

Lindenhurst Park District's Before & After School Program 2019 - 2020 Parent Handbook



2200 E. Grass Lake Road, Lindenhurst, Illinois 60046

Main Phone - 847-356-6011 x112

Cell - 847-812-3738 (*should be used during non-business hours of 6-9am and 4-6pm*).

Email - beforeandafter@lindenhurstparks.org

Website - <http://www.lindenhurstparks.org/>

Welcome to the Lindenhurst Park District's Before & After School Program

Our Program

The Lindenhurst Park District's Before & After School Program provides supervised recreational activities for a child or children grades Kindergarten through sixth grade. Children will participate in a variety of engaging activities during their time with us, which includes crafts, games and sports, as well as have the option of quiet space for homework or passive activities.

How to Reach Us

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2200 E. Grass Lake Road
Lindenhurst, Illinois 60046

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Who Can Attend?

We serve families attending the following schools listed below. However, our schedule follows the District 41 school calendar. *In order to provide our own transportation services to and from each school, we MUST have a minimum of ten children registered per school to participate in the program.*

#41 – BJ Hooper, Martin, and Thompson

#34 –Oakland



Continuing Convenient Registration Process!

Highlights of the continuing registration process and fee structure include:

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- Options for AM, PM, or both
- Register by month – you will have the flexibility to choose the days your child is in our care and this can change from month to month
- Pre-registration and payment is required and can be done online, in person or via email/phone.
- Early dismissal, half days, and late start days are included in the fee of the month (based on District 41 school year)
- Flexibility to register for Days Off Care as needed

How Do I Register?

- Registration options:
 - On line
 - In person (desk hours are M-F 9a-12p 1p-4p)
 - Auto pay (we bill monthly based on preset schedule)
 - Phone or email once you are registered for the one time registration fee and your paperwork is turned in.
- Choose your care needs and options online through our website/registration.
- Register and pay the one time registration fee of \$35
- Simply register and pay for your child (ren)'s space in the months you need and select the days per week your child (ren) will be attending
- Do not forget to secure your child (ren)'s space on our Days Off Programs

Schedule Changes

Registration for the Before & After School Program is completed month to month. If schedule changes are needed, you are required to speak directly with the AM/PM Coordinator.

Emergency Punch Passes

To accommodate last minute schedule changes, we offer an Emergency Punch Pass for purchase. The pass is 5 punches \$50/AM Pass and \$100/PM Pass. The pass is to be used if you need to utilize the program outside of what you have registered for on a monthly basis. If you need to use the pass, contact the Before & After Staff to notify them within 24hrs of needing this care option.

- Emergency Punch Passes **ARE** refundable at the end of each school year (whatever amount of punches you have left) **OR** you can transfer the remaining punches to the following school year, because the passes never expire.
- The Emergency Punch Passes can **ONLY** be used to pay for an unscheduled day and **CANNOT** be used for a day off of school **OR** used to pay off any remaining balance on your household account

Withdrawal

If you need to withdraw during a current session, please notify us as soon as possible.

Registration Process

A \$35 non-refundable registration fee is due along with all the necessary paperwork before a child is allowed to register for the program. This fee is charged once per school year, per child.

If your child (ren) are **ONLY** attending our Days Off Program, Winter Break, or Spring Break Programs, you will **NOT** be charged the \$35 non-refundable registration fee. However, you still need to turn the proper paperwork to attend our program.

Process for all Before & After School Program registrations are online! Be sure to get your username and password from Lisa, Registration Coordinator, so you can process registration from the comfort of your own home.

Participants must pre-register and pre-pay for each month of the school year; registration must be received on the **registration deadline date, which is 7 days before the new month**. If there is additional space available, late registration will be permitted, but a \$10 late-fee will be charged. Each month, you have the option to choose the days you need – and this can be changed monthly!

Available options are:

- AM, PM, or Both
- Days Off School

When registering, please indicate which days your child (ren) will be attending. Registration is completed month to month.

Fees are listed per child, there are no multi-child/sibling discounts.

Please see online all available options for registering including Days Off, Spring Break and Winter Break.

Participation Requirements

Children must be the appropriate grade (must start Kindergarten) by the first day of the Before & After School Program in order to participate. Participation must also be potty trained and self-sufficient for all toileting needs to be able to participate in our program.

Arrival & Pick-Up

Each day a parent/guardian or authorized adult must sign-in the child (ren) before leaving them in our care and/or sign-out the child (ren) before leaving our care. For the child (ren)'s safety, children will **ONLY** be released to anyone listed on their emergency form provided to us before they start our program. If someone other than the individuals listed on the emergency form will be picking up your child (ren), a phone call, email, or a note **MUST** be made to notify staff. For the safety of your child (ren), staff will ask for a photo ID from anyone they do not recognize as an authorized person.

Convenience Drive-Up Service

Parking spots are limited at the Lindenhurst Park District, especially at our upper (east) parking lot. Please take advantage of our convenient drive-up service. This service is available between the hours of four and six pm. Call 847-812-3738 prior to picking up and we will have your child (ren) and their belongings ready to go. We then, will walk out your child (ren) to your car, that way we know your child (ren) are safe and in your care.

Late Pick-Up Fee

A \$10 late pick-up fee, will be charged, for every 15 minutes of tardiness. You will receive a copy of the charges and will see any of these charges reflected on your household account. Continued late pick-ups may result in your dismissal of our program. You will receive a warning on your third infraction as a courtesy. If you know you are running late, we appreciate and encourage a call stating how late you will be. Contacting the staff and letting them know will go a long way, as we are very understanding. When you do contact the staff members, we will notify your child (ren) of your tardiness and that you will be there as soon as possible.

Sign-In/Sign-Out Table

Please come inside to sign in and/or out your child (ren) in/out of the building. **DO NOT** allow your child (ren) enter or leave the building alone. Important flyers regarding changes, days off, field trips or special events will be located on the sign-in/sign-out table. An oversized calendar is also provided, on the wall by the Snack Shack, to inform us of any changes in your child (ren)'s schedule.

Attendance/Absences/Illnesses

Reporting your child (ren)'s absence from the program is **essential** to the safety and accountability of all participants. Refunds will **NOT** be given for days missed due to injury, illnesses, or vacations.

Please also notify staff if your child (ren) is diagnosed with a contagious disease such as pink eye, strep throat, lice, fifth's disease, or chicken pox. Children should be kept at home if they exhibit any of the following symptoms: fever, rash, diarrhea/vomiting, discharge from ears, eyes, or nose.

Children should not return to the program until they are symptom free for twenty-four hours. If a child becomes ill at the Before & After School Program, a parent, guardian, or authorized person must be notified to pick-up the child immediately.

Tax Information

The Lindenhurst Park District's Tax ID Number is 36-3586427. All payment and registration information is available to you via your household account on our website. Contact Lisa, our Registration Coordinator, for details addressing this information.

School Days Off/Early Dismissal Days

The Before & After School Program will offer Days Off care options for you and your child (ren). Separate registration and payment is required for these days; please see online for registration.

Days Off programs run from six am to six pm, and will include supervised play, field trips, or special activities. Children should bring a sack lunch, two snacks, and a water bottle, unless told otherwise.

For field trips, participants will be transported, via a 15-passenger bus provided by the Lindenhurst Park District for close-by field trips. All drivers **MUST** be at least 21 years of age, submitted a driver's

background check, and go through a vehicle safety training course. For any longer distant field trips, we contract through Durham School Transportation Services.

Early dismissal, half days, early release, and late start days are no additional charge to you and they are built into the fee each month.

Holidays/Snow

The Before & After School Program follows the District 41 school calendar. The program will **NOT** be in session on days District 41 schools are closed due to inclement weather (i.e. snow days, emergency days, and cold days). Closures will be posted on our website if we are closed that day. Two cancellation days are built into the program and not be made up or credit/refunds given.

We will also be closed on the following days: New Year's Eve, New Year's Day, Memorial Day, Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, and Christmas Day.

Specialty Camps

The Before & After School Program offers specialty camps throughout the year to accommodate your schedule. Winter Break, Spring Break, and Post-Break Camps are all offered as an additional fee.

During the summer, we offer Camp Exploration, which is being held at its new location at the Lindenhurst Park District this summer. This location change is to provide additional opportunities for activities, as well as shelter for inclement weather if necessary, for the safety of your child (ren). See Lisa, our Registration Coordinator or visit our website for any additional informational.

What to Bring

Clothing

- Activities are planned inside and outside, so please plan your child (ren)'s clothing accordingly for the different weather and seasons. We will be outside as much as possible, but will also offer active play in the gymnasium when we cannot go outside during the cold, bitter winter. In order for your child (ren) to go down to the gymnasium, they must have gym shoes.

Food

- On Days Off School, children should bring a sack lunch, two snacks, and a water bottle. Please mark your child (ren)'s name clearly on their belongings.

Personal items brought from home are the responsibility of the child (ren). The Lindenhurst Park District staff members are **NOT** responsible for any broken, lost, or stolen items. However, we do, provide a lost and found for any items your child (ren) may lose.

Medication

Children requiring **ANY** type of medication, must have a signed medication consent form on file. This form is available upon request or in this handbook. Medication cannot be administered without the form. Parents **MUST** provide the Before & After School Program AM or PM Coordinator, with the child (ren)'s medication in the **ORIGINAL** container including: the label with the doctor's name, patient's name, pharmacy, type of medication, strength, and dosage amount on it. Medication and instructions must be given to either the AM or PM Coordinator at any time of the school year. All medication given, is kept locked up in the Before & After School Program room.

Special Recreation Services/Inclusion

Inclusion assistance for the Before & After School Program is provided by the SRSNLC (Special Recreation Services of Northern Lake County), to those individuals wishing to participate in a Lindenhurst Park District program. When registering, parents should inform the Registration Coordinator of ANY special accommodations necessary for their child (ren) to successfully participate in the program.

Behavior Code of Conduct

It is the responsibility of the parents/guardians to discuss the Code of Conduct with their child (ren) and to reinforce the importance of appropriate behavior at the Before & After School Program at the beginning and middle of the each school year.

Participant Expectations

- Respect **ALL** participants, staff members, and property
- Take directions from **ANY** staff members with a Lindenhurst Park District shirt on or name tag
- Refrain from using negative words or foul language
- Do **NOT** cause bodily harm to self, other children, or staff members
- No bullying

It is the belief of the Lindenhurst Park District that discipline should only be used when children are a threat to themselves or others. Methods used to encourage appropriate behavior include: positive reinforcement and removal from a group for a short period of time. Parents will be notified of any behavioral issues. If there are any repeated incidents or greater concerns, staff will contact parents to schedule a meeting. If behavior is seriously affecting the Before & After School Program or endangering the safety of themselves, staff, or other children, your child will be removed from the program.

Discipline Procedures

- Children exhibiting inappropriate behaviors can expect:
 - A verbal warning by staff members
 - Given a time-out that is equal time or less of the child's age
 - A loss of a privilege
 - A conduct report with an explanation of the behavior and consequences
 - A phone call to parents if the behavior is severe or consistent

The Lindenhurst Park District reserves the right to suspend or dismiss a participant of whose behavior endangers the safety of themselves, staff, or others, or if the behavior negatively affects the experience of other participants. **NO** refunds, will be issued, in a behavior-related dismissal.

Bus Behavior

Please discuss bus safety rules with your child. Appropriate behavior is expected at all times to maintain safety. If **ANY** inappropriate behavior persists, your child (ren) will be written up. After three write-ups from the driver, your child (ren) will **NO** longer be able to ride the bus.



LindenHurst Park District

Before & After School Program Student Information Form: School Year 2019-2020

Child's Name: _____ Birth Date: _____ Start Date: _____

School: _____ Age: _____ Grade: _____ Gender: Male Female

Address: _____ City: _____ Zip: _____

Parent/Guardian Information

Name: _____ Number: _____ Email: _____
Relation: _____

Name: _____ Number: _____ Email: _____
Relation: _____

Authorized Pick-Up/Emergency Contact Information

Name: _____ Relation: _____ Number: _____

Name: _____ Relation: _____ Number: _____

Name: _____ Relation: _____ Number: _____

Special Accommodations

Please list any special needs, allergies, chronic illness, medications/dosages and time, medical information or accommodations (i.e. ADA) and any additional information necessary to understand and care for your child.

Waiver and Release of All Claims

Please read this form carefully and be aware that in signing up and participating in this program / activity, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child / ward might sustain as a result of participating in any and all activities connected with and associated with this program / activity (including transportation services / vehicle operation, when provided). **I, the undersigned, recognize and acknowledge that there are certain risks of physical injury to participants in this program / activity, that this activity may be considered a hazardous recreational activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child / ward or I may sustain as a result of said participation. I further agree to fully and voluntarily waive, release and relinquish all claims I or my minor child / ward may have (or accrue to me or my child / ward) resulting from any and all injuries, damages, or loss that my minor child / ward or I may suffer as a result of participating in this program / activity or using district property against the LindenHurst Park District, including its officials, agents, volunteers and employees (hereinafter collectively referred as " district parties").**

Photos are periodically taken in a class, during a special event or at the Districts Parks. Please be aware that these photos are for District use only and may be used in the Districts print and Internet publications.

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, your on-line or facsimile signature shall substitute for and have the same legal effect as an original signature.

Parent/Guardian Signature: _____ Date: _____

Parent Handbook Acknowledgement

I recognize and acknowledge that I have read and understand the Before & After School Program Parent Handbook. I agree to adhere and abide by the policies and procedures outlined in the handbook. Additionally, I will review the policies and procedures with my child to ensure their success in the program.

Parent/Guardian Signature: _____ Date: _____

Child Information Sheet

Child's Name (Please Print): _____

Nickname(s): _____

Is this your child's first experience in a Before & After School Program? _____

If no, please explain.

Tell us about your child's personality.

What does your child like to do for fun?

Is there anything else we need to know about your child?

