



# **KIDS CLUB HANDBOOK**

## **2021-2022**

*Homework Time, Social Time, and Activity Time!*

**April 2021**

## *Letter from the Manager*

Dear Parents:

The Glencoe Park District is excited to welcome you to Kids Club! This program provides quality care for your children before and after school.

Children will participate in a wide variety of activities while at the Kids Club program. Children can play active games and sports, create with arts and craft projects, and enjoy passive activities such as card and board games. Also, there will be time for the children to work on their homework and staff is there to provide homework help if needed.

This handbook has been created to assist you in understanding the program, hours, schedules, payment, policies, and procedures.

If you have any questions please do not hesitate to contact me.

Sincerely,

Stephani Briskman  
Arts & Youth Program Manager  
[Sbriskman@glencoeParkDistrict.com](mailto:Sbriskman@glencoeParkDistrict.com)  
Office: 847-835-7536

### *Mission*

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

### *Kids Club Dates*

Kids Club follows the Glencoe School District #35 school calendar. Kids Club AM and PM care are offered during school holidays, winter break, spring break, and institute days when participants are registered for Glencoe Park District's School Day Off Fun programs. *Attached is the Kids Club Calendar for further details.*

#### **2021-2022 School Year:**

**First Semester** [August 30, 2021- December 17, 2021]

**Second Semester** [January 3, 2022- June 9, 2022]

### *Kids Club Phone Numbers*

**Kids Club Classroom:** (847)835-7979 or 7981

**Takiff Center:** (847)835-3030

### *Kids Club Options*

Kids Club is held Monday through Friday for children attending kindergarten through 6<sup>th</sup> grade. Participants may choose to attend 2, 3, 4, 5 days per week. The number of days and specific days per week needs to remain consistent per semester to keep accurate records and to know the number of children attending the program each day.

## *Hours of Operation*

<b>Program</b>	<b>Time</b>	<b>Location</b>
AM Kids Club	7am-9am ( <i>until school/program's start time</i> )	Watts; Program Room
PM Kids Club	3-6:30 pm ( <i>school dismissal times vary</i> )	Watts; Program Room

## *Change of Days (Important!!)*

### **First Semester** [August 30, 2021- December 17, 2021]

Registrants can change the number of days and specific days for each month at least 5 business days before the upcoming month. Please contact Stephani Briskman at [sbriskman@glencoe parkdistrict.com](mailto:sbriskman@glencoe parkdistrict.com) to make any changes. Changes are not guaranteed, must be before mandatory dates, and require approval.

### **Second Semester** [January 3, 2022- June 9, 2022]

Registrants can change the number of days and specific days for each month at least 5 business days before the upcoming month. Please contact Stephani Briskman at [sbriskman@glencoe parkdistrict.com](mailto:sbriskman@glencoe parkdistrict.com) to make any changes. Changes are not guaranteed, must be before mandatory dates, and require 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 may result in immediate payment of the balance.

## *Kids Club Registration*

Registration for Kids Club must be done in person or by fax/mail. A separate non-refundable, non-transferable registration fee of \$125 per child is required for this registration. At the time of registration, you must set your child's schedule for the first semester. Registration is allowed at any time throughout the school year if space is available. There is a 3 day wait period that may apply.

## *Payments*

Payment options are listed on the Kids Club registration form. Billing will begin on September 1, 2021. For Monthly Auto-Charge, the monthly fee will be posted to your billing account on the first business day of each month. Cancellation of an automatic charge card posting is accepted by written authorization *only* and must be received before the 1<sup>st</sup> of the month. It is your responsibility to notify the Park District office of changes to your credit card information on file. If your card is declined for any reason, you will be issued a bill for the amount due and a \$10 fee may be added for the declined card.

Other forms of payment are required by the 15<sup>th</sup> of each month. A \$25 late fee will automatically be posted to your account if payment is not received by the date required. For accounts more than 60 days past due, participation in the program may be suspended until full payment is received.

### *Refund/Withdrawal*

Should your child need to drop from Kids Club, you need to notify the Registration Office at (847) 835-3030 no less than 5 business days before the 1<sup>st</sup> of the month. 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 childcare arrangements.

### *AM and PM Kids Club Details (For Gr. K-6)*

**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 school 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 3:00 pm and end at 6:30 pm. Children who attend South School will be walked from school by Kids Club Staff back to Watts Center. Children who attend West or Central school will be picked up by Glencoe Park District Shuttle by Kids Club Staff. Children will have a light snack, finish homework (staff available to help!), and participate in active or passive activities. Kids Club will also incorporate cooking, organized games, and learning adventures! Children will be driven by kids Club Shuttle Bus to and from Takiff Center for afternoon enrichments. Once enrichment classes are over, children will be driven by the Kids Club Shuttle bus back to Watts Center. If your child's afternoon enrichment class ends *after 5:45*, we ask that you pick up your child at their enrichment class.

### *Park District Bus Service*

Parents can register for the Park District bus service to and from West and Central schools. There will be a fee to transport children from Watts to West/Central schools and back. We will offer a complimentary shuttle bus for children who participate in afternoon enrichments at Takiff. Children will receive a colored backpack tag with their enrolled classes listed which corresponds to which bus route the children will take to Takiff.

Red Tags: Classes that begin at 3:15, 3:30, and 3:45

Blue Tags: Classes that begin at 4:00, 4:15, 4:30 and 4:45

Yellow Tags: Classes that begin at 5:00, 5:15, 5:30 and 5:45

Parents can also register for school bus service to and/or from South, West, and Central School.

## *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 Watts 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 afternoon program hours. A parent 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 Carpool Authorization Form or a written note.

## *Late Pick-Up Procedure*

Kids Club ends at 6:30 pm daily. We ask that you make every effort to have your child picked up on time. If a child has not been picked up by 6:30 pm, the following procedure will be implemented:

Beginning at 6:31 pm, parents/guardians will be charged an \$8 late fee for each 15-minute fraction of an hour that their child requires care after Kids Club is closed. Parents/Guardians will be asked to sign a late fee acknowledgment in the event of a late pick-up, and the late fees will be added to the family's next tuition bill.

If the parent or designated pick-up person has not arrived or contacted the Kids Club teacher within 20 minutes of closing, the Kids Club staff will begin telephoning parents' work, cell, and home phone numbers to reach the parents. If, after calling the available numbers, a parent cannot be reached, Kids Club staff will call the emergency contacts listed on the Pick-up Authorization form. If by 7:00 pm, parents or another authorized for pick-up have not come to pick up the child, staff will notify the Program Manager and will contact Glencoe Public Safety.

Kids Club acknowledges its responsibility to ensure the child's well-being until the parent, authorized pick-up person, or police department representative arrives.

Kids Club staff will not hold the child responsible for late-pick-up and 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 household accounts.

Any child who is picked up after 6:30 pm more than 5 times in a calendar year may be disenrolled at the discretion of the Program Manager.

## *Absences*

If your child will be absent on a day they normally attend Kids Club, please email Kids Club teachers at [kidsclub@glencoeParkDistrict.com](mailto:kidsclub@glencoeParkDistrict.com) to notify them of the absence or call the Kids Club Director at (224) 423-0948

## *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 he/she has any of the following symptoms:

- A productive cough
- A temperature of 100.4 or higher
- Diarrhea or vomiting
- Thick nasal discharge or discharging 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 he/she is asymptotic.

When the Kids Club staff has determined that a child is ill, the parents will be contacted. The child must be picked up within one and a half hours. Failure to comply with this policy may result in a \$10.00 charge per half hour.

**Your child must be free of fever, diarrhea, or vomiting for a full 24 hours before returning to the program.**

### *Medication*

We regret that Glencoe Park District policy does not allow us to give children over-the-counter medication. **Only prescription medication may be given. A medication authorization form must be filled out before medication can be administered. Medications must be in the original prescription container. You must also provide a doctor's note stating the medication, the reason for administration, what time it is to be administered, the exact dosage, and the start and end date of the medication.** Please see your child's teacher for medication consent forms.

### *Snack*

Kids Club will provide a light snack every day after-school for your child. *If you feel that your child will need an extra snack please provide one.*

### *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. The children will be expected to work independently, but homework help is available from the staff. Your child may not always finish all their homework during the after-school program, but they can work on it during the time provided. Parents will maintain full responsibility for ensuring the accuracy and completeness of all assignments.

### *Behavioral Expectations*

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.

A behavior problem is disruptive and affects the group as a whole. There is ZERO tolerance for physical violence and bullying behaviors.

If an incident occurs, the staff will remove the child from the incident or activity and talk with him/her about the situation, behavior, and choice made. They may institute a "quiet time," removing the child from the activity for a cool down time 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 parents to develop an action plan.

### *COVID-19 Glencoe Park District Policies*

All participants attending Kids Club must be independent in toileting, and feeding, able to wear and keep a mask on and practice safe social distancing.

### *Additional COVID-19 Information*

Face masks are required to be worn at all Glencoe Park District facilities. This rule will be in place for children age 2. Exceptions to this rule include people with medical conditions or disabilities that prevent them from safely wearing a face covering. Adults should wear a facemask when dropping their children off or picking their children up, unless they can maintain social distancing. Program instructors will be required to wear masks at all times. If a child should forget their mask, we have extra disposable masks on hand, but we do request this be a priority to check prior to coming to the Park District for programming. Masks may be removed to eat and drink, as long as the children are socially distanced from one another.

### [Travel Guidance](#)

### *Medication/Allergy*

Please contact Program Manager Stephani Briskman at 847-835-7536 if your child has an allergy or requires medication. You will be required to complete a Waiver to Dispense Medication and Medication Information Form before Kids Club staff can administer medication. Forms may be obtained at the Takiff Center's main registration desk.

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.

### *Clothing/Personal Belongings*

Children will be walked to the bus and school. Also, weather permitting, the children of Kids Club will go outside to play in the field or at the playground. During the winter Kids, Club goes will ice skating at Watts. Please send 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, stolen, 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.

### *Snow/Inclement Weather Closings*

If District #35 closes due to snow or inclement weather, Kids Club will provide a full day program 7 am-6:30 pm at the Takiff Center *unless otherwise noted*. A refund will not be issued for snow/inclement weather cancellations.

### *School Day Off Fun Programs*

Kids Club provides AM and PM care for ALL the School Day Off Fun Programs in the monthly fee when your child is enrolled in the program.

AM Kids Club monthly rate includes care from 7-9 am for all School Day Off Fun Programs, Winter Break Camp and Spring Break Camp.

PM Kids Club monthly rate includes care from 3-6:30 pm for all School Day Off Fun Programs, Winter Break Camp and Spring Break Camp.

**Registration is required for an additional fee for the School Day Off Fun Program, Winter Break Camp and Spring Break Camp from 9 am-3 pm.**

Kids Club participants receive a \$5.00 discount on all School Day Off Fun Programs, Winter Break Camp and Spring Break Camp. *See Kids Club calendar for the dates. You must register in person to receive this \$5.00 discount.*

NO Kids Club and NO School Day Off Fun Programs are offered on the following days: Labor Day, Thanksgiving Day, Friday After Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, and Memorial Day.



# Verification of Receipt of Kids' Club Parent Handbook

(This form is required as part of your child's file.)

I/We \_\_\_\_\_, the parents of  
Please print name(s)

\_\_\_\_\_, acknowledge(s) that I/we have received  
Name(s) of Child(ren)

a copy of the "Kids Club Parent Handbook," which contains the program's discipline policy and other policies.

\_\_\_\_\_

Signature of Parent/Guardian

\_\_\_\_\_\\_\_\_\_\_\

Date

\_\_\_\_\_

Signature of Parent/Guardian

\_\_\_\_\_\\_\_\_\_\_\

Date