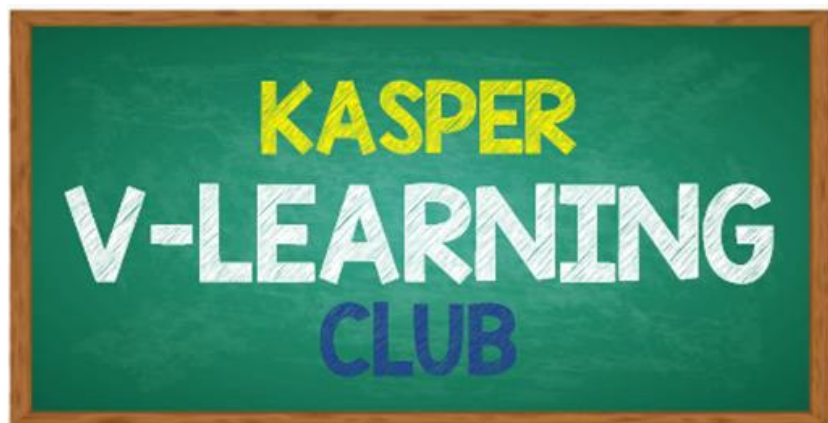


# Schaumburg Park District 2020 – 2021 School Year KASPER Family Handbook



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

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## KASPER INTRODUCTION

Dear KASPER Families,

Thank you for choosing the Schaumburg Park District KASPER program for your child's before, afterschool and v-learning experience! On behalf of the KASPER staff, I would like to say welcome and that we are looking forward to a safe and fun rest of the 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 nurturing community that supports each child's individuality and unique interests. Safety and supervision are essential components of our program.

**V-Learning Club Families:** Each KASPER V-Learning Club room is filled with dedicated, well-trained, friendly Schaumburg Park District KASPER staff. There will be no District 54 staff on site to offer help with v-learning. While Park District staff will do their best to assist participants with questions and school work, we will be unable to individually tutor and are strictly present only to monitor children to have a safe environment while they work on v-learning. KASPER staff will verify each child's electronic participation in school and encourage children to do their v-learning work, however they cannot force each child to do it. District 54 is responsible for all v-learning curriculum. Once schoolwork is complete, staff will engage children in various indoor and outdoor recreational activities, arts and crafts, sports and free play. Using these small cohorts broken down by grade level, the freedom of choice, lots of imagination and a cultivated sense of respect and belonging, we hope our participants will have the ultimate v-learning adventure in this new normal!

This handbook will provide you with information regarding our policies and procedures. It is a compilation of the currently recommended precautions presented by the American Camp Association (ACA) and the Centers for Disease Control (CDC). 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 and Anna Schuld

### **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

**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 when 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.
- 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

**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 up to the designated KASPER door, sign them in and record their time of arrival using the site IPad. Upon entering the school, students will use hand sanitizer.

**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.

Each school has an established KASPER door with a doorbell which should be used when picking-up or dropping off your child. A mask must be worn and please allow for social distancing during arrival and pick-up.

Currently, we will not be offering an overflow location option for this school year.

## KASPER V-Learning Club

Drop-off and pick-up procedures for the KASPER V-Learning Club is outlined in the Welcome Newsletter available on the SPD website. Participants and their families will be greeted by KASPER staff curbside at the North Entrance of the Community Recreation Center. Once your child has been signed in, he/she will be escorted to their program room by a staff member. To reduce density and physical interaction of individuals, drop-off and pick-up times are limited to the following:

	Drop-Off Timeframe	Pick-Up Timeframe
7:30 AM – 3:00 PM	7:30 – 7:45 AM	3:00 – 3:15 PM
Aftercare: 3:00 PM – 6:00 PM	N/A	5:45 – 6:00 PM

### Friendly Reminders:

- Both the parent/guardian and participant must wear a face covering upon exiting the vehicle.
- Please allow for additional time in your schedule to accommodate the current arrival and departure process.
- All families are responsible for pre-screening the participant before arriving to KASPER. Staff will take each participant's temperature upon arrival.
- Remember to maintain physical distance with other parents/guardians and participants.
- V-Learning participants will be dropped off and picked up curbside at the Community Recreation Center. Some mornings may require a parent/guardian to exit the vehicle. We encourage everyone to use the curbside service.
- Children DO NOT need to be called out absent for the KASPER V-Learning Club or AM Kasper unless it is due to illness.

## OFF SITE ACTIVITIES

Due to the COVID-19 pandemic, our goal is to reduce interpersonal contacts to limit potential exposure. In the recreational program setting, this means limiting the amount of off-site exposure of staff and participants in the community. Unfortunately, KASPER will provide no field trips throughout this school year.

## AUTHORIZATION FOR PICK-UP

Only those persons authorized in your child'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.

**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.

In the case of emergencies when you need someone not in your child's ePACT account 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.

## 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. The KASPER program does not allow on-site visits to the program. At this time, parents and guardians will not be permitted to enter School District 54 buildings or the Community Recreation Center.

## KASPER 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 social-distancing group activities. Participants and staff will be required to **wear proper coverings at all times.**

- Each program will divide children (based on age) into small groups and will be assigned to a designated space throughout the program to mitigate interaction with other groups and sharing of spaces. Groups are limited to approximately 10 -12 participants. Children will remain with the same group throughout the week. These smaller groups allow us to focus on the safety of each child. Any spaces that are shared throughout the program will be disinfected in-between each group using that area. Group size is subject to change with new guidelines provided by the CDC and local and state authorities.

**Some of the zones KASPER offers throughout our program:**

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 – FROM HOME (Not currently offered by KASPER)**
  - 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 WILL NOT be available this school year for school holidays and in-service days for children enrolled solely in the AM and PM care program. The participants enrolled in the V-Learning Club the day of an in-service or school holiday, programming will be held, structured similar to a day camp.
- Winter Break and Spring Break Camp registrations will be distributed through the family ePACT account.
  - 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 or e-mailed to [kasper@parkfun.com](mailto:kasper@parkfun.com). Due to the Community Recreation Center being closed to the public, no in-person registrations will be accepted.
- 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. There will be no emergency full-day program offered at the Community Recreation Center at this time.

## LATE PICK UP

Legal guardians will be charged \$1 for every minute after their child's designated pick-up window. We adhere to the clock at your child's program.

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

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

**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.

## COMMUNICATION WITH STAFF

To reach KASPER staff during before and aftercare program hours, you can call or text them using the following numbers:

<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>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
<b>Kasper V-Learning Club</b>	(224) 762 – 4603

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

Schaumburg Park District, in accordance with School District 54 is requiring that all families pre-screen each morning prior to reporting to school. An email with a link to the screener will be sent each morning to students scheduled to attend school in-person.

These self-monitoring activities include:

- Taking your child’s temperature every morning before arriving to the KASPER program.
- Self-screening for the presence of COVID-19 symptoms (fever of 100.4 °F or greater, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting, etc.)



- People with COVID-19 have had a wide range of reported symptoms, ranging from mild symptoms to severe illness. Symptoms may appear **2 – 14 days after exposure to the virus**

**Daily Pre-Screen Questionnaire**

**Has your child experienced ANY of the symptoms of COVID-19 below in the past 24 hours? Check all that apply.**

1. Fever (Temperature greater than 100.4 degrees F/38 degrees C): YES \_\_\_ NO\_\_\_
2. Cough: YES \_\_\_ NO\_\_\_
3. Shortness of Breath or Difficulty Breathing: YES \_\_\_ NO\_\_\_
4. Chills: YES \_\_\_ NO\_\_\_
5. Muscle Pain: YES \_\_\_ NO\_\_\_
6. Sore Throat: YES \_\_\_ NO\_\_\_
7. New Loss of Taste or Smell: YES \_\_\_ NO\_\_\_
8. Vomiting or Diarrhea: YES \_\_\_ NO\_\_\_
9. Fatigue: YES \_\_\_ NO\_\_\_
10. New or Unusual Headaches: YES \_\_\_ NO\_\_\_
11. Congestion/Runny Nose: YES \_\_\_ NO\_\_\_
12. Abdominal Pain: YES \_\_\_ NO\_\_\_
13. Outside of the school environment in the last 14 days, has the student had \*close contact with or cared for someone diagnosed with COVID-19 or that had any of the symptoms of COVID-19 that are listed above?

*\* Close contact is defined as being within approximately 6 feet or closer for 15 minutes or longer of a COVID-19 case; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case or having direct contact with infectious secretions of a COVID-19 case (ex. Being coughed on).*

**All hybrid students will be issued a Symptom-Free Verification Card by School District 54 that must be presented prior to entering a school each day. Any staff or student showing any signs or illness may not attend school or the KASPER program as outlined by the Illinois Department of Public Health.**

**How can I prepare my child for the new safety precautions at school and Kasper?**

- Start practicing with your children at home. Start to take their temperature every morning. Practice hand washing frequently during the day, especially when entering the house after being outside, after toileting, and before eating. Teach children how to sneeze and cough into their elbow. If you teach your children about the importance of staying healthy, they will understand the importance of the new safety protocols in our program.

### **PPE 101: Standard Rules of Thumb**

- Maintain proper social distancing (6 ft.) as much as is practically possible.
- All staff/participants will be asked to wash hands for at least 20 seconds or use hand sanitizer for each of the following:
  - Arriving to the facility/entering a room.
  - Anytime the group exits the program room for any reason, each participant and staff must do so upon re-entering the room.
  - After using the restroom
  - Before and after eating
  - At the end of the day
- All staff/participants are to wear their masks at all times during the KASPER program.
  - Face masks will be mandatory for all participants, employees and visitors, unless a medical condition is verified by a physician, the individual is under age 2, the individual is having difficulty breathing, or the individual is unable to remove the mask without assistance.

### **Families must answer a daily drop-off questionnaire upon dropping their child off at the KASPER V-Learning Club:**

#### **Daily Drop-Off Questionnaire**

1. Did you complete the Daily Pre-Screen Questionnaire this morning?
2. Does your child have a nutritious and water bottle with them today?
3. Does your child have all of their school supplies including their electronic device and a set of headphones with a microphone?

**Temperature checks will be done DAILY upon entering any KASPER program starting on Monday, October 19<sup>th</sup>.** If family household members are symptomatic, those children are not allowed to attend KASPER and you must notify the Park District. SPD Staff have the right to refuse admittance of a child who appears too ill to attend on a given day. We cannot stress enough the importance of keeping your child home if they show any symptoms associated with COVID-19. If your child is diagnosed with COVID-19, please make sure to notify School District 54 and SPD staff. The district will confidentially notify the other families and staff that a case of COVID-19 has been reported.

If your child has a communicable infection or tested positive for COVID-19, 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 KASPER.
- 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.
- Children should be free of diarrhea for at least 24 hours before returning to the KASPER program.
- A rash may be the first sign of many illnesses, such as scarlet fever or COVID-19 in children. 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 a participant/staff has a confirmed case of COVID-19**

- Local health officials, staff and families will be notified immediately of any possible case of COVID-19 while maintaining confidentiality consistent with ADA and other privacy laws.
- The other program participants will be moved to another designated room in the building. The contaminated room will be quarantined and cleaned 24 hours after initial exposure. Programs can return to room upon following proper disinfecting procedures.
- We will ask that the program participants self-quarantine per CDC guidelines.

#### **When can a participant/staff return to the facility if confirmed with COVID-19?**

Participants/Staff who is exposed/diagnosed to COVID may not return until

- He or she has had no fever for 72 hours (without medicine) AND
- Other symptoms have improved AND
- At least 10 days have passed since their symptoms first appeared AND
- A doctor's note clearing them to return.

#### **OR**

- Have had two negative COVID-19 tests in a row, with testing done at least 24 hours apart with a doctor's note clearing them to return.

### **Signs of Illness while at KASPER**

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. There will be a designated area outdoors at each facility for the participant showing illness symptoms to go until he or she can be picked up safely by parent or guardian.

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.

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/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.

### **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. Park District staff is not allowed to calculate the amount of dosages participants must take.

**The parent/guardian must:**

Complete and electronically sign the following forms on ePACT: Permission to Dispense/Self-Administer Medication Waiver and Release and Medication Dispensing Information. Where appropriate, provide a Self-Administration form from the medication prescriber (Ex. inhaler, epi pen).

Provide all medication to the KASPER Site Coordinator at check-In. 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. Communicate with Park District staff regarding specific instructions for medication including self-administration where appropriate. 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

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 review the COVID 19 Decision Process to determine if your child can safely and successfully participate while considering individual sensory needs, behaviors and spatial concerns and if CDC and PPE guidelines can be followed. 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.

**Our Goal:** Safe participation for people with and without disabilities.

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:

- Failure to wear a proper face covering during drop off or pick up
- 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.

For more information regarding the Schaumburg Park District's Code of Conduct please visit our website at

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

## 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. Two written notices will result in a three-day suspension (no credit or refund will be given for suspension days). A third 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, including guidelines set by the CDC and WHO regarding COVID-19 safety
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 and a face mask must be worn daily to allow full participation. All communal water fountains in the facilities will be closed and not available. Please bring your own labeled water bottle when attending KASPER. To promote independence, all children should bring a backpack or bag to store all V-learning and school work necessities and for any projects created while at KASPER. For inclement weather, children must be dressed appropriately (jackets, hats, scarves, gloves, boots, snow pants, etc.) in order to participate in outdoor activities.

### What do you need to bring with you every day to KASPER for PPE purposes?

- **CLOTH FACE COVERING (MUST BE WORN AT ALL TIMES)** – If a participant does not have a proper face covering, one will be provided for the student that day. Extra masks will be available if a participant’s mask breaks.

## PERSONAL BELONGINGS

The Schaumburg Park District is not responsible for items brought from home. Please label all items: clothes, shoes, games, toys, backpack, books, chrome books, headphones with microphone, school supplies, etc.

- **NO personal electronic devices are allowed in the KASPER AM and PM program**
- Personal toys/games/novels/books are allowed – please limit to what can fit in your child’s backpack. These items CANNOT be shared with other participants or staff members. These items should be used during scheduled school hours.

V- Learning Club participants will need their chrome books and headphones with microphone daily. Learning devices must be charged at 100% battery before your child arrives to KASPER. There are LIMITED outlets available in each program space.

- These devices WILL be monitored for appropriate content by KASPER staff and privileges can be taken away (not related to v-learning curriculum).

## SNACKS AND LUNCHES

Due to the current climate, we will not be providing any type of snack or food for participants. Please plan on packing extra healthy, fueling snacks for your child each day.

All V-Learning Club participants will be required to bring their own nutritional and protein-filled lunches every day, as well as their own individual snacks. Lunches and snacks must contain all the needed plastic utensils for the child to enjoy their food. Due to the current climate, we will not be providing any type of snack or food for participants.

The KASPER program **is not** a nut-free environment. 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 or Program Manager. This restriction should also be noted in your ePact account.**



## FACILITY CLEANING AND STAFF TRAINING

All KASPER staff have received training on proper COVID-19 procedures including physical distancing guidelines; washing hands and covering coughs and sneezes; proper use, removal and washing of cloth face coverings; proper cleaning, sanitizing and disinfecting for high touched areas, CPR and first aid for a participate who may exhibit signs and symptoms.

Our KASPER and maintenance staff will deep clean regularly and frequently throughout the day. They will also disinfect highly touched areas such as doorknobs and sinks. Cleaning protocols have also been set for any time a group leaves a space and goes to a different space (Ex. Common use areas like the gymnasium and fitness studio)

- All staff will sanitize all toys, equipment, and materials that are shared or used throughout the day daily. Programs will use minimal toys, equipment, and materials.
- Extra hand sanitizing stations have been placed throughout the SPD facilities and each program room.

## ASSUMPTION OF THE RISK AND WAIVER AND RELEASE OF LIABILITY FOR THE SCHAUMBURG PARK DISTRICT

### ASSUMPTION OF THE RISK AND WAIVER AND RELEASE OF LIABILITY FOR THE SCHAUMBURG PARK DISTRICT

All users of the Schaumburg Park District programs and facilities (collectively, “Releasors”) are subject to the terms and conditions of this Waiver and Release. Releasors agree as follows:

1. Releasors understand and acknowledge that the novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to be spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.
2. Releasors understand and acknowledge that myself, those accompanying me to the SPD facilities and programs, and my household members are at a higher risk of contracting COVID-19 by using the SPD facilities and programs.
3. Releasors represent and agree that they have not tested positive for COVID-19 and have not experienced symptoms commonly associated with COVID-19 in the last 30 days including, but not limited to, fever, cough, shortness of breath or difficulty breathing, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.
4. With full awareness and appreciation of the risks involved, Releasors, on behalf of myself, my family, spouse, estate, heirs, executors, administrators, assigns, and personal representatives, agree to release, acquit, and forever discharge SPD and its employees, agents, servants, officers, trustees, and representatives from any and all liability, claims, demands, actions, causes of action, judgments, costs, and expenses (including reasonable attorney fees) which I now have or may have in the future, of whatever kind or nature and howsoever originating, which arise from or by reason of any loss, damage, illness, permanent disability, or any other

personal injury (including death) that may be sustained related to exposure or infection by COVID-19 that may result from the actions, omissions, or negligence of myself and others, including but not limited to, SPD employees, agents, servants, officers, trustees, and representatives.

5. Releasors voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself or anyone in my household (including, but not limited to personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that Releasors or my household members may experience or incur in connection with my use of the SPD facilities and programs (“Claims”). On my behalf, and on behalf of my household members, Releasors hereby release, covenant not to sue, discharge, and hold harmless SPD, its employees, agents, servants, officers, trustees, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs, or expenses of any kind arising out of or relating thereto. Releasors understand and agree that this Waiver and Release includes any Claims based on the actions, omissions, or negligence of SPD, its employees, agents, servants, officers, trustees, and representatives, whether a COVID-19 infection occurs before, during, or after Releasors use the SPD facilities and programs.
6. With full awareness and appreciation of the risks involved, Releasors, on behalf of myself, my family, spouse, estate, heirs, executors, administrators, assigns, and personal representatives, agree to release, acquit, and forever discharge SPD and its employees, agents, servants, officers, trustees, and representatives from any and all liability, claims, demands, actions, causes of action, judgments, costs, and expenses (including reasonable attorney fees) which Releasors now have or may have in the future, of whatever kind or nature and howsoever originating, which arise from or by reason of any loss, damage, illness, permanent disability, or any other personal injury (including death) that Releasors may sustain at the SPD facilities that may result from the actions, omissions, or negligence of myself and others, including but not limited to, SPD employees, agents, servants, officers, trustees, and representatives, including those injuries and damages that may result programs that myself or my child of whom I am his/her parent or legal guardian have agreed to participate.
7. That this Waiver and Release is intended to be as broad and inclusive as permitted by the laws of the State of Illinois, and if any portion hereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.
8. In signing off on the Family Handbook and this Waiver and Release in your EPACT account, I hereby acknowledge and represent that I have read the foregoing Waiver and Release; that I understand its content, terms, and conditions; that I understand that such content, terms, and conditions are contractual; and that I sign this Waiver and Release voluntarily and on behalf of myself and as parent or legal guardian, if applicable.

## PAYMENT OPTIONS AND ADDITIONAL FEES

### KASPER Payment Schedule

A total of 5 invoices will be e-mailed beginning November 1<sup>st</sup> 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. The first payment is due at the time of registration.

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. Due to the Community Recreation Center being closed to the public, no in-person payments will be accepted.

### **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 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. All changes must be received by the KASPER office via email the Monday before each new month. Changes will only be processed once a 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.

**Financial Assistance and State of IL Assistance:** Please contact the KASPER office for details.

### **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.