

Mt. Prospect Park District Kids Klub Parent Handbook

2026-2027 School Year



Updated February 2026

Program Contact Information

Livia Pereira - Youth Program Supervisor lpereira@mppd.org (847) 640-1000 x205

Kids Klub – youth1@mppd.org – (847) 640-1000 x226 or Text or Call: 224-355-8672

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 2026-2027

Enrollment Choices:

AM and/or PM
Monday - Friday OR Monday / Wednesday / Friday

**** Please note that there will be no “day choosing” ****

Registration Fee: \$50; Non-refundable beginning July 1, 2026

Monthly Fees:

Monday - Friday	AM: \$192	PM: \$288
Monday / Wednesday/ Friday	AM: \$141	PM: \$173

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

Note for PM care on Wednesdays: Early dismissal. children arrive early after the 2:35 dismissal bell

Registration Procedure for Kids Klub:

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.

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 Livia Pereira via email in order to do this. The effective date will be the Monday of the 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 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

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 Kids Klub hours (both AM and PM).

Parent/Guardian Responsibility:

- Register for Kids Klub online through the Mt. Prospect Park District Webstore.
- A month before Kids Klub 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 child) 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.

Mt. Prospect Park District administrators do not have access to make updates to your child's ePact registration for you. Any and all ePact updates must be made by the account holder.

Monthly Tuition Payments:

All families enrolled in Kids Klub 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 14th of the month prior to the program service month.

- Billing will begin July 14th 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 the 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 6th of each month, if not paid for by the 5th.
- Unpaid monthly payments will result in the removal from program(s). Primary payer will receive 2 Late Notices 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 14th 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.

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, 2026	August 2026	<i>HALF</i>
August 14, 2026	September 2026	FULL
September 14, 2026	October 2026	FULL
October 14, 2026	November 2026	FULL
November 14, 2026	December 2026	<i>HALF</i>
December 14, 2026	January 2027	FULL
January 14, 2027	February 2027	FULL
February 14, 2027	March 2027	FULL
March 14, 2027	April 2027	FULL
April 14, 2027	May 2027	FULL

PLEASE NOTE: A valid 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 Livia Pereira 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 site and sign in their child(ren). The Mt. Prospect Park District will not assume any responsibility if the child enters the Kids Klub site unattended and without being signed in.
- Belongings can be put on the hooks outside of the room, to the right of the Kids Klub room door.

Pick up:

- Parents or guardians must walk into the Kids Klub 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 Livia Pereira 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 the Kids Klub 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 emergency form is available to pick up the child, the police will be called.**

Late pick-ups will be charged \$3/minute. This bill will be charged to your Webstore account. If the late pickup becomes habitual, then the child may be removed from the program. If a child is not picked up after 30 minutes and the staff has not received a phone call the local authorities will be notified.

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

Kids Klub 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 KIDS KLUB FOR ALL ABSENCES. Failure to inform the staff of an absence will result in a \$5 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.

Please notify the Kids Klub staff at youth1@mppd.org.
Text or Call: 224-355-8672 for any after school absences.

For all calls, state your child's name, school, and which program they are enrolled in.

The Kids Klub 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!

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 snack is, so that they do not eat it during the school day/at lunch. Kids Klub Snacktime will be after arriving at the PM program.

Morning school 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 does not automatically enroll you into the day off programs. **Registration will generally close 2 weeks before each day off school, and after that point, we do not issue day switches or credits/refunds.**

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.

**** Please note: Kids Klub 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 locations are for **Emergency use ONLY**. Please refrain from calling your child at Kids Klub 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.

Wellness Policy Kids Klub

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 Livia Pereira at lpereira@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 attend school with indications of illness.
- Children who are at school are expected to be healthy and to participate in all indoor and outdoor activities with their class.
- For the safety of our teachers and students, if a child becomes ill during school hours and/or we see any form of sickness, parents will be notified and **must pick up within 15 minutes**. If a parent is unavailable, an emergency contact will be contacted to pick up the child. Please make sure those listed are available and within close proximity to the class.

Children should not attend school with any of the following:

1. *Any flu like symptoms*
2. *Upset stomach / loose bowels*
3. *Headache*
4. *Open sores*
5. *Consistent sneezing, cough, runny/stuffy nose*
6. *Fever (hot or cold)*
7. *Rash not already identified with a doctor's note*
8. *Vomiting*
9. *Diarrhea*
10. *Unusual lethargy*

11. *Unusual irritability*
12. *Persistent crying*
13. *Difficulty breathing*
14. *or other signs of possible illness*

Please notify your **teachers** if your child is absent from class for anything **NOT RELATED to a contagious illness.**

Contagious diseases such as head lice, strep throat, chicken pox, pink eye, flu, measles etc., **MUST** be reported to Livia Pereira. A confidential note may be emailed (time frame dependent) stating there was a confirmed case, but will not include the child's name. Several diseases such as Pink eye, impetigo, or strep throat will require appropriate treatment initiated with a physician and will require a written approval by the physician to return to school. Please email the note to Livia Pereira and wait for confirmation to return to school.

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

Please be considerate of others at Kids Klub. 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 Livia Pereira and let them know that your child will not be in the program that day. You will be charged \$5 (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 Livia Pereira at lpereira@mppd.org 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.

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:

Parents with children who are diagnosed as asthmatic, or carry an Epi-Pen and/or Inhaler should indicate this in their child's ePACT profile. All required waivers and forms will also be in ePACT for you to fill out. Then, staff and teachers will schedule a meeting with you, prior to school starting, to discuss the medical treatment/administration in person. Please note each situation will be reviewed on a case by case basis and will let you know if this is something we can accommodate on site as a staff. We do not have any medical professionals (nurses) on site.

If your child requires medication or has any medical needs such as allergies or physical or mental health considerations, please make sure this information is updated in your child's ePACT portal. All medications must be supplied in their original, clearly labeled prescription containers.

Medication permission forms must be completed through ePACT and are reviewed on a case-by-case basis. Please note that there are no nurses on site. Whenever possible, medications should be stored with the program in our First Aid bag.

Our staff are trained to provide basic first aid only. They are not medical professionals and are unable to perform any invasive medical procedures.

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 Livia Pereira. If the staff 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.

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

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 with these items.
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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 cellphone at (224) 355-8672, or the Kids Klub phone at (847) 640-1000 x226.

Chromebooks

Participants who receive a Chromebook from his/her school may use their Chromebooks during Kids Klub for homework assignments. Any written work **MUST** be completed before participants are allowed to complete their Chromebook work.

- Participants may use their Chromebooks for an additional 30 minutes for staff-approved games, practice, or supplementary work.
- YouTube is not allowed while at Kids Klub.

Kids Klub staff will do their best to monitor Chromebook usage. The staff have not had any training with these programs, so the possibility that they do not understand an application may exist.

Kids Klub has a zero tolerance policy for inappropriate behaviors pertaining to the Chromebooks.

- ***This meaning: visiting websites, non-approved programs, using others' computers, changing settings on the Chromebook, closing out of applications, or any other behavior the Kids Klub Site Director and supervisors deem to break Kids Klub code of conduct.***
- ***If a participant misuses their Chromebook in a way so determined by Kids Klub staff, their Chromebook privileges will be revoked for the remainder of the school year.***

Given Kids Klub's zero tolerance Chromebook policy, please make sure to review these guidelines with your children. **There are no warnings for Chromebook misuse; participants will lose their privileges for a first offense.**

Codes of Conduct and Kids Klub Guidelines

The Mount Prospect Park District is committed to providing a safe, welcoming, and respectful environment for all children participating in the Kids Klub before and after school program. Our goal is to support children as they develop positive social skills, emotional regulation, and respectful relationships while feeling secure, valued, and supported.

Children are expected to follow program guidelines, treat peers and staff with respect, use appropriate language, and make safe choices. While occasional challenges are a natural part of children's growth and development, staff will guide behavior in a consistent, supportive manner to ensure the safety and well-being of all participants.

A positive program experience is most successful when families and staff work together. Parents and guardians are expected to review behavior expectations with their child, reinforce these expectations at home, and partner with staff if concerns arise. Open communication and collaboration help children understand expectations and build responsibility in a consistent and encouraging way.

The Behavior Management Policy plays an essential role in maintaining a calm, structured, and enjoyable program environment. When children and families take these guidelines seriously, it allows staff to focus on their primary responsibility—supporting children's social and emotional development while ensuring Kids Klub remains a happy, healthy, and safe place for everyone.

- 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 Program will be suspended immediately from the program. The duration of the suspension will be determined by the Youth Program 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 behaviors** that will not be tolerated in our Kids Klub program, 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 Kids Klub 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 as deemed appropriate by staff members.

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 violate 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 that 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

In the event that a child leaves or runs away from the Kids Klub 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 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 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. The information you entered at the time of registration will be given to Kids Klub 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 otherwise provided with 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. Please 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:

15. Attempts to contact a parent or guardian.

16. 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. When you are notified of an emergency/medical situation, a person will need to pick up your child within 15 minutes of a call from Kids Klub. 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. Mt. Prospect Park District administrators do not have the ability to make these updates for you.

**Thank you for choosing Mt. Prospect Park District Kids Klub
2026/2027 program!**

If you need assistance please contact:

Livia Pereira, Youth Program Supervisor at 847-640-1000 x205 / lpereira@mppd.org



Kids Klub 2026-2027

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 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 valid 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 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.

BEHAVIOR

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

CHROMEBOOK CODE OF CONDUCT

I have read and discussed the Kids Klub Chromebook policies with my child. I understand that by signing this waiver, myself and my child(ren) know the expectations of Chromebook use during the Kids Klub programs, including that there are no warnings for misuse of the technology and that user privileges will be revoked for the remainder of the school year for a first offense.

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 format. I understand this information may be subject to change.