

2023 – 2024

SCHAUMBURG PARK DISTRICT

# KASPER School Year Family Handbook



**FAMILIES ARE RESPONSIBLE TO ABIDE BY ALL CONTENTS OF THE KASPER HANDBOK**



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## KASPER INTRODUCTION

Dear KASPER Families,

Thank you for choosing Schaumburg Park District for your child's before and after school experience. On behalf of the KASPER staff, we would like to say welcome! We are looking forward to a fun-filled and safe school year that instills confidence in your child and creates wonderful memories. We are excited to give your child the opportunity to explore the great outdoors, learn new skills, make meaningful friendships, and test their creativity and imagination. We are committed to creating a respectful and nurturing community that supports each child's individuality and personal growth. Safety and supervision are essential components of our program.

This family handbook is intended to provide you with an overview of the guidelines, policies and procedures that have been put in place to ensure the safety and success of all the children who attend the Schaumburg Park District KASPER program. Please read through the handbook and keep it for your future reference.

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,

Anna Schuld and Melissa Mills

Kasper Manager and Assistant Manager

### **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**

Anna Schuld/KASPER Program Manager

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

Melissa Mills/KASPER Program Assistant Manager

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

Rebecca Much/Trips & Enrichment Coordinator

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

**Please Note:**

- The KASPER program reserves the right to cancel any program due to low enrollment and/or a change in government regulations. 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 notices, late pick-up notices, and correspondence from the office.
- Please remember to update your child's ePACT account of any contact numbers or e-mail address changes. If staff are unable to reach a parent or legal guardian using the telephone numbers listed in their account, your child may be dropped from the program. This policy is in place to insure the safety of your child.
- The KASPER program is a license exempt child-care program and is not licensed through the Department of Children and Family Services (DCFS).
- **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

### What is ePACT?

ePACT a secure online system designed to help organizations in your community support you and your family in any type of crisis. ePACT is a tool that organizations like Parks & Recreation Departments, YMCAs, sports associations, schools, daycares, employers, and municipalities use to collect important emergency information. It helps to make sure that the right data, is in the right hands at the right time.

### Receiving a Request for the first time

1. Your organization will send you a request for each child participating in their program for this year or season.
2. Click on Complete Request to get started and create an account.
3. Add your name, choose a password, and accept our Terms of Use and now you're ready to go!
4. Read the instructions carefully and click on "Getting Started."
5. Answer questions on each step. Those with an \* are required. Ensure all the steps have a checkmark.

### Add Additional Documents

1. You can upload additional documents like immunization records, custody orders or one of your organization's custom sheets like Medication Administration forms.

### Add Your Initials and Signature

1. Add your initials to each waiver (or agree by checkbox) and add your signature.
2. Click on the "Share" button to complete the process!

**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 LOCATIONS AND COMMUNICATION WITH STAFF

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 always reach parents/guardians during program hours.

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

KASPER SITES	LOCATION CELL PHONE NUMBER
ALDRIN	(224) 762 – 4371
BLACKWELL	(224) 762 – 4417
CAMPANELLI	(224) 762 – 4508
CHURCHILL	(224) 762 – 4603
COLLINS	(224) 762 – 4534
CRC ROOM A	(224) 762 – 4586
CRC COMMUNITY	(224) 762 – 4594
DIRKSEN	(224) 762 – 4654
DOOLEY	(224) 762 – 4761
ENDERS-SALK	(224) 762 – 4765
HALE	(224) 762 – 3210
HOOVER	(224) 762 – 3213
MEINEKE	(224) 762 – 3336
NERGE	(224) 762 – 3364

## KASPER ARRIVAL AND DEPARTURE

**AM KASPER** is provided at your child's school from 7:00AM until school begins. Children must be walked into the designated KASPER door and signed in daily 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 Meineke Recreation Center (220 E. Weathersfield Way) will service Collins Elementary School.
- The Community Recreation Center (505 N/ Springinsguth Road) will service Campanelli, Dooley, Enders-Salk, Hale, 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/van and escort your child to the program.

**Friendly Reminders:**

- Each school has an established KASPER door with a doorbell which should be used when picking-up or dropping off your child.
- Please allow for additional time in your schedule to accommodate the daily arrival and departure process.
- For safety and consistency, parents/guardians will not be allowed to drop off or pick up from an offsite location, including field trip destination and district swimming pools.

## ON-SITE VISITS

When a legal guardian/pick-up person 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.

## AUTHORIZATION FOR PICK-UP

Only those persons authorized in your camper's ePACT account will have access to him/her while in the care of Schaumburg Park District and are the only individuals who 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, if you need someone not in your child's ePact account to pick up your child, you must notify your child's Site Coordinator using the cellphone number provided.

**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.

## AFTER SCHOOL ACTIVITIES

If your child attends an extracurricular activity in the location they attend PM KASPER, you need to inform the Site Coordinator in writing of the day and time your child will be attending the activity. Your child **must** go to the gym and check in **before** attending their after-school activity. KASPER staff does not escort or bring children back from extracurricular activities at the school sites.

If your child attends KASPER at one of the overflow park district locations (Meineke 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. KASPER staff will escort or bring children back from extracurricular activities at one of recreation centers.

## LATE PICK UP

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

It is the responsibility of the parent/guardian to ensure that the Park District always has current contact information for their child's emergency contacts.

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 in the ePACT account. If after 30 minutes and after emergency numbers have been unsuccessful, staff will have to notify the police department. Your child will then need to be picked up at the Schaumburg Police Department. Failure to pick-up your child is considered child abandonment.

In case of an emergency, please contact the building where your child attends, so staff is aware of the situation.

**Five late pickups will result in the child being dropped from the program.**

***Please note:*** Fee must be paid within five days of receipt to avoid suspension. Schaumburg Park District does not send out invoices for late pick-up fees.

- For families with credit on their SPD account, the late pick-up fee will be deducted from the account credit total.
- For families enrolled in autopay, 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 2:00 PM. Children that attend PM KASPER that are transported to one of the overflow sites (CRC and Meineke) 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.

## PROGRAMMING – ACTIVITY ZONES

KASPER will offer different activity options throughout the before and aftercare program at each school. Children will spend much of their free time outdoors playing organized games and sports, reading, exercising, making new friends, and creating memories. 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)
- 7:00 a.m. – 8:30 a.m. (KASPER before-school program)
- 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. **Snack Zone**
  - Comfortable place to sit and enjoy a snack from home.
  - Note that children can eat at any time during the program.
  - Please send a lunch, water bottle and snack daily
4. **Relaxation Zone** (Quiet area for reading, journaling, and reflection)
5. **Artistic Zone** (Open art and guided projects)
6. **Homework Zone** (Quiet Area when available)

## **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.

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

### **Day Off Program Information (SPACE WILL BE LIMITED and based on a first come, first serve basis)**

- 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 through the family ePACT account.
- Changes and refunds will only be accepted before the deadline date. There are no refunds or credits for unattended days, payments are non-transferable.
- Payment cannot be accepted at site. Registrations can be done online or e-mailed to [kasper@parkfun.com](mailto:kasper@parkfun.com).
- 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).



- Schaumburg Park District does not offer care on:
  - Labor Day
  - Thanksgiving and Thanksgiving Friday
  - Christmas Eve/Day
  - New Years Eve/ Day
  - Memorial Day

## 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)** may be held at the Community Recreation Center (information will be emailed).

- The cost is \$60.00 per child. Payment must be made at the time of sign-in.

## SNACKS

Kasper does not provide a daily snack for participants. Please plan on packing extra healthy, fueling snacks for your child each day in aftercare. **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.** Appropriate cleaning and sanitation standards will be practiced during snack times. Please remind your child that it is strictly forbidden to share food with other participants.

We understand mornings can be a little hurried; if you would like to send your child with breakfast or a morning snack to eat at AM care, please do so.

## PROGRAM ATTIRE AND PERSONAL BELONGINGS

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.) to participate in outdoor activities. **Be sure to label all your child's belongings (clothes, shoes, backpacks, water bottles, books, lunch boxes, etc.)**

The Schaumburg Park District is not responsible for any lost, damaged, or stolen items. We ask that your child leave all personal belongings at home.

- **NO electronic devices are allowed in the KASPER AM and PM program.**
  - The use of cell phones is not permitted during program hours.
- **NO personal toys/games are allowed.**
  - **Exceptions:** Novels and Books

## 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/guardian cannot be reached, the emergency contacts will be called. More than 3 incidents will result in the child being dropped from the program.

## ILLNESS AND INJURY

**For the protection of all children and staff, SPD staff have the right to refuse admittance of a child who appears too ill to attend on a given day.**

If your child has a communicable infection, please notify the staff or supervisor immediately. A few guidelines to follow in determining whether you should keep your child home are:

- Children should be free of an elevated temperature for 72 hours (without medicine) before returning to camp.
- If prescribed, children should be on antibiotics for 24 hours before returning to camp 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 camp.
- A rash may be the first sign of many illnesses. 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.

### Signs of illness while at camp

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 30 minutes. If a parent/guardian cannot be reached, staff will contact persons listed on the participant registration form as authorized to pick the child up.

If a child 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 camp.
4. The Schaumburg Park District does not provide accident insurance or medical insurance to participants.

### Strep/Ringworm/Impetigo/Hand, Foot and Mouth Disease/Conjunctivitis.

If your child is diagnosed with any communicable infection, the Schaumburg Park District has guidelines that must be followed before your child may return to the program. Please see your child's Site Coordinator for detailed information.

### Head lice

If your child has head lice, the parent/guardian will be called right away to pick up the child.

## 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/guardians 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 Summer site.

- If a child does not have sufficient medication onsite, the parent/guardian will be notified to pick the child up within one hour.
- Park District staff are not allowed to calculate the number of dosages participants must take.

### **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.)

## PARTICIPANT BEHAVIOR EXPECTATIONS

Our policies have been developed to help make our programs safe and enjoyable for all participants. All participants are expected to always exhibit appropriate behavior and our district insists that all participants comply with a basic behavior code.

### **All participants shall:**

1. Show respect to all participants, staff, and volunteers. Participants should follow program rules and take direction from staff.
2. Refrain from using abusive, offensive, or foul language.
3. Refrain from threatening or causing bodily harm to self, others, and staff.
4. Show respect for equipment, supplies and facilities.

A positive approach will be used regarding disciplinary action. Staff will periodically review guidelines with participants during program sessions. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation.

### **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 and disrespect to ANY staff member, volunteer, or participant.
3. Acts which jeopardize the health, safety and welfare of themselves or others.
4. Possession of any weapons or items that may be used as weapons.
5. Theft
6. Fighting, striking, or assaulting any persons.
7. Intentional damage to or destruction of any property.
8. Continual verbal abuse, inappropriate language used, use of profanity, obscenity, racial slurs or discussion of inappropriate topics 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.
11. Observed bullying.

Listed above are examples of inappropriate behavior, however, they are not limited to the only behaviors that would necessitate a Disciplinary Notice.

If a child misbehaves, staff will give a verbal warning, attempt to redirect the child, and offer alternatives to the inappropriate behavior. A written notice will be presented to the legal guardian/pick-up person if the behavior does not improve. Three written notices will result in a three-day suspension. A fifth write-up will result in the child being removed from attending the Before and After Care program. **Families can request to schedule a meeting at any time with the KASPER Manager/Site Coordinator.**

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. Parents/guardians will be called to pick up their child and notification will be made to the Schaumburg Police Department.

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 30 minutes. The KASPER Manager reserves the right to review each situation on an individual basis and may eliminate steps depending on the severity of the incident. The district reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

## 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 can 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.

Requests for inclusion services should be made during the registration process. Please contact the KASPER Manager at [anschuld@parkfun.com](mailto:anschuld@parkfun.com), as well as, noting any pertinent information on your child's ePACT account to help ensure a positive recreational experience.

**Our Goal: Safe participation by children with all abilities.**

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

Schaumburg Park District 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 SPD 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 employees are considered mandated reporters under the law. Staff are not required to discuss their suspicions with parents/guardians 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.

## PATRON CODE OF CONDUCT

The Schaumburg Park District is committed to providing a safe, clean, and fun environment for all participants, staff, and guests. By doing so, patrons are required to act appropriately and are to be respectful of others at all times when using Schaumburg Park District parks, facilities, and District 54 locations.

Any parent/guardian, authorized person or site personnel who display any of the following behaviors will no longer be allowed on-site:

- Harassment or intimidation using words, gestures, body language or menacing behavior.
- Verbal abuse including inappropriate language or threats to a child, other families, or employees.
- Physical contact with another individual or staff member in an angry, violent, or threatening manner (shaking, grabbing, hitting, pushing, etc.)
- Carrying or concealing weapons, firearms or devices that may be used as a weapon.
- Use or possession of illegal substances or alcohol on Schaumburg Park District or School District 54 property.
- Abuse of Park District or School District equipment supplies and property.
- 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 children.

For more information regarding the Park District's Patron Code of Conduct please refer to our website:

<https://www.parkfun.com/about/code-of-conduct>

## PAYMENT OPTIONS AND ADDITIONAL FEES

### Payment Schedule

A total of 9 invoices will be e-mailed beginning July 15<sup>th</sup>, 2023, with the last invoice e-mailed March 15<sup>th</sup>, 2024.

Payments are due on the 1<sup>st</sup> of each month. Invoices will be e-mailed **only** to the e-mail shown on the registration form.

Payments can be made online (see details below), over the phone by calling the KASPER office or payments can be mailed to: The Community Recreation Center, KASPER Office, 505 N. Springinsguth Rd., Schaumburg, IL 60194.

### **Automatic Payment**

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 1<sup>st</sup> of the month. Please call the office to set-up autopay.

### **Online Payment**

1. Visit the website at [www.parkfun.com](http://www.parkfun.com)
2. Click on ispot link at the top of the webpage (The red icon after the phone #)
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.

### **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. Check refunds may take up to 10 business days to receive. **Credit will not be given for days not attended.**

### **Change in Attendance (including drops)**

A fee of \$20.00 per child will be charged for each change made to your child's registration (including drops). All changes in attendance must be emailed to the KASPER office at [kasper@parkfun.com](mailto:kasper@parkfun.com) by 11:00 AM on Wednesdays. Changes will go into effect on the following Monday. Changes will not be accepted without payment. Changes will go into effect on the following Monday.

**Please Note:** From August 7<sup>th</sup> to August 25<sup>th</sup> no changes to registrations will be implemented. Any changes received after August 4<sup>th</sup> will not go into effect until Tuesday, September 5<sup>th</sup> (after Labor Day).

### **Late Payment**

A fee of \$20.00 per child will be incurred for payments received after the 1<sup>st</sup> of the month.

### **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.

### **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.

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

**State of IL Assistance:** Families receiving assistance for childcare 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 or email [Kasper@parkfun.com](mailto:Kasper@parkfun.com) to request a receipt.