

# K.E.E.P.

Before  
& After School

## Parent Handbook



**Barrington Park District    2017 - 2018**  
**Kids Enrichment Experience Program**

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## **PURPOSE**

**The care of young children is a delicate and sensitive undertaking. The goal of K.E.E.P. is to provide a safe, recreational based program for children whose parent or guardian cannot be home before or after school. The program is staffed by qualified, caring individuals who strive to develop a warm and constructive relationship with the children. K.E.E.P. provides a creative and stimulating environment in which children can learn, grow, and thrive at their own pace. The K.E.E.P. Program strives to meet the individual needs of each child.**

## PROGRAMS

### **Before School Program:- Subject to change if minimum enrollment is not met**

The A.M. program hours are 6:30am to 8:00 am. The program is held at the following schools:

<u>Program Location</u>		<u>Schools Serviced</u>
Countryside School	→→→→	Countryside School
Grove Ave. School	→→→→	Grove Ave.
Hough Street School	→→→→	Hough Street School
Lines Elementary	→→→→	Lines School
North Barrington School	→→→→	North Barrington School
Roslyn Road School	→→→→	Roslyn Road School

All children who require busing to their school **must** arrive before 7 a.m.

Children **must** be walked into the building and signed in by a parent. Children **may not** be dropped off in the front of the building and sign themselves in. Failure to follow this procedure will result in dismissal from the morning program.

Children are offered a light breakfast daily. Monday - Friday children are offered cereal with milk. Two days per week children will be offered a variety of other breakfast items. Any morning that a child does not want the hot breakfast they will be offered the cereal and milk as an alternative. Breakfast will be served from 6:30am until 7:30am.

Children may be registered for a **three-day or a five-day program only.** (subject to change)  
Our morning program is staffed at a ratio of 1 staff to every 10 children.

Children are offered a variety of activities in which they may choose to participate.

### **Day Off School Information**

On institute and in service days K.E.E.P. will run a full day program from 7AM to 6PM for an additional charge. **Registration for day off and/or mini-camps may be denied to any participant whose account is past due or who has shown that their behavior is not consistent with the behavioral requirements of our program.**

A minimum registration of 16 children is required on all Mini-Camps or Days Off offered. Failure to receive the minimum requirement will result in cancellation of care for that day.

#### **Drop off and pick up on Day Off School days is at:**

Langendorf Fitness & Recreation Center 235 Lions Dr., Barrington, IL

Detailed information and registration forms will be distributed, at your child's K.E.E.P. site, for these days approximately two weeks prior to the day off.

## After School Programs:

For children in Full Day Kindergarten or half day PM Kindergarten through 5<sup>th</sup> grade the Barrington Park District operates K.E.E.P. in the following schools. Care is offered from school dismissal until 6:00PM. The following is the list of program locations and the schools they service.

<u>Program Location</u>		<u>School Serviced</u>
Countryside School	→→→→	Countryside School
Grove Ave. School	→→→→	Grove Ave.
Hough Street School	→→→→	Hough Street School
Lines Elementary	→→→→	Lines School
North Barrington School	→→→→	North Barrington School
Roslyn Road School	→→→→	Roslyn Road School

Children will be offered an opportunity to participate in several active and non-active option areas during the afternoon. Active play, art, craft, homework area and table top games are a few of the choices that will be offered throughout the month.

A light snack will be served daily. We will be offering a variety of nutritious and fun snacks. Any allergies should be brought to the attention of your site staff, and **a list of acceptable snacks should be provided.** Any child who does not wish to partake of any particular snack will be offered an alternative.

Children **must** be signed out by a parent or someone who has been indicated by the parent as authorized to do so. Children may not leave the program unless accompanied by an authorized adult.

## Day Off School Information

On institute and in service days K.E.E.P. will run a full day program from 7AM to 6PM for an additional charge. **Registration for day off and/or mini-camps may be denied to any participant whose account is past due or who has shown that their behavior is not consistent with the behavioral requirements of our program. A minimum of 16 registrants is required to run any day off / or mini camp.**

**Drop off and pick up on these days is at:**

Langendorf Fitness & Recreation Center 235 Lions Dr., Barrington

Detailed information and registration forms will be distributed for these days approximately two weeks prior to the day off. **A minimum of 16 registrants is required, and a maximum of 40 will be accepted.**

## **Kindergarten After School Program**(for children in ½ day morning Kindergarten)

The K.E.E.P. Kindergarten Program operates from school dismissal to 6:00PM and is located at:

Langendorf Park,  
Kindergarten K.E.E.P. Facility (just west of the skate park)  
235 Lions Dr.  
Barrington IL. 60010

Programs Available: 5 day  
3 day (space is limited)

Parents must use the entrance located in the front of the building when picking up or dropping off their child. As you enter the vestibule there will be a doorbell next to the entry door. Please ring the doorbell to gain access to the classroom. Be prepared to show a photo ID.

All children enrolled in district 220 schools who register for the Kindergarten K.E.E.P. program must inform their respective schools that they are in need of AM Kindergarten due to the need for K.E.E.P. care. Children need to bring a sack lunch on a daily basis. K.E.E.P. will provide milk at lunch. The children will enjoy a light afternoon snack daily, and will be offered a variety of active and non-active options throughout the day. A monthly calendar and newsletter will be sent home at the beginning of each month detailing their activities.

- **Children will be expected to have independent bathroom skills and have the ability to take care of any and all personal hygiene needs.**

## **Day Off School / Mini-Camp Information**

On institute and in service days K.E.E.P. will run a full day program from 7AM to 6PM for an additional charge. **Registration for day off and/or mini-camps may be denied to any participant whose account is past due.** Drop off and pick up on these days is at:

Langendorf Fitness & Recreation Center, 235 Lions Dr., Barrington

Detailed information and registration forms will be distributed for these days approximately two weeks prior to the day off.

**REFUNDS AND CREDITS WILL NOT BE ISSUED FOR MISSED DAYS.**

## **AFTER SCHOOL ABSENCE REPORTING PROCEDURE**

If your child is going to be absent from the **after-school** program it is required that you report their absence to the appropriate phone number listed below.

<u><b>If your child attends program at:</b></u>	<u><b>Please Call:</b></u>
Countryside School	Contact number to be determined
Grove School School	(847) 791-2734
Hough Street School	Contact number to be determined
Lines School School	(847) 791-2196
North Barrington School	(847) 791-2198
Roslyn Road School School	(847) 791-2011

Absences should be called in by 10:00 am. All absences will be reported to a “voice mail” system and it is often difficult to clearly understand the messages. Please identify yourself, give your **child’s** first and last name (spelling the child’s last name), the date, and the reason for the absence. We do not prorate fees due to non-attendance or allow rescheduling for registered days that fall on a holiday or school in service.

**Please DO NOT call the K.E.E.P. office to report an absence.**

***SPECIAL NOTE: Please remember that parents are responsible for calling their After School Program site phone to notify staff of their child’s absence.***

I understand that in the event that my child is not present on a day they are scheduled to attend program and K.E.E.P. has not received a phone call, an attempt will be made to reach parents and emergency contacts to verify their whereabouts. If a return call is not received within a reasonable time frame Barrington Park District K.E.E.P. may deem it necessary to alert the Barrington Police Department.

I understand that if this call should be made and is a false alarm and there is a charge that I will take full responsibility for any fees charged.

**If non-reporting of absence becomes habitual, a per-call fee of \$5.00 may be implemented.**

## PAYMENT PROCEDURES & PENALTIES

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K.E.E.P. uses a computerized billing system. KE.E.P. is on a ten month payment system. Below are the billing dates and due dates:

<u>Billing Date</u>	<u>Payment Due Date</u>
At Registration	For August 1 <sup>st</sup> Payment
August -15 <sup>th</sup>	September – 1st
September -15 <sup>th</sup>	October – 1st
October -15 <sup>th</sup>	November - 1 <sup>st</sup>
November -15 <sup>th</sup>	December – 1st
December -15 <sup>th</sup>	January – 1st
January -15 <sup>th</sup>	February – 1st
February -15 <sup>th</sup>	March – 1st
March -15 <sup>th</sup>	April – 1 <sup>st</sup>
April -15 <sup>th</sup>	May – 1 <sup>st</sup>

Fees are **not** based on a specific number of school days in a **particular month**. Tuition is a yearly fee billed in **10 equal installments**. Fees are based on the prevailing school year schedule and are subject to change if schedule is altered.

Monthly bills should be **picked up** from your child's **after school** site. For those children who attend **only** the A.M. program, your monthly bill should be picked up at the morning program site.

**Payments are due on the first of every month.** Payment may be made by check, Visa, MasterCard or Discover. **NO CASH PAYMENTS.** Any payment not received by the date must be accompanied by a \$30.00 late fee. **MAKE CHECKS PAYABLE TO BARRINGTON PARK DISTRICT. Please contact the K.E.E.P. Office to set up monthly auto charges. Auto charges that decline, for any reason, will be assessed the \$30.00 late fee. Auto charge participants do not receive an invoice. We send out billing invoices to non-auto charge participants as a courtesy. Failure to receive this courtesy invoice will not negate your late payment fee.**

You may turn your payment into your Site Coordinator at site or you may pay, in person, at the Langendorf Fitness & Recreation Center. We strongly suggest you **do not** mail your monthly payments.

### **AM PROGRAM DEPOSITS AND REGISTRATION FEES DUE:**

**Please Note:** Upon registration, a **pre-payment** of the first two months tuition (see fees below) and a **\$25.00 registration fee, per child, is required. All fees are non-refundable** Your two month payment will be applied to your August and September care bills. Every monthly bill will be the same dollar amount regardless of the number of actual school days in a given month. The bills are based on the **total** number of school days **in the school year** divided by 10 equal payments. For further information, please call K.E.E.P. at 847-304-5278 or 847-304-5294. August and September pre-payments are **forfeit** if the AM program is dropped **after June 1, 2017.**

### **PM PROGRAM DEPOSITS AND REGISTRATION FEES DUE:**

**Please Note:** Upon registration, a **deposit equal to one half your monthly fee** (see fees below) and a **\$25.00 non-refundable registration fee, per child, is required.** The deposit will be held and applied to your May bill in 2018. Every monthly bill will be the same dollar amount regardless



of the number of actual school days in a given month. The bills are based on the **total** number of school days **in the school year** divided by 10 equal payments. For further information, please call K.E.E.P. at 847-304-5278 or 847-304-5294. Any cancellations of PM program must be requested no later than July 15, 2017 or deposits will be forfeited. Once the program has started deposits will be forfeited if the PM program is dropped before April 2018.

**Any changes made to your original registration (or to drop from program) must be presented in writing to the office by the 10<sup>th</sup> of the month prior to the month the change will take place. Also, any changes made to your participation schedule without the 20-days notice will incur a \$20.00 processing fee.**

As a courtesy, if your payment is not received by the due date, an “Over Due Payment” reminder *may* be sent to you via your site coordinator. A \$30.00 late fee should accompany your payment. The reminder notice will indicate the amount past due and the date that payment must be received. If payment is not received by the reminder due date, your child could be dropped from the program until the account is brought up to date. **Registration for day off and/or mini-camps may be denied to any participant whose account is past due. Failure to receive a courtesy late payment reminder will not negate your late fee.**

**It is a Park District policy that any account overdue in the amount of \$500.00 + and/or two or more months past due may be suspended from program until account is paid in full.**

## **WITHDRAWAL FROM PROGRAM**

To withdraw your child from any program, the K.E.E.P. office must receive written notification from the parent ***by the 10<sup>th</sup> of the month prior to the month of withdrawal*** or the parent is liable for the full monthly tuition. **Deposits are forfeit if you withdraw your child from the program prior to the end of the school year.**

## **LATE PICK-UP CHARGE**

The after school program ends at **6:00PM**. A \$25.00 late fee will be charged for **every 15 minutes** (or portion thereof) after 6:00PM. Our cell phones use “real time”. That is the clock we will be using to assess late fees.

You will be required to sign a late pick-up form. Payment for late pick-up must be paid at the time of pick-up to the staff persons on duty. Payment may be made by Visa, Discover, MasterCard, or Check.

**You cannot request that your late fee be billed on your next statement.**

**If late pick-up becomes habitual, your child will be dismissed from the program.**

## **PERSONAL BELONGINGS**

Personal belongings such as toys, game-boys, trading cards, or sports equipment may not be brought to the K.E.E.P. program. The K.E.E.P. program staff will not be liable for lost or stolen items if your child brings any personal items.

## **EMERGENCY MEDICAL AND HEALTH POLICY**

K.E.E.P. will always try to provide a safe environment for your child, but occasionally, children are hurt or injured. In the event of such an occurrence, K.E.E.P. will follow the procedure outlined below:

- a) Depending on the injury a call may be made to you to inform you of the situation
- a) Medical paramedics will be called to handle any serious injuries. If we are unable to reach either parent your emergency contacts will be notified.
- b) If your child needs medical care, we will accompany them to the nearest facility and you must meet us at the medical facility as soon as possible.

### **For each child's protection, the following health regulations will be required.**

If your child becomes ill while at our program, we will call you to inform you of the situation. However, if your child is running a fever, vomiting or experiencing diarrhea we will request that your child be picked up as soon as possible. Similarly, *if your child has been sick at home*, or at school please make arrangements for their care until they are well. This policy is not only for the protection of your child but extends also to the other children in our care.

**MEDICATION:** In order for medication to be administered the following must be received:

- a. The "Authorization to Administer Medication" form must be on file at your K.E.E.P. site.
  - b. A written desire that we assist the pupil in taking the medication. The medicine must be delivered to the site coordinator in the **original container** as delivered by the pharmacy to the parent.
- If your child is exposed to a communicable disease, you must notify us immediately so that incubation dates can be verified and the health of all children concerned can be protected.
  - The childcare staff has the authority to refuse any child who shows signs of illness. In such cases, the childcare staff's judgment is final.
  - If your child has any allergies or special needs it **MUST** be noted on the space provided on our registration form.

## **BEHAVIOR REQUIREMENTS**

Discipline is carried out in a way to help your child develop self control and assume responsibility for their own behavior. Our goal is to guide children in skills designed to help them become competent, contributing, problem-solving members of their world. It is kind and gentle, yet firm. It is based on four overall rules:

- a. A child may not disturb or hurt others, verbally or physically.
- b. A child may not damage school or park district equipment.
- c. A child may not place themselves and / or others in dangerous situations.
- d. A child must respect and follow staff direction.

Staff will encourage self-discipline, allowing the children to solve their own interpersonal conflicts, when appropriate. Staff will assist the children in understanding the other's actions.

Staff will make every effort to assist the child in correcting any unacceptable behavior through re-direction, reminders of expected conduct, time out and parent conference. However, if unacceptable behavior continues, the staff on duty will implement the following policy:

1. Talk to parent or guardian concerning continued behavior problems.
2. Write and present to parents a discipline notice.
3. On the occurrence of a third discipline notice the child would be suspended from the program for a period of three registered program days.
4. If upon return, the child's misbehavior continues and a 4<sup>th</sup> discipline notice is written, the child will not be allowed to continue attending the program.

## **DISCIPLINE NOTICE**

During the course of the day, the following situation or occurrence took place concerning your child. This notice is a documentation of such situation or occurrence. This documentation will be kept on file in our office. Three such documented situations will result in suspension of your child for three scheduled attendance days, after which your child may return. However, upon the next written notice your child will be dismissed for the remainder of the school year.

Date: \_\_\_\_\_

Warning # \_\_\_\_\_

Child's Name: \_\_\_\_\_

Counselor's Name: \_\_\_\_\_

Situation or Occurrence: \_\_\_\_\_

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Counselor's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent's Discipline Recommendations: \_\_\_\_\_

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## **DISCHARGE POLICY**

A child may be discharged from the K.E.E.P. program if any of the conditions outlined below arise:

1. Verification of falsified admission records, incomplete or missing forms, Waiver of Confidentiality, and/or K.E.E.P. policy sign-off.
2. Participant's actions or activities are disruptive to the implementation of program curriculum or are an endangerment to the safety of self and/or other participants.
3. Repeat violations of the attendance reporting policy.
4. Repeat violations of the pick-up policy.
5. The child-care needs of the participant are incompatible with the curriculum structure of the program.
6. Violation of the payment policies, late pick-up policy and/or payment due dates.
7. A parent/guardian becomes verbally abusive, attempts to intimidate, is flagrantly rude, or cannot control their language or actions when speaking with a K.E.E.P. staff member.
8. Any additional violations or concerns deemed unacceptable by the K.E.E.P. staff.

It is our goal to help every child be as successful in our program as possible. However, the best interest of the entire group must always be our focus.

In closing, we ask that parents discuss with their site staff any concerns that they may have immediately. Communication between staff and parents is key in the success of any child, in any environment, in which they may find themselves.

## *School/Program Closing*

Please remember to listen to your local radio stations and local television stations for school closings. **If School District #220 closes school, the K.E.E.P. program will also be closed for the day.**



### **Also**

The **A.M.** K.E.E.P. program will be closed in the event of delayed school opening due to weather conditions, or if district 220 schools are closed for the day.

The **P.M.** K.E.E.P. program will be closed in the event of district 220 closing schools **or** releasing the children early due to weather conditions.