

ELK GROVE PARK DISTRICT



Parent Handbook

2025-26

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.

CONTACT PHONE NUMBERS & EMAILS

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

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Youth Manager
(847) 228-3518
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Bella Mirocha
Youth Dept Assistant
(847) 690-1128
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Byrd Kids' Club
(847) 980-1196 – Site Cell Phone
(847) 593-4388 – School Office
kidsclubbyrd@elkgroveparks.org

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

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

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

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

School Days Off
(847) 228-3518 – Office
(847)437-9494 – Pavilion
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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 two (22) of the days that all of School District 59 is off from school. The program is scheduled at the Pavilion on the following days:

Sep 23	Oct 2	Oct 9	Oct 10	Oct 13	Nov 24	Nov 25	Nov 26	Dec 22	Dec 23	Dec 29
Dec 30	Jan 2	Jan 5	Jan 19	Feb 16	Mar 17	Mar 23	Mar 24	Mar 25	Mar 26	Mar 27

Note: Coverage does not include Ridge Intersessions, independent conferences and institute days off.

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

- Ridge Institute Day (Aug 12)
- Labor Day (Sept 1)
- Ridge Conference Days Off (Sept 11 & 12)
- Ridge Intersession (Sep 29 & 30, Oct 1,3,6,7 & 8)
- Thanksgiving Holiday (Nov 27 & 28)
- Christmas Holiday (Dec 24, 25 & 26)
- New Years Eve & Day (Dec 31 & Jan 1)
- Ridge Intersession (Mar 30- Apr 6)
- Good Friday (Apr 3)
- Memorial Day (May 25)

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.

Mandatory For All Participants: The Medical/Child Release online form must be completed and submitted via SignNow prior to starting Kids' Club. <https://signnow.com/s/fQa7dntr>

PROGRAM, POLICIES, AND FEE REVISIONS

Program Supervisors reserve the right to revise any fees, policies, or guidelines after proper participant notification. Our Goal is to provide a safe and engaging environment. We look forward to servicing your family.

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.

All children must be fully bathroom independent.

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. 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.*

BEHAVIOR

The role of our staff is to help lead children toward self-discipline and self-direction. Staff use time outs as a means of calming the participant, allowing the participants to gain control of themselves in a dignified and thoughtful manner.

All participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help keep participants safe and have an enjoyable experience. Additional rules may be developed as deemed necessary by the staff.

The Elk Grove Park District insists that all participants comply with a basic behavior code. All participants shall:

1. Show respect to all participants, staff, and volunteers.
2. Follow Kids' Club rules and take direction from staff.
3. Refrain from using abusive or foul language.
4. Refrain from threatening or causing bodily harm to self, other participants, staff or volunteers.
5. Show respect for equipment, supplies and facilities.

DISCIPLINE

Along with the Elk Grove Park District's Code of Conduct, the District has a Code of Behavior which is progressive. It begins with a verbal reprimand and progresses to removal of the participants from the program. If misbehavior is extreme, the discipline plan may be disregarded for more serious consequences. Please note:

The discipline procedure is for the entire school year, or the duration your participant is at Kids' Club. The discipline process does not start over with each new week.

- Oral Reprimand: The participant is spoken to by the staff. They are allowed the potential of one verbal warning in a given day.
- Supervised Time-Out/Written Letter of Warning/Parent Contact: If the participant receives more than one warning in a day, or the behavior or actions are severe enough, this is noted in writing and given to the Program Staff and Recreation Supervisor. The participant will also be given a supervised time-out. The time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of activity; seclusion: time-out area with a staff member present away from view of the activity). The Staff/Recreation Supervisor will also discuss the participant's behavior with their parent(s) or guardian(s).
- Letter to Parent(s)/Guardian(s): If the participant receives one written disciplinary report due to their behavior, a letter will be sent home explaining the inappropriate actions and the potential next step which is suspension from Kids' Club.
- Suspension from Kids' Club: If the behavior continues, and a second letter is sent home explaining their actions and the participant may be suspended from Kids' Club for a length of time to be determined by the Recreation Supervisor and Superintendent
- Dismissal from Kids' Club: After issuing written discipline reports, letters home, and suspending Kids' Club attendance, if the action or behavior continues, the child will be dismissed from Kids' Club. This final step is necessary to insure the well-being of other participants and staff.

NOTE: There will be NO REFUNDS for missed days due to the disciplinary infractions.

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.