

Prospect Heights Park District



Stop here Before or After Kindergarten

2009-2010

Prospect Heights Park District
110 West Camp McDonald Road
Prospect Heights, IL 60070
847-394-2848

www.prospectheightsparkdistrict.org

KinderStop is operated by the Prospect Heights Park District, designed to provide safe, stimulating before and after school programming for kindergarteners in our community. Participants enjoy indoor and outdoor free play; planned crafts; games; individual and group activities complemented by monthly themes.

This parent handbook has been prepared to provide information regarding KinderStop. Please read it carefully. If you have any questions, feel free to contact Marci Glinski at (847) 394-2848 ext 25.

KinderStop Hours

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|------------------------------------|-------------------------|
| AM Kindergarten Before Care | 7:00am – 8:15am |
| School District #23 Kindergarten | 8:25am – 11:00am |
| PM KinderStop | 11:10am – 6:00pm |
| AM KinderStop | 7:00am – 11:45am |
| School District #23 Kindergarten | 12:00am – 2:25pm |
| PM Kindergarten After Care | 2:35pm – 6:00pm |

Drop-off and Pick-up

A program participant must be in attendance during the school day in order to participate in KinderStop that same day. Once a child has been picked up by a parent/guardian from KinderStop, the child cannot return until his/her next scheduled day. Each child participating in Before Care **MUST** be walked into the building and signed into KinderStop. We cannot accept children until the starting program time.

If a your child **WILL NOT** be attending KinderStop on any given day please notify KinderStop Staff as soon as possible or a message can be left on the KinderStop Voicemail on the day of absence.

If a KinderStop participant has an extracurricular activity at the park district, he/she must report to KinderStop prior to attending the activity. Staff will only release the child upon written notification from the parent/legal guardian. Once the extracurricular activity is over, the program coordinator will bring the child back to the KinderStop Program.

Children must be signed out of KinderStop each day by an authorized individual. Parents/legal guardians listed on the child's emergency card are considered authorized for pick-up unless documented otherwise on the child's emergency card. Legal documentation may be required if a parent/legal guardian is excluded from pick-up.

KinderStop closes at 6 PM. Prompt pick-up of your child is expected. A **LATE PICK-UP FEE OF \$10.00 WILL BE CHARGED FOR 1-15 MINUTES AFTER CLOSING AND AN ADDITIONAL \$5.00 CHARGED FOR EACH 5 MINUTE PERIOD BEYOND 15 MINUTES.** In the event of a late pick-up, the authorized individual doing pick-up will be asked to sign an acknowledgement form and an invoice for associated late charges will be mailed to the parent/legal guardian. Consistent lateness will result in being dropped from the program.

If staff has not been contacted by a parent/guardian by 6 PM:

- 1) Staff will attempt to reach the parent/legal guardian by phone.
- 2) If unable to reach a parent/legal guardian, staff will call authorized individuals listed on the child's emergency card to pick the child up.
- 3) In the event parents are unobtainable and authorized individuals are not able to pick the child up, police will be notified and the child will be taken into protective custody.

Transportation

All transportation will be provided by the School District #23 bus route.

Before Care AM & PM Kindergarteners should be dropped off at The Prospect Heights Park District to start their day. The participant will be taken by school bus to their correct school in time for class. All children that require After Care for PM & AM Kindergarten will be transported back to The Prospect Heights Park District for pick up.

Emergency Cards

Every child must have an emergency card on file prior to participation in KinderStop. A participant without an emergency card on file will not be allowed to attend KinderStop until such form is received. Please update this information if changes occur during the school year, i.e., new work phone number, cell phone number, etc. It is necessary to provide the most current information in case of emergency. Emergency cards from previous school years will not be accepted.

Emergency School Closing

KinderStop does follow District 23 school closures. In the event there is no school, KinderStop will not be held. For information regarding school closings please listen to your radio, morning news or check the school district website at www.d23.org.

Activities

Kinderstop provides a variety of activities including: sports, arts and crafts, games, reading, storytelling, music and videos. Active play (outside, if possible) as well as quiet time will be provided daily. Please dress your child according to weather conditions.

Lunch/Snack

Both AM and PM KinderStop participants must bring a sack lunch including drink each day. Refrigeration is not available.

Children will receive a snack and drink in both the morning and afternoon. The Prospect Heights Park District will balance these snacks with healthy snack selections.

Good nutrition is the start of a healthier you. When packing snacks, think of healthy snack alternatives including: mini bagels, granola bars, muffins, pretzels, yogurt, pudding cups, Jell-o cups, Teddy Grahams, popcorn, animal crackers, Goldfish, applesauce, fruit cups, bananas, oranges, apples, grapes, carrots, fruit snacks/roll-ups or fixings for trail mix such as cereal and raisins.

Days Off School

Throughout the school year, there are days off school for which **Kids Day Off** is offered for an additional fee. Monthly KinderStop Newsletters will include a sign-up form for days off along with information on dates, activities, and fees for the following month.

If Kids Day Off programming is needed, please submit the sign-up form with the appropriate fee to the Prospect Heights Park District. Deadlines for days off sign-up will

be strictly followed. Space is limited and filled on a first come-first served basis. **All KinderStop students will receive 10% off Kids Day Off Fee.**

Communication

Communication between staff and parents is very important. It is essential that you inform us of any changes in your child's daily routine - problems at home, school, etc. Any problems during school will probably affect behavior during KinderStop.

Illness

If your child is ill or has a fever, his/her attendance at KinderStop is strongly discouraged. Should a child become ill during the program, a parent/guardian will be notified and required to pick up the child. If the parent cannot be located, the emergency contact will be called. Children must be fever and symptom free for 24 hours before returning to KinderStop. Please call the KinderStop office if your child will not be attending KinderStop on any given day.

In the event your child contracts a contagious illness (chicken pox, lice, pinkeye, strep throat, etc.) please notify the staff immediately. A notice will be sent to other program participants.

Medication

Staff may only dispense prescription medication during program hours. In the event a child requires prescription medication, the parent must:

1. Communicate the need to the KinderStop Coordinator.
2. Complete appropriate forms and waiver
3. Provide medication in a pharmacy dispensed container with dosage specified (asthma inhalers, epi-pens, etc.)
4. Over the counter medication will NOT be dispensed with written documentation from the child's physician.

Medical Emergencies

If your child is injured and requires more than basic first aid treatment:

1. If necessary, the paramedics will be called.
2. The parent/guardian or emergency contact will be called
3. Paramedics will transfer injured child to the nearest hospital if it is deemed necessary.
4. If parent/guardian are not present, a staff member will accompany the child in the ambulance and remain at the hospital until parent/guardian or emergency contact arrives.
5. Parent/Guardian is responsible for the emergency medical charges for all services rendered. Your authorization for the program permits staff to secure emergency medical treatment for your child. Your commitment for payment thereof is part of the registrations agreement.

Behavior and Discipline

The Prospect Heights Park District, its instructors, supervisors and administrative staff, reserves the right to suspend, expel or deny participation in or viewing of any program, event or facility to any person whose behavior materially interferes, or disrupts the quality of those offerings, the enjoyment of them by other participants, or the ability of staff to conduct or manage the activities or facility.

The Prospect Heights Park District KinderStop Staff reserve the right to ask a student to leave the program at any time if he/she does not demonstrate the appropriate behavior as mentioned in our behavior plan. Rules of Conduct include:

- Children will show respect to all participants and staff, and take direction from staff.
- Foul or abusive language will not be tolerated and children will refrain from using inappropriate language.
- Children will refrain from causing bodily harm to themselves, other children or staff, and refrain from using hands or body force.
- Children will respect all equipment, supplies and facilities. This includes cleaning up all supplies used to participate in the program.
- Children will remain within all KinderStop boundaries.

Suspected Abuse of Neglect

The Prospect Heights Park District employees are mandated reporters in the State of Illinois. In accordance with the procedures set by the Abused and Neglected Child Reporting Act, any KinderStop personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child shall immediately report the matter to their supervisor. The proper authorities may be notified accordingly.

Inclusion Assistance

Inclusion assistance is provided by NWSRA (Northwest Special Recreation Association) to those individuals who wish to participate in their home park district programs. When registering for a park district program, the parent or individual with a disability should inform the Park District and NWSRA of any accommodations needed in order to successfully participate in the program. The Prospect Heights Park District will also contact NWSRA for assistance with the accommodation. Contact NWSRA at (847) 392-2848 for further information.

PAYMENT POLICIES

A \$50.00 deposit is due at the time of registration.

MONTHLY TUITION IS DUE BY THE 5th OF EACH MONTH. Any payments received after the 10th will be considered delinquent and your account will be charged a \$15.00 late fee. If your account becomes 30 days late, your child will be immediately dropped from the program. The past due amount and current tuition payment will be due before your child can

re-enter the program. **Year-end statements will be issued upon request only.**

KinderStop will not meet on the following days off school: Thanksgiving Day and the day after, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Memorial Day, and School District #23 Non-Attendance Days. Extended school breaks, i.e., winter, spring, etc. will have separate Kids Day Off schedules.

No credit or refund will be given for non-attendance due to vacation, sick days or other personal reasons. No credit or refund will be given for school calendar changes or revisions. No credit or refund will be given if your child is suspended from the program.