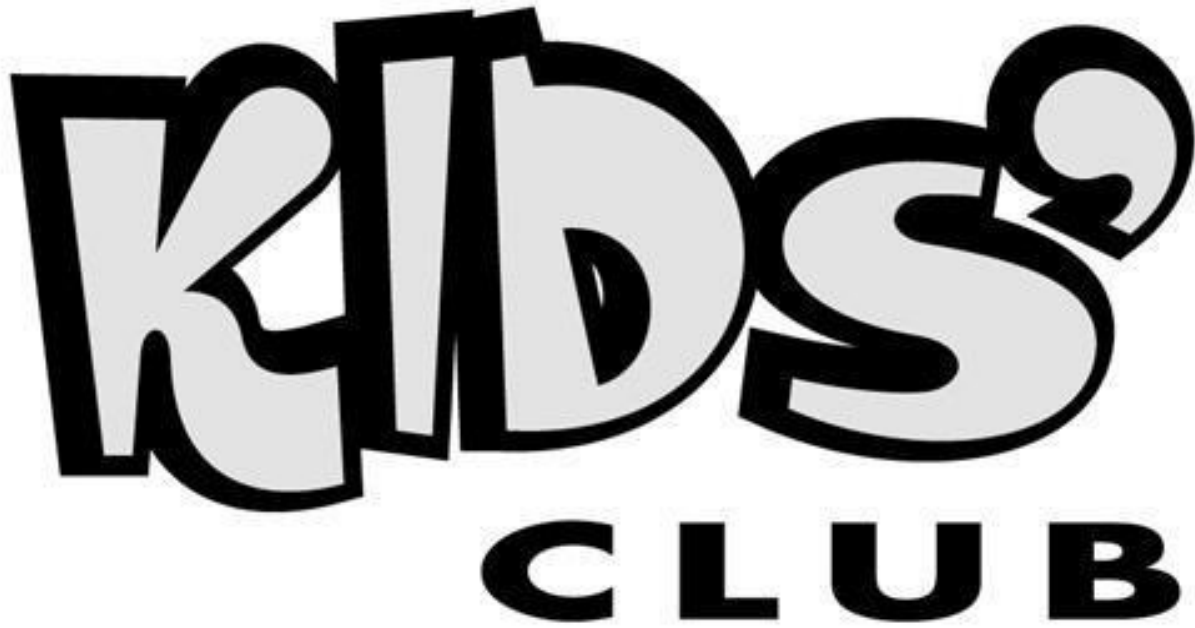


ELK GROVE PARK DISTRICT



**PARENT MANUAL**

**2024-25**

## **Welcome to Kids' Club**

Kids' Club is a Before and After School program for children attending Byrd, Clearmont, Ridge, Rupley and Salt Creek schools.

The goal of this program is to provide child care and recreational activities in a safe, supervised environment. Kids' Club is structured so that children have a choice of which activity they would like to participate in. Activities may include arts & crafts, games and creative play time.

We are glad you chose our program. Welcome!

## **GENERAL PROGRAM INFORMATION**

Kids Club is currently offered to students attending Byrd, Clearmont, Ridge, Rupley, and Salt Creek Schools. Although state regulations only require a 20:1 ratio, we try to maintain a 10:1 ratio between students and staff.

**LOCATION:** The program operates out of the multipurpose room at Byrd, Clearmont, Ridge, Rupley, and Salt Creek Schools daily when school is in session.

**DAYS AND TIME:** Morning hours are from 7:00 a.m. until school begins. Regular afternoon hours are from when school dismisses until 6:00 p.m. The program does cover Wednesday Early Dismissals; however, the price for this day is higher than the other non-early dismissal days. **Note: There is no AM Kids' Club at Ridge School.**

## **SCHOOL DAYS OFF**

School Days Off will run on twenty three (23) of the days that all of School District 59 is off from school. The program is scheduled at the Pavilion on the following days:

- \* District Wide Conference Days
- Rosh Hashanah
- General Election
- Thanksgiving Break (minus Holidays)
- Winter Break (minus Holidays)
- Martin Luther King Jr. Day
- Presidents' Day
- Spring Break

\*Coverage **does not** include Ridge's independent conference and institute days off.

School Days Off will **NOT** be scheduled on the following days:

- Ridge Institute Day ( August 13)
- Labor Day (September 2)
- Ridge Conference Days Off (September 5 & 6)
- Thanksgiving Holiday (November 28 & 29)
- Christmas Holiday (December 24 & 25)
- New Years Eve & Day (December 31 & January 1)
- Ridge Non-Attendance Day (March 31)
- Good Friday (April 18)
- Memorial Day (May 26)

School Days Off has the same guidelines/rules as the Kids' Club program at the schools. Program hours for School Days Off programs are from 7:00 a.m. until 6:00 p.m. **\*\*These programs require an additional fee and pre-registration.** We recommend registering early to reserve your spot, space is limited and days fill up quickly. There is also a firm registration deadline for each day. Children should bring a LUNCH, 2 SNACKS and a DRINK when attending these programs.

## **BEHAVIORAL STANDARDS**

As part of a community effort, Kids' Club is proud to be a part of the Character Counts Program. Through this program we will promote the Six Pillars of Character: **Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship**. This will be the basis of appropriate behaviors at Kids' Club. We work on a three warning system. Any time your child does not follow our behaviors associated with the Six Pillars of Character, the child will receive a warning. The warnings are as follows:

### **FIRST WARNING**

The first time a child does not follow our behaviors associated with the Six Pillars of Character; the parent will be notified by phone, in person or by written letter if the parent/guardian cannot be reached. At the time of the incident, both the child and the lead counselor will discuss and put together a positive behavior management plan and document it.

### **SECOND WARNING**

If a child continues not to follow our behaviors associated with the Six Pillars of Character after a first warning has been given, the child will then receive a written second warning. This warning will state the behavior of the child and notify the parent(s) that one more incident of such behavior could lead to possible removal from the program. We will also ask that the parent(s) look at the positive behavior management plan. Both the warning and the behavior management plan must be signed by a parent and returned. One copy will remain at the site, with the director, and the parents will retain another.

### **THIRD (FINAL) WARNING**

After a first and second warning has been issued and the child continues not to follow our behaviors associated with the Six Pillars of Character the parent will be contacted by phone and given a written notice that the child must be removed from the program for a certain period of time or permanently, depending on the severity of the behavior.

### **DROP OFF AND PICK UP PROCEDURES**

Whenever you drop off or pick up your child, **you must come to the door** and a staff member will meet you. For a smooth transition, we ask that the parents remain outside. This is for the safety of your child. No child will be allowed to leave the program unescorted. **For safety precautions, any individual picking up a child will be required to present a picture I.D. until staff become familiar with names and faces.**

### **Door Locations**

**Byrd #4**

**Clearmont #19**

**Ridge- Main Door #1**

**Rupley #6**

**Salt Creek #6**

### **LATE PICK-UP**

Parents who cannot arrive until after 6:00 p.m. must call an authorized person from those listed on the emergency card/release form to pick up their child. Parents should also contact the site director. In the event that a child is not picked up by 6:15 p.m., the emergency phone number will be called and the designated individual will be requested to get the child. After 6:30 p.m., if there is no contact from a parent and no one on the emergency list is available to pick up the child, the police will be called and the child will be taken into protective custody.

- \$1.00 will be charged for every minute each child is picked-up late starting at 6:01 p.m.

**If a child is picked up late 3 times, they are subject to be removed from the program.**

## **DAILY SCHEDULE**

Children may participate in a variety of activities while at the Kids' Club Program. Active play (outside, if possible) as well as passive, quiet time will be included. Quiet time for homework will also be provided. Children should **not** bring personal toys to the program. If a child brings a toy from home, it will be held for the parents to pick up from the director. The Kids' Club program is not responsible for any lost item the child brings from home.

## **APPROPRIATE DRESS**

We **strongly encourage** your child(ren) to wear or bring appropriate shoes to play in. If your child is wearing flip-flops or shoes that are not meant for the gym or other active play, your child will not be able to participate. Another activity will be planned for those not appropriately dressed. The decisions will be made by the site director on an individual basis.

Additionally, your child(ren) may have an opportunity to go outside on colder days if they are dressed appropriately. Each site director will specify what they think is necessary to play outside for the time. This may mean supplying your child with a winter jacket, hat, mittens, boots and snow pants. It is up to the discretion of the site director to decide if your child is dressed appropriately for the weather. We follow the same guidelines as put in place by the school district.

## **Lost/Stolen Items**

The Elk Grove Park District is not responsible for any lost, stolen, or damaged personal property. All toys and electronic devices including but not limited to: **cell phones, watches, iPads, Nintendo DS, PSP, etc. Are NOT allowed at Kids Club.**

**\*\* Children who bring any electric devices to Kids Club will be asked to turn it off and put it into their backpack until the end of the day. (Unless using a laptop for homework).**

## **Breakfast/Snacks**

Children will need to bring their own healthy bagged and labeled breakfast (if attending before care) and a snack (if attending after care) along with a water bottle every day. We recommend labeling your child's food, AM breakfast and PM Snack. Food items will be disposed of after breakfast/snack and all food should be ready to eat. Due to potential allergies, **please make sure that all food items are peanut and tree nut free.**

## **AFTER SCHOOL ACTIVITIES**

Children may take part in late afternoon activities held at their school (i.e., Scouts, intramurals, clubs). The parent is responsible for giving the Kids' Club director, in writing, specific information on the program (day, time, leader's name). The person in charge of the activity is responsible for taking the child to the Kids' Club Program when the activity is over.

## **HOMEWORK POLICY**

The Kids' Club program will provide quiet time each day during the afternoon program. While we will make every effort to assist and guide students in completing their homework, the parent has the ultimate responsibility of checking over their children's work. Based on the amount of homework each child is given, assignments may not be completed in the window we provide. Any assignments that have not been completed during this time should be completed at home. Any child without homework will be asked to participate in a quiet activity during homework time.

## **MEDICATIONS**

A medical permission form for dispensing medication must be on file. This form can be found on our Kids' Club website. This form must be filled out prior to dispensing any medicine. All medication must be in a labeled prescription container with the name of the medication and participant, the telephone number and name of physician and pharmacy. **All medication(s) must be dispensed by a Kids' Club Director.** All medication(s) will be stored in an appropriately secure location under the control of the Director. In all cases, Kids' Club retains the discretion to reject a request for administering medication. **Any and all undisclosed medication will be confiscated and will be returned through the parent/guardian.**

## **EMERGENCY SCHOOL CLOSINGS**

In the event that the school has an emergency closing (due to weather, mechanical difficulties, etc.), the program at that school will also be canceled. All day closings will be announced VIA email from CCSD59 or posted at [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com). For midday closing, the parent will be called to pick up the child by school personnel. If the parent cannot be reached, the emergency number will be called. If there is a cancellation of School District 59 sponsored activities due to weather, the Kids' Club program will continue to run in the afternoon. Parents can call the site director directly to give any information for pickup times of the child.

## **HEALTH AND SAFETY**

If your child becomes ill at a site, or has a fever, you will be notified and requested to pick your child up within the hour. You should keep your child home and call your physician when the following symptoms persist: Fever of 100.4 or higher, children must be kept home 24 hours after fever arrives and must be fever free without the use of fever reducing medication for 24 hours.

- Nausea or vomiting
- Skin rash or sores
- Inflamed, swollen, or reddened eyes
- Excessive coughing, sneezing
- Diarrhea
- Sore Throat
- Headache/earache

## **Injuries**

If your child gets injured and requires more than basic first-aid, the following will occur:

1. We will attempt to contact parent or guardian
2. We will attempt to contact persons on medical form
3. The injured child will be transported by the paramedics to a local hospital\*\*

*\*\*You will be responsible for the emergency medical charges upon receipt of the statement. Your authorization for the program staff to ensure emergency medical care for your child and your commitment for payment is part of your registration agreement. A staff member will remain with your child at all times.*

## **ABSENCES**

If your child is not at school (due to sickness, vacation, or suspension, etc...), the school office should notify the Kids' Club Program Director. If your child is in school, but will not be at the program, **please call or email the site director** (in advance, if possible). If a child is not in attendance, and there was no notice of an absence, then the Kids' Club Staff will call the parents. There is no refund or credit given for absences because of sickness, vacation, or suspensions.

### **Inclusion**

The Elk Grove Park District works cooperatively with the Northwest Special Recreation Association (NWSRA) to integrate students with disabilities into our recreational programs. Inclusion aides may be present at Kids Club to work one-on-one with a specific child. If your child needs additional assistance at Kids Club, be sure to communicate the necessary information on your Emergency Form.

### **INSURANCE**

The Elk Grove Park District does not carry insurance coverage for its participants and will not assume responsibility for accidents or injury incurred at any program or on any park property. It is recommended that the participant review personal insurance policies for coverage during leisure activities.

### **REGISTRATION PAYMENTS**

Kids Club Registration installment bills are scheduled out using Electronic Funds Transfer (EFT). Payments will be set up to withdraw from your bank account on the first of the month as this program bills for the actual days your child is registered. Please refer to your Registration Receipt to determine the amounts that will be withdrawn from your account each month. ***Note: If your account becomes delinquent your child may be removed from the program.***

### **WITHDRAWALS/TRANSFERS**

Persons wishing to cancel or adjust their attendance days at Kids Club may apply for a refund by filling out a Program Change Form. You can pick up a form from either Pavilion or Hattendorf Customer Service. If you no longer need the program, please fill out a Withdrawal form. ***If a child is not withdrawn from our registration system the computer will continue to apply a monthly charge to your account. A \$25 fee will be charged to your account for each withdrawal transaction.***

### **INFORMATION SHARING / PARENT MEETINGS**

Exchanges of information between staff and parents provides insight for both. Any trouble your child has at school will most likely affect behavior during the program. Please keep us informed of any problems so we can be sensitive to your child's needs. The staff would like to work as a team with family and school. Your input is vital to accomplishing this goal. Most concerns may be dealt with at the time of your child's pickup. However, feel free to make special arrangements with the site director to discuss any concerns

*It is important that you inform us of changes happening in your family. Changes including the parents' relationship, moving, hospitalization, the birth of a new sibling or a death in the family may have an impact on your child. Our staff will be better able to deal with the situation if made aware of it.*

**Ridge Balanced and KIDS' CLUB CALENDAR 2024-2025**

<b>Thu</b>	<b>Jul 25</b>	<b>First Day of School grade 1-5</b>
<b>Fri</b>	<b>Jul 26</b>	<b>First Day of School for Kindergarten</b>
<b>Tue</b>	<b>Aug 13</b>	<b>Non-Attendance Day-No School/ No Kids' Club</b>
<b>Mon</b>	<b>Sept 2</b>	<b>Labor Day- No School/No Kids' Club</b>
<b>Thu</b>	<b>Sept 5</b>	<b>Conferences-No School/ No Kids' Club</b>
<b>Fri</b>	<b>Sept 6</b>	<b>Conferences-No School/ No Kids' Club</b>
<b>Mon</b>	<b>Sept 30</b>	<b>Fall Intersession</b>
<b>Tue</b>	<b>Oct 15</b>	<b>School Resumes</b>
<b>Tue</b>	<b>Nov 5</b>	<b>General Election/ No Kids' Club</b>
<b>Mon-Fri</b>	<b>Nov 25-29</b>	<b>Thanksgiving Break-Non-Attendance Day-No School/ No Kids' Club</b>
<b>Mon-Mon</b>	<b>Dec 23- Jan 6</b>	<b>Winter Break-No School/ No Kids' Club</b>
<b>Tue</b>	<b>Jan 7</b>	<b>School Resumes</b>
<b>Mon</b>	<b>Jan 20</b>	<b>Martin Luther King Day-No School/ No Kids' Club</b>
<b>Mon</b>	<b>Feb 17</b>	<b>President's Day-No School/ No Kids' Club</b>
<b>Mon- Fri</b>	<b>Mar 17-21</b>	<b>Intersession/ No Kids' Club</b>
<b>Mon-Fri</b>	<b>Mar 24-28</b>	<b>Spring Break/ No Kids' Club</b>
<b>Mon</b>	<b>Mar 31</b>	<b>Non-Attendance Day-No School/ No Kids' Club</b>
<b>Fri</b>	<b>Apr 18</b>	<b>Good Friday/ No Kids' Club</b>
<b>Mon</b>	<b>May 26</b>	<b>Memorial Day-No School/ No Kids' Club</b>
<b>Tue</b>	<b>Jun 3</b>	<b>Last Day of School</b>



**DISTRICT 59 Traditional and KIDS' CLUB CALENDAR 2024-2025**

<b>Thu</b>	<b>Aug 15</b>	<b>Dist 59 First Day of School grade 1-5</b>
<b>Fri</b>	<b>Aug 16</b>	<b>Dist 59 First Day of School for Kindergarten</b>
<b>Mon</b>	<b>Sept 2</b>	<b>Labor Day- No School/No Kids' Club</b>
<b>Mon</b>	<b>Oct 3</b>	<b>Rosh Hashanah/No Kids' Club</b>
<b>Thu</b>	<b>Oct 10</b>	<b>Conferences-No School/ No Kids' Club</b>
<b>Fri</b>	<b>Oct 11</b>	<b>Non-Attendance Day-No School/ No Kids' Club</b>
<b>Mon</b>	<b>Oct 14</b>	<b>Non-Attendance Day-No School/ No Kids' Club</b>
<b>Tue</b>	<b>Nov 5</b>	<b>General Election/ No Kids' Club</b>
<b>Mon-Fri</b>	<b>Nov 25-29</b>	<b>Thanksgiving Break-Non-Attendance Day-No School/ No Kids' Club</b>
<b>Mon-Mon</b>	<b>Dec 23- Jan 6</b>	<b>Winter Break-No School/ No Kids' Club</b>
<b>Tue</b>	<b>Jan 7</b>	<b>School Resumes</b>
<b>Mon</b>	<b>Jan 20</b>	<b>Martin Luther King Day-No School/ No Kids' Club</b>
<b>Mon</b>	<b>Feb 17</b>	<b>President's Day-No School/ No Kids' Club</b>
<b>Mon-Fri</b>	<b>Mar 24-28</b>	<b>Spring Break/ No Kids' Club</b>
<b>Fri</b>	<b>Apr 18</b>	<b>Good Friday/ No Kids' Club</b>
<b>Mon</b>	<b>May 26</b>	<b>Memorial Day-No School/ No Kids' Club</b>
<b>Mon</b>	<b>Jun 2</b>	<b>Last Day of School</b>

## **CONTACT PHONE NUMBERS & EMAILS**

**Customer Service** (847)437-9494 – Pavilion  
(847)364-7224 – Hattendorf

**Irene Faciano**  
**Youth Manager** (847) 228-3518 – Office  
Ifaciano@elkgroveparks.org

**Amy Wiater** (847) 690-1128- Office  
**Youth Dept Assistant**  
Awiater@elkgroveparks.org

**Byrd Kids' Club** (847) 980-1196 – Site Cell Phone  
kidsclubbyrd@elkgroveparks.org (847) 593-4388 – School Office

**Clearmont Kids' Club** (847) 858-2701-Site Cell Phone  
kidsclubclearmont@elkgroveparks.org (847) 593-4372 – School Office

**Ridge Kids' Club** (847) 858-2406 Site Cell Phone  
kidsclubridge@elkgroveparks.org (847) 593-4070 – School Office

**Rupley Kids' Club** (847)980-4477 Site Cell Phone  
kidsclubrupley@elkgroveparks.org (847) 593-4353 – School Office

**Salt Creek** (847) 812-6868 – Site Cell Phone  
kidsclubsaltcreek@elkgroveparks.org (847) 593-4375 – School Office

**School Days Off** (847) 228-3518 – Office  
(847)437-9494 – Pavilion

These phone numbers and emails are also available in business card form. Please ask your Director for this card.

***Thank you for joining our Kids' Club Program!***

***Updated 4/24/2024***