



**KIDS CLUB**

**PARENT**

**HANDBOOK**

**2023-2024**



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## 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. There will also be time for the children to work on their homework and staff provide homework help if needed.

This handbook will 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,

Erika Doroghazi  
Arts & Youth Program Manager  
[edoroghazi@glencoeParkDistrict.com](mailto:edoroghazi@glencoeParkDistrict.com)  
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.

## Program Requirements

The minimum requirement for participating in the Kids Club program is the child must be independent in toileting and feeding.

## Kids Club Location, Schedule, and Hours

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

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

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 programs.

<b>Date</b>	<b>Event</b>
Wednesday, August 30	<i>First Day of Kids Club</i>
Monday, September 4	<i>No School or Program Offered</i>
Monday, September 25	<i>No School/Kids Club – School Days Off Program Offered</i>
Friday, October 6	<i>½ Day – Kids Club beginning end of the school day</i>
Monday, October 9	<i>No School/Kids Club – School Days Off Program Offered</i>
Monday, November 20	<i>No School/Kids Club – School Days Off Program Offered</i>
Tuesday, November 21	<i>No School/Kids Club – School Days Off Program Offered</i>
Wednesday, November 22	<i>No School/Kids Club – School Days Off Program Offered</i>
Thursday-Friday, November 23-24	<i>No School or Program Offered</i>
Tuesday-Friday, December 26-29	<i>No School/Kids Club – School Days Off Program Offered</i>
Tuesday-Friday, January 2-5	<i>No School/Kids Club – School Days Off Program Offered</i>
Monday, January 8	<i>Kids Club Resumes</i>
Monday, January 15	<i>No School/Kids Club – School Days Off Program Offered</i>
Friday, February 16	<i>No School/Kids Club – School Days Off Program Offered</i>
Monday, February 19	<i>No School/Kids Club – School Days Off Program Offered</i>
Tuesday, February 20	<i>½ Day – Kids Club begins 9am until school begins</i>
Monday-Friday March 25-29	<i>No School/Kids Club – School Days Off Program Offered</i>
Friday, April 26	<i>No School/Kids Club – School Days Off Program Offered</i>
Monday, May 24	<i>½ Day – Kids Club beginning end of the school day</i>
Monday, May 27	<i>No School or Program Offered</i>
Friday, June 7	<i>Last Day of School</i>

## Kids Club Important Phone Numbers

<b>Takiff Center</b>	847-835-3030
<b>Kids Club Classroom</b>	847-835-7981
<b>Kids Club Director Phone</b>	224-423-0948
<b>Program Manager</b>	847-835-7536

## Hours of Operation

<b>Program</b>	<b>Time</b>	<b>Location</b>
AM Kids Club	7-8:45 AM (until school/program's start time)	South School Cafeteria
PM Kids Club	3-6:30 PM (school dismissal times vary)	South School Cafeteria

Registrants can change the number of days and specific days for each month at least 5 business days before the upcoming month. 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.

Please contact Erika Doroghazi at [edoroghazi@glencoeParkDistrict.com](mailto:edoroghazi@glencoeParkDistrict.com) to make any changes.

## Kids Club Registration

A \$200 non-refundable, non-transferable fee is required upon registration and is not applied toward the monthly tuition fees. Once the program has started; no prorated fees will be given for a partial month's attendance or withdrawal. You must set your child's schedule for the first semester at the time of registration. Registration is allowed at any time throughout the school year if space is available. There may be a 3-day wait period to join the program.

## Payments

Kids Club offers an automatic billing option. When agreeing to auto-charge your credit card each billable month, you understand that your signature authorizes the Glencoe Park District to charge your provided credit card the monthly tuition. The monthly fee will be posted to the billing account on the first business day of each month. It is the cardholder's responsibility to notify the Park District office of changes to credit card information on file. Should a charge card be declined for any reason, you will be issued a bill for the amount due and a \$10 fee will be added for the declined card. Although payment is required by the 15th of each month, a \$25 late fee will automatically be posted to your account if payment is not received by the last day of the month. For accounts more than 30 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 1st 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**

**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 PM and end at 6:30 PM. Children who attend South School will be walked from school by Kids Club Staff to the Watts 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, 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 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 Watts Center. If your child's afternoon enrichment class ends after 4:45pm, we ask that you pick up your child at their enrichment class. This service is included in your monthly tuition.

### **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 to and from the Watts Center to West/Central schools. We will offer a complimentary shuttle bus for children who participate in afternoon enrichments at the Takiff Center or West 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 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 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 Pick-up Authorization Form.

## Late Pick-Up Procedure

Kids Club closes at 6:30 PM daily. Children must be 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:

Beginning at 6:01 PM, parents/guardians will be charged a \$10 late fee for each 15-minute fraction of an hour that their child requires care after the Kids Club is closed. Parents/Guardians may 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 Staff within 20 minutes of closing, Kids Club staff will begin contacting parents' phone numbers in an effort to reach the parents. If a parent cannot be reached, Kids Club 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 by 6:30 PM, your child has not been picked up the 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 such time as the parent, authorized pick-up person, or police department representative arrives.

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

I have read and understood the Kids Club Late Pick-Up Policy, and understand that it is my/our responsibility to provide accurate and up-to-date contact information for parents and other adults listed as emergency contacts and pick-up people.

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 contact our staff one of the following ways:

- Email at [kidsclub@glencoeParkdistrict.com](mailto:kidsclub@glencoeParkdistrict.com)
- Call/text the Kids Club Director at 224-423-0948
- Message the Kids Club Director through 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 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 an hour and a half.

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

### **Medication/Allergies**

Please contact Program Manager Erika Doroghazi at 847-835-7536 if your child has an allergy or requires medication. You will be required to complete a medication authorization form before Kids Club staff can administer 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 in the original prescription container. You must 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 a medication authorization form or visit 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.

### **Snack**

Kids Club will provide a light nut-free snack every day after-school for your child. If you feel that your child will need an extra snack you are welcome to send a nut-free 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. 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.

### **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.

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 them 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.

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 Watts 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, 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.

Use this link to view our [Emergency Closing Procedures](#)

### **School Days Off Programs**

Registration is required for an additional fee for School Days Off, Winter Break Camp, and Spring Break Camp from 9 AM-3 PM.

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

Kids Club participants receive a \$5 discount per day for all School Days Off, Winter Break Camp, and Spring Break Camp. See the Kids Club calendar for the dates.

There is no Kids Club or School Days Off 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.

### **Questions/Concerns**

We appreciate you choosing the Glencoe Park District for your childcare needs. We strive to provide a safe and fun environment for all participants in our programs. Please never hesitate to reach out if you have any questions, concerns, or suggestions regarding the Kids Club program.

Erika Doroghazi  
Arts & Youth Program Manager  
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847-835-7536