

School Day Off Program Handbook



Lippert Community Center
2200 E. Grass Lake Road
Lindenhurst, IL 60046
Program Phone – 847-812-3738

beforeandafter@lindenhurstparks.org

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Lindenhurst Park District School Day Off Program Handbook

Welcome to Lindenhurst Park District School Day Off Program, where every day off from school is filled with fun, excitement and engaging experiences!

Our dedicated and experienced staff are committed to providing a safe, supportive and creative environment for your child. Each day is thoughtfully planned with a variety of age-appropriate activities, including sports, arts and crafts, science exploration, games and special events designed to keep students active and engaged.

The School Day Off Program is available for students in kindergarten through 5th grade. To ensure a safe and enjoyable experience for all participants and staff, we have established the following policies and procedures. Please take a moment to review this handbook, and feel free to contact us with any questions at 847.356.6011. We appreciate your partnership and support.



Our Program

The Lindenhurst Park District School Day Off Program provides supervised recreational activities for children in kindergarten through fifth grade attending any local school during days when school is not in session.

Children participate in a variety of planned activities including games and sports, art and crafts, and STEAM activities. Park District childcare programs are exempt from Illinois Department of Child and Family Services licensing and regulation; a copy of our current Confirmation of Exemption can be requested by contacting the Park District Administrative office at 847-356-6011.

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

beforeandafter@lindenhurstparks.org

Location

Lindenhurst Park District Lippert Community Center

2200 E. Grass Lake Road

Lindenhurst, IL 60046

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

Registration Options and Deadline

Pre-Registration is required for ALL School Day Off Program Days.

Registration is available for each day off school. In the case of Fall, Winter and Spring break students can sign up daily or for the entire break. A discount of \$5 per day will be applied for anyone registering for all days during a school break.

Program Hours

Students can be dropped off and pick up anytime between the hours of 6:30am and 5:30pm during the School Day Off Program.

Drop Off - 6:30am

Pick Up - 5:30pm

Fees

- **Early Bird Price** - \$55 per day
 - Register at least two (2) weeks prior to the scheduled day off to receive the discounted early bird rate.
- **Regular Price** - \$65 per day
 - Registrations made less than two (2) weeks before the scheduled day off will be charged the regular price.
- **Late Fee**
 - 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 only be given when a withdrawal is requested seven (7) days before the start of the program. Program refunds will be less a \$5 service charge for programs under \$99 or a \$10 service charge for programs over \$100. Please call our Guest Services Manager for assistance, 847.356.6011.

Participation Requirements

Children must be enrolled in and attending Kindergarten – Grade 5 at any local school district. Children must also be self-sufficient in the restroom.

Approved Pick-Up List

Approved Pick-Up List is in your online account via our Amilia registration system. Approved adults can be added at any time but must be listed in each participant'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 students 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.

Pre-Registration is required for all attendees. We are unable to take same day registration for the School Day Off Program.

Drop Off:

Students must be signed into the program by a parent/guardian by checking students in via our online registration system on our site phone or computer.

Pick Up:

A parent/guardian must sign their child out of the program at pick up, which must occur no later than 5:30pm. Adults will check their students out with the site director, allowing staff to choose the adult that has picked up the student to be tracked in our online system.

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.

What to Bring

Clothing

Students should be prepared with appropriate outerwear for the weather of the day. Activities are planned inside and outside, plan your child's clothing; accordingly, children will be outside as much as weather allows. Gym shoes are required to participate in activities planned in the Gym.

Food

A Nut Free Lunch

Two Nut Free Snacks

Water Bottle

What NOT To Bring

The following items are not permitted:

- Toys from home including trading cards, action figures, etc.
- Gum/Candy
- Electronic Devices

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.

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.

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.

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.

Illness

Children who develop illnesses or communicable diseases; i.e. Strep, RSV etc. are asked to notify Recreation Program Manager, via phone 847-356-6011 as soon as the child is diagnosed. All families enrolled in the program will be notified. 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 symptoms 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.

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 our Guest Services Manager, at 847-356-6011.