on the same page
 - Supervisor – keep informed of all situations (accidents, confrontations) no matter how minor, concerning staff, district staff, participants or parents
 9. Follow procedures to maintain safety at site.
 - Maintain up to date information in the Emergency/Information Binder
 - Keep forms up to date- make sure copies are made when getting low
 - Keep phone message log up to date
 - Charge phone on daily basis – phone is to remain at site at all times (when programs hours are over, phone should be turned off and locked up)
 - Keep phone on you at all times during program hours

- Practice Fire and Tornado drill and record in log
 - Know where first aid kit is and be sure to keep it well stocked
 - Properly store and administer medication to participants according to policy – check for original labels and expiration dates. Complete documentation for administering medicine
10. Work Day Off trips, Winter and Spring camps and helps with other sites when needed.
 11. Other duties as assigned

Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes Completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Recreation Supervisor as soon as possible.
2. Attend safety certification classes as assigned.

Marginal Functions:

1. Meet with Recreation Supervisor to assist in developing the annual budget each January/February.

Physical Requirements:

1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

1. The Kids' Zone Site Coordinator must exhibit good problem solving ability and good judgment in accordance with the mission of the Park District.
2. Demonstrate strong leadership skills when dealing with assistant site coordinator and group leaders and participants.

End Result

Successful performance in this position will develop a strong before/afterschool program, where participants are excited to return day after day. Site coordinator will maintain a motivated staff, enthusiastic to plan new activities.

- Staff will increase their leadership skills
- Staff will be able to work with little or no direction
- Participants will be excited about each day
- Parent and participants will feel safe
- Good rapport will be developed between staff and school, staff and parents and staff and participants

The success of the program directly relates to this position. Job duties and responsibilities may change as needed to create a quality program.

Position:

Kids' Zone Assistant Site Coordinator

Summary:

Under the guidance of the Recreation Supervisor and the Site Coordinator, the Assistant Site Coordinator will be responsible for the specific programming and management of a before/after school site.

Supervisor:

The Kids' Zone Assistant Site Coordinator reports to the Kids' Zone Site Coordinator, Recreation Supervisor, Assistant Superintendent of Recreation and Executive Director.

Qualifications:

The Kids' Zone Assistant Site Coordinator must be at least 18 years of age and have a high school diploma and preferably an Associate's Degree in Education, Recreation or a related field; 2 years' experience in school age programming; criminal background clearance; current CPR and First Aid certifications; experience in supervising staff or volunteers, strong leadership skills, and the ability to accurately maintain records and prepare reports; communicate effectively with participants, parents, staff and school district personnel; work with over 55 participants, and clearly and concisely present ideas and recommendations orally and in writing.

Essential Functions:

1. Create, organize, promote and conduct a variety of recreational activities such as: arts & crafts, sports, music, dance, games, nutrition, nature activities, special events, social activities, outdoor play and homework time.
2. Assist Site Coordinator with sign in of all participants in after school program and knowing their whereabouts.
 - Prepare sign in/out sheets and attendance forms
 - Check voice mail message for absences/ train staff to do so as well, in case you are absent.
 - Communicate with school staff/ office – obtain daily absence lists
 - If a child does not show up, contact parent/guardian.
3. Assist in supervising and helps train staff
 - Assists in planning monthly meetings
 - Models correct behavior – actions, language and dress code
 - Responsible for any FVSRA staff, you should treat them as part of your staff team.
 - Distribute staff memos or information to staff.
 - Monitors staff to participant ratios, if extra staff call Supervisor to see if they are needed elsewhere, if not they should be sent home.
 - Inspires confidence and enthusiasm in staff and encourages teamwork
4. Assist with the planning of all curriculum
 - Contributes ideas for monthly calendar
 - Helps with inventories all supplies and submits requests for supplies to Recreation Supervisor at least 1 week in advance
 - Daily schedule of activities
 - Staff responsibilities for each day
5. In the absence of Site Coordinator, handle initial contacts with parents

- Greets parents when dropping off or picking up children
 - Ensures all participants are signed in AM care by a parent and in PM care they are signed out by an authorized adult – NO EXCEPTIONS
 - Keeps parents informed about their children reporting positive behaviors, accidents/ incidents or any other important information
 - Develops a good rapport with parents and participants
 - Notify parents if a participant is feeling ill, they should be picked up if they have a fever or are physically ill.
 - Inform Recreation Supervisor of any problem parents they may have
6. Attend staff training and monthly meetings
 7. Maintain good relationships and effective communication with:
 - District 304 personnel
 - AM/PM Site Coordinator – share information about suspensions, school information, parent information or staff issues
 - Staff – You all need to work together and stay on the same page
 - Supervisor – keep informed of all situations (accidents, confrontations) no matter how minor, concerning staff, district staff, participants or parents
 8. Follow procedures to maintain safety at site
 - Assist Site Coordinator in maintaining up to date information in the Emergency/Information Binder
 - Keep phone message log up to date
 - Charge phone on daily basis
 - Keep phone on you at all times during program hours
 - Practice Fire and Tornado drill and record in log
 - Know where first aid kit is and be sure to keep it well stocked
 - Witness administration of medication to participants according to policy – check for original labels and expiration dates.
 9. Work Day Off trips, Winter and Spring camps and helps with other sites when needed
 10. Other duties as assigned

Safety Program:

3. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Recreation Supervisor as soon as possible.
4. Attend safety certification classes as assigned.

Physical Requirements:

3. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

3. The Kids' Zone Assistant Site Coordinator must exhibit good problem solving ability and good judgment in accordance with the mission of the Park District.
4. Demonstrate strong leadership skills when dealing with assistant site coordinator and group leaders and participants.

End Result

Successful performance in this position will develop a strong before/after school program, where participants are excited to return day after day. The ability to create a safe, fun and

caring site where relationships can grow, is directly related to the performance in this position. The Asst. Site Coordinator will maintain a motivated and enthusiastic attitude during each day of the program.

- Staff will work as a team
- Participants will be excited about each day
- Parent and participants will feel safe

The success of the program directly relates to this position. Job duties and responsibilities may change as needed to create a quality program.

Position:

Kids' Zone Group Leader

Summary:

Under the guidance of the Recreation Supervisor, Site Coordinator, and Assistant Site Coordinator, the Group Leader will be responsible for the specific programming and management of a before/after school site.

Supervisor:

The Kids' Zone Group Leader reports to the Kids' Zone Site Coordinator, Assistant Site Coordinator, Recreation Supervisor, Assistant Superintendent of Recreation and Executive Director.

Qualifications:

The Kids' Zone Group Leader must be at least 16 years of age and have 1 year of experience working with school aged children; criminal background clearance; and current CPR and First Aid certifications; present oneself as a positive role model with strong leadership skills, and maintain the ability to communicate effectively with participants, parents, staff and school district personnel.

Essential Functions:

1. Create, organize, promote and conduct a variety of recreational activities such as: arts & crafts, sports, music, dance, games, nutrition, nature activities, special events, social activities, outdoor play and homework time.
2. Take direction from the Asst. and Site Coordinator and report any incidents immediately
3. Supervise and lead small and large group activities
4. Assists with planning age appropriate activities
5. Be able to discipline participants in a productive manner
6. Attends staff training and monthly meetings
7. Maintain good relationships and effective communication with:
 - District 304 personnel
 - Co-workers – You all need to work together and stay on the same page
 - Supervisor – keep informed of all situations (accidents, confrontations) no matter how minor, concerning staff, district staff, participants or parents
8. Follow procedures to maintain safety at site – aware of any potential safety hazards
9. Arrives on time, as scheduled
10. Follows dress code and dress appropriately for days activities
11. Works Day Off trips, Winter and Spring camps and helps with other sites when needed
12. Other duties as assigned

Safety Program:

5. Understand the Park District's safety procedures and requirements. This includes Completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Recreation Supervisor as soon as possible.
6. Attend safety certification classes as assigned.

Physical Requirements:

4. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:

5. The Kids' Zone Group Leader must exhibit good problem solving ability and good judgment in accordance with the mission of the Park District.
6. Demonstrate strong leadership skills when dealing with assistant site coordinator and group leaders and participants.

End Result

Successful performance in this position will develop a strong before/after school program, where participants are excited to return day after day. The ability to create a safe, fun and caring site where relationships can grow, is directly related to the performance in this position. The Group Leader will maintain a motivated and enthusiastic attitude during each day of the program.

- Staff will work as a team
- Participants will be excited about each day
- Parent and participants will feel safe

The success of the program directly relates to this position. Job duties and responsibilities may change as needed to create a quality program.

STAFF TO PARTICIPANT INTERACTION

It is important to put forth certain rules in order to protect staff from any possible accusations. Therefore we have established the following procedures:

- **Under no circumstances should staff ever be alone with a participant.** If you need to do something that requires leaving the group, at least have one other participant go with you.
- Participants should not be touched in any manner that may be construed as “personal” or “private”. This could include: applying sunscreen or bug lotion, allowing participants to sit in your lap, carrying a participant.
- Participants are required to take care of their own bathroom needs, which includes clean up or changing from an accident.
- Staff should not participate in the activities with the participants; they can not properly supervise if they are participating.
- Staff should always follow a strict hands-off policy. This includes displays of affection such as hugging and touches in an aggressive manner such as grabbing or shoving.
- No name calling, even if just joking around.
- Outside contact with the participants is not permitted. This includes babysitting, calling the participants, talking to them on the internet, etc.
- Appropriate language is to be used at all times when at work. This includes mature subject areas, weekend plans, evening plans, talk about girlfriend/boyfriend, etc. Avoid personal conversations with staff members or parents during work hours.
- Treat the participants with respect and you in turn will earn their respect. Always speak to the participants as if their parent was watching you.
- If you have a question of whether something is appropriate or not, it probably isn't.

PARTICIPANT SIGN IN/ OUT PROCEDURES &

STAFF TO PARENT INTERACTION

Signing In and Out

- All participants must be signed in/out of the program by a parent or authorized individual
- Participants cannot be accepted before program start time
- Participants can only be released to authorized persons on the Emergency Contact and Release form.
- If a participant is absent from a program where a parent sign in is not available, staff should check messages, check with school staff and verify with parent.
- If parent sign in is required, such as with the before program or the day off trips, you do not need to confirm absence.
- If a participant is not picked up by the end of the program, after 5 minutes contact the Recreation Supervisor and follow late pick up procedures.

Please follow the following procedures when dealing with the participant's parents or guardian.

- Greet every parent/guardian as they arrive.
- Always be professional and courteous.
- Keep the parent informed – the smallest detail about a participant's behavior or daily activities shows a parent that their child is important to the staff. This helps to open lines of communication between staff and the parent.
- Always try to give the parent some positive feedback regarding their child, even if they may be having a rough day. (The last thing parents want to hear after a long day, is a bunch of negative things about their child.)
- Be prepared- Know important information about the participant; read over notes or any other information you may have.
- Always discuss sensitive situations and concerns you may have with the Recreation Supervisor ahead of time, before talking to the parent.

HOSTILE SITUATIONS

1. Parent/ Guardian who becomes verbally abusive:

- Maintain the highest level of professionalism.
- Try to bring them to an area away from any other children.
- Try to get them to make arrangements to discuss at another time when you can give them your full attention.
- If behavior and language continues to be inappropriate, you should ask them to leave.
- Contact the Recreation Supervisor immediately.
- If they become too overwhelming, never hesitate to send them to the Recreation Supervisor- simply give the parent the supervisor's card and tell them they will need to speak to the Recreation Supervisor and they might be able to help them.
- Document the incident in writing as soon as possible and a copy to the Recreation Supervisor.
- If the individual will not leave- call 911 and the Recreation Supervisor.

2. Parent/ Guardian who smells like alcohol when picking up the participant:

- Use your best judgment.
- If the individual appears to be under the influence of alcohol (very talkative, stumbling, driving recklessly), do not release the child.
- Politely and professionally explain your concerns and ask the person to contact someone else to drive the child home or call a cab.
- If the parent becomes insistent, call 911 for the police to handle the situation. In the meantime, try to stall them by talking to them. If they forcibly leave, get a description of the vehicle, license plate and direction headed.
- Additionally, consider your obligation to contact DCFS as a mandated reporter – driving a child when intoxicated is child endangerment.

3. A parent or adult picking up that is not on the list – custody situation

- Verbally inform them that they are not allowed to take the child.
- Attempt verbally to convince the individual to leave the participant.
- Do not put yourself in physical harm.
- Do not attempt to restrain them.

During this time, another instructor should be:

- Calling 911
- Give description of individual
- Give description of vehicle and license and direction headed

INCLUSION

The Geneva Park District works in cooperation with the Fox Valley Special Recreation Association or FVSRA. FVSRA provides assistance to recreation agencies through inclusion services. These services provide opportunities for people with disabilities and those without to participate in recreational activities together. If a participant needs special assistance for Kids' Zone, they simply mark the "Special Accommodations" section on the park district registration form. The request is then forwarded to the FVSRA Inclusion Coordinator who will not only find the appropriate assistance, but also continue to monitor progress throughout the program.

If a child is having problems after being assessed by FVSRA, a meeting will be scheduled with the Site Coordinator, Recreation Supervisor, FVSRA and the participant and their parents/guardian.

If a behavior report needs to be written, staff must contact the Recreation Supervisor.

Remember: The FVSRA Inclusion Aids are considered part of the Kids' Zone staff and should be included in all monthly meetings, planning and programming.

KEEPING THE SITE SAFE

General Safety Rules

- Be aware of all of your surroundings – watch all areas around you.
- Take head counts frequently – especially when outside or away from site
- Maintain a visual view of the participants at all times.
- Participants should go to the washroom or drinking fountain with a buddy and be in view of a staff person.
- Rough housing, play fighting and wrestling are never allowed.
- Do not hesitate to call 911 if a situation warrants it.
- Participants are not allowed in storage or kitchen areas, staff members are responsible for getting out equipment and games and returning them.
- Equipment is only to be used for the purpose of which it was intended.
- Any equipment that is broken or unsafe should be removed from the site and turned into office for disposal, repair or replacement.
- No standing or jumping off swings.
- Maintain a “safety area” around swings, slides, swinging bats, etc.
- No playing, picking up or throwing sand, woodchips or rocks-this should result in an immediate behavior report.
- Never leave an area unattended.
- Behavior expectations remain the same for on and off-site locations.

Intruder Awareness

- Be aware of surroundings-periodically scanning program site for intruders.
- Maintain a “safety circle” when outside.
- Notify Recreation Supervisor of any safety concerns.
- Review safety rules and go over scenarios at staff meetings.
- Review rules regarding intruders and staying safe with participants.
- Call 911 if an unknown person or vehicle is loitering or regularly passing by. It’s better to be safe than sorry!

Bus Safety Rules

- Participants must remain seated if riding in a park district bus/ van or a school bus.
- Take headcounts when loading and unloading bus – take roll call when loading.
- Use seatbelts if they are available.
- Must adhere to all bus seating capacity limits.
- Review bus evacuation procedures frequently.

Field Trip Rules

- Any field trip must be pre-approved by Recreation Supervisor.
- Staff to participant ratios should increase when possible to ensure safety.
- The Site Coordinator is responsible for securing and communicating to all staff rules, limitations and necessary information about the trip.
- Procedures and times for periodic check in and a meeting place should be established.
- Emergency Procedures should be reviewed.
- Site-specific rules and limitations should be communicated with the staff and reviewed with the participants.
- Review stranger awareness with participants and instruct them not to go with or give out personal information to strangers.
- Review with participants and staff: how and where to contact emergency assistance and what to do if they become separated from group.
- Review missing person procedures.
- Increase frequency of attendance and head counts.
- Divide into small groups.
- In crowded areas, position staff in front and behind group.
- Use cell phones to keep in contact with each other.
- Notify Recreation Supervisor upon departure and arrival back or any delays.

Keeping Yourself Safe

- **Use your best judgment at all times!**
- Park in well lit areas.
- Leave with someone, whether it is another co-worker or the last parent picking up.
- If you are uncomfortable in a situation, do not hesitate to notify your supervisor.
- If unsafe to not hesitate to call 911- it's better to be safe than sorry.

DISCIPLINE PROCEDURES

It is our philosophy for discipline to teach 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 following by example. It is important for the instructor to be firm, but caring as well. We want the participants to be able to manage their behavior, in order to succeed in daily activities. Since each participant has different ways of learning, several different methods may be used.

1st Offense - Verbal Warning (depending on the severity, several warnings may be given)

2nd Offense – A behavior report will be filled out and filed with the Recreation Supervisor and the parents/guardian. The parents will be required to sign the report, which will remain in the participants file. The staff will work with the participant and parents to correct the behavior. (This may be issued immediately, without warnings for serious infractions.)

3rd Offense – Suspension- the participant will be suspended from the program for one to three days. The suspension will be in effect the first day following the offense. The first time will be for one day and the second time for three days. The parent will be notified by the Site Coordinator or the Recreation Supervisor. Upon return from a three day suspension, if behavior continues, the Recreation Supervisor may permanently suspend a participant from the Kids' Zone program, which also may affect any day off trips or holiday camps.

Depending on the situation and the degree of the offense, the participant may be permanently dismissed from the program following the issuance of a behavior report. There will be **no refunds** for days missed due to disciplinary infractions.

Behavior reports will be used to document unacceptable behavior and make parents/ guardians aware of the behavior. This report is used to create a positive goal for the participant to work towards. Remember, when writing this report to be objective, do not include names of any other people involved, describe what type of discipline was used or how behavior was corrected and set a goal for the future. Remember to explain to parent and have them sign it. Remember to make a copy for the Recreation Supervisor and file a copy at the site. You should document it in the behavior log, as well. Please notify the Recreation Supervisor any time a behavior report is written. If it is not something that requires immediate attention, you can leave a message on voicemail.

At Kids' Zone, we hold a “**Zero Tolerance to Violence**” policy. A participant that is physically or verbally abusive to another participant, volunteer or Park District staff will be immediately suspended without any prior warning. No bullying, verbal abuse, threatening or physical violence towards Park District staff, FVSRA staff or any participant will be tolerated. All threats and threatening behavior will be taken very seriously and will result in an immediate suspension and possible dismissal from the program.

GENERAL EMERGENCY PROCEDURES

By staff following the appropriate procedures, they can provide the best protection to the participants and themselves. Below you will find some guidelines to follow in an emergency.

Playground Safety

- Always bring a first aid kit when outside for any activity
- When supervising the playground, supervisors must be located in close proximity to any area being used
- Conduct a daily inspection of the playground area to identify any damaged equipment, glass or foreign objects
- Never allow children on any equipment that might be damaged
- Limit the number of children on a single piece of equipment
- Observe play patterns to identify any unsafe behavior
- Do not allow any rough housing
- Never allow children to carry any objects on the equipment
- Do not allow children on equipment if vehicles or ground maintenance is close by.
- Children should use equipment the proper way

General Procedures

- The first priority is to ensure the safety of all participants and staff.
- Follow the outlined safety procedures
- Try to remain calm
- Keep the Recreation Supervisor informed
- Use your best judgment in the given situation
- Document all accidents and incidents

Emergency Communication Procedures

- The Site Coordinator should contact the Recreation Supervisor as soon as an emergency situation or potential situation arises and it is safe to do so.
- The Site Coordinator should contact emergency personnel when necessary (Police, Fire or Poison Control)
- Do not hesitate to call 911 if the situation warrants it
- Always consult with the Recreation Supervisor before contacting a parent/guardian.
- The Site Coordinator should contact the participant's parents or a guardian to inform them of the situation and if immediate pick up is necessary.
- If media is present, staff should never make any comments, please direct them to the Public Relations Coordinator at the Park District

EMERGENCY CONTACT INFORMATION

EMERGENCY

911

* Police (Non-emergency)	630-232-4736
* Fire (Non-emergency)	630-232-2530
Kane County Sheriff	630-232-8400
Poison Control Center	1-800-942-5969
Delnor Community Hospital	630-208-3000
Park District Risk Management Agency (PDRMA)	630-769-0332
DCFS	1-800-25-ABUSE (22873)
Fabyan Elementary	630-440-8600
Harrison Street School	630-463-3300
Heartland Elementary	630-463-3200
Mill Creek Elementary	630-463-3400
Western Ave. School	630-463-3500
Williamsburg Elementary	630-463-3100

Internal Numbers

Geneva Park District	630-232-4542
Harrison Site	630-945-5043
Williamsburg Site	630-945-7334
Mill Creek Site	630-746-7759
Fabyan Site	630-947-9540
Western Site	630-947-4276
Heartland Site	630-947-2560

Recreation Coordinator ~~Becky Densmore~~

630-262-2210

Kelly Wales, Recreation Supervisor
2201

630-262-

ACCIDENT / INCIDENT PROCEDURES

It is very important for our site to be as safe as possible. Through eliminating possible hazards, such as holes in the fields, defective equipment or broken glass, we can help prevent accidents from happening. It is imperative that every day a daily site inspection should be completed.

Even with being safe and careful in our activities, accidents can and will happen. If there is an accident that requires first aid or special attention, an accident report must be filled out. Please be sure, even if the accident seemed minor, to inform the parents/guardian about the situation when they pick up.

If you experience a major accident such as a situation that requires informing parents, removal of participant, involvement of emergency personnel, an injury to the head or an asthmatic or allergic reaction; follow the following steps.

1. Remain calm and use common sense. Be sure the situation is safe.
2. Send another staff person for help and if necessary call 911.
3. A trained staff member will administer first aid, while keeping the injured participant immobile and comfortable.
4. A staff member should be supervising the other children, keeping them away from the injured participant.
5. Call the parents and inform them of the situation. Be calm and reassuring.
6. Contact the Recreation Supervisor immediately.-
7. Fill out accident report form and bring to park district within 24 hours.

* If a parent inquires about whether the Park District will help pay medical bills, advise them to call the administrative office at the Park District.

HEALTH CARE PROCEDURES

Overall Procedures

- On-site certified staff will provide first aid and CPR when necessary; any additional medical support will be provided by emergency services or will require the participant to be picked up.
- The certified staff is responsible for basic health care, determining when a higher level of care is needed and handling life threatening emergencies related to their training.
- All staff are responsible for observing participants for signs of illness, injury and abuse as well as following all health care policies and procedures including Emergency Information forms and Request to Administer Medication forms, ensuring first aid kits are up to date and adequately stocked, communicating with parent or supervisor as needed, completing Accident/Incident reports as needed, record keeping and contacting emergency services when needed.
- Additional medical and mental health support will be provided by local emergency services.

Approved Health Care Treatment Procedures

- In the case of injury, the on-site staff should only administer simple basic first aid in accordance with their training- do only what you are trained to do
- In the case of injury requiring immediate medical assistance beyond staff training, seek additional medical assistance by calling 911.
- If a participant needs to be picked up immediately call the parent/guardian to inform them, and then call emergency contacts if the parent can't be reached.
- Notify parents of minor injuries upon pick-up
- Notify parents immediately of any major injuries, head injuries, bleeding, if injury requires pick-up and any time a child requests to call their parent
- Notify Recreation Supervisor of injuries requiring parent or emergency communication immediately.
- First aid kits should be with staff at all times. Ensure first aid kits are up-to-date and well stocked after each use.
- Staff should complete record keeping in appropriate logs and submit accident/incident reports to the supervisor. The supervisor is responsible for determining severity and submitting it to PDRMA.

Emergency Information Forms

- Read and review all participant's Emergency Forms
- Be aware of any special needs, allergies, etc
- Maintain accurate emergency, medical and release information for each participant
- Ask parents to update regularly and forward information to Rec. Supervisor
- Keep forms with you at all times

Permission to Administer Medication

- Do not administer without Request to Dispense Medication form
- All medication must be in original container with accurate labeling and dosage
- Store medication in locked medication kit. If outside, medication should be in first aid kit and remain under staff supervision
- When administered – complete log with name, time and amount administered

Prescription Drugs and Inhalers

- Parent/Guardian will provide the staff with the child's medication in the original container whose prescription label must include patient's name, physician's name, pharmacy name, name of medication and complete dosage information. Each day the proper dosage should be sent in the original container. If original container is not available, parent should try to obtain a new one from physician or pharmacy.
- Parent/Guardian must sign and complete a Request to Administer Medication form.
- Medication will be stored in locked area at temperature consistent with package instructions. If program is outside, medicine will be in the first aid kit.
- Upon administering medication, staff should record in the log name, medication, time administered and amount given. This log is to be kept with the medication.
- Students are not allowed to keep medication with them; even inhalers must be kept locked up with other medicine. If a child is administering the inhaler them selves, they will simply ask the staff when needed.

FIRST AID

GROUP LEADER RESPONSIBILITIES

1. To recognize and manage life threatening emergencies
2. Attendant must recognize and treat
 - Breathing
 - Circulation
 - Bleeding
 - Illness
3. At no time will staff administer medications, unless a Request to Dispense form has been filled out prior.

EMERGENCY ACTION PRINCIPLES

1. Survey the scene
2. Check for breathing
3. Circulation
4. Bleeding
5. Poisoning
6. Shock
7. Sudden illness

BREATHING

1. No matter what the injury, check for breathing and maintain an open airway
2. During this stage, if the victim is in water, they should be removed.

CIRCULATION

1. Finding the pulse
2. Adults and children - carotid pulse
3. Infant - inside upper arm

BLEEDING

1. Two ways to stop bleeding
2. Direct pressure and elevation
3. Control pressure at pressure
4. Use gloves when you handle a bleeding victim
5. Once a gauze pad is placed on a wound with bad bleeding, do not remove it. If it gets blood soaked, add pads to the existing ones.
6. Do not elevate any limb if there is extreme pain

POISONING: SIGNS/SYMPTOMS

1. Change in behavior
2. Sudden onset of pain
3. Vomiting
4. Heavy breathing
5. Bad odor to breath
6. Burns around the mouth
7. Always keep pool chemicals away from children and all cleaning supplies out of reach.

8. Talk to your victim or relatives around for type of poisoning if empty bottles found.

POISONING: TREATMENT

1. Call poison control center
2. Offer all information possible

SHOCK: SIGNS/SYMPTOMS: A life-threatening condition of depressed body functions.

1. Confused
2. Ill or uncomfortable
3. Rapid breathing with or without rapid pulse
4. Recent history trauma
5. Dizziness
6. Victim needs to lie down

SHOCK: TREATMENT

1. Position victim on back
2. Elevate head and feet slightly
3. Maintain normal body temperature
4. Call EMS
5. Do not give food or drink

HEART ATTACK: SIGNS/SYMPTOMS: Caused by a disruption of the heart's blood supply.

1. Chest pain - crushing or heavy feeling in the chest
2. Pain in front of neck, upper chest, left arm and shoulder
3. Dizziness
4. Feeling faint
5. Poor color
6. Victim needs to lie down

HEART ATTACK: TREATMENT

1. Position victim in a comfortable position
2. Maintain body temperature
3. Keep victim calm
4. Call EMS (911)
5. Do not give food or drink
6. Maintain vital signs

STROKE: SIGNS/SYMPTOMS: A disruption of the blood supply to a portion of the brain. It causes mental or physical impairment, which can be temporary or permanent.

1. Difficult or slurred speech
2. Paralysis or weakness to one side of the body
3. Pupils of unequal size
4. Headache
5. Unconsciousness

STROKE: TREATMENT

If the victim is unconscious, check for respiration and pulse

1. If absent, begin CPR
2. If victim is conscious, help him or her to a comfortable position

3. Maintain normal body temperature

CONVULSIONS: SIGNS/SYMPTOMS

1. Rigid muscles and jerky movements
2. Clenched teeth and inability to answer questions
3. May be drooling or foaming at the mouth
4. May have loss of bowel control
5. May bite tongue
6. Convulsion will be followed by unconsciousness

CONVULSIONS: TREATMENT

1. Protect the victim and yourself from “flailing” injuries
2. Wait for the seizure to subside. Monitor the respiration and pulse. If absent, begin CPR
3. Do not pry the teeth open or put an object in the person’s mouth.
4. Do not try to restrain the victim when jerking. Remain in control until help arrives.

FAINTING: SIGNS/SYMPTOMS: Caused by a disruption of blood flow to the brain. In the aquatic environment, fainting can occur from dehydration, being frightened, or other medical problems.

1. Unconscious

FAINTING: TREATMENT

1. Lay victim down
2. Check for breathing and pulse
3. Treat the cause of the loss of blood

HEAT CRAMPS: Heat cramps occur due to loss of salt from the body through sweating.

HEAT EXHAUSTION: Heat exhaustion occurs due to dehydration.

HEAT STROKE: Heat stroke is a life threatening, most severe case of over heating.

HYPOTHERMIA

1. Hypothermia is a low body core temperature caused by exposure to cold air and/or water.
2. It can be life threatening.
3. If you see signs of hypothermia, you should recommend that they be warmed, to prevent further injury or illness.

BURNS

FIRST DEGREE BURNS

Occur from overexposure to the sun, sunburn, scalding or contact with hot objects. If you notice sunburn on a guest, you should advise the guest to cover up.

SECOND DEGREE BURNS

These are deeper, more serious and painful burns resulting from the same exposure as mentioned above.

THIRD DEGREE BURNS

Are the most serious and involve complete tissue destruction. They can be caused by flame, immersion in hot water, contact with hot objects or electricity.

REMEMBER

ANY PERSON WHO HAS BEEN TREATED FOR ANY INJURY OR ILLNESS THAT IS LIFE-THREATENING SHOULD HAVE FOLLOW-UP MEDICAL CARE.

INJURIES AND FIRST AID

Emergency Situations:

Not-Breathing	= Open airway, give rescue breathing
Choking	= Use abdominal thrusts/back blows
Bleeding	= Stop severe bleeding with direct pressure.
Possible Fractures	= Victim should not move or be moved
Neck Injuries	= No movement - possible quadriplegia
Back Injuries	= No movement - possible paraplegia
Electrical	= Were they shocked? Look around for possible danger to yourself and others. Cut power.
Burns	= Very small area, very shallow burn, cool with water for 20 minutes. If large area or deep involvement, do NOT touch it!
Eye Injury	= Cover both eyes to eliminate sympathetic movement.
Seizure	= Protect the head. Remove spectators.
Embedded Object	= Do not remove.

MISSING PERSON ACTION PLAN

The following preventive measures should be followed so a participant does not go missing:

- Always use the buddy system.
- Staff should always be within an earshot of the participants.
- Staff should always be scanning the area where the participants are
- Attendance and head counts should be done on a regular basis, especially when transitioning from activities or to another location
- If a participant has to leave an activity, to use the washroom or take care of something, check back on them frequently until they return or are with a parent or another staff member.
- Try not to turn your back to the participants, if something is going to happen, it is usually when your back is turned.
- Head Count, Head Count, Head Count!

In the event that a child does go missing, follow these steps:

1. Immediately notify the Site Coordinator, who will then inform other staff. (Time is critical, please do not hesitate to contact the Site Coordinator.)
2. An organized search will begin. Check obvious places first, such as with other groups, bathrooms or surrounding areas.
3. Gather group together and do a head count of the entire group.
4. If possible, secure someone to monitor the group and maintain their safety.
5. Gather all available staff to search.
6. If on a trip, notify establishment and check with their employees.
7. Request management to page child, if possible.
8. After all areas have been checked, double check with staff again and then contact Recreation Supervisor.
9. If the child is not found within 10 minutes, or the presence of foul play is suspected, the Recreation Supervisor will call 911 and staff will stand by for further instructions.

CHILD ABUSE AND NEGLECT POLICY

Child abuse is a very real nightmare for children in today's society. Statistics show "1,500 children die from abuse each year. There are 140,000 injuries to children from abuse each year. There are 1.7 million reports of child abuse each year." Those are some very scary statistics. The Geneva Park District takes child abuse very seriously and makes every reasonable effort to prevent, detect, handle and report cases of suspected child abuse or neglect of children within our programs, areas or facilities. As a staff member at Kids' Zone, you are considered a mandated reporter of child abuse.

Child abuse is usually falls within at least one of the four areas:

1. Physical Abuse – Patterns of injury that are not accidental, such as beatings, which may lead to burns, bruises, welts, bites, broken bones, strangulation or even death.
2. Emotional Abuse – Persistent acts that include rejection, ignoring terrorizing, constant negative criticism, insults or withholding love or support.
3. Sexual Abuse – The assault or exploration of children sexually. This can include numerous acts over time or a single incident. Includes rape, incest, fondling, exposing oneself, forcing oneself sexually upon a child or forcing a child to view pornographic materials.
4. Neglect –This is the failing to provide for the well being of the child. This includes the withholding of food, clothing, shelter, hygiene, supervision or medical treatment. (This is the most common form of abuse.)

A staff member who suspects a child is in an abusive situation is required by law to report the situation immediately. However, the situation should first be discussed with the Recreation Supervisor. When talking to the child regarding a situation remember to:

1. Remain calm and reassuring. The child needs to feel you are in control of the situation.
2. Don't criticize the child, question their story or make them feel as if they were misunderstood.
3. Tell them no one should ask them to keep a secret and it is okay to talk to the staff about it.
4. Respect the child's privacy. Take them to a location where others cannot hear them.

It is the staff member's responsibility to fill out DCFS form and after talking to the supervisor, reporting it to DCFS at 1-800-25-ABUSE, which is a 24-hour hotline. The park district and DCFS keep your information, as the reporter, completely confidential. The suspected abuser will have no way of knowing who reported the situation. Please remember, you could be the only chance that a child has to live a happy and productive life. You might even save a child's life!

DISASTER PLANS

Tornado Weather, Fire or Other Disaster Conditions

Children should never be sent home on their own during a tornado warning. Outdoor programs should be cancelled when a tornado warning is in effect or during an extremely heavy rainfall with consent of your Supervisor. The safety of the participants is most important. In the case that lightening, thunder or a severe storm suddenly appears while outside, children should be brought indoors immediately.

Severe Thunderstorm Conditions:

1. Move indoors immediately, staying away from windows.
2. Make sure all participants are safe and accounted for.
3. Listen to the radio for and updates on weather conditions.
4. Follow instructions necessary if weather conditions worsen.

During Tornado Conditions: Practice tornado drills so everyone will know what to do when a tornado situation arises:

1. The southwest corner of a structure is generally the worst place due to intensity of the winds. Avoid this area!
2. Any object can become a deadly missile during a tornado.
3. Do not send children home on their own during a tornado.
4. Windows on the north and east sides should be opened a crack. This serves to equalize the inside and outside pressure.
5. Avoid glass areas, especially windows and doors on outside areas.
6. Avoid long halls, they tend to serve as wind tunnels, especially avoid long halls that do not jog.
7. Avoid long roof spans, such as multi-purpose rooms.
8. Those in charge of a group must try to keep others as calm as possible.
9. It is recommended that someone is designated as a group leader - someone who is able to make quick, reasonable decisions.
10. People should be sitting with their face to wall, head down, knees up and arms protecting body and head.

During Fire Drills:

1. In case of a fire, notify the fire department. Emergency numbers are listed on all phones.
2. Calmly lead all children out of the building and take to a safe location outside. All staff should remain with the children and wait outside until the Fire Department arrives.
3. Appoint door monitors in advance to hold doors, thereby eliminating injuries from swinging doors.
4. Once outside, continue to walk away from building and do not stop until a safe distance (at least 100 yards) is reached.
5. Appointed group leaders should take attendance to make sure no one has been left inside.

Kids' Zone

Policy and Procedures Manual

Acknowledgement Form

Policy and Procedures Manual

I have reviewed the material outlined in the Policy and Procedures Manual and fully agree to comply with the rules and regulations as specified. I realize my failure to adhere to these policies will result in disciplinary action and possible dismissal.

Being a Kids' Zone Employee

I understand I have been hired to work the before/after school program and I will be required to work the hours I was hired for, unless otherwise directed by the Recreation Supervisor.

Mandatory Training Sessions

I understand that staff training sessions will be held once a month at 6:30pm and my attendance is mandatory as part of my position and ongoing training.

Volunteer Procedure

I understand any time worked outside of my normal scheduled hours unless approved by the Recreation Supervisor or any time worked after I have been asked to leave due to low enrollment will be considered "volunteer time" and I will not be paid for that time.

Geneva Park District Part-time and Safety Manual

I have read and reviewed the material in the Part time Staff and Safety Manuals and agree to follow the outlined policies. I realize the failure to adhere with the policies will result in disciplinary action and possible dismissal.

Print Name _____

Signature _____

Date _____