



Parent Handbook 2022-2023

****Note: This registration is for the Prospect Heights Park District only. For bus transportation, you must ALSO register with School District 23.***



Welcome to the Prospect Heights Park District KinderStop program. We look forward to sharing this precious year with both your child and you. These exciting programs will provide healthy, recreational, and fun activities.

The following manual has information that will answer any questions you may have regarding our programs. Please discuss all of our program's policies and procedures with your child. This manual will also be a helpful reference tool to keep throughout the school year.

All families will receive an email link to ePACT for our participant emergency form that must be completed before your child can attend KinderStop. The Park District will not take a child into our care until we have the completed form.

Please read through this manual and feel free to call me at 847.394.6376 or email me at smcnamara@phparks.org if you have additional questions.

Staff/Contact Information

Program Supervisor: Stacey McNamara

Email: smcnamara@phparks.org

Office: 847.394.6376

AM & PM KinderStop Teachers: Jenn Romano & Jackie Gallegos

Before & After School Care Coordinators: Jackie Gallegos & Leslie Diaz

Phone: 847.394.2848 ext. 329

Philosophy

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. 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.

General Information

KinderStop consists of 3 different programs in which a child can participate:

- Before School Care
- AM KinderStop OR PM KinderStop
- After School Care

The before and after school care programs are for students 4-7 years old and primarily attend either Eisenhower School in School District 23 or Creative Kids Preschool at the Prospect Heights Park District. Students from other schools are welcome to attend KinderStop as well, but must provide their own transportation.

AM & PM KinderStop are kindergarten enrichment programs that supplement the kindergarten program at Eisenhower School and the Creative Kids Preschool at the



Prospect Heights Park District. Children in the AM and PM programs learn the same information each day.

Parents provide transportation to before school care and home from after school care. If your child attends Eisenhower School, you MUST contact School District 23 to arrange for school bus transportation to and from Eisenhower School and Gary Morava Recreation Center.

Parents can choose between 1 and 5 days of care for any of the above programs, including which days their child participates.

Schedule

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, & Kindergarten

Start Dates by Grade Level

District 23 1st Grade Students Begin: **August 17**

District 23 Early Childhood Students Begin: **August 22**

District 23 AM/PM Kindergarten Students Begin: **August 25**

PHPD Preschool 4Y & 5Y Students Begin: **September 6**

2022 KinderStop Open House

The 2022-2023 open house will be held in early August to allow students and parents to become acquainted with the teachers and the room. Watch your email, the website, and brochures for date and time. Please note, the February Open House is to attract new students; the 2022 new student open house is Tuesday, February 15th from 6:00-7:00pm.

Registration

Registration for KinderStop typically opens in January and remains open as long as spots are available. It is highly recommended that parents use the wait list even if the program is full, as schedules often change.

All children must be enrolled two business days prior to starting any KinderStop program. This time is necessary for the Park District to process your registration, for you to complete your emergency form, and for the program staff to prepare for your child to attend. You will also be responsible for contacting District 23 for all school bus transportation needs. Please be advised this can take up to two weeks to confirm.



Emergency Forms

Every child **must** have completed emergency forms on file prior to participation in the program.

* **New for 2022**, we will be using an electronic format, **ePACT**, for paperwork which can be used for KinderStop, Preschool, and Summer Camp. Parents will need to create 1 account per household and complete the paperwork once for each child. If you already have an ePACT account from another organization, you can give Prospect Heights permission to have access to your information. Updates/specific questions for each program may be required. More information will be sent via email, via website, and at the front desk at Gary Morava Recreation Center.

Emergency Forms will contain the following information (this is not an all-inclusive list):

- General Child Information
- Emergency Contacts
- Authorized/Unauthorized Pick-Up List
- Allergies (food, environmental, medicine, etc.)
- Medical Conditions
- Medications

Tuition

Before School Care: 7:00-9:00am (4-7 years)

# of Days	Fee
1	\$25 per month
2	\$49 per month
3	\$73 per month
4	\$97 per month
5	\$121 per month

AM or PM KinderStop: 9:00am-12:00pm OR 11:30am-2:30pm (4-6 years)

# of Days	Fee
1	\$75 per month
2	\$150 per month
3	\$225 per month
4	\$300 per month
5	\$375 per month

After School Care: 2:30-6:00pm (4-7 years)

# of Days	Fee
1	\$38 per month
2	\$75 per month
3	\$112 per month
4	\$149 per month
5	\$186 per month



Monthly Payment Instructions

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.

We are not able to prorate monthly payments due to vacations or illness, including COVID, as the fee has been broken down into equal monthly installment payments for ease of tracking, as KinderStop is a 9-month program. Monthly fluctuations of your child's attendance will not generate credit toward the next month's payment.

Refund Policy

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/Receipt

You can now access your childcare tax statement online. Included in this packet is step by step directions on how to do so. Our Federal tax ID # is 36-2643018.

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.

Bus Transportation for School District 23 Students Only

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

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. Children 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 of K-1st Graders, must contact District 23 (Eisenhower School) at least two weeks prior to the start of the program or as soon as you register for Before Care, After Care, KinderStop AM or KinderStop PM so arrangements for transportation can be made. District 23 will notify you of the date that your child can start riding the bus to KinderStop.

Sign In/Sign Out Policy (Drop Off/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.

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 authorization list may pick up a child; 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 form, a written note to KinderStop staff along with a phone call and/or email to the KinderStop Supervisor is required. **Any individual picking up your child will be required to show picture identification**, if we do not recognize them as being the regular pick-up person.

Late Pick Up Policy

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 School Care, they must be picked up from PM KinderStop promptly at or before 2:30pm. Please contact us immediately if you realize that you are going to be late and give 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:

- By 6:05PM a staff will attempt to reach the parent/legal guardian by phone, as listed on the emergency form.
- By 6:15PM, if unable to reach a parent/legal guardian, staff will call authorized individuals listed on the child's emergency form to pick the child up.
- By 6:30PM, if 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.

Report an Absence

If your child WILL NOT be attending on any given day, please notify Stacey McNamara as soon as possible at 847-394-6376 or smcnamara@phparks.org or call the park district's main line at 847-394-2848. When calling or emailing, please give



your name, your child's name (first & last), date(s) they will be absent, and reason for the absence.

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.

Extracurricular Activities at the Park District

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, Coordinator, or Supervisor. 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. **A new form must be completed for each session and each class.**

Emergency School Closings

We follow 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.emergencyclosingcenter.com or at www.d23.org, as we do not make phone calls.

Kid's Day Off

We follow the School District 23 calendar; when there is a scheduled non-attendance day, 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.

There 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.

Clothing

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. **Always dress to go outside. Unless the temperature is below 32 degrees or raining, we like to have the option to go outside.**



Personal Items

Students should not bring toys, sporting equipment, pets, or cell phones to the program unless permission has been given by the Supervisor of Recreation. Children are discouraged from bringing large sums of money or valuable items that could be lost or damaged. All items that are brought must be clearly labeled with your child's name. **The Prospect Heights Park District and program staff are not responsible for lost or stolen items.**

Lunch/Snack

Before School Care Info:

There will be no breakfast provided for students attending the Before School 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.

KinderStop AM & PM Info:

Both AM & 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.). There will be no lunches or utensils available for students.

After School Care Info:

There will be no snacks provided for students attending the After School 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.

Health Care Policy/Illness

KinderStop is not licensed for the care of sick children. Staff has the authority to refuse any child who shows signs of the following symptoms or contagious diseases (this is not a complete list):

- **Temperature of 100.4 degrees or higher:** a child who is ill with a fever may not be at KinderStop, even if controlled by medicine.
- **Vomiting:** a child who vomits will be sent home immediately.
- **Diarrhea:** a child who has diarrhea twice in one day will be sent home.
- **Congestion or Runny Nose:** not related to an allergy



- **Loss of taste or smell:** a child with loss of taste or smell will be placed in isolation room until picked up by authorized personnel.
- **Unexplained rashes:** a child with unexplained rashes will be sent home.
- **Strep Throat:** a child must take antibiotics for 24 hours before returning and can only return if there has been no fever for 24 hours and they continue to take antibiotics for 10 days.
- **Chicken Pox:** a child must remain home until all blisters have dried and formed scabs. This usually is 7-10 days after the pox began.
- **Ringworm:** children may return 24 hours after starting treatment. The ringworm must be covered until no longer visible.
- **Conjunctivitis (Pink eye):** a child with conjunctivitis or pink eye will be sent home. Children may return 24 hours after treatment begins, or until the active infection passes completely.
- **Head Lice:** a child must remain at home until nit free.

A physician should diagnose any child who experiences symptoms of a contagious disease. If you have any questions regarding an illness, please call in advance before dropping off your child.

Make sure you have a plan in place in case your child gets sick while at KinderStop. If you are unable to leave work yourself, please have someone who is able to care for your child lined up. This is for the well-being and comfort of your child, as well as all of the other students and staff.

It is the parent's responsibility to verify their child's daily health is adequate before bringing him or her to school. A child who shows signs of illness should be kept at home for the benefit of all. If your child is exposed to a communicable disease, you must notify the Supervisor of Recreation immediately for the protection of the students and staff.

If your child contracts a contagious condition/illness that restricts them from returning, you must inform the Supervisor of Recreation, Stacey McNamara, as quickly as possible. Staff will then distribute Health Alert Notices to participants. Your child's name will remain confidential.

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.

Masks

Masks covering the mouth and nose will be required for the 2022-2023 school year. As of August 3, 2021 the governor of Illinois placed a mask mandate in all schools PK-12th. KinderStop will follow all CDC and IDPH guidelines. Please send extra masks in your child's backpack in case they get dirty or lost.

Medication

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

1. Notify the need to the Supervisor of Recreation.



2. Complete appropriate "Medication Dispensing" forms and waiver.
3. Provide medication in original pharmacy dispensed container with child's first & last name, medicine name, doctor's name, dosage, and other 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. This medication must also be provided in the original container in a clear, sealable plastic bag, with the child's first and last name and medicine name labelled on the outside of the bag. The written directions from the parents must be secured inside the bag as well.

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.

Participant Rules of Conduct

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 Stacey McNamara, Recreation Supervisor at smcnamara@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 the Supervisor of Recreation.

- **1st strike:** the student's parent/guardian will receive a written warning
- **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 Supervisor of Recreation



- **3rd strike:** the student will be expelled from all Prospect Heights Park District programs for 1 full year from the expel date

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 or teasing.
- 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.
 - Students will not damage property or equipment belonging to the Park District
 - Students will not damage property or equipment belonging to other students
 - Students will assist in cleaning up all supplies used to participate in the program
- Children will remain within the designated KinderStop area.

The program coordinator and Supervisor of Recreation will interpret these rules. A child may advance through the levels of the 3-strike policy or may jump to a higher level, dependent upon the severity of the behavior.

The Park District reserves the right to dismiss a participant whose behavior endangers the well-being of themselves or the program and no refunds are issued in these circumstances.

Parent Conferences

If a student consistently displays unacceptable behavior during KinderStop, parents may be asked to attend a conference with the Program Coordinator and/or the Supervisor of Recreation. Parents may also request a conference to discuss concerns or poor behavior. Please feel free to ask questions at any time. We believe that open communication between parents and staff is essential to your child’s success and happiness.

Suspected Abuse and 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.

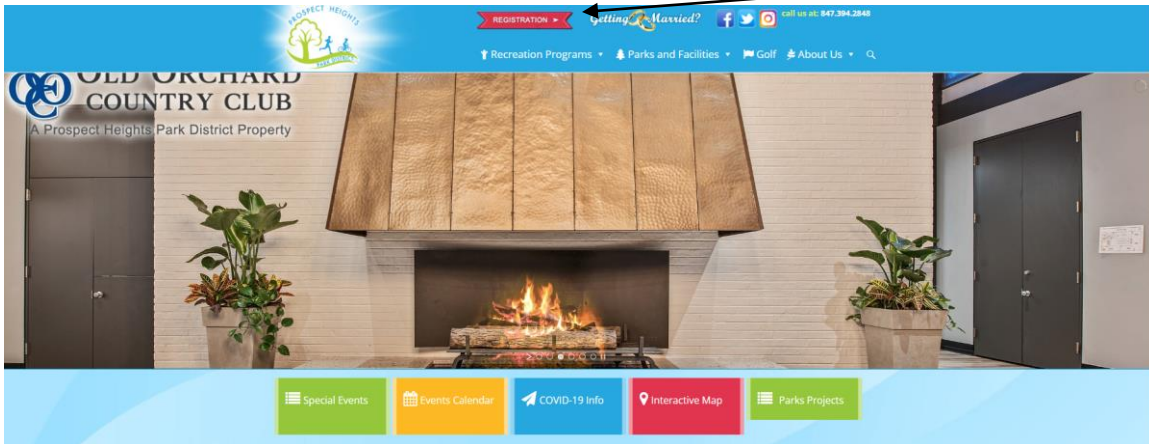
**We look forward to having a
great school year with your
child!**



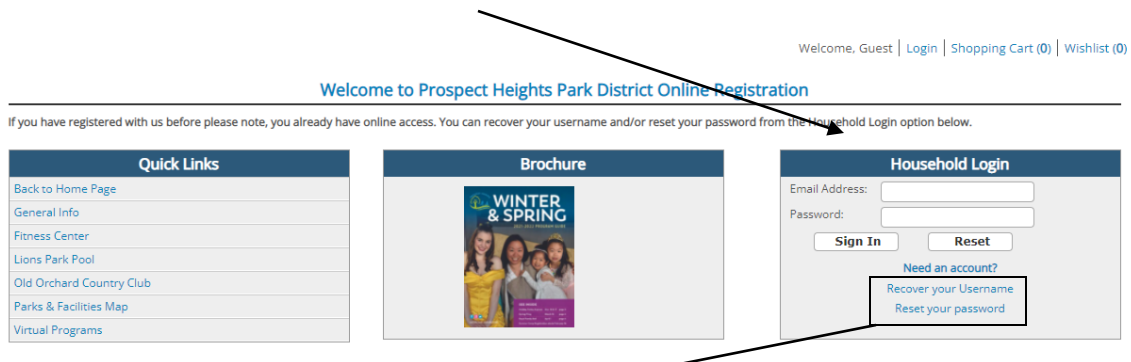
Did you know you can access your childcare tax statement from your online account?

Follow these steps to have the statement emailed to you:

1. Go to www.phparks.org, click the red "Registration" ribbon



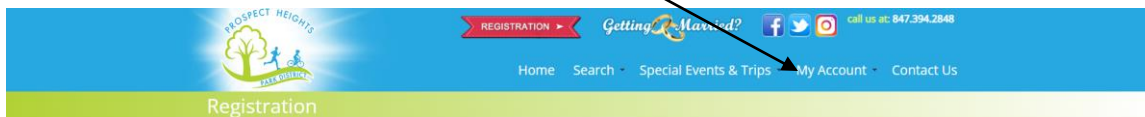
2. Login with your credentials. Your login could be your email, username, or household number



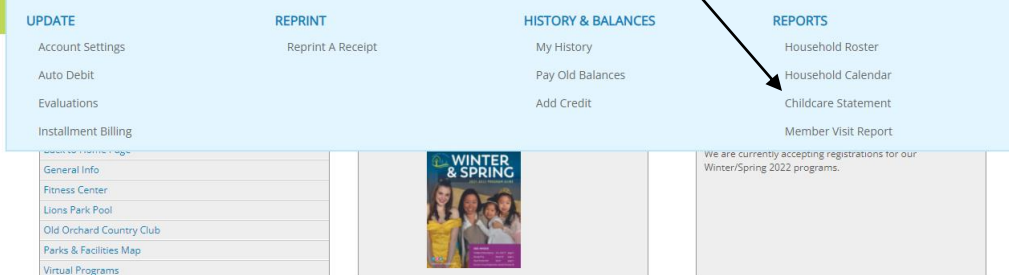
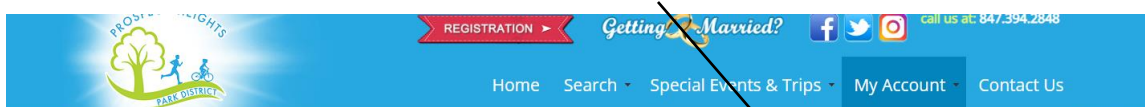
Having issues remembering your login info? Use the above links to help you! Still having trouble? Call the front desk at: 847.394.2848



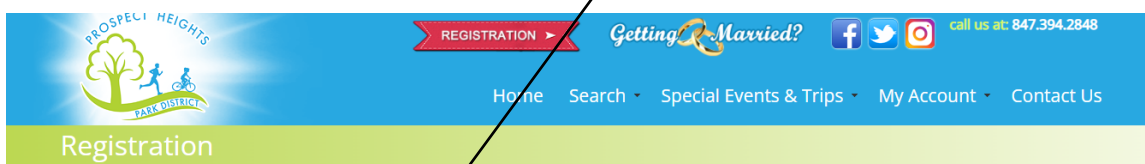
3. Click on "My Account"



4. Click on "Childcare Statement"



5. Make sure you choose the correct tax year.



Welcome, McNamara #4413 | Logout | Shopping Cart (0) | Wishlist (0)

This report takes some time to run. Please be patient when it is running.

Household Number *	<input type="text" value="4413"/>
For Tax Year: *	<input type="text" value="2021"/>
Subtotal Each Month's Payments:	<input type="text" value="No"/>
Print Total Payments by Member:	<input type="text" value="No"/>

All reports are in .PDF format and require Adobe Reader.
Click here to download free Adobe Reader software from Adobe.com.

Once you have confirmed the information above, click "Submit." The report will then be emailed to the primary account holder's email address.