

Prospect Heights Park District

KINDER



PARENT HANDBOOK 2019/2020

Prospect Heights Park District
110 West Camp McDonald Road
Prospect Heights, IL 60070
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www.phparks.org

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INTRODUCTION:

The Prospect Heights Park District's **KinderStop** program is a combination of four day-care sessions scheduled each school day during the school year for children ranging in age from 4 years (from our Creative Child's Pre-School Program) through first grade. It is operated in a Prospect Heights Park District facility and designed to provide safe, stimulating before and after school programming for children in our community. Participants enjoy indoor and outdoor free play; planned crafts; games; individual and group activities based on monthly themes.

District 23 (Eisenhower School) students will be provided school bus transportation by School District 23 between the park district and school. (Arrangements for transportation must be made through the school district.)

This parent handbook has been prepared to provide information regarding KinderStop. Please read it carefully. If you have any questions, feel free to contact Ed O'Neill - PHPD Supervisor of Recreation - at (847) 394-6376.

KINDERSTOP SCHOL DAY HOURS OF OPERATION:

Before Care	7:00am – 9:00am
After Care	2:30pm- 6:00pm
AM KinderStop	9:00am – 11:30am
PM KinderStop	11:30am – 2:30pm

DROP-OFF AND PICK-UP:

A program participant must be in attendance at school during the school day in order to participate in the program that same day. Once a child has been picked up by a parent/guardian the child cannot return until his/her next scheduled day. Unless the child is leaving for a medical appointment. Please remember we cannot accept children earlier than their scheduled time. For your child is in AM or PM KinderStop and you need short term before or after school support, we might be able to register your child in our Before or Aftercare Program(s) for a day or for a limited period of time at an additional fee. Advanced notice is required.

If your child WILL NOT be attending on any given day, please notify the KinderStop staff as soon as possible. A message can be left with the front desk or on our voicemail on the day of the absence. The

general, park district phone number is: 847.394.2848. The KinderStop extension is “329.”

Children must be accompanied by a parent or guardian into the building and signed in and out at drop-off and pick-up. Only the parents or other individuals listed on the child’s registration paperwork are authorized for pick-up. A child will not be released to a parent or guardian who is NOT listed on the “Authorized for Pick-Up” list. If your child is being picked up by someone not listed on your child’s forms a written note to KinderStop staff along with a phone call or email to the Supervisor of KinderStop (Ed O’Neill) is required. Any individual picking up your child will be required to show identification if we do not recognize them as being the regular pick-up person.

Our program closes at 6:00 PM, prompt pick-up of your child is expected. Please contact us immediately if you realize that you are going to be late giving us an estimated time of arrival. **A LATE PICK-UP FEE of \$1 per minute** will be charged to the parent’s account. Consistent lateness will result in being dropped from the program.

If a child has not been picked up by 6:00pm the following steps will be taken:

- 1) By 6:05PM a staff will attempt to reach the parent/legal guardian by phone. The phone number listed in the registration packet will be called.
- 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) If by 6:20PM, parents are unreachable and any authorized individuals are unreachable or are not able to pick the child up, the police will be contacted for their assistance in this situation.

ADDITIONAL PARK DISTRICT CLASSES/ACTIVITIES:

If your child is registered for an class/activity **on site** through the park district, written notification from parents given to the KinderStop Teacher/Coordinator will be required in order to have staff walk your child to that class/activity. A note must be detailed with begin and end date of program and begin and end time of class. It is the parent’s responsibility to inform Kinderstop staff of registration. The park district assumes no responsibility for missed classes due to miscommunication.

TRANSPORTATION:

All transportation will be provided by a School District #23 bus. Any child enrolled in Before Care or AM KinderStop should be dropped off from home at The Prospect Heights Park District to start their day. The child will be taken by school bus to their correct school in time for class in the morning. All children that require After Care or PM KinderStop will be transported back to

The Prospect Heights Park District from their District 23 school in the afternoon. Parents must contact District 23 (Eisenhower School) as soon as you register in KinderStop in order to get their child on the correct bus.

The AM/PM KinderStop program goes to the Prospect Heights Public Library during most weeks of the school year. In the event of cold or rainy weather, the kids will be transported back and forth on PHPD activity busses.

EMERGENCY CARDS:

Every child must have an emergency form on file prior to participation in the program. This blank form is part of the KinderStop registration packet. A participant without a completed emergency form on file will not be allowed to attend until such form is received. Please update this information if changes occur during the school year, i.e., a new work phone number, a new cell phone number, a new doctor and/or a new email address. It is necessary to provide the most current information in case of emergency. Emergency cards from previous school years will not meet this requirement.

EMERGENCY SCHOOL CLOSINGS:

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

ACTIVITIES:

We provide a variety of activities including: sports, arts and crafts, games, reading, storytelling, music and videos. Active play (outside, if possible) as well as quiet/homework time will be provided daily. Please dress your child to be comfortable in consideration of that day's weather conditions.

LUNCH/SNACK:

Both AM and PM KinderStop participants must bring a lunch from home including a drink each day. Refrigeration is not available. Please be sure to send all necessary utensils for your child to eat their lunch (fork, spoon, straw etc.). Children will receive a snack and drink during the transition between PM KinderStop and the After Care program. The Prospect Heights Park District will offer basic snack selections.

Good nutrition is the start of a healthier you. When packing lunch and 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 any type of trail mix.

KID'S DAY OFF:

We follow the School District 23 calendar. **Please remember if there is no school, Kinderstop will also NOT be in session.** We offer a *Kid's Day Off* program for children between the ages of 5 and 11 years old to help with child care during days off school. This is a separate program at an additional fee. **As a Kinderstop student you will receive a 10% discount to participate in our *Kid's Day Off* program.** Please see our website www.phparks.org for information and fees. Please remember to register early as these days can fill up quickly. Registration is required two business days PRIOR to this program otherwise a \$10 late fee will be charged.

COMMUNICATION:

Communication between KinderStop staff and parents is essential in providing the best care possible to your child. Please keep us informed of any changes at home or issues at school. We want to support your child throughout the school year. Ed O'Neill, Supervisor of Recreation, can be contacted directly at 847.394.6376 or oneill@phparks.org. Staff in the classroom can be reached at 847.394.2848/ext-329

ILLNESS:

If your child has a fever (99.9), vomiting and or diarrhea they may NOT attend Kinderstop. The child should be symptom free for 24 hours before returning to the program. Should your child become ill during the program day, a parent or guardian will be notified be expected to pick-up their child immediately. If a parent cannot be contacted the emergency contacts will be notified. If your child contracts a contagious condition/illness that restricts them from returning, you must inform Kinderstop Staff or the Supervisor of Recreation as quickly as possible. The staff will then distribute Health Alert Notices to participants. Your child's name will remain confidential.

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 Supervisor (Ed O'Neill).
2. Complete appropriate "Medication Administration" forms and waiver.

3. Provide medication in a pharmacy dispensed container with dosage directions specified.
4. Over the counter medication will NOT be dispensed unless there is an extraordinary situation accompanied by very clear, written direction from the parent who must also provide the medication.

MEDICAL EMERGENCIES:

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

1. If indicated, the paramedics (Emergency Medical Services) will be called.
2. The parent/guardian or emergency contact will be called.
3. Paramedics will transfer injured child to the nearest hospital if they deemed it necessary to medically treat your child.
4. If parent/guardian are not at the park district before the ambulance leaves for the hospital, a staff member will accompany the child 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 to pay for any extraordinary medical treatment is part of the registration 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 any program, event or facility to any person whose behavior interferes with 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's KinderStop Staff reserve the right to ask a child to leave the program at any time if he/she does not demonstrate the appropriate behavior as delineated in Prospect Heights Park District's Behavior Management Policy.

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 aggressively.
- Children will respect all equipment, supplies and facilities. This includes cleaning up all supplies used to participate in the program.
- Children will remain within the designated KinderStop area.

SUSPECTED ABUSE OR 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 will be notified accordingly.

INCLUSION ASSISTANCE:

Inclusion assistance is provided by NWSRA (Northwest Special Recreation Association) to those individuals who have diagnosed special needs and who wish to participate in their home park district's programs. When registering for a park district program, the parent or individual with a disability should inform the Park District of any accommodations needed in order to successfully participate in the program. This notification could include a copy of the child's IEP from the home school. The Prospect Heights Park District will also contact NWSRA for assistance with the accommodation. A parent may contact NWSRA at (847) 392-2848 for further information regarding available inclusion assistance.

PAYMENT PROCEDURES:

A non-refundable, \$50.00 registration fee is due at the time of registration. If at any time you take your child out of the KinderStop program for any reason and then decide to return to the program, you will have to re-register and provide another \$50 registration fee.

MONTHLY TUITION IS DUE BY THE 7th OF EACH MONTH. Those who have arranged for an auto-deduct option will be charged on the 1st day of each month (September through May). Any payments received after the 7th will be considered delinquent and your account will be charged a \$10.00 late fee. If your account becomes more than 30 days late, the Supervisor of Recreation will contact the responsible parent to figure out how to get the account up to date. If your account is not brought to a zero balance within 60 days, your child will be dropped from the program. The past due amount and current tuition payment will be due before your child can re-enter the program. Re-enrollment will be an option only if there is an open seat available. No credit, make up 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 or expelled from the program.

CHILDCARE TAX STATEMENT:

You can now access your childcare tax statement online. Included in the packet is step by step directions.