

PARENT HANDBOOK



BEFORE & AFTER SCHOOL 2019/2020

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

Updated November 2019



www.barringtonparkdistrict.org | (847) 381-0687 | [facebook.com/barringtonpd](https://www.facebook.com/barringtonpd)

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INTRODUCTION

Dear K.E.E.P. Families,

Welcome to the Mary Sieja Kids Enrichment Education Program (K.E.E.P.). We are looking forward to a safe and fun school year that instills confidence in your child and creates wonderful memories. Participants will engage in structured activities such as homework time, physical fitness, group games, arts and crafts and other fun activities! Our highly-qualified staff is trained and supervised by the Barrington Park District. Each staff member is CPR/AED and First Aid certified.

We here at K.E.E.P. are committed to creating a nurturing community that supports each child's individuality and unique interests. Safety and supervision are essential components of our program. This Parent Handbook has been developed to provide you with information regarding our policies and procedures. If you have any questions about K.E.E.P., you can call the office at (847) 381-0687 or email keep@barringtonparkdistrict.org.

ADMINISTRATIVE OFFICE CONTACT INFORMATION

Office Hours: 9:00a.m. - 5:00p.m., Monday thru Friday
Office Phone: (847) 381-0687
Fax: (847) 381-8794
Mailing Address: 235 Lions Drive, Barrington, IL 60010, Attn: KEEP

ADMINISTRATIVE STAFF

Program Email: keep@barringtonparkdistrict.org

Program Manager: Kim Sweeney: (847) 304-5249
ksweeney@barringtonparkdistrict.org

Program Supervisor: Tiffany Murawski: (847) 304-5278
tmurawski@barringtonparkdistrict.org

Superint. of Rec.: Jodi Krause: (847) 304-5291
jkrause@barringtonparkdistrict.org

K.E.E.P. Mission Statement

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. K.E.E.P. strives to meet the individual needs of each child.

PROGRAM LOCATION & CONTACT INFORMATION

You must contact the staff at the appropriate location if:

- Your child is going to be absent from the After School program.
- There will be an alternate pick-up person.
- You are going to be late picking up your child.

You can call and leave a message or text the site cell phone numbers by noon (listed below). Site cell phones are not checked until 2:00pm, Monday thru Friday.

For all other questions, issues and/or concerns, please call the Barrington Park District at (847) 381-0687 or email keep@barringtonparkdistrict.org.

PROGRAM LOCATION & CONTACT INFORMATION

BEFORE SCHOOL LOCATIONS

Roslyn Road Elementary: serves children from Roslyn, Countryside and North Barrington.

Grove Elementary: serves children from Grove, Hough and Lines.

If your child DOES NOT attend Roslyn or Grove, the parent/guardian is responsible for contacting the School District for transportation. See page 5 for more information.

AFTER SCHOOL LOCATIONS

We offer the After School program at the 6 elementary schools listed below.

School Site	Program	Site Cell Phone #	Pick-up Location
Countryside	P.M ONLY	(847) 791-2198	Entrance: Door 14 Location: Multi-Purpose Room
Grove	A.M. & P.M.	(847) 791-2734	Entrance: Door 14 Location: Multi-Purpose Room
Hough	P.M ONLY	(224) 580-0897	Entrance: Main Doors Location: Multi-Purpose Room
Lines	P.M ONLY	(847) 791-2196	Entrance: Loading Dock Doors Location: Multi-Purpose Room
North Barrington	P.M ONLY	(224) 580-0893	Entrance: Main Doors Location: Multi-Purpose Room
Roslyn	A.M. & P.M.	(847) 791-2011	Entrance: Door 14 Location: Multi-Purpose Room

PROGRAM TIMES

The Before School program runs from 6:30a.m. until the start of school. The After School program starts immediately after school until 6:00p.m.

TRANSPORTATION

Transportation is not included with K.E.E.P.

BEFORE SCHOOL: Children attending the Before School program must be dropped off in the assigned program space and signed in by an authorized adult.

AFTER SCHOOL: Transportation is not included with K.E.E.P. Children will arrive at their designated after school site by walking within their own school.



BUSING: If your child is attending another school for language or other reasons and you would like to have them bused to their “home” school for K.E.E.P., you must receive prior approval from School District #220 and then update your child’s “student portal” before registering them for K.E.E.P. **The Park District CANNOT approve or schedule any transportation needs.**

ABSENCE REPORTING POLICY

BEFORE SCHOOL: Parents/guardians of children who are enrolled in the Before School program **DO NOT** need to call/text when a child is absent from program.

AFTER SCHOOL: If your child is enrolled in the After School program and is going to be absent, **you must notify your individual K.E.E.P. site via call/text by 1:00pm.** Phone numbers for each After School site are on page 4. If it is a planned absence (i.e. vacation, etc.), please inform the After School staff in advance. If for any reason your child will not be attending the After School program and we do not receive a call/text, a \$5 no call charge (per incident) will be added to your account.

If your child does not arrive at the designated After School site, the staff will attempt to locate the child through the school and transportation department. If your child can’t be located, you will be called. The school does not share absentee records with K.E.E.P. Please be advised, the After School staff is not responsible for your child until they are checked-in to the program by a K.E.E.P. staff member.

CHANGE REQUESTS

If you need to change program after school starts (i.e. 5 days to 3 days, etc.), all requests must be submitted in writing to the Recreation Manager via email: keep@barringtonparkdistrict.org or complete the form that is available at your child’s site or on our website at www.barringtonparkdistrict.org. All change requests must be submitted **by the 10th of the month prior to the month the change will take place.** After the 10th of the month, you will be responsible for the upcoming month’s tuition. There is a maximum 2 changes per year. A charge of \$30.00 will be applied per change after the max of 2 per year. **Change requests are based on availability and may not be granted.**

CANCELLATION REQUESTS

If for any reason you need to cancel participation in K.E.E.P., all requests must be submitted in writing to the Recreation Manager via email: keep@barringtonparkdistrict.org or complete the form that is available at your child’s site or on our website at www.barringtonparkdistrict.org. All cancellations must be requested no later than 8/1/20 or your August tuition payment will be forfeited. If you need to cancel after school starts, all cancellations must be submitted **by the 10th of the month prior to the month the change will take place.** After the 10th of the month, you will be responsible for the upcoming month’s tuition.



PARTICIPANT INFORMATION UPDATES

If at any time the participant or parent/guardian's telephone number, address, or other pertinent information changes, please notify the Site Supervisor at your child's K.E.E.P. site. If information needs to be updated before the program starts, please contact the administrative office at (847) 381-0687 or email: keep@barringtonparkdistrict.org.

DROP-OFF & PICK-UP

BEFORE SCHOOL: Each child participating in the Before School program must be walked into the building and signed in by a parent or guardian. Children may not be dropped off earlier than the program start time. Children will not be able to enter before 6:30a.m.

AFTER SCHOOL: A program participant must be in attendance during the school day in order to participate in After School program that same day. **Once a child has been picked up by a parent/guardian from After School, the child may not return that day.** When you pick up your child, you must enter the building, sign the roll sheet and write down the time. The staff cannot dismiss any child without a parent or guardian coming in to sign the child out. Participants will only be released to an authorized adult with photo ID. If you need to have someone that is not on the participant's registration form pick up, please text the site cell phone or submit written permission directly to the Site Supervisor.

LATE PICK-UP

The After School program ends at 6:00p.m. Parents/guardians must sign out **when they are leaving the location with the child, not when the parent arrives at program.** Any parent/guardian picking-up after 6:00p.m. will be charged a late fee of \$25.00 for every 15 minutes past 6:00p.m. The actual late arrival departure time is determined by the time noted on the site cell phone. If late pick-up becomes habitual, your child will be dropped from the program. Children who are still not picked up 30 minutes after their scheduled time will be turned over to the Barrington Police Department for supervision. If you are going to be late to pick up your child, you must call the site cell phone listed on page 4.

FOOD

BEFORE SCHOOL: Children will be offered a light breakfast daily between 6:30 - 7:30a.m. Two days a week, children will be offered "hot" breakfast items (i.e. waffles, breakfast sandwiches, etc.). Any morning a child does not want the hot breakfast, they will be offered cereal and milk as an alternative.

AFTER SCHOOL: Children will be served a light afternoon snack (i.e. Goldfish, pretzels, Pirate's Booty, etc.) and water daily after school. If your child would like more than a light snack, please send them with additional snacks in their backpack. If your child/children have any dietary restrictions or allergies, be sure to indicate it on the K.E.E.P. registration form.



TOYS/PERSONAL PROPERTY FROM HOME

Children are **NOT ALLOWED** to bring personal items to K.E.E.P. other than those which are school related. Personal items include, but are not limited to: cell phones, hand held video games (PSP, DS, tablets, etc.), iPods/MP3 players, toys, sporting equipment, pets or any violence related item. If personal items are brought to program, children will be instructed to keep them inside their backpacks. The Barrington Park District is not responsible for any damage to personal property that occurs during K.E.E.P. hours.

EMERGENCY & FIRST AID PROCEDURES



In cases of minor injury, the staff will administer simple first aid and will notify the parent/guardian at the time of pick-up. For more serious injuries requiring medical attention, the staff will call 911 and contact the parent/guardian. If parent/guardian cannot be reached, the staff will try to reach the emergency contact person specified on the student's registration form.

Please be sure to keep all telephone numbers updated on file with the Park District.

HEALTH CARE POLICIES & PROCEDURES

Since we are unable to take care of a sick student, we ask that you be especially aware of impending illness. Parents will be called to come pick up their child if the child is vomiting, has a fever and/or has diarrhea. You must take your child home if we feel that he/she needs to see a doctor, is contagious or requires prolonged individual staff attention which interferes with the safety of the remaining children. **K.E.E.P. staff is required to report any cases of communicable diseases to the local board of health.** Such reports shall include the name and home address of any individual in the program known to have or suspected of having a communicable disease. **Please do not send a sick child to program!**

MEDICAL ACCOMMODATION REQUIREMENTS & PROCEDURES

Special accommodations can include but are not limited to diabetes or severe allergies which require insulin or an Epi-pen. The Barrington Park District must be notified in advance of any conditions that can affect an individual and the proper medical protocols must be followed as explained in this handbook. If the request, along with all needed documentation, is not presented to the Park District in a timely manner, participation within the program can be delayed or denied. Submit a completed Permission to Dispense Medication waiver (available at www.barringtonparkdistrict.org or at site) as well as a Medical Plan (i.e. Asthma Action Plan, etc.). The Barrington Park District will review and seek any clarification as needed to ensure the accommodation is met. Timeliness of all the information is important to ensure participation.

INCLUSION REQUEST PROCEDURE

If an accommodation is needed to support an individual participating in any Barrington Park District program, please make note under "Participant Information" on the registration form. An accommodation can be made for any individual based on their IEP goals and/or diagnosis. Support available can be, but is not limited to, a 1:1 aide, rule modification or supply adaptation. If you need assistance and you did not make notation at the time of registration, contact the Barrington Park District at (847) 381-0687 or email keep@barringtonparkdistrict.org. All accommodations require approval from

NISRA (Northern Illinois Special Recreation Association). A Park District staff member will follow up with you accordingly after the request is reviewed.

WAITLIST

If the program is full, registrations will still be accepted but participants will be placed on a waitlist. If a space becomes available, participants on the waitlist will be contacted on a first come, first serve basis.

DAYS OFF OF SCHOOL

On the dates that District #220 is not in session due to institute days, conference and winter/spring break, the Barrington Park District may offer a Day Off of School program that is held at the Fitness & Recreation Center at an **additional cost**. This program runs from 7:00a.m. - 6:00p.m. These days may include a special program or field trip. If there is a field trip, all children must be dropped off and picked up from the Barrington Park District. They may not be dropped off or picked up from the field trip location. **Sorry, no exceptions.** Detailed information about each day will be available through a parent letter that will be distributed at program or found online and emailed prior to the scheduled activity date.

SCHOOL CLOSINGS

K.E.E.P. follows the District #220 school closures. When school is cancelled (or dismissed early) due to snow or other reasons, K.E.E.P. **will also be cancelled.** There will be no credit given.

CODE OF CONDUCT

The Park District has implemented a code of conduct policy for all of its programs. **These rules apply to all participants and parents/guardians.** The following are rules that ALL participants will need to follow in a joint effort to make K.E.E.P. positive and successful for everyone enrolled. Parents/guardians and children alike are asked to read over these guidelines and sign that they have read and understand the policy (included on the registration form).

- No bullying, verbal or physical abuse, threats, obscenity, disrespect or physical violence will be tolerated.
- All threats and threatening behavior will be taken seriously and reported to the proper authorities.
- Participants must show respect to all staff, participants, all property, equipment and facilities.
- There may be no physical contact, verbal or physical harm toward any participant.
- Participants may not place themselves or others in dangerous situations through actions or behavior.
- No weapons or items that may be used as weapons may be brought to the program.
- Participants may not leave the program area without permission.
- Participants are responsible for their actions and belongings (i-pad, cell phone, bags, jackets, school supplies, items brought from home with permission, etc.)
- No refunds will be issued for suspensions or suspended days of program.

CODE OF CONDUCT: PARENTAL

Parents/guardians are expected to follow the program rules and treat the staff with respect. **All program, staff issues, comments or concerns should be directed to the Recreation Manager, not the staff.** If a parent/guardian (or anyone who picks up) is verbally abusive toward staff, the child will be removed from the program. This includes sarcasm, criticism, negative comments, yelling and/or screaming directed at staff and/or other parents/guardians. The police will be called to remove any individual who becomes threatening in any way. Please be respectful to all school/BPD patrons, staff and other parents/guardians.

PARENTAL INVOLVEMENT

Cooperation with all policies and procedures is imperative. Fliers and emails will be sent home periodically to inform you of upcoming events. All comments, questions and/or concerns should be directed to the Recreation Manager at the Barrington Park District. See page 3 for contact information.

BEHAVIOR REQUIREMENTS & DISCIPLINE POLICY: STUDENT

It is our philosophy for discipline to teach participants to take responsibility for their own actions. We try to accomplish this through using specific directions, redirecting a child, positive reinforcements, motivation and through leading by example. Staff will encourage self-discipline, allowing the children to solve their own interpersonal conflicts, when appropriate. Since each participant may have different ways of learning, several methods may be used. However, if unacceptable behavior continues, the staff will implement the following policy:

- **1st Offense:** Verbal warning (depending on the severity, several warnings may be given).
- **2nd Offense:** A behavior report will be filled out and filed with the Recreation Manager and the parent/guardian. The parent/guardian will be required to sign the report, which will remain in the participant's file. The staff will work with the participant and parent/guardian to correct the behavior. **This may be issued immediately, without warnings for serious infractions.**
- **3rd Offense:** Suspension - the participant will be suspended from the program for three days. Suspensions are implemented on the child's program participation days. The parent will be notified by a Site Supervisor or the Recreation Manager. Upon return from suspension, if behavior continues, the Recreation Manager may dismiss a participant from K.E.E.P.
- **4th and/or 5th Offense:** Dismissal and/or further disciplinary action is at the discretion of the Program Manager based on the degree of the offense.

Depending on the situation and the degree of the offense, the participant may be permanently dismissed from the program following the issuance of a Behavior Report (see below).

IMMEDIATE DISMISSAL

It is our goal to help every child be as successful in our program as possible. However, the best interest of all K.E.E.P. participants must be our focus. The Park District reserves the right to dismiss any participant (without previous warning) whose behavior endangers the safety of themselves or others. **No exceptions will be made.**

A child may be dismissed if:

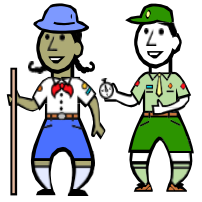
- They run away from the staff and/or the K.E.E.P. site, they will be removed from the program. If the child leaves the site, and the staff cannot convince the child to return, the police will be called. The staff are not permitted to leave the site under any circumstances.
- They physically abuse themselves, another child or staff member.
- They bring any type of weapon to program (consistent with all school rules).
- There is a violation of the payment policies, late pick-up policy and/or payment due dates.
- Parent/guardian does not follow the Parent Code of Conduct (verbally abusive, flagrantly rude, etc.)
- For any serious offense without previous written notice.

COMMUNICATION WITH SCHOOLS

The Barrington Park District works closely with School District #220 staff. At times we may ask for assistance from school teachers and administrators. Please inform the Park District staff if there are any problems your child has at school that will affect behavior during K.E.E.P. Please keep us informed of any concerns so we can be sensitive to your child's needs. If you do not want us communicating with the School District, please contact the Recreation Manager at keep@barringtonparkdistrict.org.

EXTRACURRICULAR AFTER SCHOOL ACTIVITIES

Children may take part in after school activities at their school (i.e. Brownies, Scouts, Clubs, etc.). The parent/guardian is responsible for completing the “Program Notification” form (available at www.barringtonparkdistrict.org or at site) prior to the scheduled activity. If we do not receive a request form, the child will not be released from K.E.E.P. or picked-up from the extracurricular activity. K.E.E.P. fees will not be prorated for time spent at after school activities. Credit will not be granted due to lack of notification of after school activities.



SUSPECTED ABUSE OR NEGLECT

Any K.E.E.P. staff having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child, shall immediately report the matter to the Recreation Manager. The Recreation Manager will notify the proper authorities in accordance with the Abused and Neglected Child Reporting Act.

PARENTS/VISITORS AT PROGRAM

Parents/guardians and/or visitors are not permitted to remain with their children during K.E.E.P. or attend the field trips. We do not allow non-park district employees around the children during program. All K.E.E.P. staff have undergone criminal background checks. This rule is for the safety of the children and will be enforced.

SOLICITING

Staff is prohibited from purchasing items from the children. Parents/guardians are not permitted to solicit goods or services during program hours and/or on Park District property.

PHOTOGRAPHS

Pictures may occasionally be taken of the K.E.E.P. participants throughout the school year. These pictures are used for historical and marketing purposes and will remain on the property of the Barrington Park District. By registering for K.E.E.P., you have granted us permission to use these images. If you do not wish to have your child photographed, please make sure you have contacted the Recreation Manager at keep@barringtonparkdistrict.org.

WEBSITE INFORMATION

The Barrington Park District website, www.barringtonparkdistrict.org, is your 24/7 information source on everything the Park District has to offer. The home page will let you know the status of various programs and you can download the seasonal brochure and various forms, contact personnel, view upcoming events and find information about our parks, facilities and recreational programs. The K.E.E.P. Parent Handbook, Days Off of School and Summer Camp information will be posted on the K.E.E.P. page found under the “Program” tab.

K.E.E.P. TAX INFORMATION

Retain your monthly receipts for tax purposes. The K.E.E.P. Before & After School and Summer Programs are recreation programs but depending on your circumstances, the cost of the program may qualify as child care for a tax deduction. If you and your tax advisor decide you can use this, the tax ID number is 36-6000-234. **Please retain your monthly receipts for tax purposes.**



FEES 2019/2020 SCHOOL YEAR

There is a \$25 registration fee per child, per program charged at the time of registration. Below are the monthly tuition fees.

Program Option	Monthly Tuition 1st Child 10 equal payments	Monthly Tuition Additional Children (per child)* 10 equal payments
A.M. 3 Days	\$140	\$126
A.M. 5 Days	\$210	\$189
P.M. Wednesday Only	\$100	\$90
P.M. 3 Days	\$200	\$180
P.M. 4 Days	\$270	\$243
P.M. 5 Days	\$310	\$279

*Additional children must reside within the same household. There is a 10% discount for additional children.

PAYMENT INFORMATION:

The following payment options are available:

1. **PREFERRED METHOD:** Automatic Withdrawal (EFT). Complete an EFT Auto Payment Form (included in registration packet) and have your payments automatically withdrawn from your credit card account on the 1st of each month (or next business day). A payment confirmation receipt will be emailed.
2. Online: Contact the Registration Desk to set up a Household Account.
3. Check by mail (payable to: Barrington Park District, Attn: K.E.E.P., 235 Lions Drive, Barrington, IL 60010)
4. Credit, cash or check in person at the Fitness & Recreation Center Front Desk.
5. Credit or check in person at your site. Cash is NOT accepted at site.

Families who are not signed up for auto payment will receive a bill via email on the 15th of each month prior and payments are due by the 1st of the following month. **If payment is not received by the 1st of the month, you will be assessed a \$30 late processing fee. If payment is not received by the 15th, your child will be removed from the program.** Failure to receive the invoice via email will not negate your late payment fee.