

Before & After School Program Handbook



Site One – Lippert Community Center

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

Site Two – Caboose Park

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

beforeandafter@lindenhurstparks.org

Table of Contents

Our Program	3
Contact Information	3
Locations	3
Registration Options and Deadlines	3
Program Hours	4
Who Can Attend	4
Fees	4
Refunds	4
Participation Requirements	4
Approved Pick Up List	4
Signing In and Out	5
Late Pick-Up Fee	5
Transportation to School	5
Bus Behavior	5
Absences	5
What to Bring	6
What NOT to Bring	6
Illness	6
Lost & Found	6
Program Closings	6
Medication	7
Vending Machine	7
Code of Conduct & Behavior	7
Firearms/Weapons	8
Inclusion and WSRA	8
Tax Information	8
School Days Off Care	8
School Break Camps	8

Lindenhurst Park District Before & After Parent Handbook

Welcome to Lindenhurst Park District Before & After School Program, 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 appropriate age 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 us with any questions at 847-356-6011. Thank you for your collaboration and support, we are excited for an awesome school year!



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 – 847-356-6011

Program Contact Information – Call or Text

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

Locations

Site One

Lindenhurst Park District Lippert Community Center
2200 E. Grass Lake Road
BJ Hooper Elementary (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 Elementary and Martin Elementary (D41)

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

Registration Options and Deadline

Pre-Registration is required for ALL Before & After School Programs.

Monthly Registration – Monthly Registration allows you to register for all program days during the month; choose before school and/or after school program. 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 each month. In our registration system, monthly registration is referred to as a session.

Daily Registration – If you choose to register using the daily registration option you have the flexibility to choose individual days throughout the month in both morning and/or afternoon programs. Daily registration must be completed before the 25th of the month unless you register and pay in full for the entire school year. Installment plans are not available for daily registration. In our registration system daily registration is referred to as drop in.

Participants must pre-register and must be paid prior to attendance; registration must be received on or before the 25th of each month. **Registration submitted after the 25th will be subject to a \$40 late fee and will be accepted if space is available.**

Program Hours

Before School – 6:30am – School Bus Pick Up

After School – School Bus Drop Off – 5:30pm

No additional registration is required for half school days or early release days. The Lindenhurst Park District does provide programming on days off school. Visit our website to learn more about our School Day Off Program available for the 2026/2027 School Year.

Who Can Attend?

We serve families attending BJ Hooper, Thompson, and Martin Schools in District 41 and Oakland Elementary in District 34. For students in kindergarten through fifth grade.

Our program schedule follows the District 41 school calendar.

That means we will not be providing Before or After School programs to students attending Oakland School (District 34) on the following days.

- Friday, September 4
- Thursday, October 8
- Monday, March 29

Fees

- A one-time non-refundable registration fee of \$50 per household is required at the time of registration.
- **Before School**
 - \$12 per day when registering for individual days.
 - \$11 per day when registering for the entire month.
- **After School**
 - \$18 per day when registering for individual days.
 - \$16 per day when registering for the entire month.
- A \$40 late fee will be charged for any registrations received after the 25th of the month.
- A \$10 late fee will be charged for every 10 minutes (or portion thereof) of tardiness taking place after 5:30pm.
- 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.

Refunds

Refunds will not be given for missed days. You may stop monthly registration at any time throughout the school year. Please call our Guest Services Manager for assistance, 847-356-6011.

Participation Requirements

Children must be enrolled in and attending Kindergarten – Grade 5 at a participating school to register. Children must be self-sufficient in the restroom.

Approved Pick-Up List

Approved Pick-Up List is in your online account via Amilia registration system. Approved adults can be added at any time but must be listed in each student's online account. If someone other than the individuals listed will be picking up your child you must notify program staff by email, text, or written note. For the safety of your child, staff will require a photo ID from anyone they do not recognize as an authorized person.

Signing In and Out

All children must be signed in and out each day by a parent or other adult over the age of 18 authorized in our Amilia Registration system. Anyone who the staff are not familiar with will be asked to show identification.

Morning:

Each morning, a parent/guardian must sign their child into the program. When students board the bus, staff will sign them out in our system to ensure accurate tracking and confirm that each child has safely departed for school.

Afternoon:

Each afternoon, students will be checked in by staff before exiting the bus. Only students who are registered and listed on our program roster will be permitted to get off the bus.

At the end of the day, all parents/guardians must sign their child out of the program at pick up, which must occur no later than 5:30pm.

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 see any of these charges reflected in your household account. If you know you will be late, it is appreciated and encouraged to call or text the program phone informing staff of your tardiness. Please note that notification does not waive or reduce any applicable late fees.

Transportation to School

Parents/Guardians are responsible for contacting the school and bus service to arrange transportation. Students will only be able to utilize the Park District and Caboose Park as a bus stop on the days they are registered for our program.

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 their 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.

Absences

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

Absences can be reported in the following ways:

- Inform Program Site Director in advance of a planned absence.
- Call or text the program phone – as early at 6:30am each morning.
 - LPD Community Center Site – 847-812-3738
 - Caboose Park Site – 847-812-3740
- Email beforeandafter@lindenhurstparks.org
 - Please indicate the location your child attends in the subject of the email.
- Call the Park District registration office at 847-356-6011

What to Bring

Food - Children should bring a NUT-FREE snack to the program each day.

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 Lindenhurst Park District Community Center.

What NOT To Bring

The following items are not permitted:

- Toys from home including trading cards, action figures, etc.
- Gum/Candy
- Electronic Devices
 - We understand that students have devices provided by the school. We ask students not to visit any sites/games that they would not be permitted to access when at school. Students will also only have up to 20 minutes of time on their devices a day.
 - Items such as iPads, cell phones, and personal gaming devices (e.g., Nintendo Switch) are not permitted, as they can cause distractions and conflicts within the program. If a child brings one of these items, they will be asked to place it in their backpack, and parents/guardians will be requested not to send the item again. The Lindenhurst Park District is not responsible for lost, stolen, or damaged items.

Illness

Children who develop illnesses or communicable diseases; i.e. chicken pox, head lice, measles, etc. are asked to notify Recreation Program Manager, Meghan McCarthy via email mmccarthy@lindenhurstparks.org or phone 847-356-6011 as soon as the child is diagnosed. Families enrolled in the program 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.

Lost & Found

A lost and found is available for items left behind. Please check it daily, as unclaimed items will be donated at the end of each week.

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).

Medication

If your child requires medication during program hours, staff may dispense it only if the proper documentation is completed in your online account. For details or to arrange medication dispensing, please contact the Recreation Program Manager at 847-356-6011 ext. 1005.

Vending Machine

The Lindenhurst Park District Community Center has a vending machine on site. Children will be able to visit the vending machine for **DRINKS ONLY**. To keep our program Nut-Free, students will not be permitted to buy any snacks as they are not all nut-free. Park District staff are unable to “make change.” If you allow your child to visit the vending machine, please send small bills/coins.

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 notified. A second incident will result in a meeting with the appropriate Manager and/or a Park District administrator. Continued misconduct may result in the child being dismissed from the program.

Behavior Management

Program staff use a variety of behavior management strategies, including redirection, positive reinforcement, warnings, and breaks.

- **Redirection:** When correction is needed, staff will guide the child toward a more productive activity. This may involve adjusting how a toy is being used, changing the activity, or moving to a different area of the room. Redirection is always provided in a gentle, positive, and discreet manner.
- **Warnings:** If redirection is unsuccessful, the child will receive a clear warning. Only one warning is given, allowing the child an opportunity to change their behavior. Staff may provide suggestions to help the child be successful.
- **Breaks:** If the behavior continues after a warning, the child may take a short break. Breaks are presented in a supportive, non-punitive way, offering the child time to calm their body and mind, reflect on their behavior, and consider an alternative choice. Breaks will not exceed the child’s age in minutes (e.g., a 3-year-old may take a break up to 3 minutes long). There is no designated “break area;” a child may sit at an unused table or in a quiet spot on the carpet. If necessary, the child may also be removed from the activity and redirected to play elsewhere.

Staff will inform parents/guardians of disciplinary incidents if a child’s behavior is recurring, harmful to themselves or others, or disruptive to the quality of the program. The Lindenhurst Park District reserves the right to suspend or dismiss a participant if their behavior endangers the safety of themselves or others or significantly disrupts the program. No refunds will be issued in cases of dismissal due to behavior.

Firearms/Weapons

In accordance with Chapter 8 of Municipal Code Ordinance 14-08-05, no person may bring, carry, or use knives, firearms, explosives, or any other 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.

Tax Information

The Lindenhurst Park District Tax ID Number is **36-3586427**. All payment and registration details are available through your household account on our website. For additional information, please contact Lori, Guest Services Manager, at 847-356-6011.

School Days Off Program

All School Days Off Programs will be held at Site One – Lindenhurst Park District - Lippert Community Center. Separate registration and payment are required for these days; see online registration here: [School Days Off Program – 2026/2027](#). The program will run from 6:30am to 5:30pm and will include planned and themed activities. Days off are listed on our website and on our registration page.

School Break Camps

The Park District offers camps throughout the year to accommodate the school 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 Programs – 2026/2027](#).

- Thanksgiving Break Camp – November 23 - 25, 2026
- Winter Break Camp Week 1 – December 21- 23, 2026
- Winter Break Camp Week 2 – December 28 - 31, 2026
- Spring Break Camp – March 22 – 26, 2027