



PARENT HANDBOOK
2018



WELCOME TO CLUB REC!

The Club Rec Program is a quality before and after school recreation program operated by the Lombard Park District. The program is designed to provide a recreational service for families in the community in an environment that is safe and stimulating. The participants will enjoy indoor and outdoor free play, arts and crafts, games, activities, a healthy snack, and homework/quiet time.

This parent handbook has been developed to provide you with information regarding our policies and procedures. Club Rec is committed to offering developmentally appropriate opportunities for children to grow socially, emotionally, physically and intellectually. Please read over the handbook carefully. If you have any questions, feel free to contact the administrative staff listed below.

We are excited to offer this new program to School District #44 families and welcome to the Club Rec Family!

CLUB REC ADMINISTRATIVE STAFF

Katie Manheim (*Program Manager*) – kmanheim@lombardparks.com

Alex Weidner (*Club Rec & Day Camp Coordinator*) – aweidner@lombardparks.com

Please Note:

- Club Rec is not a program licensed or regulated by DCFS.
- At the time of registration, you filled out important paperwork about your child. Please remember that if any information has changed, you will need to fill out a new form and update the Club Rec staff of any changes.
- All information that is handed out at your child's program site will be delivered to the person signing your child in/out. This includes disciplinary notices, late pick-up notices, correspondence from the office, registration forms, day off itineraries, etc. Please make sure that you are checking your child's backpack daily for important information that may have been sent home with them.
- Photos/Videos: Registrants and participants permit the taking of photos and videos of themselves and children during Park District activities for publications and use as the Park District deems necessary.

Lombard Park District Mission Statement

The mission of the Lombard Park District is to provide people with quality recreation opportunities to enjoy life.

PROGRAM SPECIFICS

DAILY SCHEDULE

Club Rec is a recreation-based before and after care program. Our staff is trained to provide your children with safe and fun recreation activities while in our care. Club Rec's goal is to provide a supportive environment in which all children can participate in activities that build self-esteem, encourage friendships, and teach group cooperation. Below is a sample of what an afternoon in Club Rec could look like. Please note that this is a general schedule and Site Supervisors are responsible for developing a more specific daily schedule. A weekly or monthly newsletter will go out at your child's program site with more detailed information.

BELL RING --> OUTDOOR PLAY --> HEALTHY SNACK --> HOMEWORK/QUIET TIME --> REC GAMES & ACTIVITIES --> ARTS & CRAFTS --> END OF DAY

Individual activities are available as well, and children are encouraged to use their imagination in their play. Blank paper, jump ropes, hula hoops, Legos and craft supplies are always on hand for when creativity strikes!

SNACKS

Children enrolled in PM Club Rec will be offered a healthy snack daily. Snack will include a whole grain and either a serving of fruit or a serving of vegetables. Water will be provided to drink. Club Rec will also have morning snacks available for participants, such as granola bars or cereal bars. If you feel your child would benefit from an additional morning or afternoon snack, please feel free to send them with your child.

Club Rec is not a nut-free environment. Children with nut and other food allergies will be able to enjoy their snack at a designated nut-free table located in the multipurpose room. Please help us insure the safety of children with allergies by sending your participant with something nut free whenever possible.

BIRTHDAY/CELEBRATION TREATS POLICY

Please be aware that Club Rec follows the same policy as the school district regarding children bringing birthday/celebration treats to the program to be distributed. Therefore, Club Rec does not allow any outside food or drinks to be distributed to the children in the program on such occasions. If you would like us to celebrate in Club Rec, please consider sending pencils, stickers, instead of food.

HALF DAYS & EARLY DISMISSAL

Club Rec operates on all half days and early dismissal days. These days are included in your weekly or monthly payment. Those enrolled in our morning Club Rec program who need care until regular dismissal time (3:15pm) on those half days and early dismissal days can register for those days at an additional fee. Registration for early dismissal and half days for those not enrolled in PM Club Rec can be done either in person at Sunset Knoll Recreation Center or online at www.lombardparks.com.

| | |
|--------------|-----------------|
| August 28 | Early Dismissal |
| September 27 | Early Dismissal |
| October 31 | Early Dismissal |
| December 21 | Early Dismissal |
| January 17 | Early Dismissal |
| February 15 | Half Day |
| February 27 | Early Dismissal |
| April 18 | Early Dismissal |



KINDERGARTEN FIRST THREE DAYS

Due to space restrictions at the school sites, Club Rec is not able to operate the first three days of school until 3pm. This means that those enrolled in Club Rec and Kindergarten need to find additional care for the first three days of the school year. Since we are unable to accommodate kindergarteners that first week, you will not be billed for that week of Club Rec. The first bill for those in Kindergarten will be on August 15 instead of August 8.

DAY OFF SCHOOL & SCHOOL BREAKS

Club Rec does not operate on days when school is not in session, however, Lombard Park District will offer a Day Off program as well as school break camps. A minimum number of participants is needed to run these programs. Enrollment must be received a minimum of three business days prior to the program date. No walk-in or day-of registration will be accepted. These programs are open to Club Rec participants at a discounted rate. All dates and prices and locations will be in our seasonal brochure as well as listed at the back of this handbook. Please be sure to send your participant with a lunch on all school day off programs.

EMERGENCY SCHOOL CLOSINGS

If School District 44 announces school closings, AM and PM Club Rec will be canceled. Credit is not given for canceled days. District 44 adds these days to the end of the school year. In the instance that school is canceled, Lombard Park District offers a full day program from 8:00am-6:00pm at Sunset Knoll Recreation Center, as long as staff is able to arrive to the location safely. Lunch is provided during our Snowy Days Off program. The cost is \$25 per child and payment must be made at the time of sign in. To verify location and whether the program is running, please check our Lombard Park District Rainout Line at 630-995-9491 or download the Rainout Line App for your phone.

POLICIES & PROCEDURES

GENERAL POLICY

Enrollment is open to any child in Kindergarten through fifth grade who attends any of the following schools: Hammerschmidt, Madison, Manor Hill, Park View, or Pleasant Lane, **provided the program can meet the needs of the child**. Enrollment is on a first come, first served basis and a waitlist will be started once the available space at each school is filled. Individuals will be taken off of the waitlist in the order they have been placed on it.

TOILET TRAINING

All children enrolled in Club Rec must be toilet independent. If a child has a bathroom accident, a parent will be called to bring a change of clothes (may include shoes) to the program within one hour. If a parent cannot be reached the emergency contacts will be called. More than three bathroom accidents may result in the child being dropped from the program.

PROGRAM ATTIRE

Closed toe shoes (with backs) must be worn daily to allow for full participation. For outdoor play, children must be dressed appropriately for the weather (hats, scarves, gloves, boots, snow pants, etc.) in order to play outside.

PERSONAL BELONGINGS

The Lombard Park District is not responsible for items brought from home. Please label all items including: clothes, shoes, lunch boxes, back packs, towels, etc.

- NO electronic devices are allowed (exceptions may apply if being used for homework purposes)
- NO personal toys/games are allowed
- Exception: books (please label)

FEES & PAYMENT OPTIONS

Fees can be paid weekly (36 payments paid on Wednesdays starting August 8th and ending May 8th), monthly (9 payments paid on the 10th of each month starting August 10th and ending April 10th), or in full. We offer a 10% discount for each additional child registered in Club Rec.

| Payment Options | AM Only (7:00 - 8:30 am) | PM Only (Until 6:00 pm) | AM & PM |
|-----------------|-----------------------------|----------------------------|--------------|
| 3 Day Weekly | \$26 / week | \$44 / week | \$70 / week |
| 5 Day Weekly | \$42 / week | \$72 / week | \$114 / week |

If choosing the 3 day weekly option, we ask that days stay consistent week to week. Changes may be made at the end of each semester if needed. From August 6 to September 7, 2018 no changes to registrations will be implemented. Any changes received after August 6th will not go into effect until September 10, 2018. To make changes to your payment option, or daily option please contact Katie Manheim at (630) 620-7322.



DROP-OFF & PICK-UP

A program participant must be in attendance during the school day in order to participate in Club Rec that same day. Once a child has been picked up by a parent/guardian from Club Rec, the child may not return for the remainder of that day.

AM Club Rec is provided at your child's school from 7:00am until school begins. Parents/guardians must walk children into the program, sign them in and record their time of arrival. At 8:15am, playground supervision begins with the school. Club Rec staff will escort program participants out to this supervision and stay on the playground until school begins.

PM Club Rec begins at school dismissal until 6:00pm. Children are to go directly from their classroom to the assigned Club Rec Room. In most schools this will be the multi-purpose room where you child eats lunch. Lombard Park District will work with the front desk staff at each school to ensure teachers know which children are in our Club Rec program. To help make the transition after school easier please **inform your child's teacher** that your child is registered for the PM Club Rec program.

AUTHORIZATION FOR PICK-UP

Only persons authorized on the participant's registration form may sign the child out of Club Rec. Legal guardians or those authorized to pick-up must present a valid photo ID. Club Rec staff will not release any child to an individual not listed on the authorized pick-up list. In the event of an emergency when you need someone not on your child's authorization pick-up form, please contact Sunset Knoll Recreation Center at 630-620-7322 before 2:00pm. Staff will then notify the appropriate Site Supervisor of the change.

Pick-Up/Drop-Off Locations:

- Hammerschmidt - Door #3
- Madison - Door #7A
- Manor Hill - Door #7
- Park View- Door #2
- Pleasant Lane - Door #1

ABSENCES

If your child will be absent from Club Rec, please notify Sunset Knoll Recreation Center before 2:00pm by calling (630) 620-7322. Please include the participant's first and last name as well as the school they attend. If a child does not arrive at the designated site after school, the Club Rec staff will track down the child through the school and transportation department. If your child can't be located; you will be called. Please be advised, the Club Rec staff are not responsible for your child until they are checked in after school.

LATE PICK-UP

If you will be delayed in picking your child up due to an emergency, contact the Lombard Park District at (630) 620-7322 immediately. Legal guardians who pick up their child late (5 minutes after 6:00pm) will be assessed a \$1 (per child) per minute late fee. At 6:15pm, all authorized pick-up and emergency contacts will be contacted by staff. If the instructor is unable to reach the parent or any authorized pick-up contacts by 6:45pm the Lombard Police Department will be called and your child will be turned over to them for supervision. *If late pick-up becomes habitual, (more than 5 times), child may be removed from the program.*

Please Note: Late fees must be paid within five days of receipt to avoid suspension from the program. Those enrolled in our monthly or weekly billing options will see the late fees reflected on their next bill.

ADDITIONAL FEES

Declined Credit Cards: If when billing is done, a credit card comes back as declined, the Lombard Park District will reach out to the household and let them know as well as send home a notice with their child. Restitution needs to be made within five days of notification. Failure to bring your account up to date may result in your child being suspended from the Club Rec program. Please remember, it is your responsibility to contact the Lombard Park District if you need to update your payment information.

Outstanding Balances: Families with past due balances may be suspended from the program until the account is brought up to date. Eligibility to register for Day Off School programs and Camps will be restricted until the account is brought up to date.

Refunds: Refunds may be requested by filling out the Club Rec refund request form at Sunset Knoll Recreation Center. Families wishing to withdraw from the program must notify the office by Monday before the weekly Wednesday billing if paying weekly and by the 5th of the month if paying monthly. Failure to request by those dates will result in you being responsible for the billing that comes out on Wednesday or the 10th of the month. Refunds will be made in the method in which payment was received. Your \$25 deposit that was paid at the start of registration is non-refundable and will not be returned. No refunds or credits will be issued due to illness or vacations. Special requests will be given consideration on an individual basis.

Financial Assistance/Lombard Park District Scholarship: Club Rec offers assistance based on a sliding fee schedule. Financial assistance applications are available at Sunset Knoll Recreation Center. Families need to re-apply each year. Families cannot combine Scholarship Assistance with State of Illinois Assistance. All required documentation must be submitted with the scholarship application for the application to be processed.



COMMUNICATION WITH STAFF

To reach Club Rec Staff during program hours, please contact Sunset Knoll Recreation Center at (630) 620-7322. All messages will then be relayed to Site Supervisors at the appropriate location.

ADULT CONDUCT

Any parent/guardian, authorized person or site personnel who display any of the following behaviors will no longer be allowed at the site:

- Physical abuse, shaking, grabbing, hitting, pushing, etc.
- Verbal abuse including inappropriate language or threats to the child, other families or any staff
- Use or possession of alcohol or illegal substances
- Smoking on the premises

All program, staff issues, comments, or concerns should be directed to the Program Manager or Club Rec Coordinator, not the staff. If staff suspects an authorized person of substance abuse or view any act of child abuse or its effects, the police will be notified, as well as, DCFS and School District 44. The staff's first responsibility is to the safety of the children. Please be respectful to all school staff, Club Rec staff, participants, and parents.

PARENTS/VISITORS

Parents and/or visitors are not permitted to remain with their children during Club Rec hours. We do not allow non-park district employees around the children during Club Rec. All Club Rec staff has undergone criminal background checks and hours of training. This rule is for the safety of the children and will be enforced. If a parent or visitor wishes to spend time with the child, they must be listed as an authorized pick-up and must sign the child out of Club Rec and remove them from the program for the remainder of the day.

MANDATED REPORTING: ABUSE, NEGLECT, EXPLOITATION

Club Rec realizes the crucial role mandated reporters play in keeping children safe and ensures that mandated reporters are aware of their responsibility to report when there is reason to suspect that a child may be abused, neglected, abandoned, or exploited. It is the policy of Club Rec that any suspicion or allegation of abuse, neglect, abandonment or exploitation perpetrated against a child/youth is reported in adherence to the Lombard Park District Mandated Reporter of Abuse, Neglect, Abandonment or Exploitation Policy. Lombard Park District staff are considered mandated reporters under the law. Staff is not required to discuss their suspicions with parents prior to making a report to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report.

ADA & SPECIAL ACCOMMODATIONS

If your child requires special accommodations while attending Club Rec, the Lombard Park District will work with your family in cooperation with Northeast DuPage Special Recreation Association (NEDSRA) to assess any modifications that may be needed to successfully participate in Club Rec. These accommodations could include observations, additional training for Club Rec staff, adaptive materials and equipment or aid assistance for the program. NEDSRA and its member park districts believe all individuals should be provided with leisure opportunities that allow for performance at their highest level of ability in the least restrictive environment while maintaining safety and confidentiality. Please contact the Program Manager or Club Rec Coordinator noting any pertinent information on your child's registration form to help ensure a positive recreational experience.

MEDICATION

All medication must be in either a labeled current prescription bottle or in a sealed labeled container. For children requiring medication during program hours, parents must complete a written consent form that will remain at their site for the duration of the school year. We do not transport medication from your child's site, therefore, new medication must be brought for School Day Off and Holiday Break or you may request to take home medication if you know you will need to use it for those additional programs.

The Parent/Guardian Must:

- Complete and sign the following forms: Permission to dispense/self-administer medication, waiver and release, and Medication Dispensing Information.
- Provide a Self-Administration form from the medication prescriber where appropriate. (Example: inhaler, epi-pen)
- Provide all medication to the Site Director. Where appropriate, legal guardians shall count out the number of pills/tablets delivered to the Club Rec Staff in the presence of Club Rec Staff. Prescription medication must be in the original prescription bottle with label intact. Non-prescription medication must be in the original unopened bottle which includes the child's name, medication, dosage, and time of day medication is to be given. Over the counter medicine once opened at site cannot be brought back and forth from home.
- Communicate with Club Rec staff regarding specific instructions for medication including self-administration where appropriate.
- Present a formal written plan provided by the child's physician or parent(s)/guardian(s) when applicable.

Please Note: Club Rec staff do not have access to the school nurse's office. If your child requires medication both during the school day and at Club Rec you must supply both the school district and the Club Rec program with medication. This means children with epi-pens, inhalers etc. must have one for the school district to have and one for the Club Rec Site Supervisor to have. If a child does not have sufficient medication onsite, the parent/guardian will be notified to pick the child up within one hour. Club Rec Staff are not allowed to calculate the amount of dosages participants must take. The Lombard Park District does not provide accident insurance or medical insurance for its participants.

ILLNESS

Staff has the right to refuse admittance of a child who appears too ill to attend on a given day. If you are in doubt about your child's health, please keep him/her home. If the child is believed to be ill, parents/guardians will be called to pick up the child. The following are indications of illness that require your child to stay home from Club Rec:

- Fever: temperature must be normal (without the use of over the counter medication for 24 hours before returning)
- Vomiting and/or diarrhea: child must be asymptomatic for 24 hours before return
- Unusual lethargy, irritability, difficulty breathing or other signs of possible severe illness
- Conjunctivitis: condition must be medicated for 24 hours before return
- Rash: must be diagnosed by a doctor as non-communicable before return
- Strep Throat: medication for 24 hours and fever-free before return
- Head Lice: treated per DuPage County Health Department recommendations before return
- Chicken Pox: children must remain at home for 7 days after the onset of the rash. Blisters must be crusted.
- A child diagnosed with a communicable disease must be non-communicable before return. A doctor's release may be necessary.

CODE OF CONDUCT & DISCIPLINE

Club Rec staff have worked with school district staff to ensure that rules and expectations are consistent from the classroom to Club Rec. Participants should adhere to the following at all times:

- Show respect to all participants and staff
- Take direction from staff
- Show respect for equipment and supplies, and clean up after themselves
- Refrain from abusive or foul language and causing bodily harm to self or others
- All personal electronic equipment should be left at home. This includes, but is not limited to iPods, tablets, hand-held games, cell phones, etc. If you wish for your child to have their cell phone or electronic on them during Club Rec, they are expected to keep it in a backpack at all times.
- Participants are to inform a staff member when being disturbed or taunted by other participants.

A positive approach is used when disciplining. If inappropriate behavior occurs, staff will develop a solution specific to each situation. The Lombard Park District reserves the right to dismiss a participant whose behavior endangers the safety of him/herself or others.

1st Offense: Verbal Warning

2nd Offense: Loss of privileges and parent notification

3rd Offense: Parent meeting/removal from Club Rec if needed



SCHOOL DAY OFF PROGRAMS

Additional Registration is required. Program runs from 7:00am-6:00pm. Programs located at Pleasant Lane School are subject to change depending on school availability.

| Date | Location | Cost | Registration Code |
|-------------|-------------------------|------|-------------------|
| August 13 | Lombard Community Bldg. | \$25 | 202150-01 |
| August 14 | Lombard Community Bldg. | \$25 | 202150-02 |
| October 5 | Lombard Community Bldg. | \$25 | 302150-01 |
| October 8 | Pleasant Lane School | \$25 | 302150-02 |
| October 9 | Pleasant Lane School | \$25 | 302150-03 |
| November 19 | Pleasant Lane School | \$25 | 302150-04 |
| November 20 | Pleasant Lane School | \$25 | 302150-05 |
| November 21 | Pleasant Lane School | \$25 | 302150-06 |
| November 23 | Pleasant Lane School | \$25 | 302150-07 |
| January 18 | Pleasant Lane School | \$25 | 402150-01 |
| January 19 | Pleasant Lane School | \$25 | 402150-02 |
| February 18 | Pleasant Lane School | \$25 | 402150-03 |
| March 1 | Pleasant Lane School | \$25 | 402150-04 |
| April 19 | Pleasant Lane School | \$25 | 102150-01 |
| April 22 | Pleasant Lane School | \$25 | 102150-02 |
| May 24 | Lombard Community Bldg. | \$25 | 102150-03 |

SCHOOL BREAK CAMP PROGRAMS

Details about School Break Camps are located in our seasonal brochure. For more information, contact Sunset Knoll Recreation Center at (630) 620-7322.

| Camp | Dates | Location |
|-------------------------------|------------|------------------------------|
| Cabin Fever Winter Break Camp | Dec. 26-28 | Sunset Knoll Recreation Ctr. |
| Cabin Fever Winter Break Camp | Jan. 2-4 | Sunset Knoll Recreation Ct |
| Spring Break Camp | Mar. 25-29 | Sunset Knoll Recreation Ct |

CLUB REC DOES NOT OPERATE ON THE FOLLOWING DAYS:

September 3, November 22, December 25, January 1, and May 27

BILLING DATES 2018-2019

Weekly billing occurs on the Wednesday the week before coverage. Monthly billing will occur on the 10th of every month from August to April. **Any changes to billing need to be made the Monday prior to billing.**

| Week # | Dates of Coverage | Bill Date | |
|--------|-------------------|--------------|------|
| 1* | August 15-17 | August 8 | AUG |
| 2 | August 20-24 | August 15 | |
| 3 | August 27-31 | August 22 | |
| 4 | September 4-7 | August 29 | SEPT |
| 5 | September 10-14 | September 5 | |
| 6 | September 17-21 | September 12 | |
| 7 | September 24-28 | September 19 | OCT |
| 8 | October 1-4 | September 26 | |
| 9 | October 10-12 | October 3 | |
| 10 | October 15-19 | October 10 | NOV |
| 11 | October 22-26 | October 17 | |
| 12 | October 29-Nov. 2 | October 24 | |
| 13 | November 5-9 | October 31 | DEC |
| 14 | November 12-16 | November 7 | |
| 15 | November 26-30 | November 21 | |
| 16 | December 3-7 | November 28 | JAN |
| 17 | December 10-14 | December 5 | |
| 18 | December 17-21 | December 12 | |
| 19 | January 7-11 | January 3 | FEB |
| 20 | January 14-17 | January 9 | |
| 21 | January 22-25 | January 16 | |
| 22 | January 28-Feb. 1 | January 23 | MAR |
| 23 | February 4-8 | January 30 | |
| 24 | February 11-15 | February 6 | |
| 25 | February 19-22 | February 13 | APR |
| 26 | February 25-28 | February 20 | |
| 27 | March 4-8 | February 27 | |
| 28 | March 11-15 | March 6 | MAY |
| 29 | March 18-22 | March 13 | |
| 30 | April 1-5 | March 27 | |
| 31 | April 8-12 | April 3 | MAY |
| 32 | April 15-18 | April 10 | |
| 33 | Apr. 23-26 | April 17 | |
| 34 | April 29-May 3 | April 34 | MAY |
| 35 | May 6-10 | May 1 | |
| 36 | May 13-17 | May 8 | |
| 37 | May 20-23 | No Bill | |

*No Billing for Kindergarteners Week 1

