

Prospect Heights Park District

K-1st Graders, please notify D23 that you are enrolled in KinderStop for transportation purposes at least two weeks prior to the start of the program. D23 will notify you the date that your child can start riding the bus to KinderStop.



PARENT HANDBOOK 2021/2022

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

www.phparks.org

Become our fan on Facebook!

INTRODUCTION:

The Prospect Heights Park District's **KinderStop** program is a combination of four separate child care programs scheduled each school day on days school District 23 is in session. The four different child cares are Before Care, KinderStop AM, KinderStop PM and After Care. Please see below for each programming time. All four programs are operated in the Prospect Heights Park District's Gary Morava Recreation Center and are designed to provide safe, stimulating activities for children in our community. Participants enjoy indoor and outdoor free play, planned crafts, games, and individual and group activities.

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 at least two weeks prior to start of the program.)

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

KINDERSTOP SCHOOL DAY HOURS OF OPERATION:

Before Care 7:00am – 9:00am

After Care 2:30pm- 6:00pm

*These two programs accommodate students in Early Childhood, 4Y & 5Y Preschool, Kindergarten, 1st Grade

AM KinderStop 9:00am – 12:00pm

PM KinderStop 11:30am – 2:30pm

*These two programs accommodate students in Early Childhood, 4Y & 5Y Preschool

KINDERSTOP 2021-2022 START DATES BY GRADE LEVEL:

District 23 1st Grade Before and After Care Students Begin: **August 18**

District 23 Early Childhood Students Begin KinderStop: **August 26**

District 23 AM/PM Kindergarten Students Begin KinderStop: **August 26**

PHPD Preschool 4Y & 5Y Students Begin KinderStop: **September 7**

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.

If your child WILL NOT be attending on any given day, please notify Supervisor Jeanette Garrity as soon as possible at 847-394-6376 or Jgarrity@phparks.org. If you need to get a hold of the KinderStop room directly please call our park district main line at 847-394-2848. The KinderStop room 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 (Jeanette Garrity) 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 After Care program closes at 6:00 PM, prompt pick-up of your child is expected at or before this time. If your child is not registered for After Care, they must be picked up from KinderStop PM promptly at or before 2:30pm. 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 6:30PM, 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 a class/activity **on site** through the park district, the extracurricular activity form must be filled out by a parent/guardian and given to a

KinderStop Teacher or Coordinator. Once the form is received, staff will then walk your child to that class/activity. It is the parent's responsibility to inform staff of program registration. The park district assumes no responsibility for missed classes due to miscommunication.

TRANSPORTATION:

All bus transportation will be provided by a School District 23 (Eisenhower School). 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 Eisenhower 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 Eisenhower School in the afternoon. Parents must contact District 23 (Eisenhower School) as soon as you register for Before Care, After Care, KinderStop AM or KinderStop PM in order to get their child on the correct bus.

EMERGENCY FORMS:

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 forms 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, none of the four KinderStop programs 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 movies. 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:

KinderStop AM & PM Info:

Both KinderStop AM and KinderStop PM 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.). There will be no lunches or utensils available for students.

Before Care Info:

There will be no breakfast provided for students attending the Before Care program. If you would like to send your child with breakfast food to eat when they arrive at the program, feel free to do so. If sending your child with breakfast food please be sure to send all necessary utensils (fork, spoon, straw etc.). There will be no extra utensils available for students.

After Care Info:

There will be no snacks provided for students attending the After Care program. Feel free to pack your child a snack for this program if you know they will get hungry during this time. Students will be able to eat their snack during homework time and cannot share with other students. Please do not pack your child any snacks containing peanuts due to allergies. Students may once in a while receive a special food treat based on good behavior as a group a few times during the school year.

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, or fruit snacks/roll-ups.

KID'S DAY OFF:

We follow the School District 23 calendar. **Please remember if there is no school, none of the four Kinderstop programs will 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 of \$55 for Residents and \$60 for Non-Residents. **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 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 the best that we can. Jeanette Garrity, Supervisor of Recreation, can be contacted directly at 847.394.6376 or Jgarrity@phparks.org. Staff in the classroom can be reached at 847.394.2848/ext-329

ILLNESS:

If your child has a fever (100.4), vomiting and or diarrhea they may NOT attend any of the four Kinderstop programs. 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 and 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 the Supervisor of Recreation Jeanette Garrity as quickly as possible. 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 Supervisor of Recreation Jeanette Garrity.
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. To retain a copy of the Prospect Heights Park District's Behavior Management Policy please contact Jeanette Garrity, Supervisor of Recreation at Jgarrity@phparks.org.

The Prospect Heights Park District follows a strict 3-strike policy. If your child breaks any of the below rules of conduct they will receive a strike. Strikes are decided by KinderStop Supervisor Jeanette Garrity. In the result of 1 strike, the students parent/guardian will receive a written warning. If the student receives a 2nd strike, the student will be suspended from all four KinderStop programs for 2 full school days, the parent/guardian will also be requested to have a meeting with Jeanette Garrity. Once the student receives their 3rd and final strike, they will be expelled from all Prospect Heights Park District programs for 1 full year of their expel date. Please see rules of conduct below.

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 may be dropped from the program. The past due amount and current tuition payment will be due before your child can re-enter the program or any other Prospect Heights Park District program. Re-enrollment into the program 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 this packet is step by step directions on how to do so. If you have questions regarding accessing this document, please call the Prospect Heights Park District front desk at 847-394-2848 or stop into Gary Morava Recreation Center.

*We look forward to having a
great school year with your
child!*