

Mt. Prospect Park District KinderKlub Parent Handbook

2026-2027 School Year



Updated February 2026

Program Contact Information

Kristina Winans - Early Childhood & Youth Manager kwinans@mppd.org (847) 640-1000 x210

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

Enrollment Choices & Monthly Fees for KinderKlub Families:

KinderKlub is open to Kindergarten students enrolled at Westbrook Elementary School, in District 57.

START DATE: First day of Kindergarten according to District 57 Westbrook Calendar 2026-2027

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: \$65; Non-refundable beginning July 1, 2026

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
Monday/Wednesday/Friday 7:00AM to 9:00AM or 4:00PM to 6:00PM	Monthly Fee: \$111
Tuesday/Thursday 7:00AM to 9:00AM or 4:00PM to 6:00PM	Monthly Fee: \$79

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:

You must register on the Webstore using the specific programs 5 digit code for the day option that you need. Please refer to the MPPD brochure for codes. Monthly tuition is listed above, as well as in the brochure. Enrollment will have a capacity in order to provide an indoor space for everyone while following safety rules, guidelines, and bus capacity. We can accommodate up to 28 participants from Westbrook School (between Kindergarten and Circle of Friends) for both morning and afternoon sessions.

There will be NO ENROLLMENT CHANGES DURING A MONTH'S TIME. If you need to change your enrollment, you must request to 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 and/or bus. Please contact Kristina Winans via email in order for a schedule change to apply within the next billing cycle. The effective date will be the Monday/Tuesday of the following month. Although Westbrook will be notified by Park District staff, we strongly encourage parents to notify their classroom teacher of any schedule changes. 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.

**** Regular 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

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 KinderKlub online through the Mt. Prospect Park District Webstore.
- A month before your child(ren) starts with KinderKlub, 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 (one 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. (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. Staff do not have the ability to edit any member profiles.

- 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 KinderKlub will have a billing section set up on their park district household account through the webstore. 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 also 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 5th of each month if payment has not been processed.
- Unpaid payments will result in the removal from the 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 your monthly payment is processed 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.

Billing

Tuition is billed in ten equal monthly installments. Although the school calendar includes holidays, breaks, and non-attendance days, monthly tuition remains consistent and is not adjusted for these closures. Tuition is calculated by dividing the total number of instructional days in the school year evenly across ten payments.

Please note: The July 14 and November 14 payments are adjusted. See the tuition breakdown below for details.

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 ie) drivers license, passport, mail with your address, etc. 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 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.

Drop Off & Pick Up Procedure:

Drop off:

- Parents or guardians must walk their child into the KinderKlub site and sign in their child(ren) on the iPhones or iPads utilizing ePACT. Only those Authorized will be able to drop off. The Mt. Prospect Park District will not assume any responsibility if the child enters the KinderKlub site unattended and without being signed in.
- Belongings can be put on the hooks outside of the room, to the left of the door.

Pick up:

- KinderKlub ends at 4:00 PM. If you are more than 10 minutes late, your child will be walked to the Kids Klub program, and you will be charged a daily fee.
- Parents or guardians must walk into the KinderKlub site and sign their child(ren) out.
 - 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. Safety is our number one priority.**
- 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 Kristina Winans immediately. Any legal documentation must be uploaded to ePACT.
- If you would like a sibling over the age of 14 years old to pick up your child please provide the authorization in ePACT under the “authorized pick-up” portion in your child’s ePACT portal.

We appreciate everyone continuing to keep our community safe by remembering at all times to use caution when driving in the parking lot and following 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:

All participants must be picked up by 6:00 PM. If you are running late, although you will be charged, you must contact the staff immediately. If your estimated arrival is after 6:10 PM, you must call another authorized individual to pick up your child. **After 6:30 PM, if there is no contact from a parent and no one on the Kids KinderKlub ePACT is available to pick up the child, the Mount Prospect Park District will proceed to call the local authorities.**

Late pickups will be charged a penalty of three dollars (\$3.00) 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.

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, and an email will also be sent from Kristina Winans by 6:15 AM. If staffing levels permit, a Day-Off Program may be offered for an additional fee. Families will be notified of availability by 7:30 a.m. on the day of the program.

Refunds will not be issued.

ATTENDANCE:

- **PLEASE CALL/TEXT OR EMAIL YOUR PROGRAM STAFF FOR ALL ABSENCES.** 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 KinderKlub Teachers at youth5@mppd.org or Text/ Call: 224-355-8425 for any AM or PM absences.

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

What to bring daily to 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 (or can be kept on site at RecPlex in a name labeled zip lock bag)

Lunch

KinderKlub students must bring 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 KinderKlub snack is, so that they do not eat it during lunch. We find it most helpful to have a separate, labeled snack container.

- **Snack Times**

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

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 may also bring a second (labeled) snack if needed.

Other: There is no sharing of food allowed. 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 school (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 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. Field trips are currently to be determined and will be announced on the program website once finalized. Some trips may require additional permission forms or waivers. Families enrolled in these programs should monitor communications for detailed information as it becomes available.

KinderKlub will not be in session on any day that school is closed due to inclement weather or emergency closures.

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 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.

Personal Phone Calls

Please refrain from calling your child at KinderKlub or requesting that they call you upon their arrival. Phones are to be used for general program information communications and/or emergencies. Staff will notify parents of any major injuries as soon as possible. Any minor injuries will be relayed at the time of pick up.

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

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 Kristina Winans, EC&Y Manager at kwinans@mppd.org with any **contagious illness related absence**. In some cases (or any contagious illness), a doctor's note clearing your child will be required by email to the Early Childhood Youth Manager from the parent/guardian for your child to return before arriving at Rec Plex. Please wait for verbal/email verification to return once the note has been approved.

- 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.
- **If a child becomes ill while at the facility, families will be contacted and asked to arrange pick-up within 15 minutes of notification.** This policy helps ensure the comfort of the ill child and supports the health and well-being of all children and staff.
- **Please note that there is no on-site nurse's office at our location.** To support a healthy school environment, families are encouraged to arrange a "sick-day" care alternative for their child prior to the start of the school year.

We ask all families to be mindful of the health and well-being of our school community. By following the guidelines outlined in the Illness Policy, families help maintain a safe, healthy, and positive environment for all children, families, and staff.

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

If your child has a contagious illness such as head lice, strep throat, pink eye, running a fever, or vomiting please report this to 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.

Ratios

Our staff to participant ratio is about 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 fully 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 indicate this at the time of registration by selecting the ADA box. 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 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 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 Staff directly.

Codes of Conduct and KinderKlub Guidelines

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 and will be communicated to parents as needed. 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, staff, and their belongings and the natural environment.
- Refrain from disparaging remarks to include comments against an individual's race, ethnic background, religion, sexuality, 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 cool down period. 'Think Sheets' may also be utilized. Think Sheets are tools to help children understand their incorrect actions, and what they could have done differently. These are completed as a conversation with a KinderKlub staff member, and then discussed with Parents/Guardians at pick up. For repeated problems and those of a more serious nature, the child's parents will be notified and a Conduct Report will be issued. 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.

All incidents will be documented and kept on file. Depending on the severity of the offense, complete dismissal without refund may result.

Any child, caught stealing from other children, staff, or patrons during KinderKlub, will be suspended immediately from the program. The duration of the suspension will be determined by the Early Childhood & Youth Manager. A child caught stealing on a second occasion will be removed from the program for the duration of the school year. Stealing 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 respectful behavior during their time at KinderKlub Programs. 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 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
- Antagonizing of other participants
- Disrespect towards a 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. To support a safe and respectful KinderKlub environment, participation in games, special activities, or other privileges may be limited or temporarily removed in response to inappropriate behavior. This approach helps reinforce positive choices and ensures the well-being of all children and staff.

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 KinderKlub 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 (which can be found on the Mt. Prospect Park District Website), 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 are committed to providing all children with a safe, respectful, and enjoyable environment. To achieve this, it is essential that all children, families, and staff adhere to the behavior guidelines outlined in this handbook. By working together and reinforcing these expectations, we can ensure a positive and supportive experience for everyone in the KinderKlub program.

Leaving or Running Away From Kids Klub/KinderKlub

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

1. Staff encourages the child to return voluntarily.
2. If the child leaves site grounds.
 - a. The authorities are called to locate the child because the 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

We recognize that changes or challenges at home or at school can impact a child's behavior. Please keep us informed of any unusual circumstances so we can provide appropriate social and emotional support while your child is in KinderKlub. Our staff works as a team with families and the school to ensure each child's needs are met. Communicate any relevant information regarding your child's behavior to the site director, and please discuss sensitive matters in private. Our staff is always available to serve as a support system for your child while in our care.

Parents and our Programs

Parents are asked to allow teachers to work directly with their children during program hours. This helps children build confidence, develop independence, and become comfortable in the school environment while forming strong relationships with their teachers. It is also beneficial for children to spend time away from their parents, engaging in recreational activities and socializing with their peers. Supporting this process enables each child to grow socially, emotionally, and academically in a safe and nurturing setting.

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 and/or annual expense reports. 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 contact 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 (aged 18+) 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 KinderKlub 2026-2027 program. If you need assistance please contact:

Kristina Winans, Early Childhood & Youth Manager at
(847) 640-1000 x210 / kwinans@mppd.org



KinderKlub 2026-2027

MEDICAL CONSENT & WAIVER

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 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. 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 KinderKlub. If this behavior is not followed, I understand that the staff 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 KinderKlub format. I understand this information may be subject to change.