

# Lindenhurst Park District's Before & After School Program 2020 - 2021 Parent Handbook



2200 E. Grass Lake Road, Lindenhurst, Illinois 60046

Main Phone - 847-356-6011 x112

Cell - 847-812-3738

Email - [beforeandafter@lindenhurstparks.org](mailto:beforeandafter@lindenhurstparks.org)

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

## Our Program

The Lindenhurst Park District's Before & After School Program provides supervised recreational activities for a child or children grades Kindergarten through Fifth 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. Unique to this school year, families will have an opportunity to participate in our E-Learning program, which offers a space for the participant to complete and attend the school day virtually from the Park District.

## How to Reach Us

Lindenhurst Park District  
2200 E. Grass Lake Road  
Lindenhurst, Illinois 60046  
[www.lindenhurstparks.org](http://www.lindenhurstparks.org)  
Office Phone – 847-356-6011 x112  
Cell Phone – 847-812-3738  
Email – [beforeandafter@lindenhurstparks.org](mailto:beforeandafter@lindenhurstparks.org)

## Program Hours

AM Care – 6:30am – 8:00am  
E – Learning – 8:00am – 3:00pm  
PM Care – 3:00pm – 5:30pm

## Who Can Attend?

We serve families attending the following schools listed below. However, our schedule follows the District 41 school calendar.

District #41 –  
BJ Hooper, \*Martin, & \*Thompson  
District #34 –  
Oakland, \*Hillcrest, \*W.C. Petty  
District #24 –  
Millburn

\*Subject to change pending school schedule change  
due to transportation

## New Guidelines

- Children will be required to wear facemasks during the day
- Drop off and pick up will be done outside of the building
- Each participant will need to bring their own markers, pencils, scissors, and glue
- Please send a pre-filled water bottle each day
- A nut-free snack or lunch will need to be provided (lunch only for children participating in e-learning)
- Each school district will have use of the playground or gym on a rotating schedule. Children will wash their hands before and after use.

## E-Learning

Our E-Learning program is designed to meet the needs of all participants in a safe, fun and healthy environment. The counselors responsible for each group will help students prepare for their remote learning schedule by helping them access the online resources provided by the school. Families who are participating in our E-Learning program will need to send each day with their child (ren):

- School-assigned learning device (with power cord)
- Headphones with microphone capabilities
- Other essential supplies to complete school work
- Facemask
- Nut-free lunch and snacks

Each room will hold no more than 15 children to help promote social distancing in classrooms. Mask will need to be worn the entirety of the program.

### District 24 – E-Learning Schedule

8:00am-8:20am – Homeroom

8:20am-10:15am – ELA/SMORE Time

10:15am-11:45am – Math/SMORE Time

11:45am-12:00pm – Homeroom

12:00pm-1:30pm – Lunch

1:30pm-2:15pm – SMORE Time #2

2:15pm-3:00pm – Specials & Class Work Time

### District 34 – E-Learning Schedule

	8:00-8:30	Teacher Prep Time (non-student time)	N/A
Morning Session	8:30 - 9:00	Class Meeting	synchronous
	9:00 - 9:30	At home activities	asynchronous
	9:30 - 10:00	Small Groups	synchronous
	10:00 - 10:30	Virtual Play Time, Read Aloud Time, or Music	synchronous
	10:30 - 11:00	Office Hours/ Student Help Time	asynchronous or synchronous as needed
	11:00 - 12:00	Lunch/Break	N/A
Afternoon Session	12:00 - 12:30	Class Meeting	synchronous
	12:30 - 1:00	At home activities	asynchronous
	1:00 - 1:30	Small Groups	synchronous
	1:30 - 2:00	Virtual Play Time, Read Aloud Time, or Music	synchronous
	2:00 - 2:30	Office Hours/ Student Help Time	asynchronous or synchronous as needed

### District 41 – E-Learning Schedule

8:45 a.m. - 9:45 a.m.	MATH
9:45 a.m. -11:45 a.m.	ELA
11:45 a.m. - 12:30 p.m.	LUNCH
12:30 p.m. - 1:10 p.m.	SOCIAL STUDIES
1:10 p.m. - 1:50 p.m.	SCIENCE
1:50 p.m. -2:30 p.m.	SEL/SPECIALS

### Convenient Registration Process

- 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
- 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)
- Choose your care needs and options online through our website/registration.
- Register and pay the one time registration fee of \$50
- 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
- Registration for the Before & After School Program is completed month to month.

### Withdrawal

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

### Registration Process

A \$50 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 \$50 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, Guest Services Manager, 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.

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. Participant 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) and complete a health questionnaire, 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.

Drop off and pick up will be done via a "drive thru" system. Drop off will be done at the upper (east) parking lot. Please park in a legal parking spot and a staff member will meet you outside the main entrance to the Park District to check in your child, make sure they have a facemask, and complete a health questionnaire. For pick up, please call the Before & After cell phone at 847-812-3738 to pick up your child at the end of the day in the upper (east) parking lot.

**A FACE MASK MUST BE BROUGHT DAILY FOR USE DURING BEFORE & AFTER. THE FACEMASK WILL NEED TO BE SHOWN AT DROP OFF OR THE PARTICIPANT WILL NOT BE PERMITTED TO ATTEND BEFORE & AFTER THAT DAY. NO REFUND WILL BE ISSUED FOR MISSING BEFORE & AFTER.**

Please bring a pen with you for pick up and drop off in order to sign in and out.

### **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 first 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.

### **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, chicken pox or any other communicable disease.

Children should be kept at home if they exhibit any of the following symptoms:

- Fever
- Rash
- Diarrhea/vomiting
- Discharge from ears, eyes, or nose
- Any Covid-19 symptoms (see CDC website for list of symptoms)

Please keep child (ren) home until they are fever and/or symptom free (without the use of fever reducing medicine) for 72 hours. If a child becomes ill at the Before & After School Program, a parent, a guardian, or authorized person must be notified to pick-up the child (ren) immediately.

Any participant exhibiting symptoms while participating in a program will be quarantined to a designated room until they can be picked up by a parent, a guardian, or authorized person.

Please understand that if we see staff, patrons, or members of the public exhibiting COVID-19 symptoms as identified by the CDC and applicable public health agency guidance while on-site, we will be sending them home. The participant will be permitted to return to the program only once all symptoms have subsided and after an approved return-to-program note has been received by the district from your physician. We realize this may be an inconvenience; however, we are trying to proactively do our part to prevent community spread during this unprecedented situation. Further, to the extent you are in an agency program or using an agency facility, please immediately notify your teacher or a park district staff person:

- Have a suspected or diagnosed case of COVID-19.
- Have had close contact with an individual, including (but not limited to) a member of your household, who has a confirmed or suspected case of COVID-19.
- Are experiencing symptoms of COVID-19, which can include: cough, shortness of breath or difficulty breathing, fever, chills, fatigue, muscle or body aches, headache, sore throat and/or new loss of taste or smell, as well as gastrointestinal symptoms, such as nausea, vomiting and/or diarrhea. (For a current list of symptoms, please visit the CDC's website on Symptoms of Coronavirus.)

### **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 Guest Services Manager, 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 6:30am to 5:30pm, and will include supervised play, field trips, or special activities. Children should bring a **NUT-FREE** sack lunch, two **NUT-FREE** snacks, and a pre-filled 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 are 21 years of age, submitted a driver's background check, and go through a vehicle safety training course. 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.

It is the hope that as Illinois continues to progress through the phases of re-opening that we will begin to be able to utilize the Park District vehicles to attend off-site activities. At this time (8/24) there are no off-site activities planned.

### **Holidays/Snow**

The program will **NOT** be in session on days 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: Labor Day, Columbus Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, and Memorial 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 held at the Lindenhurst Park District this summer. See Lisa, our Guest Services Manager, or visit our website for any additional information.

## 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 or inclement weather. In order for your child (ren) to go down to the gymnasium, they must have gym shoes.

### Food

- On Days Off School – FOR-ELEARNING, children should bring a **NUT-FREE** sack lunch, two **NUT-FREE** snacks, and a pre-filled 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 Guest Services Manager 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
- No spitting

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.

### **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.

### **Firearms/Weapons**

In accordance with Section 8: Weapons of Ordinance 14-08-05, no person shall bring, carry or use knives, firearms, explosive substances or weapons.

### **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.



# Before & After School Program Student Pick-Up Form School Year 2020-2021

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: \_\_\_\_\_

# 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.

Participant Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Before & After Child Information Form School Year 2020-2021

Child's Name (Please Print): \_\_\_\_\_

Nickname(s): \_\_\_\_\_

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

If no, please explain.

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Tell us about your child's personality.

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What does your child like to do for fun?

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

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## 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.