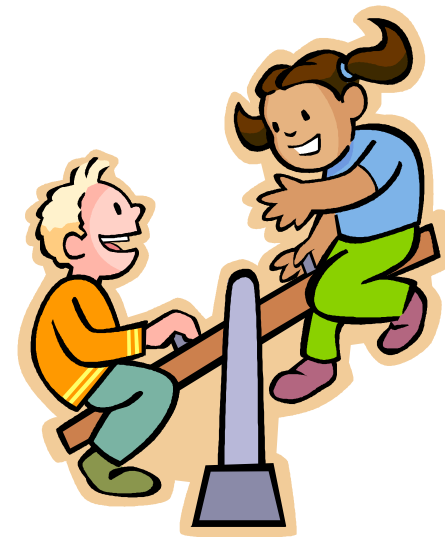


Oswegoland Park District
School District 308

Kid's Connection Grades 1 - 5



Parent Handbook
School Year 2011-2012

The logo for 'Kid's Connection' features the text 'Kid's Connection' in a bold, black, sans-serif font. Above the text are several small black stars of varying sizes. On either side of the word 'Kid's' are stylized stick figures with their arms raised, also in black.



Phone Numbers

Kid's Connection Sites

Boulder Hill Elementary	630.897.4997
Churchill Elementary	630.551.0770
Fox Chase Elementary	630.551.4366
Grande Park Elementary	815.436.1008
Homestead Elementary	630.851.7876
Hunt Club Elementary	630.554.9928
Lakewood Creek Elementary	630.801.0629
Long Beach Elementary	630.906.0872
Old Post Elementary	630.554.7247
Prairie Point Elementary	630.551.0674
Southbury Elementary	630.554.0312
The Wheatlands Elementary	630.236.6204
Wolf's Crossing Elementary	630.357.7647

Kindergarten

South Point	630.551.0490
East View	TBD

Oswegoland Park District

South Point	810 Preston Lane, Oswego 60543
Civic Center	5 Ashlawn Avenue, Montgomery 60538
Prairie Point	313 E. Washington Street, Oswego 60543
Boulder Point	Zero Boulder Hill Pass, Montgomery 60538

Oswegoland Park District Phone Number	630.554.1010
Billing Department	630.554.4443

Administrative Staff

Pieper Sackett, Cluster Coordinator	630.554.4060
Deanna Glenn, Cluster Coordinator	630.554.4485
Cheryl Gerstung, Participation Changes	630.554.4487
Cheryl Keilson, Supt. of Early Childhood	630.554.4484
Ginny Bateman, Dir. of Recreation & Marketing	630.554.4430
Rich Zielke, Deputy Director	630.554.4432
Bill McAdam, Executive Director	630.554.4420

May, 2011

Dear Parents/Guardians,

Welcome to Kid's Connection! Kid's Connection is a recreational before and after school program for first through fifth graders offered in cooperation with Oswego Community School District 308. It is implemented by the Oswegoland Park District and is held in the cafeteria of District 308 elementary schools with additional use of the gym and playground.

It is a goal of the Kid's Connection program to provide each child with an environment that is safe, secure, and enjoyable. Kid's Connection follows and reinforces the Six Pillars of the District 308 Character Counts program (Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship).

Kid's Connection was designed to meet the needs of parents and children outside of school hours. Children will be able to flourish in a "Home away from Home" atmosphere. Our staff creates and plans daily activities on a monthly basis, based on the needs and interests of the children. The children play games, make crafts, engage in science experiments, enjoy outdoor play, gym and computer time, experience field trips, and are given homework assistance time.

Our caring staff enjoys working with school-aged children and are screened and approved through the Department of Children and Family Services. The Kid's Connection staff attends monthly trainings on topics relevant to the Kid's Connection program. The staff also adheres to the mission statement and values of the Oswegoland Park District.

Thank you for choosing the Oswegoland Park District Kid's Connection program. The Kid's Connection staff is excited to have you join the fun!

Pieper Sackett Cluster Coordinator 630.554.4060	Deanna Glenn Cluster Coordinator 630.554.4485	Cheryl Gerstung Participation Change 630.554.4487
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Philosophy

Kid's Connection is committed to identifying and meeting the needs of children in elementary school. The program is relaxed and recreational.

Unwinding from school, arts and crafts, outdoor and gym play, time for quiet conversation, and special activities will all be part of the fun.

Our Kid's Connection staff values each child as an individual. We take into consideration the needs of all our participants and their families. We provide an atmosphere that will encourage children to:

- Develop a positive, confident self-image
- Respect one's self and others
- Feel safe within the environment
- Develop autonomy
- Engage in activities that promote learning and personal growth



Health

Injuries

Our staff is trained in CPR, First Aid, and AED. If your child is injured and requires more than basic first aid, the following steps will be taken:

- 1) Call 911
- 2) Attempt to contact parent/guardian
- 3) Attempt to call listed emergency contact
- 4) The injured child will be transported by ambulance to the local hospital. A Kid's Connection staff member will stay with the child until you arrive. You will be responsible for the emergency medical charges for all services rendered.



Illness

If your child is sick, please refer to these guidelines and keep him/her at home:

- Vomiting and/or diarrhea within the last 24 hours.
- Fever - a temperature higher than 100 degrees within the past 24 hours.
- Children are to be fever free without the use of fever reducing medication for 24 hours before returning to Kid's Connection.
- If it is determined your child is sick after being dropped off, first you, and then your emergency contact will be called to pick up your child.

Medication

If your child must receive prescription medication while at Kid's Connection, please ask for and fill out the "Medication Authorization" form. This form must be signed by the child's physician and a parent/guardian. It must also be filled out and signed by a parent before over-the-counter medication can be administered.

Children with Severe Allergies

Children with severe allergies, such as allergies to bee stings, peanut products, dairy, etc., may be at risk of a serious allergic reaction while participating in a Park District program due to contact with, or ingestion of the allergen. The Oswegoland Park District cannot guarantee an allergen free environment, but with your cooperation we can create a safer environment and be better prepared to handle emergencies. The Park District will make reasonable, feasible, and practical accommodations to allow children with life-threatening allergies to participate in our programs. We recommend that the parent or guardian reads our policy in full and provides the Park District with all information, training, authorizations, and waiver/release forms prior to registering a child with a life-threatening allergy.

Divorce or Separation

- The custodial parent is responsible to make payments on time, and will be accountable to pay all past due and late charges. Late fees may be waived if the parent contacts the billing department prior to the due date and consistently honors payment plans.
- The custodial parent will receive all bills and tax statements.
- In a custody dispute where one parent is not allowed to pick up their child, the court documentation stating such must be provided at the time of registration or to the Cluster Coordinator at our South Point facility.
- Kid's Connection staff will not, in any case, give information about one parent to the other parent.

Fees for Partial School Days

Kid's Connection will be open on all scheduled partial school days. There is no additional charge for children registered for the full time after school program. Children registered for the morning only program will be charged \$24 to attend the afternoon; those in the part time afternoon program will be charged \$24 when the partial day is not one of their regular days of attendance. If you would like your child to attend the afternoon on a partial school day, you will need to sign up at your child's Kid's Connection site one week in advance. There is no charge for any child on full days off school, with the exceptions of Spring and Winter Breaks.

Extra Attendance Fees

Your child may be allowed to attend at a time other than his/her regular enrollment on school attendance days. If your child attends an extra morning, the cost is \$16. If your child attends an extra afternoon, the cost is \$17. If your child attends an extra morning and afternoon, the cost is \$20. Payment must be made by check or cash to your Kid's Connection site at the time of attendance.

Late Pick Up

It is recommended that you have alternate pick up arrangements in the event you are running later than 6:15 pm.

- A \$10 late fee will be charged when you are 5 minutes late picking up.
- An additional \$5 will be charged for each 5 minute period after that.
- The parent will be asked to sign a form and we ask that payment be made by check or cash to your Kid's Connection site.
- Payment is due the evening the late pickup occurs. The Park District will happily accept your personal check for late payment. We will ask to see your driver's license and will record the number on your check.
- If a child is not picked up by 7 pm, and staff fails to reach a parent or authorized person, we will seek the assistance of the local police department.

Program Goals

- To offer a quality program that is safe, accessible, and reasonably priced.
- To provide warm, trusting, competent, and responsible staff who seek to understand and meet the needs of each child and their parents.
- To be supportive and respectful of the parents, encouraging involvement and communication.
- To support the individual needs of each child.
- To provide children with a balance of the quiet and active time they need.
- To establish respect for the building, equipment, and materials.
- To provide programming that promotes positive self esteem and respect for self and others.
- To help children develop a sense of responsibility for themselves and for others.
- To enhance children's natural enthusiasm for learning, exploring, and creating.



Activities

A program of well-balanced activities, geared to the needs and developmental levels of the children will be provided.

The program will provide:

- Gross Motor and Outside Play Time
- Educational Readiness Activities
- Healthy Snack
- Large and Small Group Play and Projects
- Arts and Crafts
- Life Skill Activities

The activities will be conducted in a setting designed for fun, safety, and close supervision. This requires that:

- Activity areas, equipment, and materials be arranged so that the child's activities are visible to the supervising staff.
- Children will be provided with limits, choices, and the opportunity to play in a safe manner.
- The program shall be modified when there are extremes of temperature, or when the facilities or materials become temporarily unavailable.

Billing and Payment Method

The tuition is divided into nine equal payments due the 1st of each month from October through May, with the first payment due August 24, 2011. You have the opportunity to complete an Auto-Charge Authorization form that allows the Park District to charge your payments on the due date using American Express, Discover, MasterCard, or Visa. This method of payment can protect you from the additional cost of late fees.

If your credit card is declined, we will call you and give you an opportunity to pay with no late fee charged. If you do not choose auto-charge, you are responsible for making your payment on the due date. We are unable to accept monthly payments at your child's site, please make your payments at a Park District office. Bills are not mailed. An email reminder will be sent approximately ten days prior to the due date. If your payment is received six days or more after the due date, a \$25 late fee will be charged to your account.

If you cannot make a payment on time, you can avoid the \$25 late fee by contacting the Park District's billing department prior to the scheduled due date. You will be asked to make an alternate payment plan, and if that plan is honored, the late fee will not be charged.

When your account becomes fifteen days past due, and you have not made an alternate payment plan, your child will be withdrawn from the Kid's Connection program.

Families in financial need are advised to apply for assistance through the Illinois Department of Human Services at 800.641.4622. Families not eligible for assistance from DHS may be considered for a Park District scholarship. Please call the Park District at 630.554.1010 to request an application if you feel your family may qualify.

If you have questions or concerns about your Kid's Connection payments, or to request a Dependant Care receipt, please contact Pat Walker at pwalker@oswegolandpd.org or 630.554.4443.

Registration and Fees

A non-refundable \$50 fee is due when you register. In accordance with DCFS regulations we will need you to provide us with a copy of your child's birth certificate to keep on site.

All school holidays except for Winter and Spring Breaks are included.

Monthly Fees

Full Time

AM	\$359
PM	\$369
AM/PM	\$430

Part Time

AM	\$236
PM	\$242
AM/PM	\$280

*First payment is due on August 24, 2011.

School Break Camps

Winter and Spring Break Camps are not included in the regular Kid's Connection schedule and must be registered for separately.

Winter Break Camp Fees (Due 12/12/11):

1 day: \$38	2 days: \$76	3 days: \$114	4 days: \$152
5 days: \$190	6 days: \$228	7 days: \$266	8 days: \$304
9 days: \$342	10 days: \$380		

Winter Break - December 19-23, 27-30, 2011 and January 2, 2012

Last day to register or make registration changes is December 9, 2011.
(Because field trip arrangements are made in advance, there will be no refunds after December 12, 2011 for Winter Break Camp.)

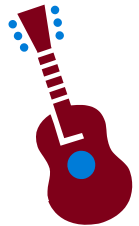
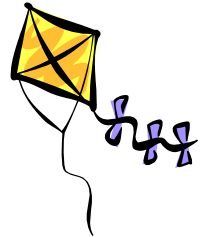
Spring Break Camp Fees (Due 3/12/12):

1 day: \$38	2 days: \$76	3 days: \$114	4 days: \$152	5 days: \$190
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Spring Break - March 26-30, 2012

Last day to register or make registration changes is March 9, 2012.
(Because field trip arrangements are made in advance, there will be no refunds after March 12, 2012 for Spring Break Camp.)

Specific activities will include:



Science Projects

Outdoor Education

Movement and Dance

Arts & Crafts

Cooking

Building and Construction Activities

Quiet/Passive Activities

Athletics and Outdoor Play

Computer Exploration

Off Site Trips

Community Involvement

Dramatic Play



The Basics

Location

First through fifth grade students meet in the school cafeterias at each District 308 elementary school. Kid's Connection times coordinate with the beginning and ending times of the school day at each elementary school.

Daily Hours

The Kid's Connection program is available from 6:15am to 6:15pm, Monday through Friday, including full days off school and some holidays.

Enrollment

We hope to keep the child to staff ratio at 10:1 or better. It should never go higher than 15:1 unless there is an emergency.

Transportation

Children may be transported to and from their District 308 school on a Park District Activity Bus. Transportation for field trips will be on either a Park District Activity Bus or an Oswego District 308 bus.

Lost, Stolen, and Damaged Items

While we try to help children protect their own items, the Park District is not responsible for lost, stolen, or damaged clothing or personal items.

Electronic Devices

The use of cell phones by our participants is not permitted during Kid's Connection. Cell phones must remain in the children's backpacks. Children have access to the site phone should it be necessary to call home. Parents/guardians may call the site phone if you need to reach your child or a staff member. Please refer to the back page of this brochure for the specific site phone numbers. The use of other electronic devices including, but not limited to, Gameboys, Nintendo DS, PSP, iPods, MP3 Players, etc. is not permitted at Kid's Connection.

Discipline Procedure

We believe that the role of our staff is to help lead children toward self-discipline and self-direction. We use time outs as a means of calming the child, allowing the child to gain control of him/herself in a dignified and thoughtful manner. If unacceptable behavior continues, we will do the following in this order:

1st Offense

- Verbal warning
- Talk with the parent/guardian



2nd Offense

- Complete a Character Counts reflection worksheet and discuss with staff how he/she will make better choices.

3rd Offense

- Complete a Kid's Connection Behavior Log form
- Discuss with parent/guardian and have them sign
- As appropriate, remove privileges related to the behavior



4th Offense

- Complete a Kid's Connection Incident Report
- Meet with parent/guardian to discuss the report and sign
- As appropriate, remove privileges related to the behavior
- Child may be suspended for an amount of time reflecting the misbehavior

5th Offense

- If the same or similar behavior occurs, an Incident Report will be completed and the child will be removed from the Kid's Connection program for the remainder of the school year.

NOTE: Behaviors which endanger the safety and security of the child or others may result in immediate and/or permanent suspension from the Kid's Connection program.

If suspension is warranted, a parent/guardian will be called to pick up their child immediately.

Code of Conduct

It is the goal of the Kid's Connection program to provide each child with an environment that is safe, secure, nurturing, and enjoyable. To meet this goal, the staff will help every child exhibit qualities and characteristics that lead to a positive environment. Kid's Connection participants will be expected to treat the other children, staff, facilities, and materials with respect through their words and actions. They are encouraged to demonstrate trustworthiness by being honest and doing the right thing; good citizenship by helping to better the community and the environment; accountability by being responsible for their actions and choices. The children are expected to treat others with care and kindness, and to use appropriate language at all times. Kid's Connection follows the Oswegoland Park District and District 308 behavior guidelines.

The following behaviors are considered unacceptable:

1. Harming one's self, such as, but not limited to:

- Leaving the program boundaries without permission
- Leaving the designated group without permission
- Misuse of equipment
- Failing to follow verbal instructions meant to ensure safety

2. Harming others, such as, but not limited to:

- Fighting
- Throwing objects at or near others
- Bringing or using weapons, i.e., knives, glass, sharp objects, etc.
- Hitting, biting, or kicking others
- Verbally abusing others, i.e., name calling, taunting, etc.
- Using inappropriate language
- Verbally or non-verbally showing disrespect

3. Damage to property, such as, but not limited to:

- Vandalism
- Tantrums resulting in damage to property or materials
- Theft

NOTE: The child's family is responsible for all damages.

Breakfast/Snacks

If your child has a dietary restriction, be sure to indicate that on the Registration form and fill out an Allergy Packet if necessary. Breakfast will be offered to the children between 7:00 and 8:00 am. An after school snack will also be provided.

Sign In/Sign Out

When you pick up or drop off, you **must** enter the building and sign your child in or out. Please remember to record the time. The staff cannot dismiss a child without a parent or guardian coming in to sign the child out. If anyone other than the parent or guardian is picking up a child, that person must be authorized to do so on the Health and Emergency form. A picture ID will be checked.

Withdrawal

A minimum of two weeks notice would be appreciated if a child is withdrawing from the program. Please call 630.554.4487 if you must withdraw or make a program change.



Parent Communication

Parents are welcome to visit anytime.

Monthly calendars will keep you informed of upcoming field trips and activities.

Exchanges of information between staff and parents provide insight for both. Feel free to arrange for a meeting or phone call to discuss your concerns, as pick up and drop off times are hectic and it is difficult for our staff to give you the attention that you deserve during those times.

Please check the white communication board at your site. It will list up-to-date site information.

Please tell us if there is anything going on at home that might influence your child when he/she is with us.

We will be conducting program evaluations periodically. Your input is important in helping us to continually improve our programs, and we ask that you please take the time to respond.



School Closings/Inclement Weather

In inclement weather, Kid's Connection closes with District 308 schools. Please listen to your local radio stations for school closing information. If school lets out early in the day due to bad weather, afternoon Kid's Connection will be closed. Refunds will not be given for emergency school closings. These days are generally made up at the end of the school year.

Insurance

The Oswegoland Park District does not provide insurance to any of its participants. Please be sure that your personal or family policy is adequate for your needs.

Tax ID Number

Kid's Connection is not a child care program, but depending on your circumstances, the cost of the program may qualify for a deduction. If you and your tax advisor decide you can use this, the number is **366009398**.

Financial Assistance

Special assistance may be available to you through the Department of Human Services. Families who qualify may receive subsidized childcare. Please call 1.800.641.4622 or go to www.dhs.state.il.us for more information.

If, after following DHS requirements, your case is determined to be ineligible, there is a limited scholarship fund available through the Oswegoland Park District. If you wish to apply, please let us know and we will supply you with the appropriate paperwork.

Satisfaction Guaranteed

The Park District's Satisfaction Guaranteed policy will be followed. Any time a refund is requested, up to ten days after the child's last day, a refund equivalent to one week's payment will be given.