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## **Park District Mission Statement**

The mission of the Woodridge Park District is to enhance one's quality of life by providing superior parks, facilities, and recreational services in a fiscally responsible and environmentally sustainable manner, in partnership with the community.

## **KIDZ Squad Mission Statement**

The mission of the KIDZ Squad program is to provide a quality program that will benefit the education, health, social, cultural and recreation needs of the children and families served.

## **Important Phone Numbers**

### **Site Phone Numbers**

Before School - (630) 220-9936

After School Murphy - (630) 390-4124

After School Goodrich - (630) 310-1963

### **Community Center - 2600 Center Drive**

(630) 353-3300

### **Recreation Coordinator**

**Angie McGrath - (630) 353-3338**

## **About the Staff**

KIDZ SQUAD is supervised daily by a Site Director who is highly qualified and experienced in working with children. KIDZ SQUAD Leaders are a mixture of mature and enthusiastic college and high school students. Approximate child to staff ratio: 10 to 1. All staff attends a training program, which includes topics such as: supervision, safety techniques, curriculum development, and CPR/First Aid training. We are proud of our staff and think you will feel the same.

## **Behavior/Discipline Procedures for KIDZ SQUAD**

### **Program Participant Behavior Policy**

Participants shall exhibit appropriate behavior at all times. The Park District developed the following guidelines to help make programs safe and enjoyable for all participants. The Park District may develop additional rules for particular programs and athletic leagues as deemed necessary by staff. Staff will use a positive approach regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, prompt resolution will be sought, specific to each individual's situation. The Agency reserves the right to dismiss a participant whose behavior endangers the safety of himself/herself or others.

### **Procedures**

Upon registration or entry into the program, the parent/guardian should be solicited for any information regarding special accommodations needed for the participant. If any of these special accommodations are behavior related, the parent/guardian should be contacted for information about any behavior modification programs in place at school or home. Attempts should be made to utilize these in the program. Also, the inclusion coordinator from the Special Recreation Association (SRA) should be contacted for guidance. Documentation should be maintained regarding any problem behaviors, special accommodations, and behavior modification programs.

- **Behavior guidelines:**

- Show respect to all participants and staff.
- Take direction from staff.
- Refrain from using abusive or foul language.
- Refrain from causing bodily harm to self, other students or staff.
- Show respect to equipment, supplies and facilities.
- Do not chew gum

- **Discipline Procedures**

- 1<sup>st</sup> Offense: Verbal warning

2<sup>nd</sup> Offense: Time-out/loss of privilege

3<sup>rd</sup> Offense: Demerit and parent/guardian(s) will be notified

**Demerits may be issued for the following:**

- Fighting, teasing, or using inappropriate language towards other students
- Damaging property and or equipment
- Destroying property of other students
- Littering
- Disobeying staff or other park district staff
- Leaving designated grounds without permission
- Leaving designated group without permission
- Stealing (participant will receive 4 demerits and one day suspension)
- Gang association (participant will be dismissed from program)

o **Two offense days** will result in a conference involving site director, student and parents/guardians.

o **Three offense days** will result in a one day suspension from the KIDZ SQUAD program.

o **Four offense days** could result in further suspension or dismissal from the program without a refund.

o **Serious infractions will be handled on a case by case basis.**

o The suspension will be in effect on the earliest day following the offense. A supervisor will notify the parent/guardian.

If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the agency reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

Depending on the situation and the degree of the offense, a program participant may be permanently dismissed from the program following any of the offenses. No refunds will be issued if participant is dismissed.

## **Billing and Payments**

Payments are due the 25th of each month starting August 2010. Payment received after the 25<sup>th</sup> of the month will be charged at late fee of \$20. Please attach your payment to the monthly coupon (can be found online at [www.woodridgeparks.org](http://www.woodridgeparks.org)) and return it to the Woodridge Park District, 2600 Center Drive, Woodridge, IL 60517. **No** payments will be taken at the schools.

**If your payment is not received by the 1st of the month your child will be removed from KIDZ Squad until your account has been paid in full.**

## **Communication**

The Site phone numbers are listed on the first page. All sites have 24-hour voice mail. If your child is going to be absent you **MUST** leave a message for the Site Director before the beginning of the program. **\*\*\*Your child's school does not contact KIDZ Squad if a child is absent or goes home early. Notification is imperative.\*\*\***

In the event that your child will not be attending KIDZ Squad due to illness, appointments or other obligations, it is the **parent's responsibility to inform the Site Director by calling the site phone and leaving a message.**

When you call please give your name, your child's name (first and last) and the date(s) they will be absent. With your help following our guidelines, we can be sure to provide a **safe and secure** program. Valuable time can be spent searching for a child.

If a child does not arrive in KIDZ Squad by attendance time, the following steps must be taken.

1. The KIDZ Squad staff checks with the school office staff.
2. The parents are contacted.
3. The emergency contacts and pick up authorizations are called.
4. The Park District supervisory staff is notified.
5. The Woodridge Police Department is notified.

At any of the above steps, if the child is located, the sequence stops.

If a parent fails to notify the KIDZ Squad site before the start of the program, a "Failure To Report Absence Fee" will be assessed for each occurrence. Failure to Report Absence fees are as follows;

1 <sup>st</sup> time	Free pass
2 <sup>nd</sup> time	\$10.00 fee
3 <sup>rd</sup> time	\$20.00 fee
4 <sup>th</sup> time	<b>May</b> result in program dismissal without refund

## **Complaints**

Parents are encouraged to speak directly to the Site Director should they have any concerns regarding their child's care. If a satisfactory solution cannot be reached they are asked to speak to the Supervisor of the KIDZ SQUAD program, Angie McGrath.

## **Drop off and Pick up**

Parents or an authorized person must sign each child in and out of the program. Staff **will not** release a child to a person who is not identified on the registration form. Parents must notify the Site Director **in writing** if a person who is not listed on the child's registration form will be picking up the child.

At drop-off it will be necessary to bring your child into the Community Center building to sign in. Please use the entrance in the back of the building, lower level.

For pick-up of your child after school, it will be necessary for you to come into the Murphy/Goodrich School gym and sign your child out.

## **Hours of Operation and Calendar**

Monday - Friday, full and half days of school attendance, following the District 68 school calendar. The first day of **KIDZ Squad will be TUESDAY, AUGUST 24, 2010.**

Before School: 7:00 am - Approximately 8:00am. Buses pickup and take students to their schools.

After School: 2:55 pm - 6:00 pm

KIDZ SQUAD will be closed on the following dates:

Labor Day - September 6

Columbus Day - October 11

Non-Attendance Day - November 2

Veterans Day - November 11

Parent/Teacher Conferences - November 22 & 23

Thanksgiving Vacation - November 24 - 26

Winter Break - December 22 - December 31

Martin Luther King's Birthday - January 17

Parent/Teacher Conferences - February 8

Presidents' Day - February 21

Teacher Institute Day - February 25

Spring Break - March 28 - April 1

Non-Attendance Day - April 22

Memorial Day - May 30

All snow days and other emergency closing as determined by School District 68

## **Insurance Information**

The Park District is unable to assume responsibility for injuries, accidents or loss of personal property occurring at programs, parks and facilities. The Park District does not carry hospitalization insurance for program participants. Such insurance would make programs and user fees prohibitive. Your individual health care policy must cover all your medical needs.

## **Late Pick-Up Fees**

For the safety of your child we require that staff remain at the site until all children have been picked up. Please reciprocate

this courtesy by being on time for pick-up. If you know you are going to be late, please call your child's Site Director. We strongly recommend that you have the KIDZ Squad Site Phone Number programmed in your cell, home and office phones.

Late fees will be assessed in the event you are over 5 minutes late picking up your child.

1-5 min no charge

5-10 min \$5.00

10-15 min \$10.00

15-20 min \$15.00

20-25 min \$20.00

25-30 min \$25.00

30 + minutes - The Woodridge Police Department will be called and your child will be picked up and placed in the custody of the Woodridge Police Department.

## **Medication**

If your child needs to take medication while at KIDZ Squad, you must complete and return the **Permission to Dispense Medication** form and a **Medication Dispensing Information** form before any medication can be distributed.

## **Schedule Changes and Withdrawal**

A schedule change may be requested based on availability. A fee of \$5 will be charged to change your enrollment schedule. Your request must be submitted five days prior to the start date of the change. You will need to complete the change of schedule form which is available online. There is a limit of 4 changes per school year.

If you wish to withdraw your child from the program, you must submit a written request two weeks in advance of the withdrawal date.

All change and withdrawal requests must be submitted at the Woodridge Park District Community Center, 2600 Center Drive, Woodridge, IL 60517.

## **Schedule of Activities**

The following is a flexible listing of how a typical day might run:

### Before School

7:00 a.m. Student Check-in  
Passive time/Outdoor/Gym/Homework  
7:45 - 8:00 a.m. Buses pick-up

### After School

2:55-3:20 p.m. Check-in and Snack(provided by KIDZ Squad)  
3:20-3:45 p.m. Outdoor/Gym  
3:45-4:30 p.m. Constructive play activities

4:30-5:00 p.m. Quiet Time for homework and reading  
5:00-6:00 p.m. Free Time: Board Games, Puzzles, Card Games

Doing homework is encouraged. The Site Directors and Leaders will help with homework if possible.

## **Tax Information**

We do not provide Section 125, reimbursement accounts or tax information to parents for the Before and After School Programs. It is the parent's responsibility to keep track of expenses by keeping cancelled checks, credit card slips or to ask the park district for a receipt. The tax ID # is 36-2697892.

## **Transportation**

Students attending the Before School Program will be transported by school bus to their respective schools. The Community Center is the first stop of school bus routes for each of the elementary schools.

Edgewood	Route 2
Sipley	Route 1
Meadowview	Route 1
Willowcreek	Route 4
Murphy	Route 2
Goodrich	Route 3

Students attending the After School Program will be transported by bus to either Goodrich or Murphy School. Please notify the school and your child's teacher of your participation in this program. Please refer to the following list for the specific bus your child will be transported on:

Routes dropping off at Goodrich	
Willowcreek	Route 4
Meadowview	Shuttle Bus
Routes dropping off at Murphy:	
Edgewood	Route 2
Sipley	Route 1