

# **Mt. Prospect Park District Kids Klub / KinderKlub Parent Handbook**

**2022-2023 School Year**



**Updated April 2022**

**Program Contact Information**

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KinderKlub- [youth5@mppd.org](mailto:youth5@mppd.org) – (847) 640-1000 x 226

Kids Klub – [youth1@mppd.org](mailto:youth1@mppd.org) – (847) 640-1000 x226

**KIDS KLUB:**

Kids Klub services families enrolled at Brentwood, Forest View, Devonshire, John Jay and Robert Frost Elementary Schools.

**Enrollment Choices & Monthly Fees for Kids Klub Families:**

**START DATE:** Tentative August 18th, 2022 (first day will be the first day of school)

**Enrollment Choices:**

- AM and/or PM; M-F or M/W/F **\*\*there will be no “day choosing\*\***

**Registration Fee:** \$50 non-refundable after June 30th

**Monthly Fees:**

Monday - Friday	AM: \$162	PM: \$217
Monday / Wednesday / Friday	AM: \$117	PM: \$137

AM CARE – Begins at 7:00 AM (Make sure to drop off no later than 8:00 AM, as you might miss the bus)

PM CARE – Ends at 6:00 PM

**Wednesday’s: Early dismissal, children arrive at 2:35 PM**

**KINDERKLUB:**

KinderKlub is open to Kindergarten students enrolled at Westbrook Elementary School.

**Enrollment Choices & Monthly Fees for KinderKlub Families:**

**START DATE:** Tentative August 19th, 2022 (first day will be the first day of school)

**Enrollment Choices:**

- AM KinderKlub for PM Westbrook Kindergarten Students
- PM KinderKlub for AM Westbrook Kindergarten Students
- Day options include: M-F, M/W/F, or T/TH **\*\*there will be no “day choosing”\*\***

**Registration Fee:** \$50 non-refundable after June 30th

**Monthly Fees:**

Monday - Friday, 9:00AM - 1:00PM	Monthly Fee: \$365
Monday / Wednesday / Friday, 9:00AM - 1:00PM	Monthly Fee: \$221
Tuesday / Thursday, 9:00AM - 1:00PM	Monthly Fee: \$149
Monday - Friday, 12:00PM - 4:00PM	Monthly Fee: \$365
Monday / Wednesday / Friday, 12:00PM - 4:00PM	Monthly Fee: \$221
Tuesday / Thursday, 12:00pm - 4:00PM	Monthly Fee: \$149

AM KinderKlub Hours -

- 9:00AM - 1:00PM **\*\*can drop off for extended care beginning at 7:00 AM at an additional cost\*\***

PM KinderKlub Hours -

- 12:00PM - 4:00PM **\*\*can stay later for extended care until 6:00PM at an additional cost\*\***

**\*\*If a child is scheduled to be picked up at 4:00 pm and is not picked up by then, that child will be enrolled into extended hours for that day. There will be a \$10 daily fee billed to your Webstore account. If it becomes habitual, your account will be billed monthly for the service.\*\***

**Registration Procedure for both Kids Klub & KinderKlub:**

You must register on the Webstore using the 5 digit code for your school. Please refer to the MPPD brochure for codes. Monthly tuition is also listed in the brochure. **Enrollment will have a capacity for each school in order to provide an indoor space for everyone while following safety rules and guidelines. Program capacity is also determined by District 59 transportation.**

**Late Pick Up Policy:**

Parents unable to pick their child(ren) up by 6:00 PM must contact their child's Kids Klub/ KinderKlub site by calling the site directly. Parents **MUST** call an authorized person to pick up. **After 6:30 PM, if there is no contact from a parent and no one on the Kids Klub/KinderKlub 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. Your late fee will be added to your Webstore billing account.

**AFTER 3 UNPAID OR HABITUAL LATE PICK UPS, THE PARTICIPANT MAY BE SUSPENDED OR REMOVED FROM THE PROGRAM WITHOUT A REFUND.**

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

## Site Location Information

RecPlex- 420 W. Dempster St –Kids Klub Room: (D59 Kids Klub) & (D57 Westbrook Kindergarten KinderKlub)

Please use the SOUTH ENTRANCE door to pick up and drop off your child, as it is the closest door to the Kids Klub Room. 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 facility's main doors when dropping off and/or picking up your child.

NOTE: School District 59 provides bus transportation to and from Kids Klub to those participating students. Please educate your child on proper bus behavior. It is also strongly encouraged to bring your child to RecPlex before the year begins so they are familiar with the building and know that it is their bus stop. All information regarding bus transportation arrangements, details, fees and questions will be handled directly through the school office. Although we send rosters to the schools, it is the parents' responsibility to inform the classroom teacher/front office that their child is attending Kids Klub.

## Drop Off & Pick Up Procedure:

### **Drop off:**

- 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.
- Belongings can be put on the hooks outside of the room. Kids Klub participants - to the right of the door; KinderKlub participants - to the left of the door

### **Pick up:**

- Parents or guardians must walk into the Kids Klub /KinderKlub site and sign their child(ren) out.
- If someone other than those listed at the time of registration will be picking up the child we will need to be notified, preferably in writing. **Staff will be asking all individuals for IDs until they get to know everyone. Please be patient with this.**
- 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, Kristina Winans and/or Kandice Newton 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 at the time of registration.

At least one parent/legal guardian and one authorized pick up/emergency contact must be entered at the time of Registration with phone numbers. These people should be authorized to pick up your child whether it's an emergency or not, within 15 minutes. The staff will not release any child to an adult whose name does not appear on the list. 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 and/or Kristina Winans and Kandice Newton in writing as soon as possible.

## **Monthly Tuition Payments:**

All families enrolled in Kids Klub / KinderKlub will have a billing section set up on their park district household account. You will be charged a total of ten (10) times. Please note that although there are days off school and breaks, the monthly tuition **does not change (except for the July 14th and November 14th payment - please see below for breakdown)**. Please see below for Days Off School Registration.

### **Accounts are charged on the 14<sup>th</sup> of the month prior to the program service month.**

- Billing will begin July 14<sup>th</sup> for the August Tuition payment
- A **VALID credit card must be put on file** in order to be auto billed monthly
  - To do this: Log into Webstore, go to Account, Update Payment Card
- A \$10.00 Late Fee will be applied on the 5<sup>th</sup> of each month if payment has not processed
- Unpaid payments will result in the removal from program (2 Late Notices will be sent via email)
- Credit cards **MUST** be put on your Webstore account to be billed monthly. To do this: log into the Webstore, go to your account settings, and "Update Payment Card."
- There are NO refunds once the bill hits on the 14<sup>th</sup> of each month for the next month of care.

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

**There will be NO ENROLLMENT CHANGES DURING A MONTH'S TIME.** If you need to change your enrollment, you must do so BEFORE the bill hits for the next month of care. Please contact Kandice Newton and Kristina Winans via email in order to do this. The effective date will be the Monday of the new/next month. Although school and transportation will be notified, it is the parents' responsibility to notify their classroom teacher.

## **Tuition Payment Protocol**

All families enrolled in Kids Klub or KinderKlub will have a billing section set up on their household account through the Mt. Prospect Park District.

If you do not have a Webstore Account, please visit RecPlex or Central Community Center to set up your Household Account. You will need to verify your address, so please come prepared with documentation. Make sure to provide an email address, which will be used to send you an Invite to the Webstore. You will then activate your Webstore Account on your own device.

Auto Billing Date	Program Service Month	Payment
July 14, 2022	August 2022	<b>HALF</b>
August 14, 2022	September 2022	FULL
September 14, 2022	October 2022	FULL
October 14, 2022	November 2022	FULL
November 14, 2022	December 2022	<b>HALF</b>
December 14, 2022	January 2023	FULL
January 14, 2023	February 2023	FULL
February 14, 2023	March 2023	FULL
March 14, 2023	April 2023	FULL
April 14, 2023	May 2023	FULL

**PLEASE NOTE:** A credit card must be on file to be auto billed. Families who do not have a credit card on file will not be admitted / able to stay in the program

### **ATTENDANCE:**

- PLEASE CALL OR EMAIL YOUR PROGRAM SITE FOR ALL ABSENCES. **Failure to inform the staff of an absence will result in a \$2 charge per day, which will be auto billed to your Webstore account.** The safety of the participants is our number one priority. It is not the school's responsibility to let us know of absences.

**KIDS KLUB** - Please notify the Kids Klub staff at [youth1@mppd.org](mailto:youth1@mppd.org) or 847-640-1000 ext. 226

**KINDERKLUB** - Please notify the KinderKlub Teachers at [youth5@mppd.org](mailto:youth5@mppd.org) or 847-640-1000 ext. 226

\*\*Please note – any needs regarding enrollment must be **requested** through the Early Childhood & Youth Coordinator. Requests may or may not be accommodated.

**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 / friends. Calls and written notes must be from the child's parent or legal guardian!**

### **Days off School (Off School Specials):**

Please refer to your District's calendar for days school is not in session. MPPD will provide "Off School Specials" on days off (except for major holidays). These days are a separate enrollment AND a separate fee. Please note registration is open to the public and these programs usually fill up quickly. **Registration will close 2 weeks before each day off school.** You will find the codes for these dates in the MPPD electronic brochures. Some trips (trips are currently TBD) may require extra paper waivers. Kids Klub and KinderKlub will not be in session any day(s) school is canceled due to inclement weather or emergency closings.

If you are on the waiting list for any program, you will be emailed if and when an opening occurs. Please do not put in personal requests with the staff. They do not have the ability to admit those on the waitlist.

### **What to bring daily (KinderKlub):**

- Personal backpack
- A name labeled pencil case/container with the following items (this will be stored at RecPlex):
  - Washable markers
  - Crayons
  - Colored pencils
  - Scissors
  - Pencils
  - 5 Elmers glue sticks (1 can stay in the pencil case, the other 4 can be kept in a name labeled zip lock bag that the Director will store)
- Lunch (KinderKlub only) & utensils – peanut free strongly encouraged
- Snack – see below – peanut free strongly encouraged
- Water bottle
- Sunscreen / bug spray if needed
- gym shoes should be worn daily
- extra set of clothing in backpack if needed
- Paint shirt

### **Snacks**

Please provide your child with a peanut free snack, every day. Please help to educate your child where their Kids Klub / KinderKlub snack is, so that they do not eat it during the school day/at lunch.

- **KinderKlub Snack**

- approximately 10:30 for AM KinderKlub
- approximately 2:30 for PM KinderKlub

- **Kids Klub Snack**- after arriving to PM program

#### Extended Hours Snacks:

Morning care (7:00-9:00 AM) participants may bring a light snack if they do not have time to eat breakfast at home.

After school care (4:00-6:00 PM) participants must bring an afternoon snack daily.

There is no sharing of food allowed. Please educate your child on what food items are for each part of the day, so they do not eat everything at school. Peanut free snacks are strongly encouraged. Please provide your child with a water bottle daily. Water fountains are available for use.

### **KinderKlub Lunch**

KinderKlub students will need to bring a lunch daily. MPPD staff does not have the ability to heat up or refrigerate participants' lunches. Peanut free lunches are strongly encouraged. Lunch will be at about noon, and followed by free play. AM & PM KinderKlub students will eat lunch and have free time together.

### **Medication / Epi-Pens / Inhalers**

If your child needs medication, has any physical or mental limitations, allergic reactions, etc., please notify this at the time of registration. You will be required to sign a waiver form for the distribution of medication. Medication must be in a labeled prescription bottle. Each permission to dispense form will be reviewed on a case by case basis. There are no nurses on site. We can then pass this information along to all of the staff and provide the special attention that may be warranted. It is preferred to keep the child's medication at the program in our First Aid bag.

### **Written Notes**

It is 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. Keeping us informed and aware of changes helps to run a successful program. Any changes in our routine will be posted in written form at your site.

\*\*Please note – any needs regarding enrollment must be **requested** through the Early Childhood & Youth Coordinator. Requests may or may not be accommodated.

### **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.

### **Masks**

As of Monday, 2/28/2022, face masks are optional in most public indoor spaces per Cook County and the State of Illinois. Additionally, the Cook County Vaccine Mandate ended as of 2/28/2022. Beginning on 2/28/2022, face masks will be optional at the Mt. Prospect Park District **expect in situations where face masks need to be required, such as after returning from having COVID-19 or after an exposure to COVID-19**. Please be aware that the Park District will continue to address COVID-19 cases and exposures (which is different from the school districts). If a program participant is



not up to date with their COVID-19 vaccination and was exposed to COVID-19, they should quarantine from the Park District. There will still be rules in places regarding masks. Rule 1 - absolutely no bullying. Any children bullying/teasing others based on their mask status will be dismissed from Kids Klub or KinderKlub that day. There are no exceptions to this rule. Make sure someone is able to pick up within 15 minutes. Refunds will not be given. Please talk to your child about being kind and respectful, and that everyone is allowed to have their own opinions. Rule 2 - Kids Klub and KinderKlub staff will not be able to answer questions during the day regarding the status of your child's mask. Please do not contact them asking if your child is / is not wearing theirs.

## **COVID Related Information**

**Please keep all sick children home from programming and report any illness to Kristina Winans at [kwinans@mppd.org](mailto:kwinans@mppd.org)**

It is expected that your child arrives at Kids Klub or KinderKlub healthy and symptom free. If your child is exhibiting any signs of illness, Kids Klub / KinderKlub staff will contact Authorized Individuals to pick up within 15 minutes.

Please continue to self assess before entering Park District facilities / participating in programs, and do not come if you are not feeling well. Please inform Kristina Winans if:

1. A patron/program participant visited our facilities or participated in programming within 48 hours of coming down with COVID-19 or testing positive for COVID-19.
  - a. Please do not come to Kids Klub / KinderKlub if you are waiting on test results
2. A program participant had close contact with someone with COVID-19.
3. A program participant was advised to quarantine by their school or other organization due to exposure to COVID-19.

We have a series of different protocols in place based on different factors such as vaccine status, showing symptoms, being asymptomatic, exposures, testing positive, etc. Please continue to email Kristina Winans with any kind of illness, and you will be asked a series of questions that will determine a return date and mask status. We will still be in contact tracing to the best of our ability.

The district will confidentially notify other program families and staff that a case of COVID-19 has been reported. Families will be notified individually if the COVID investigation leads us to believe other children are considered close contacts, as defined by the CDC. Due to the ongoing changes, this information is subject to change. Please contact Kristina Winans and we will discuss the proper procedure and/or return date on an individual basis.

## **Illness at Kids Klub and/or KinderKlub**

Children are not able to fully benefit from our program when they are not well. Oftentimes they can be spreading contagious illnesses to other children. We ask that you strictly adhere to these standards so all our children are protected. Please contact Kristina Winans at [kwinans@mppd.org](mailto:kwinans@mppd.org) with any illness related absence.

- Intending to maintain a qualitative program and protect all our children, no child will be allowed to participate in programming 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. Make sure that there is an emergency contact listed who would be available to pick up within 15 minutes.
- 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.

Please be considerate of others at 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. You must call the appropriate location and let them know that your child will not be in the program that day. You will be charged \$2 (billed to Webstore account) if you do not notify us of an absence.

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

**NO PRO-RATING OR REFUNDS FOR DAYS ABSENT.**

**Groups:**

Students will be in mixed groups at RecPlex due to the program only being held at RecPlex instead of the schools. KinderKlub students will only be mixed with the other section of KinderKlub. Although the state ratio is 2:30, our staff to participant ratio is about 1:10 for Kids Klub and 1:7 for KinderKlub. Please educate your child as to what it means to social distance and discuss spatial awareness.

**Cleaning / Sanitation:**

All kids and staff are required to wash their hands and/or use hand sanitizer upon arriving /leaving the program and throughout the day as deemed necessary. Please continue to educate your child on the importance of personal hygiene. Highly touched surfaces and objects will be sanitized regularly.

**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.

**Medical / Disability:**

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. The Park District does not employ any nurses, doctors or other staff who are licensed, certified, or trained to provide medical diagnoses or care to patrons. We are generally able to assist with the self-administration of medication (reviewing each particular request on a case-by-case basis), but we do not allow staff to diagnose medical situations or perform invasive or complex emergency procedures. **Any medication (over the counter or prescription) will need to be kept in the possession of the staff in the site's first aid bag. This will travel**

everywhere with the child. Proper Permission to Dispense forms must also be completed and will be kept in a zip-lock bag with the camper's medication.

Please allow 2 weeks for all NWSRA Inclusion requests.

### **Personal Belongings**

Please label everything with your child's first and last name. The staff does their best to help the children keep track of their personal belongings, but The Mt. Prospect Park District and its employees are **NOT** responsible for your child's lost or stolen items. Please talk with your child about their responsibility and to keep track of their belongings throughout the day.

**No weapons of any kind are to 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 has a cell phone, they will need to leave it in their backpack and will not have the ability to use their phone during the program. If you need to contact your child, please contact the Site Director.

### **Chromebooks for Kids Klub**

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. The duration of the suspension will be determined by the Early Childhood & Youth Coordinator. 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/re-teaching the corrective behavior 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 put downs.

- 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. Think Sheets may also be utilized. 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, the staff and parents must reinforce rules of discipline. 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 member**
- **Or any other action deemed demerit worthy 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 up to **FIVE DEMERITS** for the entire school year.

Demerit 1 and 2 = warnings,

Demerit 3 = Parent Meeting to discuss behavior,

Demerit 4 = one day suspension from the program,

Demerit 5 = immediate program 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. Demerits that are not signed by parents/guardians will still count. Staff will make note of the parent communication regarding the behavior and/or refusal to sign.

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 the first offense, a four-month suspension for the 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 is 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 any information to the site director regarding your child's behavior. Having this information is crucial for our program's 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. 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 with their peers.

### **Parent Code of Conduct**

Parents and guardians are expected to exhibit appropriate behavior always 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, reserve 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.

This information you entered at the time of registration will be given to each site directly.

**Tax Information**

Parents/Guardians are responsible to retain their receipts for tax purposes. The Mt. Prospect Park District does not provide copies of receipts. All of your payments/receipts can be viewed on the Webstore.

**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 Mt. Prospect Park District. We ask that you use caution when pulling away from the area after dropping off your child and picking him/her up. Make sure to park in a parking spot, avoiding the fire lanes.

**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 provide basic first aid for minor injuries and 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, 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 parents of registered participants must have acknowledged the medical-emergency release form at the end of this handbook. Separate forms are available for any on-site medication.
2. The names of two people, other than parents, must be listed 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 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.

Thank you for choosing Mt. Prospect Park District  
Kids Klub/KinderKlub 2022-2023 program

If you need assistance please contact:  
Kandice Newton at 847-640-1000 x209 / [knewton@mppd.org](mailto:knewton@mppd.org)  
Kristina Winans at 847-640-1000 x210 / [kwinans@mppd.org](mailto:kwinans@mppd.org)





## Kids Klub / KinderKlub 2022-2023

### MEDICAL CONSENT & WAIVER

I do hereby give my permission and/or consent to the personnel and staff of the Mt. Prospect Park District to secure and authorize such emergency medical care and/or treatment as my child might require while under the supervision of Kids Klub/KinderKlub staff. I also agree to pay all costs and fees contingent on any emergency medical treatment of my child as secured or authorized under this consent.

#### REGISTRATION / MONTHLY BILLING

I have put a credit card on file through my Webstore account to be auto billed monthly. I realize I cannot make changes during a month's time, and any changes need to be made for the following month before the bill hits my account. Days off school/camps require a separate registration.

#### MEDICAL CONSENT

I do hereby give my permission and/or consent to the personnel and staff of the Mt. Prospect Park District to secure and authorize such emergency medical care and/or treatment as my child might require while under the supervision of Kids Klub/KinderKlub staff. I also agree to pay all costs and fees contingent on any emergency medical treatment of my child as secured or authorized under this consent.

#### VAN PERMISSION

My child participant, under staff supervision, has my permission to be transferred utilizing the Mt. Prospect Park District mini bus and/or van (KinderKlub).

#### WALKS AND EXCURSIONS

The participant, under counselor supervision, has my permission to take walks or excursions to points of interest that are previously planned.

#### BEHAVIOR

I will have a discussion with my child about the proper behavior that is acceptable at Kids Klub/KinderKlub. If this behavior is not followed, I understand that the counselors and directors have policies that will need to be enforced.

#### PARENT HANDBOOK

I have fully read and understood the material stated in the above Parent Handbook. I have reviewed the material with my child(ren).

**I have read the above information and understand/agree to the Mt. Prospect Park District Kids Klub/KinderKlub format. I understand this information may be subject to change.**