

**MT. PROSPECT
PARK DISTRICT**

**KIDS KLUB/
KINDERKLUB**

PARENT

HANDBOOK

2018 – 2019



Site Location Information

Brentwood Elementary School:

- Open to families enrolled at Brentwood Elementary School.
- Kids Klub enrolled in A.M. Kids Klub must use the Multipurpose Room entrance.
- Please ring bell.
- Parking is available in the front of the building.
- Your child must be walked in and out of this program by a parent or legal guardian.
- Your child must be signed in and out of this program by a parent or legal guardian.

Forest View Elementary School:

- Open to families enrolled at Forest View Elementary School.
- Kids Klub enrolled in A.M. Kids Klub must use the Multipurpose Room entrance located off of the playground.
- Please knock.
- Parking is available on the side of the playground (prior to the busses dropping off students) or in a parking spot.
- Your child must be walked in and out of this program by a parent or legal guardian.
- Your child must be signed in and out of this program by a parent or legal guardian.

RecPlex: (Kids Klub)

- Kids Klub is open to families enrolled at Devonshire, John Jay and Robert Frost Elementary Schools.
- The SOUTH ENTRANCE is the closest. PLEASE NOTE: The southwest door near the playground **IS NOT AN ENTRANCE OR EXIT!**
- You must park in a parking spot and enter through one of the facilities main doors when dropping off and/or picking up your child.
- Your child must be walked in and out of this program by a parent or legal guardian.
- Your child must be signed in and out of this program by a parent or legal guardian.

NOTE: School District 59 provides bus transportation to and from Kids Klub to those participating students attending Devonshire, Robert Frost and John Jay Elementary Schools. All information regarding bus transportation arrangements, details, fees and questions will be handled directly through the school office.

RecPlex: (Kinderklub)

- Kinderklub is open to families enrolled at Westbrook Elementary Schools.
- The SOUTH ENTRANCE is the closest. PLEASE NOTE: The southwest door near the playground **IS NOT AN ENTRANCE OR EXIT!**
- You must park in a parking spot and enter through one of the facilities main doors when dropping off and/or picking up your child.
- Your child must be walked in and out of this program by a parent or legal guardian.
- Your child must be signed in or out of this program by a parent or legal guardian.
- The Mt. Prospect Park District will provide van transportation for Kinderklub participants to and from the RecPlex by MPPD mini buses

Dropping off a child procedures:

- Parents or guardians must walk their child into the Kids Klub / Kinderklub site and sign in their child(ren). The Mt. Prospect Park District will not assume any responsibility if the child enters the Kids Klub / KinderKlub site unattended and without being signed in.

Picking up a child procedures:

- Parents or guardians must walk into the Kids Klub /Kinderklub site and sign their child(ren) out.
- If someone other than the parent or guardian will be picking up the child we will need to be notified, preferably in writing. **Staff will be asking that individual for an ID.**
- Parents and legal guardians are allowed to pick up the child unless legal documents show otherwise.
- If there is a concern of a particular individual that is not allowed on the premises please notify the Site Director and Kristina Winans / Kathy Muellner immediately.
- If you would like a sibling over the age of 14 to pick up your child please provide the authorization in writing to the site director and also list the siblings name under the "authorized pick-up" portion of the information form.

Hours of Operation

KIDS KLUB:

AM CARE –Begins at 6:50 am

PM CARE – Ends at 6:00 pm

Wednesday early dismissal, children arrive at 2:35 pm

KINDERKLUB:

- AM KinderKlub begins at 9:00 am, can drop off for extended care at 6:50 am at an additional cost
- PM Kinderklub begins at 12:00 pm, can stay later for extended care until 6:00 pm at an additional cost
- KinderKlub AM session is from 9:00-1:00, and PM Session is from 12:00 4:00
- *If a child that is scheduled to be picked up at 4:00 pm and is not, that child will be enrolled into Kids Klub for that day. The parent must pay the daily fee of \$8 at the front desk*

Parents unable to pick their child(ren) up by 6:00 p.m should contact their child's Kids Klub/ Kinderklub site by calling the site cell phone or RecPlex directly. Parents **MUST** call an authorized person to pick up. **After 6:30 p.m., if there is no contact from a parent and no one on the Kids Klub emergency form is available to pick up the child, the police will be called.**

Late pickups will be charged a penalty of one dollar (\$1.00) per minute.

*If you are late picking up your child, you will be issued a hand written receipt for the amount of money owed. This fee cannot be added on to the monthly statement. It is the parent's responsibility to make the payment within 24 hours at RecPlex's front desk. Please present the written receipt to the staff at the front desk.

AFTER 3 UNPAID OR HABITUAL LATE PICK UPS, THE PARTICIPANT MAY RESULT IN A SUSPENSION OR BEING DROPPED FROM THE PROGRAM WITH NO REFUND.

Kids Klub/KinderKlub will not be in session any day(s) school is cancelled due to inclement weather or emergency closings. School closings will be broadcasted on WGN starting at 6:00 a.m. Refunds will not be issued.

Monthly Tuition Payments

All families enrolled in Kids Klub / Kinderklub / Preschool / Trekkers / will have a billing section set up on their park district household account.

Accounts are charged on the 14th of the month prior program service month.

- Billing will begin August 14th for the September Tuition payment
- Payment is due on the 1st of each month
- A \$10.00 Late Fee will be applied on the 5th of each month
- Unpaid payments will result in the removal from program (2 Late Notices will be sent)
- Payments can be made in person or via the Webstore

Payment Procedures

Walkup Payment:

Can be made at any Mt. Prospect Park District Facility with cash, credit card or check

Webstore Payment:

Log on to MPPD Webstore

Click on your profile

Select Billing Account Balance

Make payment with credit card

Webstore Payment with Automatic Billing:

Log on to MPPD Webstore

Click on your profile

Select Auto Billing Payment Card

Add credit card information

Payments will be posted on the 14th of each month prior to program service month.

Webstore Setup:

Please come in /call any Mt. Prospect Park District Facility and provide them with your family email address.

Once email is entered an invite will be sent with your registration code

Set up Webstore Account and follow above steps for payment

Full payments are due on each of the scheduled payment dates. We do not pro-rate for days your child may be absent due to illness, vacation or personal reasons.

ATTENDANCE:

- **PLEASE CALL/EMAIL YOUR PROGRAM SITE FOR ALL ABSENCES. Failure to inform the staff of an absence will result in a \$2 charge, that must be paid for within 24 hours.**

Brentwood: Please notify the school office if your child(ren) will not be attending that day - the school will provide the Kids Klub staff with a daily absence sheet. If your child leaves during the day, please leave a message on Brentwood's Kids Klub cell at **847-650-9684** or send an email to brentwoodkidsklub@mppd.org .

Forest View: Please notify the school office if your child(ren) will not be attending that day - the school will provide the Kids Klub staff with a daily absence sheet. If your child leaves during the day, please leave a message on Forest View Kids Klub cell at **847-650-3957** or send an email to forestviewkidsklub@mppd.org .

RecPlex:

KIDS KLUB- Please notify the Kids Klub staff at **847-640-1000 ext. 226** or youth1@mppd.org

KINDERKLUB- Please notify the Kinderklub Teachers at **847-640-1000 ext. 226** or recplextwos@mppd.org

For all calls, state your child's name, school, and which program they will not be attending. Do not refer to the Kids Klub or KinderKlub programs as babysitting, childcare or preschool.

The Kids Klub/KinderKlub staff will not accept verbal absentee notices from a child's sibling. Calls and written notes must be from the child's parent or legal guardian!

Personal Phone Calls

Telephones at all Kids Klub/KinderKlub locations are for **Emergency use ONLY**. Please refrain from calling your child at Kids Klub/KinderKlub or requesting that they call you upon their arrival.

Snacks

As part of the Kids Klub program, a snack will be provided in the afternoon. The snack is usually a dry snack i.e. cookies, pretzels, chips etc. If your child has any dietary restrictions, be sure to indicate them on the information form. Parents need to supply any special food or drink required by their child. As always you may provide your child with their own daily snack if desired.

- **KinderKlub Snack (must provide their own snack daily)**
 - approximately 10:30 for AM Kinderklub
 - approximately 2:30 for PM Kinderklub
- **Kids Klub Snack-** after arriving to program

Medication

If your child needs medication, has any physical or mental limitations, allergic reactions, etc., please notify your child's staff in writing. You will be required to sign a waiver form for the distribution of medication. Medication must be in a labeled prescription bottle. We can then pass this information along to all of the staff and provide the special attention that may be warranted. This **MUST** also be noted on your child's general information form.

Written Notes

It is also important that you submit a **written note and/or email** regarding changes in time/ person who may pick up your child(ren), or any other changes from the regular routine. If we have written information we can share it with the other supervisors to ensure safety. Please respect the staff and comply with this request. By keeping us informed and aware of changes helps for us to run a successful program.

Any changes in our routine will be posted in written form at your site.

Illness at Kids Klub and/or KinderKlub

Children are not able to fully benefit from our program when they are not well. Often times they can be spreading contagious illnesses to other children. We ask that you strictly adhere to these standards so all our children are protected.

- Intending to maintain a qualitative program and protect all our children, no child will be accepted with indications of illness.
- Children who attend our program are expected to be healthy and to participate in all indoor and outdoor activities with their class.
- If a child becomes ill during our programs, parents will be notified or an emergency contact will be called and must pick up immediately.
- Any statement or sign of illness from your child is taken seriously by all staff.
- Please understand that sick children cannot remain in our programs. We do not have a nurse or nurse's office at our location. To help promote a healthy environment, we recommend setting up a "sick day" alternative for your child, before the school year begins.

Children must be free of symptoms for 24 hours before returning to school.
Please notify your teachers if your child is absent from class due to an illness

Please be considerate of others in your site. With everyone's cooperation we will continue to have an environment that promotes healthy and happy children.

If your child is sick, please keep them home for the day. You must call the appropriate location and let them know that your child will not be in the program that day.

If your child has a contagious illness such as head lice, strep throat, pink eye, running a fever, or vomiting please report this to the site director, so a notice may be sent out to the other children in the program.

NO PRO-RATING FOR DAYS ABSENT.

Bathroom/ Changing

All children must be toilet trained to participate in our program. If a child has a bathroom accident, a parent will be called to bring a change of clothes and to clean the child before returning to our program. If a parent cannot be reached the emergency contact will be called. A child is required to take care of all their own bathroom needs; the Mt. Prospect Park District does not change participants.

Personal Belongings

The Mt. Prospect Park District and its employees are **NOT** responsible for your child's personal belongings.

No weapons of any kind should be brought to Kids Klub/KinderKlub.

The Mt. Prospect Park District will not accept responsibility for reimbursing any loss.

Items of value such as cell phones, game boys, iPods/iPads, MP3's, trading cards, etc. are a distraction and will not be allowed in our programs. Please do not send your child to Kids Klub/KinderKlub with these items.

If your child does have a cell phone they will need to leave the phone in their backpack and will not have the ability to utilize the phone during the program.

CHROMEBOOKS

Participants who receive a Chromebook from his/her school **must** have the "Chromebook Code of Conduct" signed by a legal parent or guardian, prior to use during Kids Klub, and turned into their Site Director. Chromebooks are to be used for educational/homework purposes only. Failure to use the Chromebook correctly will result in Chromebook privileges removed for the remainder of the school year.

Any child, who is caught stealing from other children, staff, or patrons during the Kids Klub/KinderKlub Program, will be suspended immediately from the program for one to three days depending on the theft. If a child is caught stealing on a second occasion, he/she will be removed from the program for the duration of the school year. Stealing cannot and will not be tolerated or rationalized.

Codes of Conduct and Kids Klub/KinderKlub Guidelines

Kids Klub/KinderKlub participants are expected to exhibit appropriate behavior. The following guidelines have been developed to make Park District programs safe and enjoyable. Additional rules, policies, and guidelines may be developed as deemed necessary by staff. A firm positive approach will be used regarding discipline. The Mt. Prospect Park District reserves the right to dismiss a participant if their behavior is detrimental to other children or staff. Each situation will be evaluated on its own merit. Please review the following policies with your child.

- Talk in a pleasant manner, no foul language or putdowns.
- RESPECT other children, counselors, and their belongings and the natural environment.
- Refrain from disparaging remarks to include comments against an individual's race, ethnic background, religion, physical appearance, or disabling condition.
- Treat all equipment and supplies with proper care and respect.
- Remain with your group at all times unless directed to do otherwise.
- Refrain from causing bodily harm to oneself, other participants or staff.
- BE SAFE – always follow all classroom rules and bus safety rules.

For minor offenses, children will be verbally warned and may be issued a timeout/cool down period. For repeated problems and those of a more serious nature, the child's parents will be notified and a Demerit will be issued. All incidents will be documented and kept on file. Depending on the severity of the offense, expulsion without refund may result.

Behavior Management

As with any large group of children, rules of discipline must be reinforced by the staff and PARENTS. We ask that you go over this information with your child so that they are aware of the consequences of their behavior. Below is a list of **some** common **unacceptable behavior** that will not be tolerated in our Kids Klub or KinderKlub Programs and will result in a demerit.

- **Bullying**
- **Swearing**
- **Leaving the group without permission**
- **Hitting/Punching/ Kicking**
- **Biting or any other method of physical harm**
- **Spitting**
- **Stealing**
- **Destruction of property**
- **Derogatory remarks about other participants' appearance or abilities**
- **Constant antagonizing of other participants**
- **Disrespect towards a counselor/staff**
- **Or any other action deemed demerit worry from Mt. Prospect Park District Staff.**

Our procedure is to warn a child first and re-teach the corrective behavior. Removal from an activity will fit the behavior ranging from three to ten minutes. Privileges such as games, special activities, etc., can be taken away due to inappropriate behavior.

Children will be allowed **FIVE DERMITS** for the entire school year.

Demerit 1 and 2 = warnings,

Demerit 3 = Parent Meeting to discuss behavior,

Demerit 4 = the child will receive a one day suspension from the program,

Demerit 5 = will result is an immediate dismissal for the remainder of the school year.

This also includes any participation in "Off School" Specials, Winter Break and Spring Break Camps.

*If your child receives a DEMERIT you will have to acknowledge it with a signature and return it to the Site Director.

If the child's action falls under the Mt. Prospect Park District Control Ordinance Violation of Section 26: Disorderly Conduct/Acts of Violence the child can receive a one year suspension subject to prosecution for first offense and a two year suspension subject to prosecution for the second offense. In addition, if the child is charged with the Violation of Section 28: Indecent and Obscene Language, the child can receive a two-month suspension for first offense, a four-month suspension for second offense, and a nine-month suspension for the third offense.

The Mt. Prospect Park District reserves the right to dismiss any child from our programs at any time if the inappropriate action/behavior by the child warrants it.

We believe the children are entitled to a pleasant and safe environment. All must follow the guidelines set for good behavior. We hope these procedures help curb the common forms of misbehavior. This will allow us to work with children that may require special attention.

Parents must take an active role in reinforcing our safety and courtesy rules.

Leaving or Running Away From Kids Klub/KinderKlub

In the event that a child leaves or runs away from the Kids Klub/KinderKlub site the following steps are taken.

1. Staff encourages the child to return voluntarily.
2. If the child leaves site grounds.
 - a. The police are called to locate the child because the Kids Klub/KinderKlub staff are unable to leave the site grounds.

- b. The parents are contacted.
- c. An Incident Report is filled out and a Suspension will be issued

Concerns/Problems

Any troubles or changes your child has at school or at home may affect behavior during the program. Please keep us informed of any unusual circumstances so we can be sensitive to your child's needs. The staff works as a team with the family and the school, to ensure all needs are met. Please communicate with the site director any information regarding your child's behavior. Having this information is vital for our programs success. Please discuss issues of a sensitive nature in private.

Parents and our Programs

Parents are requested **not** to remain on the program site while the program is in session without prior approval. One of the objectives of our program is to develop a sense of security in the child while away from home. It is also beneficial for the children to have some time away from their parents and recreational time alone with their peers.

Parent Code of Conduct

Parents and guardians are expected to exhibit appropriate behavior at all times while participating in any program, event or activity with the Mt. Prospect Park District. It is recommended that parents discuss with their children the activities that are planned for each day and while their child may wish not to participate in a specific activity, he/she is still expected to make an effort to be a part of the program. The following guidelines are designed to provide safe and enjoyable activities for all participants. Additional rules may be developed for particular programs as deemed necessary by staff.

Parents/Guardians shall:

1. Show respect to all participants and staff, and take directions from staff.
2. Refrain from using abusive or foul language on Park District property and/or towards staff.
3. Refrain from causing bodily harm to self, other participants or staff.
4. Show respect to equipment, supplies and facilities, and teach your children to do so as well.

***We ask that all general rules of good conduct and courteous behavior be observed.**

The Mt. Prospect 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.

PARENTAL RESPONSIBILITY

It is the responsibility of the parent or guardian to notify and inform the Park District, at the time of registration, of any medical condition or disability that may require special consideration by Park District Staff. Our goal is to serve your child in the most effective manner possible. Your confidentiality will be respected.

You must complete and return the Kids Klub/KinderKlub Information Forms and turn them in to the Site Director on the first day of the program. Your child will be **unable to participate until these forms are turned in.** Please make sure **ALL** paperwork is properly filled out.

Tax Information

Parents/Guardians are responsible to retain their receipts for tax purpose. The Mt. Prospect Park District does not provide copies of receipts. Making payments at the WebStore you have the ability to print out receipts. Tax ID: 36-6008-913

Custody Situations

Both parents will be allowed to pick up their child at any time unless you provide legal documentation such as court orders explaining your custody arrangement. Please bring your most current documents to the office at RecPlex (**not** to your child's location site) and we will copy the sections pertaining to custody. Documents from past school years/summer camps need to be re-submitted.

Driving Safety Policy

Automobile safety is extremely important to the Mt. Prospect Park District. We ask that you use caution when pulling away from the area after dropping off your child as well as picking him/her up.

Insurance Information

The Mt. Prospect Park District assumes no liability for injuries or accidents that occur at any program, activity, field trip, park or facility. The Park District does not carry medical or hospitalization insurance for program participants. Such insurance would make program and user fees prohibitive. Your individual health care policy must cover all of your medical needs.

EMERGENCY PROCEDURES IN CASE OF INJURY

If your child is injured, our staff will take whatever steps may be necessary to obtain emergency medical care. These steps may include, but not limited to, the following:

1. Attempts to contact a parent or guardian.
2. Attempts to contact an emergency friend or relative listed on the emergency information form.

If we cannot contact you, our staff will provide basic first aid for minor injuries. In case of emergency:

- a) An ambulance or paramedic will be called.
- b) The child will be taken to an emergency hospital in the company of a staff member until your arrival.

MEDICAL/EMERGENCY RELEASE FORMS

1. All participants must have completed medical-emergency release form to be kept on file.
2. The names of two people, other than parents, must be listed on this form with phone numbers. These people should be authorized to pick up your child whether it is an emergency or not.
3. The staff will not release any child to an adult whose name does not appear on this form.
4. All information on this form will be taken as current unless otherwise noted by a parent. Therefore, if there are any changes in your child's medical information or those authorized to pick up your child, you must notify the staff in writing as soon as possible.

Off School Specials

Please note that all Off School Specials are a separate program from the regular Kids Klub / Kinderklub program. **Off School Specials require their own registration and payment schedules and are open to the public. Permission forms must also be filled out for each special date.**

Thank you for choosing the Mt. Prospect Park District
Kids Klub/KinderKlub 2018 – 2019

If you need assistance please contact:
Kristina Winans at 847-640-1000 x210 / kwinans@mppd.org or
Kathy Muellner at 847-640-1000 x 209 / kmuellner@mppd.org