

# Schaumburg Park District 2019 – 2020 School Year KASPER Family Handbook



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

# TABLE OF CONTENTS

KASPER Introduction .....	2
ePact Information .....	3
KASPER Arrival and Departure .....	3
Off Site Activities.....	4
Authorization for Pick-up.....	4
On-site Visits .....	4
After School Activities.....	4
Programming – Activity Zones .....	5
School In-services (including ½ Days), Holidays and Winter/Spring Break.....	5
School Closings.....	6
Late Pick Up.....	6
Absences .....	6
Communication with Staff .....	7
Injury and Illness .....	7
Medication/Parental Procedures and Responsibilities.....	7
ADA and Special Accommodations .....	9
Adult Conduct .....	9
Children’s Conduct.....	10
Mandated Reporting of Abuse, Neglect, Abandonment or Exploitation.....	10
Toilet Training .....	11
program Attire .....	11
Personal Belongings.....	11
Snacks and Lunches.....	11
payment options and Additional Fees .....	12

## KASPER INTRODUCTION

Dear KASPER Families,

Thank you for choosing the Schaumburg Park District KASPER program for your child's afterschool experience! On behalf of the KASPER staff, I would like to say welcome and that we are looking forward to a safe and fun school year that instills confidence in your child and creates wonderful memories. We are excited to give your child the opportunity to explore new opportunities, learn new skills, make meaningful friendships and test their creativity and imagination. We 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. General questions or concerns can be emailed to [kasper@parkfun.com](mailto:kasper@parkfun.com) or please call the office at (847) 252 – 2888.

Sincerely,

Stephanie Gear

### **Contact Information**

**Office Hours:** 9:00AM – 5:00PM Monday thru Friday

**Office Phone:** (847) 252 – 2888

**Fax:** (847) 490 – 2498

**Mailing Address:**

Schaumburg Park District

**Attn: KASPER PROGRAM**

505 N. Springinsguth Rd. Schaumburg, IL 60194

### **KASPER Administrative Staff**

Stephanie Gear/Program Manager

[stgear@parkfun.com](mailto:stgear@parkfun.com)

Anna Schuld/Program Assistant Manager

[anschuld@parkfun.com](mailto:anschuld@parkfun.com)

Pat Carrano/Billing & Registration

[pacarrano@parkfun.com](mailto:pacarrano@parkfun.com)

Rebecca Much/Trips & Enrichment Coordinator

[remuch@parkfun.com](mailto:remuch@parkfun.com)

Sandy Miller/Administrative Office Support

[samiller@parkfun.com](mailto:samiller@parkfun.com)

**Please Note:**

- The KASPER program reserves the right to cancel any program due to low enrollment. Enrollment minimum is ten participants per program.
- Information that is handed out at your child's program site will be delivered to the person signing your child in/out. This includes disciplinary and late pick-up notices.
- Please remember to update your child's EPACT account in the event that any of your contact numbers or e-mail addresses change. If we are unable to reach the parent or guardian using the telephone numbers in your child's account, your child may be dropped from the program. This policy is in place to insure the safety of your child.
- **PHOTOS/VIDEOS:** Registrants and participants permit the taking of photos and videos of themselves and their children during Park District activities for publications and use as the Park District deems necessary.

## EPACT INFORMATION

**ePACT Support:** Have questions or feedback? Please contact [help@epactnetwork.com](mailto:help@epactnetwork.com) or call **1-855- 773-7228 ext. 1** to speak with ePACT's Customer Success Team.

## KASPER ARRIVAL AND DEPARTURE

**AM KASPER** is provided at your child's school from 7:00AM until school begins. Parents/guardians must walk children into the program, sign them in and record their time of arrival using the site iPad.

**PM KASPER** begins at school dismissal until 6:00PM. Children are to go directly from their classroom to the gym. Please inform your child's teacher that your child is registered for the PM KASPER Program.

If your child's base school is at capacity we can transport your child to PM KASPER at the following locations\*:

- ❖ The Sport Center (1141 W. Irving Park Road) will service Aldrin, Hale and Nerge Elementary School.
- ❖ The Meineke Recreation Center (220 E. Weathersfield Way) will service Collins Elementary School.
- ❖ The Community Recreation Center (505 N. Springinsguth Road) will service Blackwell, Campanelli, Dirksen, Dooley and Hoover Elementary School.

Children will go directly from their classroom to their school gym. The KASPER staff at the child's school will walk them to a Schaumburg Park District vehicle that will transport them to their overflow location for the PM KASPER program. KASPER staff will meet the bus and escort your child to the program.

\* Locations subject to change from year to year depending on program need.

## OFF SITE ACTIVITIES

KASPER afterschool programs will be scheduled for two to three field trips throughout the school year. The costs for all activities are included and are provided to enhance the overall KASPER experience. In the past, field trips have included Water Works, the Sports Center, Spring Valley, etc. Children cannot be signed in or out from field trip locations that are not at KASPER afterschool program locations.

**Please Note:** Schaumburg Park District vehicles will be used when transporting children.

## AUTHORIZATION FOR PICK-UP

Only those persons authorized on the participant's registration form and ePACT account may sign the child out. Legal guardians or those authorized to pick-up must **present a valid photo ID.** Schaumburg Park District will not release any child to an unauthorized person. In the case of emergencies when you need someone not on your child's registration form to pick up your child, and a one day written notice is not possible, you must notify your child's Site Coordinator using the cellphone number provided or call the KASPER office at (847) 252 – 2888

**Please Note:** Failure to sign your child into the program or out of the program will result in your child being dropped from the program.

Only the legal guardians/pick-up persons listed in the ePACT account will have access to the child/ren while in the care of the Schaumburg Park District.

## ON-SITE VISITS

When a legal guardian arrives at site, they are to sign the child out and leave with the child. KASPER does not allow on-site visits to the program.

## AFTER SCHOOL ACTIVITIES

If your child attends an after school activity in the school they attend PM KASPER, you need to inform the Site Coordinator in writing of the day and time he will be attending the activity. Your child **must** go the gym and check in **before** attending their after school activity. KASPER staff does not escort nor bring children back from said activities at the school sites.

If you child attends KASPER at one of the overflow park district locations (Meineke, Sports Center and Community Recreation Center), parents/guardians have the opportunity to sign up their child to attend one of the many classes offered (excluding swim lessons) in the building during program hours. Parents/Guardians must fill out the *Activity Permission Form* available at the site location and inform the site coordinator of the start and finish date of the class.

## PROGRAMMING – ACTIVITY ZONES

KASPER offers zones throughout the afternoon. Children are encouraged to participate in group activities. We encourage children to clean up after themselves.

- 7:00 a.m. – 6:00 p.m. (KASPER Camp and Day-off programs)
- 3:00 p.m. – 6:00 p.m. (KASPER After-school program)

### Activity Zones

1. **Sky Zone** (Outdoor recreation and relaxation)
2. **Rec Zone** (Active area with organized active games, sports, Lego's, board games, cards, etc.)
3. **Video Zone** (Movie of the week, Nintendo Wii or Switch)
4. **Snack Zone**
  - Comfortable place to sit and enjoy a snack.
  - Note that children can eat at any time during the program
5. **Relaxation Zone** (Quiet area for reading, journaling and reflection)
6. **Artistic Zone** (Open art and guided projects)

## SCHOOL IN-SERVICES (INCLUDING ½ DAYS), HOLIDAYS AND WINTER/SPRING BREAK

### Day Off Program Information

- Care is available from 7:00 a.m. – 6:00 p.m. on school holidays and in-service days.
  - ½ Day in-service days are from 11:40 a.m. – 6:00 p.m.
- Winter Break and Spring Break Camp registrations will be distributed at your child's KASPER site and through the family ePACT account. (Online registration not available)
- Families will receive a Day Off Program Information Packet at their child's KASPER site as well as an emailed link through ePACT for online registration. Schaumburg Park District does not offer care on:
  - Labor Day
  - Thanksgiving and Thanksgiving Friday
  - Christmas Eve and Christmas Day
  - New Year's Day
  - Memorial Day
- All registrations are final. There are no refunds or credits for unattended days, payments are non-transferable.

- Payment cannot be accepted at site. Registrations can be done online, in-person at the KASPER office, during regular business hours at any front counter or e-mailed to [kasper@parkfun.com](mailto:kasper@parkfun.com). Forms are available on the Schaumburg Park District website under KASPER.
- If your child uses an inhaler, epi-pen, Benadryl or takes prescription medication or over the counter medication, the parent/guardian/authorized person must bring the medication and give it to the staff at time of sign-in and ask for the medication back at time of sign-out. Medication cannot be transported by Schaumburg Park District staff.
- If a child's suspension coincides with a day off, the child will not be allowed to attend.
- Families receiving scholarship assistance or state assistance will be responsible for the amount stated on day off registration form. (Online registration will not be available).

## SCHOOL CLOSINGS

If School District 54 announces school closings, AM and PM KASPER will also be canceled. Credit is not given for cancelled days. District #54 adds these days to the end of the school year. **A full day program (7:00AM-6:00PM)** will be held at the Community Recreation Center.

- Cost is \$55.00 per child. Payment must be made at time of sign-in.

## LATE PICK UP

Legal guardians will be charged \$1 for every minute after 6:00PM. We adhere to the clock at your child's camp.

If a child has not been picked up within ten minutes of the end of the program, staff will attempt to contact the legal guardian(s) and/or emergency contacts listed on the participant's ePACT account. If after 30 minutes and after emergency numbers have been unsuccessful, staff will contact the police. Your child will then need to be picked up at the Schaumburg Police Department. Failure to pick-up your child is considered child abandonment.

**Please note:** Fee must be paid within five days of receipt to avoid suspension. KASPER does not send out invoices for late pick-up fees. For families enrolled in auto-pay, the late pick-up fee will be charged to the card that is on file.

## ABSENCES

Absences from the **PM KASPER** program must be called or texted into the site cell phone before 2:00PM. Children that attend PM KASPER that are transported to one of the overflow sites (CRC, Meineke or Sport Center) **need to call the site cell phone for the school their child attends (not the overflow site)**. Include the participant's first and last name.

**Please Note:** Five unreported absences will result in the child being dropped from the program.

## COMMUNICATION WITH STAFF

To reach KASPER staff during program hours, you can call or text them using the following number:

<b>KASPER Sites</b>	<b>Location Cell Phone Number</b>
<b>Aldrin</b>	(224) 762 – 4371
<b>Blackwell</b>	(224) 762 – 4417
<b>Campanelli</b>	(224) 762 – 4508
<b>Collins</b>	(224) 762 – 4534
<b>CRC Room A</b>	(224) 762 – 4586
<b>CRC Room B</b>	(224) 762 – 4594
<b>CRC Community Room</b>	(224) 762 – 4603
<b>Dirksen</b>	(224) 762 – 4654
<b>Dooley</b>	(224) 762 – 4761
<b>Enders-Salk</b>	(224) 762 – 4765
<b>Hale</b>	(224) 762 – 3210
<b>Hoover</b>	(224) 762 – 3213
<b>Meineke</b>	(224) 762 – 3336
<b>Nerge</b>	(224) 762 – 3364
<b>Sport Center</b>	(224) 762 – 3446

Parents/guardians must return phone calls left by their child’s Site Coordinator or the KASPER Office within 30 minutes. Failure to do so will result in your child being dropped from the program. The KASPER program must be able to reach parents/guardians at all times during program hours.

## INJURY AND ILLNESS

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

1. Attempt to contact parent/guardian
2. Attempt to contact emergency listings
3. If necessary, the child will be transported to the nearest hospital by ambulance, accompanied by a staff member. Siblings will remain at KASPER.
4. The Schaumburg Park District does not provide accident insurance to its participants.

## MEDICATION/PARENTAL PROCEDURES AND RESPONSIBILITIES

All medication must be in a current and correctly labeled prescription bottle. For children requiring medication during program hours, parents must digitally sign a written consent form through ePact. Over the counter medications may be administered with a completed consent form, however, only new, unopened containers will be accepted. The over-the-counter medication must remain at the site until the child is no longer taking the medication. We do not transport medicine from your child’s KASPER site.



For the protection of all children and staff, we are unable to accept a child who appears ill. Staff has the right to refuse admittance of a child who appears too ill to attend on a given day. If you are in doubt about your child's health, please keep him/her home. If your child has a communicable infection, please notify the staff or supervisor. A few guidelines to follow in determining whether you should keep your child home are:

- Children should be free of an elevated temperature for 24 hours before returning to KASPER. Sometimes children are anxious to "get back" and return too soon. Because their resistance is lowered, they are more susceptible to germs and they can become ill again.
- If prescribed, children should be on antibiotics for 24 hours before returning to KASPER to ensure they are no longer contagious.
- If matter coming from the nose is not clear in color, it is usually symptomatic of an infectious process beginning. Please keep your child home.
- Children should be free of diarrhea for at least 24 hours before returning to KASPER.
- A rash may be the first sign of many illnesses, such as scarlet fever. A rash or spots may cover the entire body or may appear in only one area. Do not send a child with a rash to the program until your doctor has said that it is safe to do so.

If any child has a rash, fever or other signs of illness, the parent/guardian will be called and must pick the child up within one hour. If a parent/guardian cannot be reached, staff will contact persons listed on the participant registration form as authorized to pick the child up.

**The parent/guardian must:**

1. Complete and electronically sign the following forms on ePACT: *Permission to Dispense/Self-Administer Medication Waiver and Release* and *Medication Dispensing Information*
2. Where appropriate, provide a *Self-Administration* form from the medication prescriber (Ex. inhaler, epi pen).
3. Provide all medication to the Site Coordinator. Where appropriate, legal guardians shall count out the number of pills/tablets delivered to the Park District in the presence of Park District staff. Prescription medication must be in the original prescription bottle with label intact. Non-prescription medication must be in the original unopened bottle which includes the child's name, medication, dosage, and time of day medication is to be given. Over the counter medicine once opened at site cannot be brought back and forth from home. In cases of field trips, the parent/guardian must provide an adequate storage device for the medication, *i.e.* an insulated bag/cooler for insulin.
4. Communicate with Park District staff regarding specific instructions for medication including self-administration where appropriate.
5. A formal written plan provided by the child's physician or parent(s)/guardian(s) when applicable (which can be uploaded into your ePact account.)

Please Note:

- If a child does not have sufficient medication onsite, the parent/guardian will be notified to pick the child up within one hour.
- Please note that Park District staff is not allowed to calculate the amount of dosages participants must take.
- The Schaumburg Park District does not provide accident insurance or medical insurance for its participants.

## ADA AND SPECIAL ACCOMMODATIONS

The Schaumburg Park District believes in the right to an excellent recreational experience for all individuals from all backgrounds and ability levels. If your child requires special accommodations while attending the program, Schaumburg Park District will work with your family in cooperation with Northwest Special Recreation Association (NWSRA) to assess any modifications that may be needed to successfully participate in KASPER. These accommodations could include observations, additional training for park district staff, adaptive materials and equipment, or aide assistance for the program. NWSRA and its member park districts believe all individuals should be provided with leisure opportunities that allow for performance at their highest level of ability in the least restrictive environment while maintaining safety and confidentiality.

Please contact the Program Manager, as well as, noting any pertinent information on your child's registration form and ePact account to help ensure a positive recreational experience.

## ADULT CONDUCT

Any parent/guardian, authorized person or site personnel who display any of the following behaviors will no longer be allowed at site and can jeopardize the child's enrollment in the program:

- Physical abuse, shaking, grabbing, hitting, pushing, etc.
- Verbal abuse and/or harassment 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 suspects 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 child.

## CHILDREN'S CONDUCT

If a child misbehaves, staff will attempt to redirect the child and offer alternatives to the inappropriate behavior. A written notice will be presented to the legal guardian if the behavior does not improve. Three written notices will result in a three-day suspension (no credit or refund will be given for suspension days). A fifth write-up will result in the child being dropped from the program. Families can request to schedule a meeting at any time with the KASPER Manager/Site Coordinator.

### **The following unacceptable behaviors will result in disciplinary action:**

1. Consistent and uncooperative behavior which constitutes disregard for rules and regulations of the program
2. Consistent insubordination to ANY staff member
3. Acts which jeopardize the health, safety and welfare of themselves or others
4. Possession of dangerous weapons
5. Theft
6. Fighting or assaulting any persons
7. Intentional damage to or destruction of any property
8. Continual verbal abuse, use of profanity, obscenity, or racial slurs to personnel or a fellow participant
9. Leaving the program site or any area where the program is being conducted without staff permission
10. Possession or use of illegal substances or medications

Listed above are examples of inappropriate behavior, however, they are not limited to the only behaviors that would necessitate a write-up. A child that threatens to bring a weapon or has brought a weapon to the program, or threatens bodily harm toward an individual will be suspended immediately pending an investigation. The parent/guardian will be called to pick up their child and notification will be made to the Police Department and School District #54.

If, at any time, a child's behavior threatens the safety of themselves or others, the parent/guardian will be notified and is expected to pick the child up within one hour. This includes off-site locations. The Program Supervisor reserves the right to review each situation on an individual basis and may eliminate steps depending on the severity of the incident.

## MANDATED REPORTING OF ABUSE, NEGLECT, ABANDONMENT OR EXPLOITATION

KASPER realizes the crucial role mandated reporters play in keeping children safe and ensures that mandated reporters are aware of their responsibility to report when there is reason to suspect that a child may be abused, neglected, abandoned, or exploited. It is the policy of KASPER that any suspicion or allegation of abuse, neglect, abandonment or exploitation perpetrated against a child/youth is reported in adherence to the *KASPER Mandated Reporter of Abuse, Neglect, Abandonment or Exploitation Policy*.

Schaumburg Park District staff is considered mandated reporters under the law. Staff is not required to discuss their suspicions with parents prior to making a report to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report.

## TOILET TRAINING

All children enrolled in KASPER must be toilet trained. If a child has a bathroom accident, a parent/guardian will be called to bring a change of clothes (may include shoes) to the program within one hour. If a parent cannot be reached the emergency contacts will be called. More than 3 incidents will result in the child being dropped from the program.

## PROGRAM ATTIRE

Gym shoes must be worn daily to allow full participation. For inclement weather, children must be dressed appropriately (jackets, hats, scarves, gloves, boots, snow pants, etc.) in order to participate in outdoor activities.

## PERSONAL BELONGINGS

The Schaumburg Park District is not responsible for items brought from home. Please label all items: clothes, shoes, lunch boxes, back pack, towels, swimsuits, etc.

- **NO electronic devices are allowed**
- **NO personal toys/games are allowed**
- **Exceptions:** Novels and Books

## SNACKS AND LUNCHES

Children enrolled in the KASPER afterschool program will be offered a healthy snack daily. If you feel your child would benefit from a morning snack or an additional afternoon snack, please feel free to send them with your child.

The KASPER program **is not** a nut-free environment; however, all snack purchases are made considering the nut allergies and other food restrictions of our KASPER participants. Following School District 54 policy, if allergies are present, KASPER will move the potential food risk and have those participants eat in other areas. If the allergy is severe, KASPER will evaluate the specific program area and make accommodations to ensure the safety of that participant.

**If your child has any dietary restrictions or food allergies, please bring it to the attention of the Site Coordinator. This restriction should also be noted in your ePact account.**

## PAYMENT OPTIONS AND ADDITIONAL FEES

### Payment Schedule

A total of 9 invoices will be e-mailed beginning August 1<sup>st</sup>, 2019, with the last invoice e-mailed April 1<sup>st</sup>, 2020. Payments are due by the 15<sup>th</sup> of each month. Invoices will be e-mailed **only** to the e-mail shown on the registration form.

Payments can be mailed to or dropped off at: The Community Recreation Center, KASPER Office, 505 N. Springinsguth Rd., Schaumburg, IL 60194. If you wish to make your payment in person, payments are accepted at the KASPER Office between 9:00AM and 5:00PM, Monday-Friday or at the registration front counter before or after hours.

### Automatic Payment Contract

The Schaumburg Park District offers the convenience of automatic scheduled payments at no additional cost to you. All auto-pay payments will be processed on the 15<sup>th</sup> of the month. Forms are available at the KASPER office and online. Any/all changes to your auto pay contract must be submitted in writing.

### Online Payment

1. Visit the website at [www.parkfun.com](http://www.parkfun.com)
2. Click on blue "Register" link at the top of the webpage.
3. Log into your account using the main email address for your account and enter your password. **(If this is the first time accessing your account, click the forget password link to create a new password)**
4. Once you have accessed your personal page, click on "Pay on Account" tab

### Outstanding Balances

Families with past due balances will be suspended from the program until the account is brought to date. After 30 days the child will be withdrawn from the program. Eligibility to register for Days Off and camp programs will be restricted until the account is brought up to date.

### Late Payment Fee

Late Payment A fee of \$10.00 per child will be incurred for payments received after the 15th of the month.

### Refunds

Families wishing to withdraw from the program must notify the office 5 days prior to the last day of attendance. Refunds will be made in the method in which payment was received. A \$3.00 service fee will be deducted from the refundable amount. Check refunds may take up to 10 business days to receive.

- *Please Note:* Credit is not available for days not attended.

### **Change in Attendance**

A fee of \$10.00 per child will be charged for each change made to the initial registration. Forms will be available online or at your child's site for any and all changes in attendance. All changes must be in the KASPER Office by 11:00AM on Wednesdays. Changes will go into effect on the following Monday. Changes will not be accepted without payment.

### **Declined Credit Cards and NSF Checks**

There is a \$25.00 charge for each occurrence. Restitution needs to be made within five days or the child will be suspended from the program until the account is brought up to date. NSF fees will not be waived due to compromised credit cards; it is your responsibility to contact the KASPER office with updated information. All NSF checks must be made by cash, money order or credit card.

### **Flex Spending/State Assistance/Scholarship/Account Information**

It may take up to five days from the day the office receives your request to return the completed documents to you.

- Families are responsible for their assigned co-pay, plus the \$35.00 (non-refundable) per child registration fee.

**Financial Assistance:** The KASPER Summer Program offers assistance based on a sliding fee schedule. Financial Assistance applications forms are available at the Community Recreation Center, KASPER office or online. Families need to re-apply each year. Families cannot combine Scholarship Assistance with State of Illinois Assistance. All required documentation must be submitted with the scholarship application for the application to be processed. Families currently receiving assistance can submit two recent paycheck stubs, submitted with your child's registration form to update your eligibility for Summer 2020.

**State of IL Assistance:** Families receiving assistance for child care must provide the KASPER office with a letter "Approval of Request for Child Care Payment" provided from Illinois Action for Children. This completed form must be on file with the KASPER Office a minimum of one week prior to the child's start date. Summer requires "full time" approval Payment or Action for Children Approval must be provided prior to the child starting the program.

### **Tax Information**

The Schaumburg Park District tax identification number is 36-253-0442. If you need a receipt, you can access this information through your Park District account.