



Participant Handbook

Table of Contents

Mission	3
Program Requirements	3
Kids Club Location, Hours, and Schedule	3
Kids Club Important Phone Numbers	3
Kids Club Billing Info and Delinquent Payments	3
Refund/Withdrawal.....	3
Changes to Participant Schedule	4
Last-Minute Program	4
AM and PM Kids Club Details	4
After School Enrichment Bus Service	4
Park District Bus Service from West/Central Schools.....	4
Drop-Off and Pick-Up Procedures.....	4
Late Pick-Up Procedure.....	5
Absences.....	5
Sickness	6
Medication.....	6
Allergies/Asthma.....	6
Snack	6
Homework	7
Participant and Parent Code of Conduct Policy	7
Clothing/Personal Belongings	7
Inclement Weather Closures.....	7

Mission

Kids Club's mission is to create a warm, loving, safe, and fun home environment for your children before and after a busy day of school.

Program Requirements

The minimum requirements for participating in the Kids Club program are that the child must be independent in toileting and feeding.

Kids Club Location, Hours, and Schedule

The Kids Club AM & PM will be at the Weinberg Family Recreation Center. Below are the hours of operation:

- AM Program - Monday-Friday from 7-8:45 AM
- PM Program - Monday-Friday from 3-6:30 PM

Kids Club follows the Glencoe School District #35 school calendar. Kids Club AM and PM program are offered during school holidays, Winter break, Spring break, and school institute days when participants are registered separately for Glencoe Park District's School Day Off programs.

Kids Club Important Phone Numbers

Takiff Center	847-835-3030
Kids Club Classroom (Weinberg)	847-835-7981
Kids Club Coordinator Cell Phone (Weinberg)	224-423-0948
Recreation Manager	847-835-7536

Kids Club Billing Info and Delinquent Payments

A \$200 non-refundable, non-transferable fee is required with each new registration, and it will not be applied toward the monthly tuition. If you join the program after the 1st of the month, the cost of your first month will be prorated based on the number of days attending. Once enrolled, no prorations are given.

- **Billing Date:** Charges are processed on the 1st of every month, unless it falls on a weekend or holiday; then billing occurs on the next business day.
- **Payment Method:** A credit card (Visa, MasterCard, AMEX, Discover) or ACH must be on file for automatic recurring billing. If paying by credit card there is a 3% service fee added to the payment.
- **Late Payment Fee:** A \$25 late fee per program per participant will be charged if payment is not received by the end of the month.
- **Outstanding Balances:** Any remaining balance, including fees, will be rolled into the next bill and charged together.
- **Suspension of Participation:** For accounts more than 30 days past due, participation in the program may be suspended until full payment is received.
- **Account Updates:** It is the patron's responsibility to notify the Park District of any changes to payment information.

Refund/Withdrawal

Should your child need to drop from Kids Club, you will need to notify the Registration Office at (847) 835-3030. The Park District will then cease billing, as needed. If you drop, any money you have paid is non-refundable; however, you will not be responsible for any future bills. No proration or refunds will be given for snow days, vacation, illness, extracurricular activities, disciplinary reasons, or other temporary arrangements.

Changes to Participant Schedule

Registrants can change the number of days and specific days for each month seasonally due to changes in enrichment schedules during the following transitions:

- For winter enrichments after winter break (December to January)
- For spring enrichments after spring break (March-April)

Changes are not guaranteed as it is dependent upon available space, must be before mandatory dates, and require prior approval.

Registrants are allowed to increase the number of days at any time if spaces are available. Participants may also decrease the number of days at any time but must understand that a spot may be lost for days no longer attended. Changes in enrollment will result in immediate payment of the balance.

Last-Minute Program

Last-minute program is available for those days you are not scheduled to attend Kids Club. Please contact the Recreation Manager for availability. Each Kids Club participant is allotted three (3) free add-on days throughout the school year. Requests must be made at least 48-hours in advance.

AM and PM Kids Club Details

AM Kids Club: Morning hours are from 7 AM until the school's start time. Participants will begin their day with quiet games, lively conversation, or simple arts and crafts. Children who attend South School will be walked to school by Kids Club Staff before the first bell. Children who attend West or Central Schools will be escorted to the District #35 bus stop by Kids Club staff, or driven on the Park District shuttle. Please arrange bus service with District #35 or sign up for the park district shuttle if needed.

PM Kids Club: Afternoon hours begin at 3 PM and end at 6:30 PM. Children who attend South School will be walked from school by Kids Club staff to the Weinberg Center. Children who attend West or Central Schools will be picked up by Glencoe Park District shuttle by Kids Club staff (additional fee required). Children will have a light snack, complete homework (staff available to assist), and participate in active or passive activities. Kids Club will also incorporate cooking, organized games, and learning adventures.

After School Enrichment Bus Service

Children will be driven by the Kids Club shuttle bus to/from the Takiff Center for afternoon enrichments. Once enrichment classes are over, children will be driven by the Kids Club shuttle bus back to Weinberg Center. If your child's afternoon enrichment class ends after 5 PM, we ask that you pick up your child at their enrichment class. This service is included in your monthly tuition. Parent/Guardians must complete enrichment transportation form for each program season.

Park District Bus Service from West/Central Schools

Parents must register for the Park District bus service to and from West and Central Schools. This service is included in your monthly tuition.

Drop-Off and Pick-Up Procedures

Children can be dropped off from 7 AM up until the time school begins. Parents must accompany their child(ren) to the Weinberg Center Program Room. Please enter the facility through the Program Room doors, located on the north side of the building. Parents must remain with their children until 7 AM. If no staff member is present, the parent must remain with the child until a staff member arrives.

Children may be picked up any time during the PM program hours. A parent, guardian, or authorized person

must sign the participant out with a staff member. Anyone other than a parent/guardian authorized to pick up should be noted on the Pick-up Authorization Form ahead of time.

Each family is issued mobile credentials for 2 family members. These are to be used by only approved guardians of the child. If you wish to add additional family members this can be done by contacting the Recreation Manager. There may be a fee for additional credentials.

Late Pick-Up Procedure

Kids Club closes at 6:30 PM daily. Please ensure that your child(ren) is picked up by that time. In the event that a child has not been picked up by 6:30 PM, the following procedure will be implemented:

At the dismissal of your child's Glencoe Park District program, children must be picked up promptly. If children are picked up more than 10 minutes after the conclusion of the program, a late fee will be assessed. Beginning at 10 minutes after dismissal, parents/guardians will be charged an \$8 late fee for each 15-minute segment of an hour that the child is present in the program after dismissal.

Parents/guardians will be asked to sign a late pick-up acknowledgment. The late pick-up fee will be added to the family's household.

If the parent or designated pick-up person has not arrived or contacted the center by 10 minutes past dismissal, Park District staff will begin telephoning parents' cell and home phone numbers to reach the parents. If, after calling the available numbers, a parent cannot be reached, Park District staff will call the emergency contacts listed on the Emergency Contact Information form, followed by any other names listed on the Pick-up Authorization form. If an hour has passed, parents or another authorized for pick-up have not come to pick up the child, staff will notify the Recreation Manager and/or Recreation Supervisor and will contact Glencoe Public Safety.

The Glencoe Park District acknowledges its responsibility to ensure the child's well-being until the parent, authorized pickup person, or police department representative arrives.

Glencoe Park District staff will not hold the child responsible for late pick-up, will only discuss the issue with parents/guardians, and never discuss the issue with the child.

Parents are expected to maintain updated contact information in their child's files.

Any child who is picked up 15 minutes late more than five times in a calendar year may be disenrolled at the discretion of the Recreation Manager.

Absences

If your child will be absent on a day they normally attend Kids Club, please contact our staff one of the following ways:

- Email at kidsclub@glencoeParkDistrict.com
- Call/text the Kids Club Coordinator at 224-423-0948
- Message the Kids Club Coordinator through the Brightwheel App

Brightwheel App

This is the app that our staff uses to ensure safe check-in and check-out procedures. Please download the app and maintain communication in the app. Parent/Guardians must check their child in and/or out utilizing the brightwheel app.

Sickness

For the protection of all the children and staff in the Kids Club Program, and the comfort of your child, please keep your child home if they have any of the following symptoms:

- A productive cough
- A temperature of 100.4 degrees or higher
- Diarrhea or vomiting
- Thick nasal discharge
- Discharge from eyes or ears

Please remember that a virus is contagious even though it cannot be treated with antibiotics. When a child's physician has determined that symptoms are caused by a virus, that child should not return to the program until they are asymptomatic.

If and when the Kids Club staff has determined that a child is ill, the guardian will be contacted. The child must be picked up from Kids Club within an hour and a half. Your child must be free of fever (without fever reducing medication), diarrhea, or vomiting for a full 24 hours before returning to the program.

Medication

If your child requires medication, you will be required to complete a dispensing medication authorization form before your child can participate in Kids Club and Kids Club staff can administer the medication.

Glencoe Park District policy does not allow us to give children over-the-counter medication. Only prescription medication may be given. Medications must be labeled properly, and in the original prescription container. You must provide a doctor's note stating the medication, the reason for administration, what time/s it is to be administered, the exact dosage, and the start and end date of the medication. A dispensing medication form must be completed and on file for staff to administer medication.

Allergies/Asthma

Participants with allergies, such as allergies to bee stings, peanut products, dairy, etc., may be at risk of a serious allergic reaction while participating in a Park District program due to contact with, or ingestion of the allergen. The Glencoe Park District cannot guarantee an allergen-free environment, but with your cooperation, we can create a safer environment and be better prepared to handle emergencies.

The Park District will make reasonable, feasible, and practical accommodations to allow participants with life-threatening allergies to participate in our programs. An allergy/asthma form, dispensing medication form, and action plan must be completed and on file for staff to administer an auto-injector or inhaler.

Snack

Kids Club will provide a light, nut-free snack every day after school for your child(ren). This includes items such as goldfish, cheese crackers, chips, popcorn, and more. If you feel that your child will need an extra snack, you are welcome to send a snack for your child.

Homework

One of our primary responsibilities is to ensure the health and well-being of our students. To achieve this, a scheduled quiet time will be provided. We support the idea that homework is the child's responsibility and that homework habits should be developed and supported in the home. All students will be required to do homework or quietly read during this scheduled quiet time. Children will be expected to work independently, but homework help is available from the staff. Your child may not always complete all their homework during the Kids Club hours, but they can work on it during the time provided. Parents will maintain full responsibility for ensuring the accuracy and completeness of all assignments.

Participant and Parent Code of Conduct Policy

At all times we strive to provide fun and safe activities for all children participating in the Kids Club program. To fulfill this commitment, children are expected to adhere to basic behavioral guidelines. We encourage respectful, responsible, and safe behaviors at all times.

Challenging behaviors can be disruptive and affect the group as a whole. Kids Club maintains a zero tolerance for physical violence and bullying behaviors of any kind. This includes keeping hands to oneself, not teasing peers, using polite manners, and showing great citizenship in all Kids Club spaces.

If an incident occurs, the staff will remove the child from the incident or activity and talk with them about the situation, behavior, and choice made. Staff may institute a "quiet time," removing the child from the activity for a time to cool-down, followed by a discussion with the staff. Parents will be informed of a situation if the problem is repeated, involves disrespect, and/or violence or anger. If the behavior continues, the staff will work with the guardian/s to develop a positive behavior goal plan.

Use this link to view our full [Participant and Parent Code of Conduct](#).

Clothing/Personal Belongings

Children will be walked to the bus and school. Weather permitting, the children of Kids Club will go outside to play in the field or at the playground. During the winter Kids Club will go ice skating at the Weinberg Ice Center. Please send clothes or dress your child appropriately for the weather each day.

We strongly encourage children to leave all toys and phones/electronic games at home as they can get lost or broken. Kids Club is not responsible for items that are lost, stolen, or broken. We ask that you please label all clothing and personal belongings.

Inclement Weather Closures

If District #35 closes due to snow or inclement weather, Kids Club will aim to provide a full-day program 7 AM-6:30 PM at the Weinberg Family Recreation Center when feasible and staff can safely arrive at program. A refund will not be issued for inclement weather cancellations. Use this link to view our [Emergency Closing Procedures](#).

School Days Off Program & Registration

Registration is required for all School Days Off, Winter Break Camp, and Spring Break Camp from 9 AM-3 PM. Additional fees are required to register for those dates. Kids Club participants will be granted priority registration for School Days Off about two weeks ahead of regular registration day.

All Kids Club participants receive AM and PM program for all School Days Off, covered in the monthly Kids Club fee when your child is enrolled in the program, regardless of the day of the program.