



2023 - 2024 PARENT HANDBOOK

Families are responsible to abide by all contents of the Parent Handbook.

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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.

CLUB REC ADMINISTRATIVE STAFF

Katie Manheim, CPRP: Club Rec & Program Manager: (630) 953-6102 | kmanheim@lombardparks.com
Victoria Gillett: Club Rec & Day Camp Coordinator: (630) 627-1284 | vgillett@lombardparks.com

Please note:

- Club Rec is not a program licensed or regulated by DCFS.
- Lombard Park District will be using ePACT Network to collect medical and emergency contact information electronically. The parent/guardian listed as the primary contact on your registration form will be sent an email after registration with a link and directions to fill out important information about you child/ren. The ePACT information must be completed before your child’s first day of Club Rec.
- All information that is handed out at your child’s program site will be delivered to the person signing your child in or 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.

CLUB REC SCHOOL	CELL PHONE NUMBER	EMAIL ADDRESS	PICK-UP & DROP-OFF
Hammerschmidt	(630) 280-5645	hammerschmidt@lombardparks.com	Door #3
Madison	(630) 280-4401	madison@lombardparks.com	Door #7A
Manor Hill	(630) 280-4264	manorhill@lombardparks.com	Door #6
Park View	(630) 280-4375	parkview@lombardparks.com	Door #2
Pleasant Lane	(630) 280-4577	pleasantlane@lombardparks.com	Door #1

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 Participants in all our programs will be asked to adhere to the following expectations while enrolled in the program. Staff will go over these expectations daily and work with each child to help ensure a successful day.

- Participants must be able to independently provide self-care such as toileting, handwashing, eating and hygiene.
- Participants must be able to practice social distancing with verbal prompts.
- Participants must be able to refrain from physically aggressive behaviors such as biting, scratching, hitting, kicking or emotional outbursts that would require direct or close proximity intervention from staff.
- Participants must be able to independently put on and wear a mask when physical distancing is not possible.
- Participants must be able to stay near the group and not run or wander away and must be able to comply with verbal commands and be responsible for personal items with verbal prompt.

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 for those enrolled in PM care on those designated days.

SNACKS

Children enrolled in Club Rec will be offered a snack daily for both morning and afternoon care. If you feel your child would benefit from an additional morning or afternoon snack, please feel free to send them with your child. **Please note:** 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 ensure the safety of children with allergies by sending your participant with something nut free whenever possible.

BIRTHDAY/CELEBRATION TREATS POLICY

In line with the school district regarding birthday/celebration treats, 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, etc. instead of food.

KINDERGARTEN FIRST THREE DAYS

Due to the space restrictions at the school sites, Club Rec is not able to operate the first three days of school until 3:15 pm. This means that those enrolled in Club Rec and Kindergarten need to find additional care for the first three days of the school year for the afternoon only. Since we are unable to accommodate kindergartners that first week, you will not be billed for afternoon care for August 16, 17 and 18. The first day kindergartners will be in the afternoon Club Rec will be Monday, August 29. If your kindergartener has an older sibling that will also not attend those first three days, please contact Katie to have your bill adjusted.

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 School 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. **Please note:** walk-in or day-of registration will not be accepted. These programs are open to Club Rec participants at a discounted rate. All dates, 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 and morning and afternoon snacks to all school day off programs. Registration closes 32 business days before the start.

PHOTO & VIDEO

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.



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 serve 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.

FEES & PAYMENT OPTIONS

Fees must be paid weekly (37 payments paid on Mondays starting 08/07 and ending 05/13). Club Rec Before & After School offers a 10% discount for each additional child registered in the program. Please reference billing dates and dates of coverage listed at the back of this handbook. Those registering for the program after billing has started will have their billing schedule adjusted to ensure coverage for the entire school year.

PAYMENT OPTIONS	AM ONLY (7:00 - 8:30 am)	PM ONLY (until 6:00 pm)	AM & PM
5 Day Weekly	\$50/week	\$85/week	\$135/week
4 Day Weekly	\$40/week	\$68/week	\$105/week
3 Day Weekly	\$30/week	\$51/week	\$81/week
2 Day Weekly	\$20/week	\$34/week	\$54/week

If choosing the 2-day, 3-day or 4-day weekly option, we ask that days stay consistent week to week. Changes may be made at the end of each quarter if needed. **Please note:** changes to registration will not be implemented from 08/07 to 09/08. Any changes received after 08/16 will not go into effect until 09/09. To make changes to your payment option or daily option, please contact Katie Manheim at (630) 953-6102.

Please note: weekly fees are calculated based on the total tuition for the entire school year divided into 37 equal parts. Your weekly bill will always be the same amount.

PERSONAL BELONGINGS

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

- Personal toys and games are NOT allowed
- Books ARE allowed (please label)

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/shoes to the program within one hour. If a parent cannot be reached the emergency contacts will be called. More than three (3) bathroom accidents may result in the child being dropped from the program. If your child is prone to accidents, please make sure they have a change of clothes in their backpacks.

PROGRAM ATTIRE

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

DROP-OFF & PICK-UP

Program participants 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 7:00 am until school begins. Parents/guardians must walk children into the program, sign them in and record their time of arrival. At 8:15 am, 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 6:00 pm. 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 your 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. **Please also inform your child's teacher that your child is registered for the PM Club Rec program.** In addition, talk to your children about where they need to go after school. We've found that children have a tendency to be our best reminders of where they are and are not supposed to be!

AUTHORIZATION FOR PICK-UP

Only persons authorized on the participant's ePACT profile may sign the child out of Club Rec. Legal guardians or those authorized to pick-up must present a valid photo ID or have their picture uploaded into ePACT. 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 list, please contact your assigned Club Rec school phone number or email and leave a message. You may add or remove individuals from your authorized list at any time by simply logging into your ePACT account.

BEFORE/AFTER SCHOOL ACTIVITIES

Children may take part in before/after school activities at their school (i.e. Brownies, clubs, etc.). The parent is responsible for notifying the Club Rec staff in writing prior to the scheduled activity. Each site supervisor will have after school activity forms available on site. Please fill these forms out in their entirety so that staff can have an accurate record. **Please note:** Club Rec staff is not responsible for escorting children back and forth from activities.



ABSENCES

If your child will be absent from Club Rec, please call the designated site phone before 2:00 pm and leave a message. Please include the participant's first and last name. 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. If after 10 minutes of searching and calling all contacts, we are unable to find your child, the police will be called and the program will go on lockdown.

LATE PICK-UP

If you will be delayed in picking your child up due to an emergency, contact the Club Rec site cell phone immediately. Legal guardians who pick up their child late (five minutes after 6:00 pm) will be assessed a \$1 per child, per minute late fee. At 6:15 pm, 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 6:45 pm the Lombard Police will be contacted. If late pick-up becomes habitual (more than 5 times), the child may be removed from the program.

ADDITIONAL FEES

Every week when billing is completed, participants will be emailed a receipt. This receipt will be emailed to the primary email associated with the registration account. It is your responsibility to check receipts every week to ensure that the payment was processed appropriately.

Declined Credit Cards: If when billing is done, a credit card comes back as declined for any reason, the Lombard Park District registration system will send a receipt indicating the declined card. The balance will be left on the household account and participants are required to pay off the balance by the Friday of that week at noon. Failure to bring your account up to date will result in your child being suspended from the Club Rec program. Please remember, it is your responsibility to contact the Lombard Park District 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 School Day Off 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. Refunds will be made in the method in which payment was received. The \$25 deposit that was paid at the start of registration is non-refundable. **Please note:** refunds or credits will not 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. Club Rec is not a DCFS licensed or licensed exempt program. We are not able to accept CCAP funds.

Tax Information: Lombard Park District's tax identification number is **36-600-5977**. Year-end statements are not mailed out. Participants may request this information and requests will be taken care of in the order received. Requests may take up to two weeks to process. Weekly billing receipts are emailed out every time billing is run and has all of the required information for tax purposes at the bottom of the receipt. Please keep these receipts for your records and to use for tax purposes. If you require a more detailed receipt, please provide at least two weeks notice. Requests should be emailed to kmanheim@lombardparks.com.

COMMUNICATION WITH STAFF

To reach Club Rec staff during program hours, please contact the designated site cell phone and email. Please know that supervisors will only have access to phones and email during Club Rec hours. For questions for the Club Rec program manager, please contact Katie or Victoria, Monday through Friday from 8:30 am - 3:15 pm.

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 views 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, Club Rec 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 have 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, must sign the child out of Club Rec and remove them from the program for the remainder of the day. Parents/visitors are not allowed in the school, with the exception of the Club Rec room.

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

The Lombard Park District believes in the right to an excellent recreational experience for all individuals from all backgrounds and ability levels. If a child requires special accommodations while attending Club Rec, Lombard Park District will work with the 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 the medical information portion of their child's profile in ePACT. Club Rec does not transport medication from your child's site, therefore, new medication must be brought for School Day Off and or you may request to take home medication if you know the child will need to use it for those additional programs.

The Parent/Guardian Must:

- Complete and sign all waivers in ePACT
- Provide all medication to the Site Supervisor. 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.
- A formal written plan provided by the child's physician or parent(s)/guardian(s) when applicable should be uploaded into the child's ePACT profile.

Please note: Club Rec staff does 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

For the protection of all children and staff, we are unable to accept a child who appears ill. 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.
- **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.
- **Communicable Disease(s):** A child diagnosed with a communicable disease must be non-communicable before return. A doctor's release may be necessary.

CODE OF CONDUCT & DISCIPLINE

All participants are expected to exhibit appropriate behavior at all times. 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/or causing bodily harm.
- All personal electronic equipment should be left at home. This includes, but is not limited to music devices, tablets, handheld 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. In addition, each Site Supervisor may establish a unique behavior management plan within their program. These plans and expectations will be discussed with all students.

1st Offense: Verbal Warning

2nd Offense: Loss of privileges and parent notification

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

WEEKLY BILLING DATES 2023 - 2024

Weekly billing occurs on the Monday the week before coverage. A maximum total of 37 bills will cover care for the entire school year. Those that register late will have their billing schedules adjusted.

WEEK #	DATES OF COVERAGE	BILLING DATE	MO
1*	08/16 - 08/19	08/07	AUG
2	08/21 - 08/25	08/14	
3	08/28 - 09/01	08/21	
4	09/05 - 09/08	08/28	SEPT
5	09/11 - 09/15	09/05	
6	09/18 - 09/22	09/11	
7	09/25 - 09/29	09/18	OCT
8	10/02 - 10/06	09/25	
9	10/09 - 10/13	10/02	
10	10/16 - 10/20	10/09	NOV
11	10/23 - 10/27	10/16	
12	10/30 - 11/03	10/23	
13	11/06 - 11/10	10/30	DEC
14	11/13 - 11/17	11/06	
15	11/27 - 12/01	11/20	
16	12/04 - 12/08	11/27	JAN
17	12/11 - 12/15	12/04	
18	12/18 - 12/22	12/11	
19	01/08 - 01/12	01/02	FEB
20	01/15 - 01/19	01/08	
21	01/22 - 01/26	01/15	
22	01/29 - 02/02	01/22	MAR
23	02/05 - 02/09	01/29	
24	02/12 - 02/16	02/05	
25	02/19 - 02/23	02/12	APR
26	02/26 - 03/01	02/19	
27	03/04 - 03/08	02/26	
28	03/11 - 03/15	03/04	MAY
29	03/18 - 03/22	03/11	
30	04/01 - 04/05	03/25	
31	04/08 - 04/12	04/01	
32	04/15 - 04/19	04/08	
33	04/22 - 04/26	04/15	
34	04/29 - 05/03	04/22	
35	05/06 - 05/10	04/29	
36	05/13 - 05/17	05/06	
37	05/20 - 05/24	05/23	

SCHOOL DAY OFF PROGRAMS

Additional registration is required. Program runs from 7:00 am - 6:00 pm. All School Day Off programs are held at the Lombard Community Building located at 433 E. St. Charles Road.

	CODE	FEE	1 ST REGIST. DAY
08/14	202150-01	\$45	05/01
08/15	202150-02	\$45	05/01
10/06	302150-01	\$45	08/01
10/09	302150-02	\$45	08/01
10/10	302150-03	\$45	08/01
01/12	402150-01	\$45	12/01
01/15	402150-02	\$45	12/01
02/19	402150-03	\$45	12/01
03/01	402150-04	\$45	12/01
04/01	102150-01	\$45	12/01

SCHOOL BREAK CAMP PROGRAMS

Details about school break camps are located in our seasonal brochures. Call Sunset Knoll Recreation Center at (630) 620-7322 for more information. All school break camps are located at the Lombard Community Building, 433 E. St. Charles Road.

CAMP	DATES	1 ST REGIST. DAY
Thanksgiving Break	11/20 - 11/22	08/01
Winter Break	12/26 - 01/05	08/01
Spring Break	03/25 - 03/29	12/01

CLUB REC DOES NOT OPERATE ON THE FOLLOWING DAYS:

09/04, 11/23, 11/24, 05/27

*No billing for PM Care
Kindergarteners during Week 1



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