

Before & After School Program Family Handbook



Site One

Serving Hooper & Oakland Schools
2200 E. Grass Lake Road
LindenHurst, IL 60046
Program Phone – 847-812-3738

Site Two

Serving Thompson & Martin Schools
37908 N. Fairfield Road
Lake Villa, IL 60046
Program Phone – 847-812-3740

beforeandafter@lindenhurstparks.org

[Visit Our Program Page!](#)

Our Program

The Lindenhurst Park District Before & After School Program provides supervised recreational activities for a children in Kindergarten through fifth grade attending B.J Hooper, Thompson and Martin School in District 41 and Oakland School in District 34. Children participate in a variety of planned activities including games and sports, art and crafts, and STEAM activities.

How to Reach Us

Registration and Administration

Lindenhurst Park District
2200 E. Grass Lake Road
Lindenhurst, Illinois 60046
www.lindenhurstparks.org

Registration/Office Phone – 847-356-6011

Program Contact Information

Community Center Program Phone – 847-812-3738
Caboose Park Program Phone – 847-812-3740
beforeandafter@lindenhurstparks.org

How to Register

Registration must be completed online. New families will need to create a household account prior to registration.

Click here to register: [Before & After School](#)

- Select the registration option that fits your family best for AM/PM Care and add it to your cart.
- You will then be prompted to pay in full for the days that you selected (drop-in), pay for the full month (monthly), or pay your first installment (annual).

Registration Options

Annual Registration – Register your child for AM and/or PM care for the full school year (excluding Days Off/School Breaks). You will be assigned an automatic installment plan during the online registration process. Installments will be the total annual cost divided into 10 equal payments. The first payment will be taken at the time of registration. Subsequent payments will be charged on the first of the month beginning August 1, and the last payment will be on April 1.

Monthly (Session) Registration – Monthly registration allows you to register for all program days during the month; choose AM and/or PM care. You will be prompted to pay in full for that month or call to set up an installment plan breaking your monthly fee into two payments; the first payment is taken at the time of registration, and the second charge is on the 15 of the month.

Daily (Drop-In) Registration – If you choose to register using the drop-in option you have the flexibility to choose individual days throughout the month in AM and/or PM care. Drop-in registration must be completed on a monthly basis unless you register and pay in full for the entire school year. Installment plans are not available for daily (drop-in) registration. Pre-registration at least 7 days in advance is required for daily (drop-in) registration.

Registration Process

Participants must pre-register and pay for prior to attendance; registration must be received on or before the registration deadline, which is 7 days before the start of a new month. Late registration will be accepted if space is available and an automatic \$40 late-fee will be charged.

Registration Deadlines

The registration deadline is 7 days prior to the beginning of the new month. Registration submitted after the 7-day deadline will incur a \$40 late fee if space is available. Late registration can be done on-line – no need to call the office!

<u>For AM/PM Care In:</u>	<u>Register By:</u>
August	Wednesday, August 16
September	Thursday, August 25
October	Sunday, September 24
November	Wednesday, October 25
December	Friday, November 24
January	Monday, December 25
February	Thursday, January 25
March	Friday, February 23
April	Monday, March 25
May	Wednesday, April 24
June	Saturday, May 25 - District 41 Only

Fees

- A registration fee of \$50 per child is required at the time of registration. This fee is non-refundable.
- AM Care: \$13 per day (drop-in) or \$12 per day (annual/monthly)
- PM Care: \$19 per day (drop-in) or \$18 per day (annual/monthly)
- A Credit Card Authorization Form must be completed and on file AND/OR a credit card must be saved to your household account with the Park District to participate in the program.
- Annual tuition installments are based on the total number of school days divided into equal payments (not the number of school days in the month).
- Fees listed are per child, there are no multi-child/sibling discounts.

Program Hours

AM Care – 6:30am – Bus Pick Up

PM Care – Bus Drop Off – 5:30pm

Who Can Attend?

We serve families attending BJ Hooper, Thompson, and Martin Schools in District 41 and Oakland Elementary in District 34. Our program schedule follows the District 41 school calendar.

Locations

Site One

Lindenhurst Park District Lippert Community Center

2200 E. Grass Lake Road

BJ Hooper (D41) and Oakland Elementary (D34)

Amenities: full-sized gym, track, playground, park, walking paths, sports fields, athletic courts, and indoor activity space.

Site Two

Lake Villa Township Caboose Park

37908 Fairfield Road

Thompson and Martin (D41)

Amenities: open green space, playgrounds, sport fields, sled hill, and indoor activity space.

Refunds

Refunds for non-attendance, a partial month's attendance, or withdrawal mid-month will not be given. Families who have registered for the Annual option should call to withdraw and stop monthly installments prior to the first of the month. Those registering month-to-month may stop registration at any time throughout the school year.

Participation Requirements

Children must be enrolled in and attending Kindergarten – Grade 5 at a participating school to register. Children must be toilet-trained and self-sufficient with toileting needs to participate.

Arrival & Pick-Up

Parents/guardians or an authorized adult must sign-in children before leaving them in our care and sign-out before picking children up. For participant safety, children will ONLY be released to adults listed on the Approved Pick Up List provided during registration. If someone other than the individuals listed will be picking up your child you must notify program staff, please call or email. For the safety of your child, staff will require a photo ID from anyone they do not recognize as an authorized person.

Drop off and pick up will be primary done in the dedicated indoor activity space at each site. If you child is doing an activity in another part of the building/grounds, staff will call for your child to return to the main room for pick up. Park in a legal parking spot, not the fire lane.

Late Pick-Up Fee

A \$10 fee will be charged, every 10 minutes (or portion thereof) of tardiness. The late fee policy will be enforced in the event of late pick-ups. You will receive a copy of the charges and will see any of these charges reflected on your household account. If you know you will be late, it is appreciated and encouraged to call the program phone.

Transportation

Parents/Guardians are required to inform the transportation office of their school district that their child will be picked up from or dropped off at a Before and After School Program Site. Districts require one pick up and one drop off location; consider using our sites as your daily drop off or pick up site.

School Days Off Care may occasionally plan field trips. Participants will be transported in a 14-passenger bus owned and operated by Lindenhurst Park District staff for local outings. All drivers are 21 years of age, submitted a driver's background check, and go through vehicle safety training.

What to Bring

Clothing

Activities are planned inside and outside, plan your child's clothing accordingly; children will be outside as much as possible. Gym shoes are required to participate in activities planned in the Gym at Lippert Community Center.

Food

Children are encouraged to bring a NUT-FREE snack to the program each day.

On Days Off School, send a NUT-FREE sack lunch, two NUT-FREE snacks, and a pre-filled water bottle. Label all belongings.

What NOT To Bring

The following items are not permitted:

- Toys from home including trading cards, action figures, etc.
- Gum/Candy
- Electronic devices such as iPads, cell phones, personal gaming devices (i.e. Nintendo Switch)

These items cause distraction and conflict within the program. If a child has items such as those listed above, they will be told to put it away their backpack and the parent/guardian will be asked not to allow the item to be sent in the future. Lindenhurst Park District staff are NOT responsible for any broken, lost, or stolen items.

Lost and Found

A lost and found is maintained for any items left behind. Items will be donated or thrown away at the end of each week. Be sure to check the lost and found each day.

Absences

Reporting an absence from the program is critical for the safety and accountability of all participants.

Absences can reported in the following ways:

- Inform Program Staff in advance of a planned absence
- Call or Text the program phone
- Email beforeandafter@lindenhurstparks.org
- Call the Park District registration office at 847.356.6011

Refunds will NOT be given for days missed due to injury, illnesses, or vacations.

Illness

Children develop communicable diseases; i.e. chicken pox, head lice, measles, etc. are asked to notify Recreation Program Manager, Katie Kozuch, at 847.356.6011 as soon as the child is diagnosed. The name of the affected child is not released; however, families will be notified of the illness. A doctor's note will be required for your child to return to program.

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

- Fever
- Rash
- Diarrhea/vomiting
- Discharge from ears, eyes, or nose

Please keep children home until they are symptom free (without the use of fever reducing medicine) for 24 hours. A fever is classified as having a temperature of 100.4 degrees or higher. If a child becomes ill at the Before & After School Program parents/guardians will be notified to pick-up immediately.

Tax Information

The Lindenhurst Park District Tax ID Number is 36-3586427. All payment and registration information is available to you via your household account on our website. Contact Lori, our Guest Services Manager, for details addressing this information.

School Days Off Care/Early Dismissal Days

The Before & After School Program will observe school holidays, institute days, and early release days in accordance with Lake Villa District 41. All Days Off Care will be held at Site One – Lippert Community Center. Separate registration and payment is required for these days; see online registration here: [School Days Off Care - 2023/2024](#). Care will run from 6:30am to 5:30pm, and will include planned and themed activities. If you have registered your child for a day that includes early dismissal, a half day, or a late start, there is no additional fee.

Program Closings

Before & After School Program will observe school holidays and institute days in accordance with Lake Villa District 41. The Before & After School Program will close if Lake Villa District 41 closes due to inclement weather. The Park District will announce Before & After School Program closings on the Park District website: www.lindenhurstparks.org, through email, and on our Facebook page (Lindenhurst Park District).

The District and program will be closed on the following holidays:

Labor Day	Christmas Eve	
Columbus Day	Christmas Day	
Thanksgiving Day	New Year's Eve	
Day After Thanksgiving	New Year's Day	Memorial Day

School Break Camps

The Park District offers camps throughout the year to accommodate your schedule including Thanksgiving Break, Winter Break, and Spring Break Camps. These camps are available for an additional fee and separate registration is required. Online registration is open for these programs. Click here to register: [School Days Off Care 2023/2024](#)

Thanksgiving Break Camp – November 20-22, 2023

Winter Break Camp – December 26-29, 2023 and January 2-5, 2024

Spring Break Camp – March 25-29, 2024

Summer Camps

Camp Exploration is offered at the Lindenhurst Park District Community Center during the summer months. Campers go on fieldtrips once a week, visit the Oakridge Splash Pad twice a week, have special visitors, and activities based on a new theme each week. Registration for Camp Exploration will open on Monday, March 4, 2024.

Medication

Children requiring medication must have a signed medication consent form on file. This form is available upon request and in this handbook. Medication cannot be administered without a completed form. Parents MUST provide the medication in the ORIGINAL container including: the label with the doctor's name, patient's name, pharmacy, type of medication, strength, and dosage amount. Medication and instructions may be given to either the on-site Coordinator if/when the need for medication arises. All medication is kept in a locked cabinet.

Special Recreation Services/Inclusion

Participation assistance for those with special needs is provided by WSRA (Warren Special Recreation Association). Individuals requiring additional assistance to participate in a Lindenhurst Park District program should inform the Guest Service Manager of any accommodations necessary for successful participation. You will then be contacted by the appropriate Recreation Program Manager and a representative from WSRA to coordinate support.

Behavior & Code of Conduct

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

Code of Conduct

- Show respect to all participants, staff and volunteers.
- Use appropriate language when communicating with participants, staff, and volunteers. Foul and obscene language will not be tolerated.
- Don not purposely cause bodily harm to participants, staff and volunteers.
- Do not communicate threats, inappropriate comments or actions that may be considered as any type of harassment, direct threats or actions that pose a threat by gesture, words or actions.
- Exhibit tolerance and courtesies and commonly accepted behavior towards our diverse community.
- Exhibit good sportsmanship at athletic events, whether as an active participant or spectator.
- The use, suspected use or consumption of alcohol or illegal substances on District property is prohibited unless approved for selected events. If alcohol is approved for on or off property events, it is expected that all participants and spectators will exhibit good judgment and exercise moderation when alcohol is consumed.

Discipline Procedures

Discipline will only be used when participants 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 behavior issues. Repeated incidents or concerns will be discussed in a personal meeting with appropriate staff. Staff will take a progressive approach to discipline when possible, however, significant incidents may require a stronger response. Children exhibiting inappropriate behaviors may expect:

- A verbal warning from staff
- A break no longer than the child's age in minutes
- Loss of a privilege
- A phone call to parents if the behavior is severe or consistent
- Suspension/dismissal from the program

The Lindenhurst Park District reserves the right to suspend or dismiss a participant whose behavior endangers the safety of themselves, staff, or others, or if the behavior negatively affects the experience of other participants. Refunds will not be issued for a behavior-related dismissal.

Bus Behavior

Discuss bus safety rules with your child prior to the start of school. Appropriate behavior is expected at all times to maintain safety. Inappropriate behavior will result in a write-up from the bus driver. After three write-ups from the driver, your child may lose bussing privileges as determined by School District Administration.

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.

**Before & After School Program
Student Pick-Up Form
School Year 2023-2024**



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: _____

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 2023-2024**



Child's Name (Please Print): _____

Nickname(s): _____

List Child's Previous School/Camp/Group Experience:

Tell us about your child's personality.

How Does Your Child Deal With New Situations?

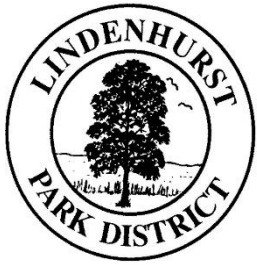
Activities Your Child Enjoys:

Any Additional Information That Before & After Staff Should Know:

Behavior Management Techniques That Work With Your Child

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.



LindenHurst Park District

2200 East Grass Lake Road, LindenHurst, Illinois 60046

847.356.6011

www.lindenhurstparks.org

Credit Card Authorization Form

Parent Acknowledgement

I am aware of the monthly charges for the school year implemented by the LindenHurst Park District. Payment is due seven days prior to attendance (Before and After School Program) or on the first of the month (preschool). I agree and understand that a \$40 late fee will be charged if payment is rejected due to insufficient funds or an expired card on file. Participation may be restricted if payment is not received in 7 days.

Print Child's Name

Parent/Guardian Signature & Date

Payment Authorization

Family Last Name _____ Address _____

City _____ Zip _____ Home Phone _____

Cell Phone _____ Email _____

Circle One: Visa MasterCard Discover Card

Cardholder # _____ - _____ - _____ - _____ Exp. Date ____/____/____ CVV _____

Cardholder Name _____

I hereby authorize the LindenHurst Park District to remit payments via credit card and I authorize the below named financial institution to credit payments to the class(es) enrolled in. I understand that a new authorization form must be completed if I close the referenced credit card, or if I wish to designate a different account. If my credit card information changes, I am aware that it is my responsibility to notify the Park District of my current card information.

Authorized Signature _____ Date _____