



# Wauconda Park District Club Parent Handbook 2017/2018





July 2017

Dear Club parents,

I would like to welcome you to a new year of club. Club will begin Wednesday, August 16th.

The Club program will offer both structured and unstructured activities each day. Activities will include arts and crafts, sports and games, creative play, board games, etc. Any child who needs to do homework will be encouraged to do so through homework time.

Each morning and afternoon we will provide a healthy snack. Please inform us of any food allergies your child may have and we will do our best to accommodate these restrictions. Children of all ages have a need for consistency, and a desire for variety. Since we are operating on school district property we will follow the rules set forth by the school district. It is our goal to meet the needs of each child in the program.

New this fall is a Kinder club program from AM kindergartners that will be held from the release of school till 6:00 pm at the Wauconda Community center. This program will be structured similar to club but with a little more structure and organized activities.

Enclosed is a copy of the parent handbook, emergency forms, the Wauconda Park District behavior policy and the automatic credit card form.

Please note **new** this school year that all payments will be withdrawn on the first of the month from a credit card or debit card. Please complete and return the following paperwork. Permission to dispense meds (if applicable), automatic credit card form, and emergency paperwork return them to me before August 5. New updated paperwork needs completion for all programs that your child attends.

With those thoughts expressed I look forward to a great year and thank you for choosing the Wauconda Park District club program for your childcare needs. Feel free to contact me about any problems or concerns you may be facing. I can be reached at 847/526-3610 or [sschuring@waucondaparks.com](mailto:sschuring@waucondaparks.com).

Sincerely,

*Sara Schuring*

Sara Schuring, CPRP  
Recreation Supervisor  
[sschuring@waucondaparks.com](mailto:sschuring@waucondaparks.com)



### **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-6<sup>th</sup> graders. 6<sup>th</sup> 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.



**Robert Crown/ Wauconda Grade School**

Kinder club: Dismissal time is 11:35 am and they will be transported by district 118 transportation. Approximate arrival time at the Community Center is 11:50 am.

Club: Dismissal time is 3:40 pm. All children will walk to the cafeteria/multi-purpose room and will be met there by Club staff. All children **must be picked up by 6:00 pm** If pick-up occurs between 6:00 – 6:15 pm a \$8 fee must be paid to the club coordinator. If pick-up occurs 6:15 – 6:30 pm a \$13 fee must be paid. This fee is due to the counselor that is waiting with your child at the time of pick-up. Failure to pay this late fee could result in your child being removed from club. If a parent is more than 30 minutes late the Wauconda Police Department will be notified and your child will be taken into protective custody until you can be located. Habitual tardiness will result in a request that your child be asked to leave our program temporarily, then permanently. Calling to report that you are running late does not forfeit the late fee you will be assessed. The time will go by the clock located at the site.

**Sign Out**

When you pick up your child, you must sign the sign-out sheet, and write down the time. The official time is the club phone. The staff cannot dismiss any child without a parent/ guardian or authorized individual coming to the front doors to sign the child out. Persons not on list will not be allowed to remove your child from club. This may seem inconvenient, but we must account for your child at all times. It will be necessary that parents have photo ID with them at all times. Club staff will be asking to see ID's prior to signing a child out.

The children's safety and well-being is of the utmost importance to our organization. District 118 has instituted this policy. The doors to the school facilities will be locked and secured during both AM & PM Club. Following is our drop off and pick-up procedure.

**AM Club** - Please ring the doorbell Club staff will be located in the site room and will meet the parent at the front door. Parents will sign their child in when dropping off and the child will then be escorted to the cafeteria by the Club staff.

**PM Club** - Parents will ring the doorbell. Your child will be escorted to you with all of their belongings and you will sign them out by the front door.

<b>ROBERT CROWN – SITE PHONE:</b>	<b>(847) 707-3611</b>
<b>MRS. PAT JANSSEN – RC COORDINATOR</b>	<b>(815) 355-5279</b>
<b>WAUCONDA GRADE SCHOOL – SITE PHONE:</b>	<b>(847) 707-3613</b>
<b>WGS COORDINATOR</b>	<b>(815) 355-5231</b>
<b>COMMUNITY CENTER</b>	<b>847/526-3610</b>

Our goal to be able to provide you with the safest possible environment for your child.

**Authorization for Pick-Up**

In the event you will be unavailable to pick up your child, only persons listed on the emergency release form by you will be allowed to pick up your child from the club program. Any persons picking up your child will need to show proper photo identification **before** your child will be released. We will not release any child to an unauthorized person. If you find the need to send an unauthorized person to pick up your child in the case of an emergency written notification may be sent or a verbal authorization is permissible when you speak to the supervisor and only the supervisor.

If you would like to make changes to your list you may do so at any time in writing with the club coordinator or at the Park District main office, 600 N. Main St.





### 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.

<b>ROBERT CROWN – SITE PHONE:</b>	<b>(847) 707-3611</b>
<b>MRS. PAT JANSSEN: RC COORDINATOR</b>	<b>(815) 355-5279</b>
<b>ROBERT CROWN SCHOOL:</b>	<b>(847) 526-7100</b>

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<b>WAUCONDA GRADE SCHOOL – SITE PHONE:</b>	<b>(847) 707-3613</b>
<b>JON PEREZ-WGS COORDINATOR</b>	<b>(815) 355-5231</b>
<b>WAUCONDA GRADE SCHOOL:</b>	<b>(847) 526-6671</b>

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<b>WAUCONDA PARK DISTRICT:</b>	<b>(847) 526-3610</b>
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### 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.**



**Medication policy**

If your child needs to take medication while at Club, the enclosed permission to dispense medication form needs to be filled out prior to your child-attending Club. We need this form completed even if it is an over the counter medication. All medication must be in its original container with the following information: Dr's. name, Child's name, pharmacy, type of medication, dosage and time of dispensation.

Please send enough medication to last for at least a month. All medication will be kept with the Club coordinator, unless it needs to be refrigerated. Then we will try to make accommodations with the school to keep it at the nurse's station. Club coordinator or counselor in charge will administer the medication to your child as stated on your medication log. Please do not allow your child to carry medication it should be given directly to the coordinator.

**Personal Items/Toys from Home**

We ask that all personal items be marked with your child's name (ie. backpack, coat, and boots). Please do not send personal toys with your child to club. Items may get lost, broken or stolen and the Wauconda Park District is not responsible for said items. Each child is responsible for his/her own belongings.

We would appreciate it if your child could leave all Ipods, MP3 players, portable games, trading cards, CD's, and CD players at home. No toy guns, gun paraphernalia, or magazines, pocketknives, or play weapons are allowed. All Cell phones will need to remain in your child's backpack.

**The Wauconda Park District cannot be held responsible for any personal items brought to Club.**

On school days off use of items such as mp3 players, Ipods, electronic devices will be at the sole discretion of the Club Coordinator.

**Dress**

Children must wear shoes at all times. No sandals, flip flops or open toed shoes. Children should wear gym shoes and change their shoes before going to school or after school. This is to protect them from falling or getting hurt while playing sports/active games.

Children are very likely to get dirty on the playground. You may send some play clothes for your child to change into. Please dress them for the weather. During the winter months, weather permitting we still go outside so children need snow pants, hat, boots, and gloves/mittens please also send them gym shoes for indoor use.

**Snacks****Club**

The children will be served a snack and drink every morning and afternoon. Morning snack is not a substitute for breakfast. The school district serves breakfast before school please see them about pricing. If your child requires a larger snack after school please feel free to send an additional snack. Please inform us if your child has any dietary restrictions, they must be indicated on the registration form. If your child has multiple food allergies please supply us with a list of acceptable snacks. We will make every effort to accommodate everyone's food restrictions. Please notify us if any dietary changes that occur during the course of the program.

**Kinderclub**

Please make sure to send a sack lunch daily with your child. We will provide a snack in the afternoon. Please inform us if your child has any dietary restrictions, they must be indicated on the registration form. If your child has multiple food allergies please supply us with a list of acceptable snacks. We will make every effort to accommodate everyone's food restrictions. Please notify us if any dietary changes that occur during the course of the program.



### **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. **NEW: 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 1<sup>st</sup>. 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 15<sup>th</sup> of the month will be charged for the full month. Enroll after the 15<sup>th</sup> will be charged for ½ month.**
7. **If you withdraw by the 15<sup>th</sup> of the month you will be charged for ½ the month. If you withdraw after the 15<sup>th</sup> 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.**

You can make payments in the following manner:

#### **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 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 regarding specific trip information will be sent 48 hours in advance.



\*\*\*Any money brought to Club whether for a field trip or any other purpose must be held by that child and must be in a sealed envelope with the child's name on it. Wauconda Park District is not responsible for lost or stolen property.

There will be **NO CLUB** scheduled on the following days: Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday and Memorial Day.

### **Cancellations**

If Wauconda School District #118 cancels school, so does Club. In the event of inclement weather, listen to radio stations WKRS, WGN OR WXLC for the closing of Wauconda School District #118. Parents will receive an automated phone call from the school district to inform you of school closing.

If school is dismissed early because of inclement weather, we will meet from the time of dismissal until 6:00 pm. There will be no reduction in fee due to closings, as there will be no increase in fee due to the addition of early dismissals due to inclement weather.

### **Discipline**

Since Club is held on District 118 property, all rules and regulations of the school district are in effect during Before & After School Club. The purpose of discipline is to help a child develop self-control and to learn to assume responsibility for his or her own actions. We use only positive statements and reinforcement to redirect negative behavior. As with any large group of children, rules of discipline must be reinforced by Club Staff and also the parents. We ask that you as parents please go over this information with your child so they are aware of the consequences of poor behavior. Listed below are camp rules.

1. Follow all directions the first time they are given.
2. Show respect for the people around you (staff members, peers, patrons, etc.).
3. Show respect for the property of others (personal, supplies, equipment, facility, etc.).
4. No verbal or physical abuse (hitting, swearing, throwing objects, etc.).
5. Follow all beach, field trip and school rules.
6. Do not leave group or camp without permission.

Below is the discipline procedure for Club children who are exhibiting consistently disruptive behavior. After all of these steps are exhausted the child will be discharged from Club and **no refund** will be given for the month you have currently paid for and you will forfeit your \$50 deposit. **The Wauconda Park District reserves the right to dismiss a participant based on any extreme inappropriate behavior without prior documentation.**

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| Step 1 | A "warning" will be given and documented. A "timeout" may also accompany a "warning". This will be documented in our behavior log.   |
| Step 2 | Most often the child will be required to sit in a "time out" or "cooling off" period for a few minutes.  |
| Step 3 | The third warning in <b>one day</b> will result in a Behavior Conduct Report being sent home alerting parents or guardians to the problem. Behavior Conduct reports can be written immediately if the child becomes physical or the club coordinator feel it necessary. The Behavior Conduct Report must be signed by the next day of Club that the child attends. A copy will be mailed or given to the parent. |
| Step 4 | After the <b>second</b> report and the problems are still occurring the Club Coordinator, Recreation Supervisor and the parents will discuss the behavior and try to work out possible solutions to the problem. This communication will take place in the form of a meeting. If the behavior is severe enough, the child will not be allowed back into the program until the meeting has taken place.           |





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 3<sup>rd</sup> 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



# BEHAVIOR MANAGEMENT POLICY

The Wauconda Park District reserves the right to dismiss a participant whose behavior endangers the safety of himself/herself or others.

Children are entitled to a pleasant and harmonious environment at Club, and setting guidelines for good behavior is a part of the system we must follow. We hope that these procedures will help curb some of the more common forms of misbehavior and still allow us to work with children that may need some additional attention in following these behavior guidelines. We feel it is very important that parents take an active role in reinforcing these methods so that participants feel that parents and Club staff are working together. If you have any questions or concerns about this policy, please contact the Club Coordinator for Robert Crown at 847/526-707-3611 or the Grade School Coordinator at 847/707-3613.

## **Behavior Policy (as approved by the Wauconda Park District Board of Commissioners)**

To ensure safe and enjoyable programs, activities and facilities for all residents, the Wauconda Park District has developed the following Code of Conduct. Participants are expected to exhibit appropriate behavior at all times when involved in Park District programs, activities, events, leagues and while using the Park District Facilities and Parks.

1. Show respect to all participants and staff.
2. Refrain from using foul or obscene language.
3. Refrain from causing bodily harm to participants and staff.
4. Refrain from communicating threats, inappropriate comments or actions that can be considered as any type of harassment, direct threats, or actions that pose a threat by gesture, word or action.
5. Exhibit tolerance and courtesies and commonly accepted behavior towards our diverse community.
6. Show respect to equipment, supplies and facilities.
7. Exhibit good sportsmanship at athletic events whether an active participant or observer.
8. The use, suspected use or consumption of alcohol or illegal substances on Park District property is prohibited. While alcohol is approved for select special and off property events, it is expected that all residents and participants will exhibit good judgment and moderation when alcohol is consumed.

The Wauconda Park District reserves the right to dismiss without refund any participants who violates the behavior policy. In addition, if it is felt that such actions pose a threat to the general safety or welfare of other participants, an individual may risk consequences associated with the summoning of the Wauconda Police Department.



# 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	

<b>BEHAVIOR INFRACTIONS</b>
<ol style="list-style-type: none"> <li>1. Defiance of Authority</li> <li>2. Abusive/Foul Language</li> <li>3. <b>Hitting, Kicking, Physical Abuse, Throwing objects</b></li> <li>4. Abuse/Damage of Equipment, Supplies, Facilities</li> <li>5. Other</li> </ol>

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



# Note to Parents

## Important phone numbers:

Wauconda Park District: 847/526-3610

Robert Crown Club Phone: 847/707-3611

RC Coordinator phone: 815/355-5279

WGS Club phone: 847/707-3613

WGS Coordinator phone: 815/355-5231

Sara Schuring: 847/526-3610

Cell: 847/989-6839

