

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

2025-2026 School Year



**Updated May 2025**

## **Program Contact Information**

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KinderKlub- [youth5@mppd.org](mailto:youth5@mppd.org) – (847) 640-1000 x 226 or Text or Call: 224-355-8425

Kids Klub – [youth1@mppd.org](mailto:youth1@mppd.org) – (847) 640-1000 x226 or Text or Call: 224-355-8425

## **KIDS KLUB:**

**Kids Klub is a before and after school care program that services families enrolled at Brentwood, Devonshire, Forest View, John Jay and Robert Frost Elementary Schools, in District 59.**

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

**START DATE:** First Day of School according to CCSD59 Calendar 2025-2026

#### **Enrollment Choices:**

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

**Registration Fee:** \$50; Non-refundable beginning July 1, 2025

#### **Monthly Fees:**

Monday - Friday	AM: \$183	PM: \$275
Monday / Wednesday / Friday	AM: \$135	PM: \$165

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 early after the 2:35 dismissal bell**

## **KinderKlub:**

KinderKlub is open to Kindergarten students enrolled at Westbrook Elementary School, in District 57. Register for AM KinderKlub if you were placed in PM Kindergarten. Register for PM KinderKlub if you were placed in AM Kindergarten.

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

**START DATE:** First day of Kindergarten according to District 57 Westbrook Calendar 2025-2026

**Enrollment Choices:**

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

**Registration Fee:** \$50; Non-refundable beginning July 1, 2025

**Monthly Fees:**

Monday - Friday, 9:00AM - 1:00PM	Monthly Fee: \$420
Monday / Wednesday / Friday, 9:00AM - 1:00PM	Monthly Fee: \$252
Tuesday / Thursday, 9:00AM - 1:00PM	Monthly Fee: \$168

Monday - Friday, 12:00PM - 4:00PM	Monthly Fee: \$420
Monday / Wednesday / Friday, 12:00PM - 4:00PM	Monthly Fee: \$252
Tuesday / Thursday, 12:00pm - 4:00PM	Monthly Fee: \$168

**Extended Additional KinderKlub Hours:**

AM KinderKlub participants may be dropped off between 7:00-9:00 AM at an additional cost.

PM KinderKlub participants may stay late from 4:00-6:00 PM at an additional cost.

**Additional Hours Costs:**

Monday -Friday 7:00AM to 9:00AM or 4:00PM to 6:00PM	Monthly Fee: \$180
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Monday/Wednesday/Friday 7:00AM to 9:00AM or 4:00PM to 6:00PM	Monthly Fee: \$111
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Tuesday/Thursday 7:00AM to 9:00AM or 4:00PM to 6:00PM	Monthly Fee: \$79
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**\*\*If a child is scheduled to be picked up at 4:00 pm and is not picked up by then, they will be enrolled into extended hours for that day. There will be a \$12 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 listed above, as well as 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. Kids Klub program capacity is also determined by District 59 transportation. KinderKlub can hold up to 14 participants on the MPPD vehicles.

**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. Enrollment changes may or may not be granted and will be based on if there is space in the program. Please contact Amy Heinrichs 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. You are allowed

3 schedule changes per school year. For the first schedule change there will be a \$10.00 processing fee, the second change will be a \$20.00 processing fee and the third change will be a \$30.00 processing fee.

Kids Klub and KinderKlub will not be in session any day(s) school is canceled due to inclement weather or emergency closings. If we have enough staff and can make a day off program possible for an additional fee you will be notified ahead of time.

### **ePACT - New in 2025**

The Mt. Prospect Park District's Childcare programs will be utilizing a new platform called ePACT. Overall, ePACT is a cloud based, Emergency Health Record, automation platform, which is HIPAA compliant. Health/allergy/medication forms, waivers, authorized pick up information, sign in/out, will all be done now using ePACT.

Staff will carry Park District issued devices such as iPhones and/or iPads, in order to ensure access to critical information anywhere and any time during Preschool hours.

### **Parent/Guardian Responsibility:**

- Register for Kids Klub/KinderKlub online through the Mt. Prospect Park District Webstore
- A month or two before Kids Klub/KinderKlub begins, those who are registered will receive an ePACT invite
- Accept the invite and create your free account. Or, login if you have an existing ePACT account
- Fill out the form (per preschooler) and submit
- This form is then populated on the ePACT dashboard for staff to utilize
- ALL INFORMATION MUST BE COMPLETED BEFORE THE CHILD CAN BEGIN PARTICIPATION! Staff will deny entry into the program without the ePACT documents being completed in their entirety
- Please note: You can make updates within ePACT at any time. We no longer have paper forms and staff can only view a child's emergency information via this software. (For those returning, this is replacing the Additional Questions in the Webstore. Whatever you need to update/check (authorized pick up, allergies, etc), you will now do fully on your own using ePACT).
- There will also no longer be paper sign in and out sheets, and everything will be electronic, using ePACT. All those who are dropping off and picking up, must be listed in your account. There will be drop down menus and those listed will be the only ones to choose from.

### **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
  - Participants will not be able to use the program without a card on file

- 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.***

### **Billing - KidsKlub**

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). To figure out the monthly bill we take the amount of school days per year and divide that evenly into the 10 payments. There are a total of 176 days in the school year.

#### **Annual Fee**

M-F AM - \$1,648	M-F PM - \$2,476
M/W/F AM - \$1,216	M/W/F PM - \$1,486

### **Billing - KinderKlub**

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). To figure out the monthly bill we take the amount of school days per year and divide that evenly into the 10 payments. There are a total of 166 days in the school year.

#### **Annual Fee**

M-F AM / PM - \$3,780  
M/W/F AM / PM - \$2,268  
T/TH AM / PM - \$1,512

### **Tuition Payment Protocol**

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, 2025	August 2025	<b><i>HALF</i></b>

August 14, 2025	September 2025	FULL
September 14, 2025	October 2025	FULL
October 14, 2025	November 2025	FULL
November 14, 2025	December 2025	<b>HALF</b>
December 14, 2025	January 2026	FULL
January 14, 2026	February 2026	FULL
February 14, 2026	March 2026	FULL
March 14, 2026	April 2026	FULL
April 14, 2026	May 2026	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

### **Site Location Information**

RecPlex- 420 W. Dempster St

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. Feel free to contact Amy Heinrichs to set up a time to see the classroom / 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.
  - After school pick up for Kids Klub will be held at RecPlex.
  - Any individual picking your child up must be listed in the Authorized Pick Up section in ePACT.  
**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 are entered into ePACT and show otherwise.
- If there is a concern of a particular individual that is not allowed on the premises please notify the Site Director, and/or Amy Heinrichs immediately.
- If you would like a sibling over the age of 14 to pick up your child please provide the authorization in ePACT under the “authorized pick-up” portion in your child’s ePACT portal.

At all times, please remember to use caution while driving in the parking lots and follow the appropriate speed limit.

On your ePACT portal, at least one parent/legal guardian and one authorized pick up/emergency contact, including phone numbers, must be entered. You may also upload their photographs to ePACT. These individuals 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 is not in your child’s portal. All information entered will be taken as current unless updated 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 update ePACT right away. There will be no verbal and/or written consents.

**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. If we have enough staff and can make a day off program possible for an additional fee you will be notified ahead of time.**

**Refunds will not be issued.**

## **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 x226 or Text or Call: 224-355-8425 for any after school absences.

**KINDERKLUB**- Please notify the KinderKlub Teachers at [youth5@mppd.org](mailto:youth5@mppd.org) or 847-640-1000 ext. 226 or Text or Call: 224-355-8425 for any AM or PM absences.

**For all calls, state your child's name, school, and which program they are enrolled in.**  
**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/or written notes must be from the child's parent or legal guardian!**

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

- Personal backpack
- Lunch & utensils – peanut free lunch strongly encouraged
- Snack – see below – peanut free snack strongly encouraged
- Water bottle
- Sunscreen / bug spray if needed
- Gym shoes should be worn daily
- Extra set of clothing in backpack if needed

## **KinderKlub Lunch**

KinderKlub students will need to bring a lunch daily. MPPD staff do 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.

## **Snacks**

Please provide your child with a snack, **peanut free snack strongly encouraged**, 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/breakfast 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. Please provide a snack, **peanut free snack strongly encouraged**. Please provide your child with a water bottle daily. Water fountains are available for use.

### **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. Being enrolled in Kids Klub or KinderKlub does not automatically enroll you into the day off programs. **Registration will generally close 2 weeks before each day off school**. You will find the codes/registration deadlines for these dates in the MPPD brochures. Some trips (trips are currently TBD and will be posted to the website once available) may require extra 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.

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

If your child needs medication, has any physical or mental limitations, allergies, etc., please indicate this in your child's ePACT portal. 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.

### **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.

### **Transportation**

I agree to assume risk and legal liability and waive and release all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of transportation services and vehicle operations, when provided.

## **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 of our children are protected. Please contact Amy Heinrichs at [aheinrichs@mppd.org](mailto:aheinrichs@mppd.org) with any illness related absence. In some cases, a doctor's note will be required to return to programming.

- 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 or is showing any signs of illness 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 nurses 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 notify the KidsKlub staff or Amy Heinrichs 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. Schools will not inform Kids Klub staff of absences.

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

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

## **Ratios:**

Our staff to participant ratio is about 1:10 for Kids Klub and 1:7 for KinderKlub.

## **Cleaning / Sanitation:**

All participants and staff are required to wash their hands 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, including EpiPens and Inhalers, (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 in your child's ePACT portal. Your child's medication will be kept in a ziplock bag with your child's name on it. Each medication will be reviewed on a case by case basis, prior to the child starting the program.**

### **ADA and Special Accommodations**

The Mt. Prospect Park District has a cooperative agreement with Northwest Special Recreation Association. This team of therapeutic recreation professionals provides inclusion assistance for park district programs. If you would like to consider additional support for your child, please contact Amy Heinrichs. If the teachers feel support is needed for a child they will have a conversation with the parent/guardian to set up at time for an observation from NWSRA. Please allow at least 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, iPads, 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 the 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.

## **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 of 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 Conduct Report will be issued. All incidents will be documented and kept on file. Depending on the severity of the offense, expulsion without refund may result.

**Any child, 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 Supervisor. A child caught stealing on a second occasion will be removed from the program for the duration of the school year. Stealing cannot and will not be tolerated or rationalized. No refunds if the child is suspended or removed.**

### **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 conduct report.

- Bullying
- Swearing
- Leaving the group without permission
- Hitting/Punching/ Kicking (any physical aggression)
- 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
- And/or any other action deemed demerit worthy from Mt. Prospect Park District Staff.

Our procedure is to discuss and re-teach the corrective behavior with the child. 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 CONDUCT REPORTS** for the entire school year.

Conduct Report 1 and 2 = warnings,

Conduct Report 3 = Parent Meeting to discuss behavior,

Conduct Report 4 = one day suspension from the program,

Conduct Report 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 Conduct Report you will have to acknowledge it with a signature and return it to the Site Director. Conduct Reports 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. The Park District also has the right to remove a child from the program if necessary, without refund and/or reaching Conduct Report #5.

If a child's actions violates the Mt. Prospect Park District Control Ordinance, appropriate action will be taken.

**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:**

- Show respect to all participants and staff, and take directions from staff.
- Refrain from using abusive or foul language on Park District property and/or towards staff.
- Refrain from causing bodily harm to self, other participants or staff.
- Show respect to equipment, supplies and facilities, and teach your children to do so as well.
- Follow safe driving practices in our parking lots / on MPPD grounds

**\*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 through the ePACT portal, 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 your Webstore account at any time.

## **Custody Situations**

Both parents will be allowed to pick up their child at any time, unless they provide legal documentation such as court orders explaining their custody arrangement. You will have the option to upload all pertinent information/documentation in your ePACT account.

## **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. Follow the posted speed limits.

## **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) 911 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 acknowledge the medical-emergency release form at the end of this handbook in your child's ePACT portal.
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 in your child's ePACT portal.
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 update your child's ePACT portal.

Thank you for choosing Mt. Prospect Park District Kids Klub/KinderKlub 2025-2026 program.

If you need assistance please contact:

Amy Heinrichs, Early Childhood & Youth Supervisor at 847-640-1000 x205 /

[aheinrichs@mppd.org](mailto:aheinrichs@mppd.org)



## Kids Klub / KinderKlub 2025-2026

### 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). I will agree to assume risk and liability and waive and release all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of transportation services and vehicle operation, when provided.

#### 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 with Mt. Prospect Park District Kids Klub/KinderKlub format. I understand this information may be subject to change.**