



Wauconda Park District Club Parent Handbook 2018/2019

Philosophy of Club Program

The purpose of the Club program is to provide a relaxed, safe, home-like environment for children in kindergarten through sixth grade. This program will provide well rounded care for your child while giving you the assurance that their needs are being met by a quality program with well-rounded supervised care. The program will provide your child your child with a variety of experiences that promote their development.

The program is designed to allow children to gain new experiences. It is very important not to totally structure the program, as children need a chance to unwind, relax and play with their peers. The Club program will offer both structured and unstructured activities each day. Activities will include arts and crafts, sports, games, creative play, and board games. Homework assistance is offered but club staff is not responsible for homework content or ensuring that homework is completed. Depending on weather supervised outdoor activities will be provided. Please have clothing available.

The staff is aware that different children have different needs. The staff will make every effort to meet the individual needs of each child.

Club is held at Robert Crown and Wauconda Grade School for K-6th graders. 6th grade participants attending Wauconda Middle School will register for the Wauconda Grade School Site they must attend the program all 5 days.

Kinder club will be held at the Wauconda Park District Community center, 600 N. Main Street for AM kindergartners.

Dates, Times & Location

The Club Program will follow the school calendar established by Wauconda Community School District #118. The Wauconda Park District will offer alternate programming on full days off and early dismissal days. Early dismissal days can be attended at no additional cost and will be held at the school your child attends. Full day off activities will have an additional fee and will be held at the Community Center, 600 N. Main St. **All full day off activities and early dismissal days require pre-registration, so that the park district will be able to plan for the activities.**

Times of Program

Our Club program begins at 6:30 am children are not to be dropped off prior to that time. Staff members may be present but they are setting up the site and are not responsible for the children until the program begins at 6:30 am.

AM CLUB- ALL CHILDREN ATTENDING BEFORE SCHOOL CLUB MUST BE WALKED INTO THE CLUB SITE AND SIGNED IN!!! Please do not park in the fire lane in front of the school. Wauconda Middle School children will be walked to school by Park District personnel.

The school has requested our assistance in enforcing the following rules; children and parents are not permitted to go to their lockers or classroom before or after school hours. If a parent is interested in seeing what their child does daily at club please arrange a meeting with the Club Coordinator.

PM CLUB

Wauconda Middle School: All Club children will meet at the front Office and will be walked to the Wauconda Grade School by club staff. Dismissal time from school is 3:10 pm, and approximate arrival time at club is 3:20 pm.

Absences

Please call the Park District or club coordinator if your child will be absent from club. If it is a planned absence, please inform the Club coordinator in writing at least one day prior to the date of absence. Counselors cannot simply take the word of a child that they will be absent.

If the absence is due to an illness or is a last minute decision, you may call the club site. (Phone numbers are listed below.) This will save time in trying to locate your child after school. If you call them into the school please make sure to also call the Club phone, as messages from the school are not always transferred. If your child is participating in after school activities it is your responsibility to give the Club coordinator a list of these activities.

ROBERT CROWN – SITE PHONE:	(847) 707-3611
MRS. PAT JANSSEN: RC COORDINATOR	(815) 355-5279
ROBERT CROWN SCHOOL:	(847) 526-7100
WAUCONDA GRADE SCHOOL – SITE PHONE:	(847) 707-3613
JON PEREZ-WGS COORDINATOR	(815) 355-5231
WAUCONDA GRADE SCHOOL:	(847) 526-6671
WAUCONDA PARK DISTRICT:	(847) 526-3610

Illness

We would like to be informed of any contagious disorders that your child has been exposed to, such as Strep infection, chicken pox, head lice and any other communicable disease. It is helpful and fair to let all parents know if a child in the program has contracted any illness. You will be notified either verbally or by email or note going home, this information will remain confidential. Also, if your child has a cold or cough, we encourage you to keep them home until they are ready to return. Children must be fever and vomit free for 24 hours before returning to club. Please call your site coordinator at Robert Crown 847/707-3611 or Wauconda Grade School at 847/707-3613.

Emergency Medical & Health Policy

We will always try to provide a safe environment for your child; however, children being children may be injured. In the unlikely event of such an occurrence, the procedure below will be followed:

1. Paramedics will be called to handle serious accidents. (i.e., bigger than band aid injuries). They will also be called in the event of any type of head, neck or back injury.
2. A call will be made to you to inform you of the situation. If you cannot be reached, we will call the emergency numbers you provided on the information form. Again, please feel free to revise this list as frequently as necessary.
3. If your child requires medical care, we will accompany them to the nearest facility.
4. If your child becomes ill while at Club, we will call you to notify you of the situation. If your child has a fever, is vomiting, or experiencing diarrhea. **Your child must be picked up immediately from club. This policy is not only for the protection of your child, but also extends to the other children in club.**

Email Communications:

Please supply us with an email address. We will be using e-mails to communicate changes due to weather conditions, days off, updates, and late fees. Due to the large number of participants in the program it is difficult to reach all participants in a timely manner if we have to make phone calls.

Billing:

1. **At time of registration you submitted a \$50 nonrefundable deposit. Deposit will be applied to your last month's bill as long as your child attends Club through June, 2018.**
2. Payments are divided into 9 equal monthly payments for the entire school year.
3. **All payments will be automatically deducted from a credit card or debit card.** Payments will be deducted from your account on the first day of the month with first payment being September 1st. The amount remains the same; unless you make changes to the number of days that your child will attend.
4. It is your responsibility to contact Sara Schuring, Recreation Supervisor for alternative payment plans.
5. Changes to your days must be submitted by calling the main office at 847/526-3610. You will be charged for club services until written or verbal notification is received at the WPD. Club personnel cannot be notified of changes to your account.
6. **Any child enrolling before the 15th of the month will be charged for the full month. Enroll after the 15th will be charged for ½ month.**
7. **If you withdraw by the 15th of the month you will be charged for ½ the month. If you withdraw after the 15th you will be charged for the full month.**
8. **The Club staff will not accept any type of payment.**
9. **PLEASE DO NOT SEND PAYMENTS OR DAYS OFF REGISTRATIONS WITH YOUR CHILD OR TRY TO GIVE PAYMENTS TO CLUB STAFF.**

Automatic Credit card

For your convenience we have an authorization form to have a credit or debit card automatically charged on the payment due date. Please inform the park district if any information changes with this payment option. That form

Changes to club

If you have changes please make them with Sara Schuring. Once school has started all changes to club account are subject to a \$5 processing fee.

Emergencies

A \$20 fee will be assessed to your account for any days added due to emergencies. Any emergency dates need to be authorized by Sara Schuring, Recreation Supervisor 24 hours in advance. We have to make sure that we are operating within our safe student to staff ratio.

Concerns/Problems

Any troubles your child has at school or at home may affect behavior during the club program. Please keep us informed of any unusual circumstances so we can be sensitive to your child's needs. The staff would like to work as a team with family and school. Your input is vital to accomplishing this goal.

Holidays and Days Off From School

The Wauconda Park District will offer alternative programming on full days when school is not scheduled. These days require advanced registration on a per occurrence basis and require an additional fee, which must be submitted at time of registration. Registration is on a first come basis. Once the maximum number has been reached a waiting list will be started. We make every effort to accommodate our waiting lists but because of transportation and tickets that may not be always be possible. An email

Step 5 The **third** Behavior Conduct Report sent home during the school year will result in the child being dismissed from the remainder of the school year, and **no refund will be issued.**

***** Parents will be notified of the any unacceptable behavior upon picking up or dropping off their child the next day after an inappropriate behavior occurs.***

Warning/Timeouts Are Given for:

1. Not following directions
2. Disrespect towards a counselor, park district employee or other children
3. Destruction of property, stealing or vandalism.
4. Swearing, racial slurs or verbal abuse towards anyone.
5. Threat of abuse towards anyone.

Behavior Conduct Reports Are Sent Home for:

1. Physical abuse towards anyone.
2. Any infractions of a serious nature.
3. The 3rd infraction in one day.

Playground Rules

The following rules are ones that will be enforced by Club personnel:

1. Use the equipment safely.
2. Cooperate with those in charge.
3. Talk kindly to and about others.
4. Play in a careful and friendly way.
5. Follow the rules of the games you play.
6. Control your anger.
7. Use appropriate language.
8. Return playground balls and other equipment back to where you found them.
9. Stop, look and listen when you hear a whistle or counselor

Wauconda Park District Conduct Report

Completed By:	Susie Johnson	Date:	10/21/2015
Child's name:	Tommy Smith	Age:	10
Address:	123 Main St	Phone:	847/526-9999
Club Staff:	Susie Johnson		

BEHAVIOR INFRACTIONS

1. Defiance of Authority
2. Abusive/Foul Language
3. **Hitting, Kicking, Physical Abuse, Throwing objects**
4. Abuse/Damage of Equipment, Supplies, Facilities
5. Other

Description Of Incident: Playing in the club room, was playing legos with 4 or 5 other children got upset with another child and threw the entire bucket across the room. Hitting 2 other club children with Legos

Action Taken/Recommended: Child was talked to, asked to clean up the legos and given a two minute time out. After the timeout was taken actions were discussed with good and bad choices.

Club Staff filling our form:	<u>Susie Johnson</u>	Date:	<u>10/21/2015</u>
Club Supervisor Signature:	<u>Sara Brown</u>	Date:	<u>10/21/2015</u>
Parent Signature:	<u>Sally Smith</u>	Date:	<u>10/22/2015</u>

Example

**Completely fill
out the
Following
Pages and
returned to the
Park District
prior to
August 4th.**