



# PARK DISTRICT of OAK PARK

Good Afternoon Clubhouse Parents/Guardians,

I can't believe it's already time to start thinking about school again! You are receiving this email because you have at least one child enrolled in the Park District of Oak Park's Clubhouse afterschool program.

For those of you who don't know me, my name is Mike Loszach and am the Park District of Oak Park's full-time supervisor of the Clubhouse afterschool program. You will most likely receive emails from me throughout the year about topics such as Clubhouse surveys, upcoming registration dates, and any other important Clubhouse information. You may also receive information from the Clubhouse program assistant Rebecca Phetteplace throughout the year.

I am happy to see so many familiar names registered for the program again this year and we are also very excited to see so many new participants this year! We are thrilled to have expanded the program to accommodate Whittier & Hatch students in 2016-2017! Please read this entire informational email. You will find information about the participant emergency form, clubhouse contact information, pick-up information, as well as some exciting new things about the program.

## Participant Emergency Form

We require that a participant emergency form is completed for each child before we can take that child into our care. Unfortunately we do need a new form completed this year, even if you completed the form last year (or completed a similar form for our summer camps). For safety purposes, our staff spends a lot of time going through this information prior to the start of the school year to familiarize themselves with allergy and authorized pick-up information. As a courtesy to them, please have the form completed by **Monday, August 15<sup>th</sup>**. The form takes about 15 minutes to complete. Here is the link to complete the form: <https://www.surveygizmo.com/s3/2943660/2016-2017-Clubhouse-Participant-Emergency-Form>

## 2016-2017 Clubhouse Parent Manual

At the end of the emergency form you will be asked to sign off that you received the Clubhouse Parent Manual. That manual is linked at the end of the emergency form, but I have also attached the PDF to this email. This document has the information about our policies and procedures and also should answer a lot of questions you may have if you are new to the program.

## Clubhouse Contact Information

Clubhouse Program Supervisor: Mike Loszach  
(708) 725-2110, [Mike.Loszach@pdop.org](mailto:Mike.Loszach@pdop.org)

Clubhouse Program Assistant: Rebecca Phetteplace  
(708) 725-2106, [Rebecca.Phetteplace@pdop.org](mailto:Rebecca.Phetteplace@pdop.org)

Carroll Clubhouse Site Supervisor: Mia Murphy  
(708) 446-3465, [CarrollClubhouse@pdop.org](mailto:CarrollClubhouse@pdop.org)

Longfellow Clubhouse Site Supervisor: Emmeritt Adair  
(708) 606-7702, [LongfellowClubhouse@pdop.org](mailto:LongfellowClubhouse@pdop.org)



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Barrie Clubhouse Site Supervisor: Peter Hanneman  
(708) 259-1470, [BarrieClubhouse@pdop.org](mailto:BarrieClubhouse@pdop.org)

Stevenson Clubhouse Site Supervisor: Melvis Thompson  
(708) 670-7188, [StevensonClubhouse@pdop.org](mailto:StevensonClubhouse@pdop.org)

Fox Clubhouse Site Supervisor: Davin Young  
(708) 259-1471, [FoxClubhouse@pdop.org](mailto:FoxClubhouse@pdop.org)

Andersen Clubhouse Site Supervisor: Joe Lilly  
(708) 426-3968, [AndersenClubhouse@pdop.org](mailto:AndersenClubhouse@pdop.org)

\*Please note that the Site Supervisors will not have access to the phones/email accounts until the start of the school year.

## Pick-Up Locations

At the conclusion of each school day, the Clubhouse staff will pick the students up at the school and take attendance before taking the students to the Park District Center. This process can take a little bit longer on the first day because the staff and students are meeting each other for the first time. While I do send the Clubhouse rosters to the schools ahead of time, please make your child's teacher aware that your child will be attending Clubhouse after school, just to avoid any miscommunication on the first day. Please see the locations where our staff will pick-up the students below. Our staff will be wearing PDOP shirts and nametags and have "Clubhouse" signs on the first day.

- Carroll Clubhouse – The doors at the back of Lincoln School (on the blacktop)
- Longfellow Clubhouse – The hallway by the Gymnasium
- Barrie Clubhouse – The Irving School Auditorium
- Stevenson Clubhouse – The Beye Elementary "Commons"
- Fox Clubhouse – In the back of Lincoln school on the sidewalk by Harvard St. (Lincoln Students) & The hallway by the Gymnasium (Longfellow Students). *Please note: The Lincoln students will be bussed to Fox Center.*
- Andersen Clubhouse – By the Harvey Entrance (Whittier Students) & TBA (Hatch Students)\*

\*I am still in communication with Hatch School about this and will email the Hatch parents directly when I have this information.

## What's New in 2016-2017!

You asked for it and we listened! While last year's Clubhouse parent surveys were extremely positive, there were a couple common suggested improvements in the survey responses. I'm very excited about the changes we have made as I believe they coincide with the feedback I received from the parents last year!

- Clubhouse E-Mail Accounts – You probably noticed this in the "Contact Information" section, but we now have PDOP email accounts for each Clubhouse location. This will allow parents to communicate with their child's site supervisor via email to do things like report an absence or ask a quick question. You may also still leave a voicemail on the site phone if that is more convenient for you. Please note that the Clubhouse supervisors will usually only be checking the email account during the Clubhouse program hours (2pm-6pm).



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- Improved Technology – We will be purchasing hot spots for the centers that did not have internet access last year. This will allow students the students that do homework on I-Pads/Tablets the opportunity to do this at Clubhouse. We are also hoping to “Go Green” and have parents sign their children out electronically on a Microsoft Surface, rather than on a new sheet of paper each day (but we are still working the kinks out with this).

Please let me know if you have any questions about the Clubhouse program.

Respectfully,

**Mike Loszach**

Program Supervisor

Park District of Oak Park

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