



Gurnee
Park
District

C.A.R.E. Parent Handbook

2020-2021

Welcome to Gurnee Park District C.A.R.E. program for the 2020-2021 school year. C.A.R.E., (Children Active in Recreation for Enrichment), offers children an opportunity to participate in a variety of recreational activities outside the school environment. C.A.R.E. 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 C.A.R.E. 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 C.A.R.E. 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

C.A.R.E. Sites:

Hunt Club Park Community Center
Activity Center Land Line 847-599-5475
C.A.R.E. Cell Phone 847-815-5021

Viking Park Community Center
C.A.R.E. Cell Phone 847-815-5025

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
Middle School 847-856-3400
Transportation 847-856-3644

Gurnee Park District Staff

Laura Siwula, 847-599-3764
Youth Program Coordinator

Sabrina Hinkens, 847-599-3746
Youth Recreation Supervisor

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

Mike Wick, 847-599-3756
Director of Recreation

About the Program

The C.A.R.E. 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 recreational activities that promote enjoyment, exploration, creativity and learning. The program is designed to enhance each child's development physically, socially, emotionally and intellectually.

C.A.R.E. 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 C.A.R.E. Staff. Supervised play, gym, playground, or indoor 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 help answer questions, but not correct homework assignments, as this is the responsibility of the parents. Counselors will not be able to provide one on one tutoring.

Please note this program or the facilities are not licensed or regulated by DCFS.

C.A.R.E. Locations

Remote Learning – Full Day C.A.R.E.

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

For District 56 Students

Viking Park Community Center — 43 Old Grand Avenue

- This program is for District 56 students only

The Staff

The C.A.R.E. 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 C.A.R.E. 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 C.A.R.E. Daily activities are planned ahead of time and provided to parents on a monthly calendar.

Remote Learning

The Gurnee Park District will provide a safe space for children to do their remote learning. Staff will supervise and help children log on to their Remote Learning requirements. Staff will not be able to spend one on one time assisting with Remote Learning assignments. Children will need to be able to work independently.

Remote Learning C.A.R.E. will be following safety guidelines provided to us by the CDC, IDPH and Restore Illinois Plan Phase 4. Phase 4 will consist of the following:

- Small groups of up to 15 children be assigned to a dedicated indoor space within Hunt Club Park Community Center
- Groups will not intermingle with other groups
- Groups will be based by age
- Children and staff will be asked to wash hands or use hand sanitizer often and after every activity
- Staff and children will be required to wear face coverings when social distancing cannot be maintained.
- Gloves are required for staff when assisting children with lunch or their personal belongings, and administering First Aid,
- Activities will be tailored toward social distancing guidelines
- Children will be expected to participate in Remote Learning when required to do so
- Parents will be responsible to inform the staff of any Remote Learning changes from their classroom teacher

Drop Off/Pick Up

ePACT INFORMATION FORM

An online ePACT Information Form must be completed and submitted to the Gurnee Park District prior to your child starting Summer Club. This form includes those adults authorized to pick up your child, phone numbers to reach parents, and any special needs or accommodations. Instructions on how to complete the online ePACT Information Form will be emailed to you.

DROP OFF/PICK UP

Remote Learning locations will offer a drive up sign in/out service for drop off and pick up as parents will not be allowed inside the buildings.

Drop off and pick up will take place in front of each Community Center. A staff member will be outside during the busy drop off/pick up times. If a staff member is not outside there will be a phone number listed on a sign outside the building for you to call or text letting them know you are here.

Drop Off: Parents and children will need to remain in their vehicle. A staff member will come to your vehicle, at that time the child(ren) may exit the vehicle and walk with the staff member into the building for drop off.

Pick Up: a staff member will approach your vehicle and will radio for your child to be brought out to your vehicle. Parents will not be allowed inside the building.

SIGNING IN AND OUT

All children must be signed in and out each day by a parent or other adult over the age of 18 authorized on the ePACT Information Form. Anyone whom the staff are not familiar will be asked to show identification. Children may leave only with those who are listed on the ePACT Information Form. The adult dropping off in the morning will be asked to sign off each day at drop off that their child is not showing signs of illness,

LATE PICK UP POLICY

We ask that you observe your scheduled pick up time. One warning will be given if your child is picked up after their scheduled 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 pickups risks having your child dismissed from the program.

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 group 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

If your child is ill or unable to attend the program, please call or text the program (number listed on page 2). When calling or texting in an absence, please state your child's name and the date of the absence. Parents are also responsible to contacting the school to report their child's absence.

If a child is not feeling well, **DO NOT** bring them to this program. Children who have been out due to illness may only return with a note from their doctor stating that it is safe for them to participate in the program.

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 a themed day supervised play beginning at 7:30 a.m. organized games, and crafts. Pick up time is no later than 5:30pm. Children should bring a lunch, face covering, water bottle and appropriate outerwear.

Note: The fees for School Days Off Programs are not included in the regular C.A.R.E. fee.

Early Dismissal

C.A.R.E. is in session on early release days and is included in the monthly fee for those enrolled in the after school C.A.R.E. program. Please include a sack lunch and a beverage if the school is not providing lunch. C.A.R.E. staff will notify you of these days.

School Closings/Inclement Weather

C.A.R.E. programs follow School District Calendars. **C.A.R.E. 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. NOTE: while we strive to provide C.A.R.E. for every school day, the park district reserves the right to not hold the C.A.R.E. program if it interferes with our other childcare. programs (i.e. summer camp).

What to Bring

ATTIRE:

Each child will be required to bring and wear a face covering. Please make sure your child has appropriate clothing for indoor and outdoor activities. C.A.R.E. will make use of outdoor facilities as much as possible.

FOOD/LUNCHES

Children will need to bring a lunch each day. Please send at least one snack or more depending how long they will be staying with us. In addition a labeled water bottle must be sent with children daily. **Refrigerators and microwaves are not available.**

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.

PERSONAL ITEMS

Full Day Remote Learning: Children must bring all of their supplies with them each day including all items for Remote Learning (Chrome Book, IPad, headphones, charger, notebooks, pens/pencils, crayons/markers etc.)

Please label all belongings your child brings to C.A.R.E. Children's belongings will be kept separate from each other. Although the Gurnee Park District is not responsible for any lost or stolen items, we do have a Lost and Found at each site. Please be sure to check it often. Please do not bring any toys from home.

Cell phone usage is not allowed during program hours. This is in the best interest of the participants and staff, as well as to lower the likelihood of the item being stolen, lost or broken. If a cell phone has to be sent with a child it should be turned off and put in the child's backpack during program hours.

Electronic devices such as iPads, Chromebook, Nintendo Switch, etc. are allowed at the discretion of the staff, however children are responsible for their own devices. If a cell phone or electronic device is seen being used inappropriately it will be taken away and will be returned at the end of the day.

For the protection of all participants, recording video or taking pictures of other children or staff from a personal cell phone or electronic device is strictly prohibited. **Parents are asked to call their child's C.A.R.E. site cell phone number listed on page 2 when trying to contact their child or staff during program hours.**

The Gurnee Park District is not responsible for any trades, lost, stolen or broken items that may result when bringing personal items to C.A.R.E.

Health/Emergency Information

Parents will be asked to complete an information form via ePACT. This form will ask about any allergies your child may have, as well as if your child will need to be given medication during program hours. If medication is to be given during program hours, a separate Dispense Medication Form must be completed and uploaded to the ePACT Information Form. Instructions on how to complete the ePACT Information Form will be emailed to you. Children may not attend Summer Club unless an ePACT Information Form is completed.

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
- Children with allergies must complete the Allergy Action Plan by answering the questions on ePACT
- Please make counselors aware of any food allergies and/or food restrictions your child may have. While we understand there are many types of food allergies and restrictions, the Gurnee Park District cannot accommodate every child's dietary need.

MEDICATION POLICY

If medication is to be given at before and/or after school or if your child has allergies requiring medication, a separate Dispense Medication Release Form must be completed. You will be asked to upload this form to ePACT.

- 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 C.A.R.E. no matter how mild the condition may be in order for the child to attend
- 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 POLICIES

It is the responsibility of the parent to insure that a child is fever-free and not exhibiting any COVID-19 symptoms or any illness before dropping off their child to C.A.R.E. Parents will be asked to sign off each day at drop off that their child is not showing signs of illness. If a child is not feeling well, **DO NOT** bring them to this program. Children who have been out due to illness may only return with a note from their doctor stating that it is safe for them to participate in the program.

Parents should report any diagnosed case of a communicable disease such as COVID -19, strep throat, ringworm, pinkeye, lice, etc. to the staff. If a child is diagnosed with a communicable disease, the child is not allowed to attend C.A.R.E. for any reason without a doctor's note stating that it is safe for them to do so.

If a child displays signs of illness during C.A.R.E. they will be isolated and a parent or authorized pick up must come within 30 minutes.

EMERGENCY INFORMATION

All C.A.R.E. staff are CPR, 1st Aid and AED Certified. Staff will administer first aid when necessary. If your child is injured or ill and requires more than basic first aid, we will first attempt to contact the parent/guardian, before calling any listed emergency contacts. If staff is unable to reach any contacts listed on the ePACT Information Form, staff will call 911 when the situation requires more aid than we can provide. All steps will be taken to ensure the safety and welfare of your child. **If the injury is serious or involves the head or neck, the paramedics will be called immediately.** If an injured or ill child is transported by ambulance to the local hospital, a staff member will stay with the child at all times until a parent or guardian arrives.

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. Children must be able to follow social distancing protocol and be able to exhibit appropriate behavior in a small group with a staff ratio of 1 staff to 10 children.

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 small groups. Under the new safety guidelines groups will remain together throughout the day and will not be combined with other groups during Phase 4 of the Restore Illinois Plan. 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 shall:

- Show respect to all other children, staff and property
- Take direction from staff
- 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.

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 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 Summer Club. 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 or suspend 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 complies with the Americans with Disabilities Act, which prohibits discrimination on the basis of disability. We agree to make reasonable accommodations for participants with special needs. 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

Full Day C.A.R.E. Payments: Participants will pay the 1st month's payment at the time of registration. This payment covers the first month of C.A.R.E. All other payments will be billed bi-monthly on the 1st and 15th of each month. Payments will be made via auto-debit.

District 56, Half Day and Preschool C.A.R.E.: Participants will pay the 1st month's payment at the time of registration. This payment covers the first month of C.A.R.E. The payment plan requires each installment due by the 15th of each month beginning with September 15, 2020

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 C.A.R.E. Program. All fees must be paid in full no later than May 1, 2021. You may make a payment on-line or over the phone.

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.

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 C.A.R.E. or Preschool C.A.R.E. 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 you may be subject to a \$50 cancellation fee. No refunds will be given if a child is absent from school and does not attend the C.A.R.E. or Preschool C.A.R.E. 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 2021. 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.