

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!](#)

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Lindenhurst Park District

Before & After Parent Handbook

Welcome to the school year at the Lindenhurst Park District, where memories are made! Our experienced staff are excited to meet you and your child this school year and create a friendly, fun and caring environment. We offer age appropriate activities to keep your child busy all school year including sports, arts and crafts, science exploration, games, and special events.

Before & After is offered for children in Kindergarten through 5th grade. To ensure the safety of all students and staff, the following policies and procedures have been established. Please review this handbook and contact me with any questions at 847-356-6011. It's going to be an awesome school year!

Sincerely,

Katie Kozuch

Katie Kozuch, CPRP



Our Program

The Lindenhurst Park District Before & After School Program provides supervised recreational activities for 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.

Contact Information

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

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 payment 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 both AM and/or PM care. Daily registration must be completed before the monthly deadline on a monthly basis unless you register and pay in full for the entire school year. Installment plans are not available for daily registration. Pre-registration is required.

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.

Monthly 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!

For Care In:	Register By:
August	Wednesday, August 14
September	Monday, August 26
October	Tuesday, September 24
November	Friday, October 25
December	Monday, November 25
January	Thursday, December 26
February	Saturday, January 25
March	Saturday, February 22
April	Tuesday, March 25
May	Thursday, April 24

Fees

- A one-time registration fee of \$50 per child is required each school year. This fee is non-refundable.
- AM Care: \$13 per day (drop-in) or \$12 per day (monthly)
- PM Care: \$19 per day (drop-in) or \$18 per day (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.
- 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 will not be given. You may stop registration at any time throughout the school year.

Participation Requirements

Children must be enrolled in and attending Kindergarten – Grade 8 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 contracted school bus OR 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.

Vending Machine

The Lindenhurst Park District Community Center has a vending machine on site. Children will be able to visit the vending machine once per day (1 time during AM care and/or 1 time during PM care). Park District staff are unable to "make change". If you allow your child to visit the vending machine, please send small bills/coins **Vending machine contents are not nut-free**

Lost & 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 absences is critical for the safety and accountability of all participants, especially for PM care. If your child will not be attending school, leaves school early, is picked up from school, or takes the bus home on a day they are registered for PM care, the Before and After School Program needs to be informed in a timely manner.

Absences can be 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

Illness

Children who develop illnesses or 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. Families will be notified of the illness in the program. Children should be kept at home regardless of any diagnosis if they exhibit any of the following symptoms:

- Fever (100.4 and above)
- Rash
- Diarrhea/vomiting
- Discharge from ears, eyes, or nose

Children must be symptom free for 24 hours without the use of fever reducing medicine before they may return to the program. If a child becomes ill during the 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, Guest Services Manager, for additional details.

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 – 2024/2025](#). 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 program will be closed on the following holidays:

Labor Day	Christmas Eve
Thanksgiving Day	Christmas Day
Day After Thanksgiving	New Year's Eve
	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 2024/2025](#)

- Thanksgiving Break Camp – November 25-27, 2024
- Winter Break Camp – December 23 & 26-27, 2024 and December 30-31, 2024 & January 2-3, 2025
- Spring Break Camp – March 24-28, 2025

Medication

Children requiring medication during program hours must have a signed medication consent form on file. This form is available upon request and in this handbook. Medication cannot be administered without completed forms. 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 the Recreation Program Manager if the need for medication arises. All medication is kept in a locked cabinet.

Code of Conduct & Behavior & Code of Conduct

It is the responsibility of the parents/guardians to discuss the Code of Conduct with their child(ren) and reinforce the importance of appropriate behavior at park district programs.

Lindenhurst Park District 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.
- Do not purposely cause bodily harm to participants, staff or 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.

Lindenhurst Park District Behavior Management Policy

If improper behavior occurs parents will be informed. If a second incident occurs, a meeting will be held with the appropriate Manager, and/or a Park District administrator. If improper behavior continues, the child may be asked to leave the program.

Behavior Management Techniques

Program staff will employ several methods of behavior management when working with children including redirection, positive reinforcement, warnings, and breaks.

Behavior requiring correction will result in redirection to a more productive activity. Redirection may involve altering the way a child is using a toy or may require changing the activity or location in the room. Redirection is suggested to a child in a gentle, positive, and discreet manner.

If redirection fails, staff will notify the child of the behavior more directly by issuing a warning. One warning will be issued giving the child an opportunity to alter their behavior; staff will offer suggestions when necessary. A warning without a change in behavior will result in a break.

Children requiring a break will be addressed in a gentle, discreet, and non-threatening manner. Breaks are not communicated as punishment or negative. Breaks are considered and described as an opportunity for the child to reflect on their behavior, calm their body/mind, and consider an alternate behavior. No child will have a break that exceeds their current age in minutes; example: a three year old would only have a break up to three minutes long, if necessary. No specified break area is identified in the classroom. Example: children needing a break could sit in a chair at a table not being used, or on the carpet of a non-occupied area of the room. Children who continue the behavior may be removed from the activity and required to play elsewhere.

Staff will notify parent/guardian of disciplinary incidents when the child's behavior is reoccurring, harmful to self or others, or impacting the quality or integrity of the program.

Lindenhurst Park District reserves the right to suspend or dismiss a participant whose behavior endangers the safety of themselves or others, or if the behavior negatively affects the program. No refunds will be issued in a behavior-related dismissal.

Bus Behavior

Lindenhurst Park District has no authority over transportation services to/from your child's school. Parents are expected to discuss bus safety and appropriate behavior with your child prior to the start of school. The school bus company contracted by your school district may utilize write-ups for inappropriate/unsafe behavior. Families are encouraged to review the transportation policies set by your school district.

Firearms/Weapons

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

Inclusion & WSRA

Participants who require reasonable accommodations to successfully participate in the Before & After School Program are encouraged to request accommodations as soon as possible and no later than the time of registration. Inclusion assistance is provided by Warren Special Recreation Association (WSRA) to residents of Lindenhurst Park District.

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 2024-2025**



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?

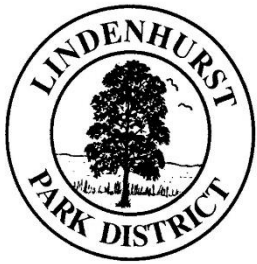
Activities Your Child Enjoys:

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 _____