



Gurnee
Park
District

CARE Parent Handbook

2018-2019

Welcome to Gurnee Park District CARE program for the 2018-2019 school year. CARE, (Children Active in Recreation for Enrichment), offers children an opportunity to participate in a variety of activities outside the school environment. CARE allows children the opportunity to express themselves through a variety of activities that include crafts, games, sports, science, special events, supervised play, and quiet time for reading and homework. With these activities, we anticipate an environment where your child will learn and develop social and interpersonal relationships.

In order to provide the best possible program for our participants, the children are expected to respect the staff, the facilities, the equipment, and one another. Please read the information provided to you in this handbook and other materials that are handed out throughout the year.

Included in this handbook is our philosophy, objectives and important information about the CARE program. This information will help prepare your child for the program and help answer any questions you may have. If there are additional questions, comments or suggestions, please feel free to contact us.

Thank you for choosing the Gurnee Park District CARE Program. We are looking forward to serving your needs.

Respectfully,
Sabrina Hinkens
Youth Recreation Supervisor
847-599-3746

Important Phone Numbers

Gurnee Park District Main Office 847-623-7788

CARE Sites:

Hunt Club Park Community Center
Activity Center Land Line 847-599-5475
CARE Cell Phone 847-815-5021

River Trail CARE Cell Phone 847-815-5025

Spaulding CARE Cell Phone 847-815-5027

Viking Park CARE Cell Phone 224-548-0124

School District 56 847-336-0800
Prairie Trail School 847-623-4333
River Trail School 847-249-6253
Spaulding School 847-662-3701
Viking Middle School 847-336-2108
Transportation 847-336-8997

School District 50 847-856-3590
Primary 847-856-3620
Elementary East 847-856-3650
Elementary West 847-856-3630
Intermediate 847-856-5900
Transportation 847-856-3644

Gurnee Park District Staff

Davida Doyle,
Youth Program Coordinator 847-599-3764

Sabrina Hinkens,
Youth Recreation Supervisor 847-599-3746

Sue McDougle,
Hunt Club Facility Manager 847-599-3767

Scott Crowe,
Director of Recreation 847-599-3756

About the Program

The CARE program is committed to identifying and meeting the needs of school age children. The program is relaxed and recreational based, so the school day is not duplicated, however, the program observes similar rules to those in both school districts. The qualified staff will remain sensitive and flexible to meet both the physical and emotional needs of the children as well as the needs of the parents.

The primary goal is to provide each child with a safe, enjoyable and enthusiastic environment. This goal is accomplished by offering a variety of materials and activities that promote enjoyment, exploration, creativity and learning. The program is designed to enhance each child's development physically, socially, emotionally and intellectually.

CARE offers each participant a time to play, learn, and develop skills in a recreational setting that enables participants to interact socially. The activities provide both a structured and non-structured atmosphere.

Daily activities include organized games, crafts, supervised play, quiet time, and snack time. Organized games and crafts are led by the CARE Staff. Supervised play, gym, playground, or classroom activities allow the children to play freely with their friends while counselors are interacting with them. Quiet time is a time for the children to do homework, read or participate in a quiet activity on their own. Please keep in mind that the counselors will answer questions, but not correct homework assignments, as this is the responsibility of the parents. A light afternoon snack is offered daily. These snacks are listed on a monthly calendar.

CARE Locations

For District 50 (Woodland) Students

Hunt Club Park Community Center—920 N. Hunt Club Road

Enter through the front entrance. Our program is held in the Family Activity Room.

- This program is for Woodland Students only

For District 56 Students

River Trail School— 333 N O'Plaine Road

Use front entrance (you will need a code to enter after 3:00p) and proceed to the Multipurpose Room/Cafeteria

- This program is for students who attend River Trail, Prairie Trail, Viking Middle School and Spaulding Schools

Spaulding School— 3638 Florida Avenue

Use front entrance (you will need a code to enter after 4:00p) and proceed to Multipurpose Room/Cafeteria.

- This program is for Spaulding Students only

Viking Park—4374 Old Grand Avenue

Use Dance Hall entrance – This program is for District 56 students only.

The Staff

The CARE staff consists of the Hunt Club Facility Manager, the Youth Recreation Supervisor, Youth Program Coordinator, Site Directors, and Counselors who are high school, college age, and adults.

Daily activities are planned and supervised by the CARE staff. The ratio of participants to counselors is 10:1. Staff members have attended staff training, and are First Aid, CPR, and AED certified.

A Site Director and counselors are assigned to each site. All staff work as a team in all activities, projects, and events at CARE. Daily activities are planned ahead of time and provided to parents on a monthly calendar. Please take the opportunity to meet all of the CARE staff.

Signing In/Signing Out

A.M. CARE: The doors open at 6:30 a.m. Parents/guardians must bring their child into the CARE site and sign their child in every day. It is required to note the time of arrival.

P.M. CARE: Parent/Guardian must enter the building and sign out their child every day. Please record the time your child is picked up. Children cannot be dismissed without being signed out. Anyone who is picking up a child must be authorized to do so on the CARE Information Form and must present a picture I.D. that will be checked by a staff member. Staff members will not release a child to someone who is not on the CARE Information Form.

Late Pick Up

We ask that you observe the scheduled pick up time. One warning will be given if your child is picked up after the scheduled pick up time. Thereafter, you will be charged a \$10.00 late fee per child for every 15 minutes or fraction thereof when you or your authorized pick up person is late. Continued late pick ups risks having the child dismissed from the program. Example: 6:01pm.-6:15pm. = \$10.00 fee, 6:16pm.-6:30pm. = \$20.00 fee, per child.

Please note: Should you be more than 30 minutes late for your first late pick up, you receive a warning for the first 30 minutes, and late fees will be assessed at \$10 for each 15 minutes thereafter.

We understand that emergencies may occur, so if you find yourself in such a situation, please call the site cell phone. This courtesy will alleviate anxiety on the part of the staff and your child. A late fee will still occur. We understand your required work time and respectfully ask that you respect our required work time.

Absences

When your child will not be attending the CARE Program, please call the CARE site phone number to report an absence. Phone numbers are listed on page 2. If your child is at school but will not be attending CARE, please inform both the staff and your child. No refunds are given for absences.

School Days Off

There are special Days Off Programs scheduled when School District 50 and 56 are not in session. Please see the Programs & Events Guide, or visit our website at www.gurneeparkdistrict.com for those dates and activities. A separate registration form and payment is required. Days Off programs are for children in K-6th grade. There are limited spaces, so please register early.

Days Off Programs include supervised play beginning at 6:30 a.m., field trips, special entertainer or activity, organized games, and crafts. Pick up time is no later than 6:00pm. Children should bring a sack lunch, unless it is stated that lunch is provided with the trip. Please note the "trip time" on the registration to make sure you drop your child off before we leave.

Note: The fees for School Days Off Programs are not included in the regular CARE fee.

Early Dismissal

PM CARE is in session on early release days and is included in the monthly fee for those enrolled in the after school CARE program. Children will be bussed at their dismissal time. Please include a sack lunch and a beverage if the school is not providing lunch. CARE staff will notify you of these days.

School Closings/Inclement Weather

CARE programs follow School District Calendars. **CARE will not be in session on days when schools are closed due to inclement weather or emergencies i.e. snow days.** Refunds are not issued as these days will be made up during the school year.

What to Bring

ATTIRE:

Please make sure your child has appropriate clothing for indoor and outdoor activities. CARE will make use of outdoor facilities as much as possible.

PERSONAL ITEMS :

Please do not have your child bring video games, Nintendo DS Systems, trading cards, cell phones, cameras, iPods, or other related personal items to CARE. The Gurnee Park District is not responsible for any trades, lost, stolen or broken items that result from children bringing their belongings to CARE. Please label all clothing. There is a lost and found at each site. We do allow students to bring their school appointed iPad/Chrome Book to use for homework.

FOOD:

Adaily snack is provided and listed on the monthly calendar for after school CARE. On Early Release Days, children need to bring a sack lunch and beverage with them. There may be certain days that food is served (such as special parties or occasions) and will be listed on the monthly calendar.

Breakfast is not provided during AM CARE. Participants are welcome to bring breakfast items and eat while at morning CARE. There may be certain days that food is served (such as special parties or occasions) and will be listed on the monthly calendar.

Preschool CARE children who are with us during the lunch hour need to bring a lunch everyday. Children may bring a microwaveable lunch, however, please do not send food that takes longer than a few minutes to heat up so all children can be accommodated. We also ask to please send proper utensils, plates, bowls, etc., with your child for lunch. We do not have refrigeration space for lunches.

Children may be enrolled in our programs with severe allergies, as a result it may be necessary for us to ask that you do not send certain food items. The staff will communicate with the parents as needed.

Food Allergy Procedures

- Any food provided by the Gurnee Park District will be peanut/nut free
- Children will wash hands or use hand sanitizer before eating
- Children with peanut/nut allergies will sit at a designated peanut-free table
- All staff goes through epi-pen/ training
- Please make counselors aware of any food restrictions your child may have. While we understand there are many types of food restrictions, however, the Gurnee Park District cannot accommodate every child's dietary need.

Health/Emergency Information

A CARE Information Form must be completed and returned to the Park District's Registration Office prior to the start of CARE. This form must include emergency contacts and people authorized to pick up your child. Please note any special needs or accommodations. If any changes are necessary after the start of CARE, please contact your child's site director.

Medication Policy

If medication is to be given at before and/or after school, a separate Dispense Medication Release Form must be completed. If your child has allergies requiring medication, an Allergy Action Form is also required. These forms can be found on the Gurnee Park District Website.

- If parents make note that their child has a special need that requires medication (asthma, food allergy) the Gurnee Park District MUST have that medication at CARE no matter how mild the condition may be in order for the child to attend
- Children with allergies must have a signed Allergy Action Plan Form on file
- Prescription medication must be brought in its original container and labeled with the child's name
- **Please only send daily dosages**, as we cannot be responsible for an entire prescription
- Please hand any of the above necessary medication to a Gurnee Park District employee for it to be placed in the appropriate location. Do not give it your child.
- Staff will NOT administer shots or injections to campers (Note: Staff are only allowed to administer Epi-Pens)
- The Gurnee Park District reserves the right to not administer medication which is considered an unreasonable accommodation

Health Policy:

We need your assistance to stop the spread of germs in our program. Please do not send your child to CARE if he or she exhibits any signs or symptoms of being ill. The following may indicate that a child is developing a communicable disease: unusual paleness or flushed face, listlessness, red, watery, glassy or crusted eyes, sensitivity to light, skin rash, cough, nausea with or without vomiting, diarrhea, nasal discharge, headache, stomach ache, sore throat, or elevated temperature. **Children who are home sick from school may not attend CARE.** Children should not be brought to CARE for any reason until 24 hours after symptoms of the following disappear:

- Fever
- Infectious Disease
- Communicable Viruses or Bacterial Infections
- Vomiting
- Diarrhea

Children may return to CARE 24 hours after the first dose of an antibiotic is administered and when s/he is fever and symptom free for 24 hours *without* the use of Tylenol, Motrin or Advil.

If your child is diagnosed with a communicable disease (such as: strep throat, pink eye, head lice, Impetigo, or other rash, etc.) and attended the program within two (2) days of the diagnosis, please inform the staff. In turn we will inform other parents so they may be alerted to watch for symptoms, but we will not disclose your child's name.

If your child exhibits signs of illness or has a rash without a doctor's note while at CARE, you will be contacted to pick up your child as soon as possible. If you are not available, the emergency contact(s) listed on the CARE Information Form will be called. The child may be taken to an area away from contact with the other children.

If your child is injured or becomes ill while at CARE and requires more than first aid, the following steps will be taken:

- Contact the parent/caregiver/emergency contact.
- If possible, the child will be removed from the area and given care. All staff members are trained in CPR/first aid, each program is equipped with first aid kits
- If necessary, an injured/ill child will be transported by ambulance to the nearest hospital. A staff member will remain with the child until a parent arrives.

EMERGENCY INFORMATION:

All CARE Staff members are trained in CPR, AED and First Aid. All steps will be taken to assure the safety and welfare of your child. If your child is injured/ill and requires more than basic First Aid, we will contact the parent/guardian, or listed emergency contacts. Depending on the situation paramedics may be called. If an injured or ill child is transported by ambulance to the local hospital, a CARE staff member will stay with your child until a parent arrives.

The Gurnee Park District does not assume responsibility for accidents or injuries at programs. Please review your own personal insurance to be sure that you and your family has proper protection.

Behavior Code of Conduct

It is the responsibility of each parent to discuss the code of conduct with their child, and reinforce compliance with it.

All children and parents are expected to exhibit appropriate behavior at all times while at the Gurnee Park District. Parents please discuss with your children that our activities are planned for groups. While your child may not wish to participate in a specific activity, he/she is still expected to make an effort to be a part of the program.

Children or parents who are a danger to themselves or others, use inappropriate language or actions, or who are physically aggressive or threatening may be dismissed from the program. Gurnee Park District reserves the right to dismiss a participant whose behavior, or that of his/her parent, is inappropriate or endangers the safety of himself/herself or others. The following guidelines are designed to provide safe and enjoyable activities for all.

Children and parents shall:

- Show respect to all other children, staff and property
- Take direction from counselors and supervisors
- Refrain from using abusive or foul language
- Refrain from causing bodily harm to self, other children or staff
- Show respect for equipment, supplies and facilities
- Bullying is not permitted or tolerated

A positive approach will be used regarding discipline. Gurnee Park District reserves the right to dismiss a participant whose behavior endangers the safety of themselves or others and/or if inappropriate behavior does not stop, and/or if the behavior negatively affects the experience of other participants. Physical restraint of a child will only occur if the child is putting themselves or others in immediate danger. If more behavior management is needed, WSRA (Warren Special Recreation Association) will be called to evaluate the child and possibly provide a one-on-one aide. The child will continue to be required to follow the Behavior Code of Conduct if an aide is in place.

Any participant breaking the code of conduct will:

1. Be given a verbal warning by the staff accompanied by a discussion about why their behavior is not appropriate
2. Be given a time out by the staff that is equal to the child's age after the unacceptable behavior has been discussed with the child
3. Loss of Privilege: The staff member will remove the child from an activity of the staff's choice (for one day) after the unacceptable behavior has been discussed
4. A conduct report will be given to the child after the unacceptable behavior has been explained. A discussion with the parent/guardian will accompany this level of discipline.
5. Gurnee Park District reserves the right to call parents for immediate pick up if the child is harming themselves or others at CARE or if unacceptable behavior continues.

Bullying is repetitive and/or habitual behavior used to tease, threat, abuse, intimidate or aggressively dominate others. Bullying is not permitted in any fashion at CARE. Bullying and any violent, physical or threatening actions will receive an immediate conduct report and may result in a suspension or removal from the program.

Upon receiving three conduct reports, the Recreation Supervisor will contact a parent or guardian to arrange a meeting to discuss corrective measures and disciplinary action. If additional conduct reports are issued, a one to three day suspension and/or dismissal will occur.

The Gurnee Park District reserves the right to immediately dismiss a participant whose behavior endangers the safety of themselves or others, or if the behavior negatively affects the experience of other participants. No refunds will be issued.

Inclusion/ADA

The Gurnee Park District intends to comply with the intent and spirit of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability. If your child needs any special accommodations, please contact the Gurnee Park District so we may make the necessary arrangements.

Special arrangements are made through Warren Special Recreation Association. WSRA also assists with behavior problems that may arise with participants. You may call Warren Special Recreation Association at 847-244-6619 for more information.

Payment Policies

Payments will be made month to month. Participants will pay the 1st month's payment at the time of registration. This payment covers the first month of CARE. The payment plan requires each installment due by the 15th of each month beginning with September 15, 2018. **A late fee of \$10 will be charged if payment is not received by the 15th of each month.** If payment is not received by 1st of the month, the participant will not be allowed entry into the CARE Program.

Payment is based on the total number of days in the school year divided into 9 equal installments. The days in August and June get absorbed into the 9 month installments. If a child is withdrawn at anytime during the school year the monthly fee is not refundable and will not be pro-rated for partial month attendance. You will not be charged for future months your child does not attend.

Payments are accepted from a third party such as the State, YWCA or any other financial aid contributor. Even in these situations, the participant's portion of the payment and the deposit needs to be paid in advance.

Methods of payment:

When registering for the CARE Program, choose from the following options:

- 1) **Auto-Debit**—on the 15th of every month your credit/debit card will be automatically charged the monthly fee
- 2) **Installment Bill**—bills will be e-mailed to the address on file at the beginning of each month.

Payment is due by the 15th of each month. If payment is not received by the 15th a \$10 late fee will be added. All fees must be paid in full no later than May 1, 2019. You may make a payment on-line, at the Viking Park Registration Office, or at the Hunt Club Park Community Center.

Any check that is deposited and returned for any reason will result in an additional \$10.00 charge. The check must be covered by a cash payment plus the \$10.00 charge. Any questions concerning billing? Call Kim McCormack at (847) 599-3751.

Refund/Withdrawal Policy

Registration in the program is a minimum of one month. After one month, written (email) or verbal notice of withdrawal from the CARE or Preschool CARE Programs must be submitted to the Youth Recreation Supervisor no less than one week before the child's discontinuation in the program. No prorated fees will be given for partial month's attendance or withdrawal.

If you withdraw your registration before the start of the program a \$50 service charge will be kept for after CARE and \$30 for before CARE. No refunds will be given if a child is absent from school and does not attend the CARE or Preschool CARE Program.

If you choose to have your child be absent from the program for vacation or personal reasons, it will be necessary to continue to pay the fee to retain their place in the program. If you do choose to withdraw, it is necessary to re-register for any available space that may exist.

Tax Identification Number 36-2712925

The Park District will provide copies of your payments for taxing purposes. These forms are available at the Park District at the end of January 2019. You can obtain these forms on our website when you log into the registration page or you can call the office at 847-623-7788. For work reimbursements, please have the Youth Recreation Supervisor, Sabrina Hinkens sign your billing statement.