



Woodridge  
**PARK DISTRICT**  
WOODRIDGE, ILLINOIS

# **KIDZ SQUAD PARENT MANUAL**

LAST APPROVED BY BOARD OF COMMISSIONERS

Revised July 8, 2024

## **History**

Originated July 2007

Revised July 2008

Revised August 2010

Revised August 1, 2011

Revised August 1, 2015

Revised January, 25, 2016

Revised July 29, 2016

Revised July 12<sup>th</sup>, 2017

Revised July 23<sup>rd</sup>, 2018

Revised July 31<sup>st</sup>, 2018

Revised July 10, 2019

Revised August 11<sup>th</sup>, 2020

Revised October 22<sup>nd</sup>, 2020

Revised July 20<sup>th</sup>, 2021

Revised June 15<sup>th</sup>, 2022

Revised March 30, 2023

Revised July 8, 2024

Dear Parents,

Welcome to the Woodridge Park District KIDZ Squad program. This parent handbook is designed to provide you with information about KIDZ Squad activities, procedures and guidelines. Please read through the manual carefully and keep it as a reference throughout the school year.

It is our goal to provide a quality before and after school program where your child feels safe, stays active and is fully supervised. If you have any questions, concerns or suggestions, please feel free to speak with your site director or to contact the office at 630-353-3400.

We look forward to meeting your child and working with your family this school year.

Sincerely,

Jessica Tompkins  
Recreation Supervisor  
630-353-3443 (Desk Phone)  
[jtompkins@woodridgeparks.org](mailto:jtompkins@woodridgeparks.org)

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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 manner 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.

#### **KIDZ Squad Statement Regarding COVID- 19**

The Woodridge Park District's has policies and procedures in place that align with and abide by CDC, federal, state, and local government guidelines pertaining to disinfecting and cleaning, social distancing, group sizes, and overall safety of participants, staff, and patrons.

#### **Additional KIDZ Squad Eligibility Requirement**

The following are requirements of all Participants in order to participate in KIDZ Squad

- Participants must be potty-trained and independent with all toileting needs.
- Participants must be able to maintain physical independence (i.e. independently walk, run, job, maintain adequate balance, etc. without physical support, adult hand holding and/or close adult proximity).
- Participants must be independent with feeding.
- Participants must be able to wear a personal protective mask.
- Participants must be able to maintain social distance (6ft or more) independently or with verbal prompting only.

### **Site Phone Numbers**

KIDZ Squad–

Before Care: (630) 441-0280

After Care:

Phone A: (630) 432-0726

Phone B: (630) 310-1963

Athletic Recreation Center 8201 Jane Ave.- 630-353-3400

### **Program and Staff**

KIDZ Squad is held at the FHCC for before care located at 2600 The Center Dr and After care at the Athletic Recreation Center (ARC), 8201 S. Janes Avenue, Woodridge, IL and supervised daily by Site Directors who are 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. All staff work as a team in all activities, projects and events. We are proud of our staff and think you will feel the same. Illinois park districts are required under the Park District Code (70 ILCS 1205/8-23) to conduct a criminal background check through the Illinois State Police (ISP) on all applicants offered employment.

All KIDZ Squad leaders must complete the hiring process each year and this includes an updated criminal background check with the Illinois State Police.

As a license exempt program and facility, KIDZ Squad and the Woodridge Park District facility are not regulated by the Illinois Department of Children and Family Services.

In accordance to Illinois State statute 430 ILCS 66/65 Section 65a #13, no person shall knowingly carry a concealed handgun on or into the Athletic Recreation Center (ARC). Signage is posted at each entrance to the facility.

## Registration and Start Date

Registration for returning Kidz Squad participants will begin on Wednesday, July 10 2024 at 9:00am at the ARC on a first come, first serve basis. New Kidz Squad participant registration will be held on Wednesday, July 17<sup>th</sup> 2024 from 6:15pm-8:00pm at the ARC on a first come, first serve basis. Registering after these dates can be done at the ARC during registration hours (Monday-Friday, 9am-6pm and Saturday 9am-12pm). A completed registration form and the first month's payment is due at the time of registration. The registration form and payment must be received and processed by the end of the business day on the Thursday before your child plans to attend Kidz Squad. As an additional note, the secure drop box is only checked at the beginning of each business day. Should you place paperwork in the drop box after the beginning of the business day, it will not be received until the following business day. Participants will not be able to participate in Kidz Squad until the monthly payment is paid in full and all forms are turned in.

The first day of ***KIDZ Squad will begin Thursday August 22<sup>nd</sup>, 2024.***

Daily fees:

Before Care: \$8.25R/ \$10.50 NR

After Care: \$15.75 R/ \$17.20 NR

***Register: 2 days/week, 3days/week, 4 days/week or 5 days/week***

**ePACT Network**

KIDZ Squad will utilize an online system for parents and guardians to submit paperwork and required forms. This online system also allows staff to stay in contact with parents/guardians through a variety of means. ePACT Network is an online emergency network. Organizations, like the Woodridge Park District, use ePACT to invite their participants to share emergency information with them so they can access critical details like medical needs (e.g. allergies, medications, etc.) or key contacts (e.g. legal guardians and other individuals allowed to pick up/drop off a child).

The parent/guardian listed as the main contact will receive an email, following registration, with directions and a link to complete all required forms through the ePACT Network. It is the responsibility of the parent/guardian to keep all ePACT information and forms up to date in the event that any information regarding your Child(s) changes. It is imperative that the Woodridge Park District have an up to date email address for the parent(s)/guardian(s) of each participant.

### 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 begin Thursday August 22<sup>nd</sup>, 2024***

Before Care: 7:00- 8:00am

Location: Fred C. Hohnke Community Center: 2600 The Center Dr. Woodridge, IL 60517

After Care: 2:45 pm – 6:00 pm

Location: ARC: 8201 Janes Ave. Woodridge, IL 60517

KIDZ SQUAD will be closed on the following dates:

- Labor Day- September 2<sup>nd</sup>
- SIP Day – September 20<sup>th</sup>
- Columbus Day- October 9<sup>th</sup>
- SIP Day- October 14<sup>th</sup>
- SIP Day – October 31<sup>st</sup>
- Election Day – November 5<sup>th</sup>
- Thanksgiving Break- November 25<sup>th</sup> - 29<sup>th</sup>
- Winter Break- December 23<sup>rd</sup> – January 3<sup>rd</sup>
- SIP Day - January 6<sup>th</sup>
- M. L. King Day- January 20<sup>th</sup>
- President’s Day – February 17<sup>th</sup>
- Teachers Institute Day- February 28<sup>th</sup>
- Spring Break- March 31<sup>st</sup> – April 4<sup>th</sup>
- Parent Teacher Conferences – April 17<sup>th</sup>
- Spring Holiday – April 18<sup>th</sup>
- SIP Day – May 2
- Memorial Day – May 26<sup>th</sup>
- Last Day of School- May 30<sup>th</sup>

KIDZ Squad will follow the Woodridge 68 School schedule.

### Schedule of Activities

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

After School	
3:00-3:30 p.m.	School Bus Drop off/Check-in
3:30-4:00 p.m.	Snack time- Group time
4:00-5:00p.m.	Structured Outdoor/gym/turf/program room activities
5:00- 5:30 pm.	Rotated Homework time/ Quiet time
5:30- 6:00 pm.	Free time

### Snack

Snack is provided daily for after care as required by the CDC, federal, state, local guidelines/protocols. The snack will be portioned and served for individual consumption.

If you feel your child would benefit from an additional afternoon snack, or if your child has any dietary restrictions or food allergies, please feel free to send a snack.

\*\*\*There will be a designated table set aside of kids with severe peanut allergies.

Please send your child(s) with a water bottle with their name on it each day.

### Homework

A scheduled quiet time will be provided to all students. We support the idea that homework is the child's responsibility and that homework habits should be developed and supported in the home. All students will be required to engage in a quiet activity during homework time. Staff will encourage your child to do homework during this time or to engage in silent reading. The children will be expected to work independently, but help is available from the staff. It is not the responsibility of the KIDZ Squad staff to force your child to do his/her homework. Your child may not always finish all his/her homework during the provided time. Parents will maintain full responsibility for ensuring accuracy and completeness of all assignments.

### Change of Schedules

Changes in your child's schedule are due by the 20<sup>th</sup> of the month prior to the change and all changes will start on the 1<sup>st</sup> of the month. A \$5.00 service fee will be charged for each schedule change. This schedule change will not be processed without a \$5.00



payment attached (cash, check or credit card). CHANGES OF LESSER COMMITMENT ARE SUBJECT TO A \$25 FEE. No changes, withdraws or cancellations will be accepted after April 18, 2025. We do not prorate program fees for participants-with the exception of a written medical excuse from your doctor

### e-Learning/Weather Policy

If district 68 implements e-learning days due to weather emergencies or other reasons, there will be a refund processed for those days within 5-10 business day back onto your account.

### Absences

The site phone numbers are listed on the first page. All sites have 24-hour voice mail. If you 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 mandatory.\*\*\***

In the event that your child will not be attending KIDZ Squad due to illness, appointments, vacations or other obligations, it is the parent's responsibility to inform the Site Director by calling the site phone and leaving a message. There are no credits issued for absences or vacations.

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.

- The KIDZ Squad staff checks with the school office staff.
- The parents are contacted.
- The emergency contacts and pick up authorizations are called.
- The Park District supervisory staff is notified.
- 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

Only parents/guardians are allowed to make changes regarding days of attendance, add/remove any information on forms or receive account information.

Please remember to update your family ePACT account in the event that any of your contact numbers or email addresses change. If we are unable to reach the parent or guardian using the telephone numbers on your family account, your child may be dropped from the program. This policy is in place to insure the safety of your child.

## Drop off and Pick up

### I. KIDZ Squad PROCEDURES

Items to Bring to KIDZ Squad daily

- Closed-toe gym shoes (no sandals)
- A water bottle with your child's name on it

### II. Arrival and Departure

**Participants are not permitted to sign themselves in and out.  
Children must be signed in for Before School and out for After  
School by a parent, guardian, or authorized individual.**

Pick up for After Care will be held at that ARC- Door 10. (Located at the southwest corner of the ARC facility)

Parents will need to enter at Door 10, stop at the table and sign their child(ren) out each day of attendance.

Parents/guardians must have a picture ID to show when picking up their child. Kidz Squad staff will not release a child to that person, without a form of ID.

Staff **will not** release a child to a person who is not identified on the ePACT account. Parents must notify the Site Director **in writing** if a person who is not listed on the family ePACT account will be picking up the child. For pick-up of your child after school, it will be necessary for you to come to Door 10 (on the southwest corner of the ARC) to pick up/sign out your child.

To honor specific custody orders and/or order of protection, it is the responsibility of the parent to provide a copy of the custody and/or order of protection. The document must be signed by the court with the legal seal present, date effective and ending date, if applicable.

Please be prompt when arriving and picking up. Please send a note of permission or email the Recreation Supervisor if:

- Your child is to go home with another child/parent (that individual must be listed in your camper's ePACT account as an authorized individual)

- You need to share information with KIDZ Squad staff
- You have a question for KIDZ Squad staff

### 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 numbers programmed in your cell, home and office phones.**

Late fees will be assessed starting at 6:10 pm. **A \$1 per minute late fee will be assessed for each child picked up after 6:00 pm.**

### Medication and Allergies

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. All medication must be in an original prescription bottle with the label intact. If a child does not have sufficient medication onsite, the parent/guardian will be notified to pick the child up within one hour.

Children with severe allergies, such as allergies to bee stings, food products, etc., may be at risk of a serious allergic reaction while participating in a Park District program due to contact with or ingestion of the allergen. The Woodridge Park District cannot guarantee an allergen free environment, but with your cooperation we can create a safer environment and be better prepared to handle emergencies. The Park District will make reasonable, feasible and practical accommodations to allow children with life threatening allergies to participate in our programs. If your child has an allergy, we must have a signed note from your doctor listing your child's allergies and any additional information necessary to understand and care for your child. If medication is needed, the Permission to Dispense Medication and Medication Dispensing Information forms must be completed.

If your child needs to take medication while at camp, you must complete the Medication Dispensing Information section in the ePACT Network with all required information. You must also submit a signed Permission to Dispense Medication and Medication Waiver and Release of All Claims form, via the ePACT Network, before any medication can be distributed. If your child requires an auto-injector or inhaler while at camp, please complete the Waiver and Release of All Claims for Use of Inhaler/Auto Injector form found on the ePACT Network. We will do everything possible to support a student with taking medication as directed. Our staff will do our best to secure and monitor all prescription medications for the duration of KIDZ Squad.

- Upon arrival at KIDZ Squad, all medication and required forms must be placed in the possession of the Site Director. The Site Director or staff will dispense the medication(s) per the physician's specifications.
- Please bring medication in a single clear Ziploc bag, labeled with the child's name, so that it can be reviewed by the Site Director.
- All medications brought to KIDZ Squad MUST match what is listed on the *Medication Dispensing Information* and *Medication Waiver* form. Any discrepancies may result in delays. Our staff will only administer the dosage as listed on the original container. Please provide a physician's note if your child's dosage differs from what is listed on the original container.
- ALL medications MUST be brought to KIDZ Squad in their ORIGINAL CONTAINERS. Please do not take the medication out of the container. Your pharmacist can possibly make an extra labeled bottle for you to bring medications to KIDZ Squad. For your child's safety, we will not be able to accept any medication which is not in the original bottle with the official directions or prescription label. The original container must identify (in English) the prescribing physician (if a prescription drug), the name of the medication, the dosage and the frequency of administration.
- Students needing injections (insulin, hormones, etc.) will need to self-administer this medication under observation of the Site Director and/or the Recreation Supervisor. These campers must also bring their own SHARPS disposal container to KIDZ Squad if they are bringing injection-type medications. The container needs to be held by the Site Director along with the medications to ensure safety of others. The container with the used needles must be taken back home with the student.

## Injury and Illness

We depend on your help to assist us in maintaining a safe and healthy environment for all of our children. We reserve the right to send home any child who shows sign of illness. Should your child become ill during program hours, staff will make your child comfortable while we attempt to notify a parent/guardian and request that the child be picked up as soon as possible. If the parent is unavailable, those listed as emergency contacts will be notified. As mandated by local school districts, a child must be without a fever and/or taking antibiotic for 24 hours before returning to KIDZ Squad.

Any child who is injured and requires more than basic first aid, the following steps will be taken;

- We will attempt to contact parent/guardian by the phone
- If a parent/guardian cannot be reached we will attempt to contact all emergency phone listings
- If necessary, the child will be transported to the nearest hospital by ambulance, accompanied by a staff member. Siblings will remain at KIDZ

## Squad

**Please do not send your child to KIDZ Squad if they display any of the symptoms below, as they may indicate a real illness:**

- Any illness that prevents your child from participating comfortably in KIDZ Squad activities
- Temperature above 100° F in the morning (especially when accompanied by change in behavior or other symptoms of illness)
- Diarrhea, where more than one abnormally loose stool has occurred in the last 24 hours
- Vomiting any time after 6 p.m. the preceding evening
- Lethargy, irritability, or persistent crying
- Severe coughing where the child gets red or blue in the face or the child makes a high-pitched croupy or whooping sound after he or she coughs
- Difficult or rapid breathing
- Yellowish eyes or skin
- Pinkeye (conjunctivitis), evidenced by tears, redness or eyelid lining or irritation, following by swelling and discharge of pus
- Infected skin patches that are crusty, bright yellow, dry or gummy
- Any contagious disease like chicken pox, measles, mumps, mono, etc.
- If an antibiotic has been given for an ear infection or sore throat, wait 24 hours before sending a child back to camp
- Severe sore throat or trouble swallowing
- Strep throat, until 24 hours after treatment
- Impetigo, until 24 hours after treatment
- Rash with fever or behavior change
- Students can return once a physician deems it is not an infectious disease
- Severe itching of the body or scalp, especially if it results in open sores
- Head lice (see below in Lice section)
- Constant runny nose

Contagious diseases (chicken pox, head lice, etc.) must be reported to the Site Director and/or the Recreation Supervisor by the parent/guardian as soon as the illness is diagnosed so that we can inform other parents. Notices will be sent via ePACT when contagious illness has been reported. Please advise us if your child will be absent for several days.

The Woodridge Park District will follow District 68 policy on any other illnesses.

### Lice

If a Student is found to have head lice, the student's parent/guardian will be contacted immediately and the student, as well as their belongings, must be isolated from other students. Students must remain home until a doctor's note can be presented verifying that any/all nits (eggs), nymphs, and adult size lice are no longer present on the students. Student's scalp, or students' belongings.

## **Personal Belongings**

Please do not allow your child to bring video games, electronic devices, trading cards, cell phones, cameras, iPods or other related personal items to KIDZ Squad. These items are prohibited from usage during KIDZ Squad hours. The Woodridge Park District is not responsible for any trades, lost, stolen or broken items that result from children bringing their belongings to KIDZ Squad.

Personal cell phone usage is not permitted. Children may request access to the site phone should it be necessary to contact a parent or guardian. Parents/guardians may call the site phone should they need to reach their child or need to talk to a staff member.

All belongings left at the ARC will be placed in the lost and found box at the Athletic Recreation Center. Items will be kept in the box for one week. All articles left in the boxes will be donated.

## **Communication/Internet - Student/Staff**

Given certain developments in our culture, we believe that it is important to set guidelines regarding the interaction and communication between students and staff outside of the KIDZ Squad program. We recognize that students and staff develop trusting relationships with one another and that it is natural for students to want to keep in touch or contact with staff via the internet and/or telecommunication once KIDZ Squad hours are over.

While we acknowledge and understand the shift in society toward social media, phone calls and text messages, our policy is to forbid the exchange of contact information between students and staff in that capacity. Our policy forbids student-staff contact via social media, unauthorized email accounts and unauthorized telecommunication devices.

Our culture is changing rapidly and it is important that both the parents and the park district work together to keep experiences safe, healthy and positive.

## **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.

## KIDZ Squad to Home Communication

Notices of general information that need to reach all families will be communicated via the ePACT online system. It is very important that families keep your contact information up-to-date. Should we need to communicate information to an individual family, this will be delivered at the end of day to the person who is signing out your child. This includes disciplinary or late pick-up notices.

## 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 him/her or others.

### 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.
- Eloping/ leaving group without permission
- Show respect to equipment, supplies and facilities.
- Do not chew gum.
- No electronics allowed
- Personal Belongings (Toys, Fidget Spinners, playing cards, video games etc.)  
Are not allowed in KIDZ Squad.

### Behavior Agreement

Every parent must sign the behavior agreement on the ePACT Network before they may leave their child with the program. The agreement states that the parent and participant have read and understand the park district policy for behavior and discipline. The park district reserves the right to dismiss a camper whose behavior consistently disrupts the KIDZ Squad atmosphere or endangers the safety of himself/herself or others.

In an effort to provide a safe environment which allows all participants to learn and grow, staff shall endeavor to ensure that effective discipline is implemented. Woodridge Park District KIDZ Squad Staff work to foster and recognize positive behavior. Staff strives to use positive behavior intervention strategies to encourage students to exhibit expected behavior. Methods for handling positive and negative behavior will be fair. We want all participants to have the best experience possible while at KIDZ Squad.

**Write Ups:**

Write Ups are utilized as a consequence to behaviors. Write ups are a form filled out by KIDZ Squad leaders. The demerits guidelines are listed below. During the issuing of a write- up, KIDZ Squad leaders will discuss the student's behavior and the write- up with the child. KIDZ Squad Leaders will call the parent/guardian to inform them of the situation. Upon pick up of the students, KIDZ Squad Leaders will present the parent/guardian with the write-up. Parents/Guardians are asked to sign the write-up and return it within 24 hours of issuance.

**Write ups/Suspension/ loss of privileges may be issued for the following/Dismissal 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
- Eloping from designated grounds without permission
- Leaving designated group without permission
- Stealing Gang association (participant will be dismissed from program).
- Unauthorized use of cell phones and other electronic devices
- Continual lack of participation in KIDZ Squad activities
- Disobeying established KIDZ Squad rules
- Other incidents/situations that are not listed may warrant a write up, suspension and/or dismissal from the KIDZ Squad program without refund.

**Discipline Procedures**

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

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

**3<sup>rd</sup> Offense:** Time-out/loss of privilege and parent/guardian(s) will be notified right away.



**4<sup>th</sup> Offense:** Write Up- A copy of the write up will be sent to the Recreation Supervisor, which will be filed and a copy will be sent home with the parents, which will need to be signed and returned to the Recreation Supervisor either that day or the next day of KIDZ Squad.

**Two -offense days (2 write ups)** will result in a conference involving program staff, Recreation Supervisor, student and parent/guardian(s).

**Three three-offense days (3 write ups)** will result in a one-day suspension from the KIDZ Squad program.

**Four or more three-offense days (4 or more write ups)** could result in further suspension or dismissal from the program without a refund.

Serious infractions will be handled on a case by case basis and can result in an automatic write-up, suspension, or expulsion from the program.

The suspension will be in effect on the earliest day following the offense. The Recreation 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 given a write up, suspended, or permanently dismissed from the program following the offense without refund.**

### **Zero Tolerance Policy**

Our goal for each child attending the KIDZ Squad program is to have an experience in which the child is safe, both physically and emotionally. KIDZ Squad has adopted a zero tolerance for the following behaviors:

- Participant spits at a fellow student or employee
- Participant scratches a fellow student or employee
- Participant licks a fellow student or employee

Please review these with you child before and during his/her week at KIDZ Squad. Any student who willfully violates any of the above rules of conduct will be dismissed immediately

### **Bathroom Policy**

Your child needs to be FULLY toilet trained before the first day of KIDZ Squad. We recommend that an extra set of clothing be in your child's school bag, in case of an accident.

### **Adult Conduct**

Parents are to refrain from speaking with other children regarding behavioral issues. Please bring all concerns regarding conduct and behavior to the Site Director. Only Woodridge Park District staff is permitted to manage participant conduct and behavior.

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

If staff suspect an authorized person of substance abuse or view any act of child abuse or its effects, the police and DCFS will be notified. The staff's first responsibility is to the safety of the children.

### **Tax Information**

We do not provide Section 125, reimbursement accounts or tax information to parents for the After-School Programs. **It is the parent's responsibility to keep track of expenses by keeping cancelled checks, credit card slips or to**, or by using our online registration portal, ActiveNet, in order to access proof of transactions. The tax ID # is 36-2697892.

### **Child Abuse and Neglect Reporting**

All staff members of KIDZ Squad are required by law and Park District policy to be DCFS Mandated Reporters. If there is reasonable cause to believe a child may be abused or neglected a report must be filed with DCFS. Failure to report suspected child abuse or neglect could result in dismissal from employment and/or being charged with a Class A misdemeanor by the State of Illinois.

#### **Mandated Reporter**

As employees of the Woodridge Park District KIDZ Squad Program, each staff member is a mandated reporter. A mandated reporter is a professional with the legal responsibility to report suspected child abuse or neglect to the Illinois Department of Children and Family Services. As professionals that work with children, we are required to report any suspicion of child maltreatment immediately when we feel we have reasonable cause to believe that a child known to us, in our professional or official capacity, may be abused or neglected.

## 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.

## Special Accommodations

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.

*To indicate if your child(s) needs special assistance or accommodations to participate in KIDZ Squad, please check the appropriate box on the registration form and notify the front desk staff and the Recreation Supervisor immediately.*

### **SEASPAR**

SEASPAR is the South East Association for Special Parks and Recreation. This organization provides year-round recreation activities for individuals with disabilities and cognitive delays. SEASPAR also provides inclusion assistance to those individuals who wish to participate in their home district program. Park District staff training, adapted equipment, or a program aide is made available to facilitate a positive recreation experience.