

ELK GROVE PARK DISTRICT ACES CLUB



PARENT HANDBOOK 2022/2023

Families are responsible to abide by all contents of the Parent Handbook.

Al Hattendorf Center
225 E. Elk Grove Blvd.
Elk Grove Village, IL 60007
preschooloffice@elkgrovecparks.org
(224)723-4274 (ACES Club cell)
(847)364-7224 (Customer Service)
(847)690-1138 (Early Childhood Office)

Ben Curcio, Executive Director
Elk Grove Park District

**Park District
Board of Commissioners**

President - Tom Cooke
Vice President - Bob Biedke
Secretary - Scott Carlson
Treasurer - John Walz
Commissioner - Bill O'Malley

Elk Grove Park District Mission Statement

To provide safe and innovative parks and recreational opportunities

Elk Grove Park District Vision Statement

Go beyond the expected!

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Welcome to ACES Club!

ACES Club is available for children K-6 who will be coordinated into age-appropriate play and learning groups under the direction of the Early Childhood Department.

The program will provide developmentally appropriate play, recreational learning experiences, in addition to a quiet space for academic support. A daily schedule will be posted. It is our goal to offer a nurturing extended day environment, in which we promote problem solving skills, social interaction, independence, self-esteem, and creativity. We are glad you chose our program.
Welcome!

In case of an emergency or a delay or update, please Call or Text (224) 723-4274.
Please put this ACES Pickup Cell phone number in your Contacts. A backup office phone is customer service at 847-364-7224 or the Preschool Office at 847-690-1138.

ARRIVAL

Transportation will be provided from the following District 54 schools: Link, Stevenson and Nerge by the Elk Grove Park District mini busses. Safety and good manners will be expected while children are being transported. Your child will be escorted from the bus to the Gym/Multi-Purpose Room.

Due to transportation arrangements and enrollment, children may only attend on their regularly scheduled days.

Our expectations for Transportation is as follows

Parents have a right to expect Transportation services which are:

- Physically and emotionally safe
- Provided busses which are safe and clean
- Fulfilled by drivers who treat everyone professionally, and who operate the bus safely and efficiently

Riding the ACES' bus is a privilege. All ACES participants must board the bus safely and efficiently to ensure timely arrivals for each school that we service. This privilege may be temporarily denied or permanently revoked if misconduct of the child jeopardizes the safe operation of the ACES vehicle or the safety of the children riding the bus.

HAND-WASHING/SANITIZER

All children will be required to wash their hands with soap and water or use hand sanitizer before entering the program. Proper and frequent hand-washing procedures will be followed throughout the day.

SNACK/WATER BOTTLE

Products containing peanuts are not permitted at any time at ACES Club. **Children will need to bring a nut free multiple snack supply for the week and a labeled water bottle.** Individual snack containers will be provided to store snacks. If your child has any dietary restrictions or food allergies, please note this on your registration form and bring it to the attention of the instructor. Instructors will sanitize tables before and after snack and students will be washing hands before and after snack.

CLEANING PROCEDURES

Our staff has thoroughly trained regarding cleaning and sanitization. All high touch areas will be cleaned and sanitized throughout the day. Any materials shared by children or staff will be sanitized between uses. In addition, staff will clean and disinfect all areas used, equipment and toys at the end of each day.

CLOTHING

Dress children comfortably. For your child's safety, gym shoes or rubber-soled shoes are required. We request that your child also have a change of clothes in their backpack at all times.

OUTDOOR PLAY POLICY

Outdoor play is an integral part of our afterschool program. The child's safety is our main concern. Outdoor play may include sand, dirt, rain, and snow. We will take weather conditions into consideration before taking children outside. We will not go outside if the temperature is below 25° or if the wind chill or air quality would pose a safety concern to children.

PERSONAL BELONGINGS

The Elk Grove Park District is not responsible for items brought in. This includes: GPS Tracking or electronic wrist devices, DS's, iPods, PSP, toys, Chromebooks and cell phones. All personal items must remain in your child's backpack at all times. Please label all items: clothes, shoes, lunch boxes, backpacks, etc. A consistent time is set aside each day to allow children to work on homework if his/her parents wish. Children are allowed to complete their assignments on their District issued Chromebook, however, use of their cell phones is not allowed for any reason during ACES Club programming.

DISMISSAL

All pick-ups for children in the ACES program from 3:30 pm – 5:30 pm will take place only at Door #5 via our doorbell system. Door # 5 is located off the playground and the doorbell is attached to Door #5. Your child will need to be picked up by an adult. Until we recognize the adult picking up your child, we will ask to see an I.D. Please be prompt in picking up children. **There will be a charge if you pick your child up late from any program. You will be charged \$1.00 for every minute after 5:30 pm. Consistent late arrival violations by families/parents may result in your child's suspension from the ACES program.** We adhere to satellite cell phone time. If your child has not been picked up within five minutes of the end of the program, staff will attempt to contact parents and/or emergency contacts. If after fifteen minutes, neither parents nor emergency contacts have been successful, staff will contact police. Your child will then need to be picked up from the Elk Grove Police Department.

Dismissal cont. If a child is to be picked up by a person other than those people listed on the Medical/Child Release Form, please notify us by phone at starting with **ACES Club cell 224-723-4274**, Customer Service 847-364-7224 or the Preschool Office 847-690-1138. Please include this person's full name, relationship to child, and phone number where you can be reached. This person needs to be prepared to show an ID upon arrival. Without proper notification or identification, we will not release your child.

ILLNESS OR ABSENCE

If a child becomes ill, has diarrhea or is vomiting at ACES Club, the parent(s) or other emergency contact person will be notified immediately. The child should be picked up from school within one hour. If a parent is reached, but cannot pick up their child within sixty minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. If a parent cannot be reached, the staff will begin to call the people listed as emergency contacts until arrangements can be made for the child to be picked up. If a child has had surgery, a release note from the physician is required before resuming physical activities.

For the protection of all children and staff, we ask parents to keep their child home if she/he appears ill or has been ill during the night. Please contact the ACES Club cell 224-723-4274 if your child will be absent from the ACES program. Children should **not** attend ACES Club when any of the following symptoms exist:

- Persistent fever of 100.0 or over, taken in the morning, before school without the use of medication
- Nausea or vomiting
- Skin rash or sores
- Inflamed, swollen or reddened eyes
- Excessive coughing or sneezing
- Diarrhea
- Severe sore throat
- Headache/earache
- Uncontrolled cough
- Large amounts of discolored nasal discharge

We follow current guidance from IL Dept of Health and CDC for Illnesses including Covid and are subject to change.

MEDICATION

If your child uses an inhaler, epi-pen, or takes prescription or over the counter medication, the parent or guardian must fill out a Medication Dispensing Form and Permission to Self-Administer Medication Form (if warranted). You can access the form from our website at: www.elkgrovecparks.org. The ACES Club instructor must have these forms before medication can be brought to ACES. All medications will be kept in a locked cabinet.

BEHAVIOR MANAGEMENT POLICY

Our behavior management policy is an on-going process that promotes development of self-discipline and self-regulation in each child. Staff will write Conduct Reports (a copy of our conduct report can be found on the last page of the manual for your review) for occurrences of inappropriate or unacceptable behaviors. We will implement the Behavior Leveling Chart. This policy incorporates the following:

- When speaking with a child use a calm, quiet and confident tone of voice. Speak with the child at his/her eye level
- Use calming strategies and provide calming choices
- Give clear, simple, positive directions
- Encourage and compliment appropriate behavior using “I-Messages”
- Role-model appropriate behavior
- Encourage use of words to express feelings
- Give positive suggestions and alternatives
- Redirect children to another activity
- Have appropriate, child-centered, consistent and fair rules that children help establish
- Be attentive listeners
- Help child problem-solve solutions to conflict
- Enter in to play with the children to reinforce appropriate behavior
- If necessary, remove child from a situation to help that child gain self-control

The following are unacceptable behaviors:

1. Disregard for rules
2. Acts which jeopardize the health, safety and welfare of themselves/others
3. Weapons
4. Theft
5. Fighting
6. Damage to or destruction of any property
7. Inappropriate language
8. Leaving without staff permission
9. Bullying
10. Verbal or physical abuse
11. Threatening, obscene, disrespectful or physical violence

If, at any time, a child's behavior threatens the safety of themselves or others, the parent/guardian will be notified and is expected to pick up the child within one hour. If a suspension should occur, no refunds will be issued.

In keeping with our goal to promote acceptance and tolerance for all people and in order to keep all children in our program safe, we cannot allow any child in our program to hurt or be hurt by others. This can include physical, emotional, or verbal actions. Our policy specifically prohibits name-calling, hazing, and sexualized language, and singling out one child for different treatment. Each incident will be handled on a case-by-case basis.

CODE OF CONDUCT

Users shall abide by all rules and regulations and shall conduct themselves in a safe, considerate, and reasonable manner so as not to cause disturbance or to damage equipment or property. Users will display respect, consideration and courtesy to all members, users, staff, and Park District property. The Park District reserves the right to discontinue the individual's use or membership because of disruptive or unsafe behavior within the building.

INCIDENTS AND ACCIDENTS

Should your child be involved in an incident/accident during the course of the day, a staff member will notify the parent regarding the incident with a phone call.

SCHOOL CLOSING

If District 54 is closed, ACES Club will also be closed. You may find this information at :

- www.emergencyclosingcenter.com
- www.elkgrovecparks.org
- Call the Preschool Office phone at 847.690.1138 for recorded status update

Credit is not given for cancelled days. District 54 will add these days to the end of the school year.

COLD WEATHER GUIDELINES

ACES Club would like to remind all parents and guardians to consider now, what kind of alternative child care arrangements need to be made for your child/children should our school be closed for inclement weather or other related emergencies.

Wind Chill Warning

A wind chill warning indicates that life-threatening conditions and a risk to safety exist. Measures should be taken to safeguard life and property immediately. A wind chill warning is typically issued when the wind chill will be -30 degrees Fahrenheit or colder OR the actual air temperature is -15° F. If this occurs, ACES Club will be canceled.

Wind Chill Advisory

A wind chill advisory is issued when conditions do not meet the wind chill warning criteria but still cause significant inconvenience. The weather during a wind chill advisory is not life-threatening but presents conditions that may result in inconveniences or pose moderate risk to safety. A wind chill advisory is typically issued when the wind chill is -20 degrees Fahrenheit or colder. If this occurs, school and extra programming will be open and run as usual.

Again, ACES Club would urge you to initiate a plan of action now, so that you are not placed in a position of having no emergency child care arrangements made should the time arise.

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NWSRA

The Elk Grove Park District will work with your family in cooperation with Northwest Special Recreation Association. Please contact the Early Childhood Department/ACES Club at 847.690.1138 as well as noting any pertinent information on your child's registration form to help ensure a positive recreational experience. If your child does have an NWSRA aide, it is the parent's responsibility to notify NWSRA per formal request if there is any change to their child's schedule requiring said aide including but not limited to field trips and half days of school.

WITHDRAWAL POLICY

The process for withdrawing your child from ACES requires you to fill out a withdrawal form. This form is available at the Customer Service Office.

There are no refunds or credits for unattended days, payments are non-transferable.

MONTHLY FEES

The fee for ACES Club is \$14.00 per day. Once your child has arrived at ACES Club, you may pick them up at any time that is convenient for you, no later than 5:30 pm.

ACES Club payments will be billed August through May. This program bills for actual days of attendance. You will still be charged if your child is scheduled a day but does not attend ACES Club due to illness/absence for any given reason. Please contact us with any absence.

To make monthly payments, you will need to enroll in our Electronic Funds Transfer (EFT) option. An EFT is an automatic deduction that is setup through a checking account or a credit card.

Changes to your child's schedule can only begin on the 1st of the month. Changes must be made no later than the 15th of the month prior to the change (for example: if you would like to make a change to your child's schedule for October, you would need to make the change at Customer Service no later than September 15th). Changes will incur a \$10 change fee. Drop in's cannot be accommodated.

HOUSEHOLD CHANGES

If you have a change in address, phone number, or e-mail address please call the Preschool Office at 847.690.1138 or Customer Service at 847.364.7224 or email your updates to preschooloffice@elkgroveparks.org . Any change in discharge information must be written on the Medical/Child Release Form.

Situations may arise at home, i.e. illness, death, separation or divorce, etc. that may affect your child. It is helpful for the instructors to be aware of these circumstances.

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DISTRICT 54 and ACES CLUB CALENDAR 2022-2023

Mon	Aug 15	First Day of School for grade 1-7
Mon	Aug 22	First Day for kindergarten
Mon	Sept 5	Labor Day-No School/No ACES
Wed	Sept 21	*Half Day- children will be picked up after AM class
Mon	Oct 10	Columbus Day-No School/No ACES
Mon	Nov 7	Institute - No School/No ACES
Tue	Nov 8	Election- No School/No ACES
Mon-Fri	Nov 21-25	Thanksgiving Break-No School/No ACES
Thu	Dec 22	Winter Break begins at the end of the day
Mon	Jan 9	School Resumes
Mon	Jan 16	Martin Luther King, Jr. Day-No School/No ACES
Fri	Feb 17	Half Day-children will be picked up after AM class
Mon	Feb 20	Presidents Day-No School/No ACES
Fri	Mar 24	Spring Break begins at the end of the day
Mon	Apr 3	School Resumes
Tue	Apr 4	Election- No School/No ACES
Fri	Apr 7	Good Friday-No School/No ACES
Wed	May 3	*Half Day-children will be picked up after AM class
Wed	May 24	*Half Day-children will be picked up after AM class
Fri.	May 26	Last Day of School



ACES CLUB 2022-23 Conduct Report



Participant Name: _____

Date and Time of Incident: _____ Specific Location: _____

Instructor Completing report: _____

Behavior to be addressed: (circle all that apply)

1. Defiance of Authority
2. Abusive/foul language
3. Physical abuse (i.e. hitting, kicking, throwing objects, etc.)
4. Abuse of equipments, supplies or facilities
5. Other: _____

Description of Incident:

Action taken/recommended:

Policy states that if a participant acquires 3 offenses, an indefinite suspension from the program will occur.

Offense: 1st _____ 2nd _____ 3rd _____

- ☐ Suspension (# of days) _____
- ☐ Removal from program

Parent Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Copies: _____ Original to Supervisor
_____ Copy to Parent (date: _____)