Kids Connection @ OSWEGOLAND PARK DISTRICT

2020-21 PARENT HANDBOOK
June 2020

Dear Parents,

Welcome to Kid’s Connection! Kid’s Connection is a recreational before and after school program for kindergarten through fifth graders offered in cooperation with School District 308. It is implemented by the Oswegoland Park District.

Kid’s Connection was designed to meet the needs of parents and children outside of school hours. Research has indicated that student participation in a before and after school program is beneficial to their academic development and social adjustment. Children will be able to build new friendships and create school-age memories. Our staff plans daily activities based on the needs and interests of the children, giving them time to discover, learn, play, and explore.

Our caring staff enjoys working with school-aged children and are screened and approved through the Park District. 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!

Kim Lombardi  
Kid’s Connection Coordinator  
630.554.4485

Joy Curbis  
Kid’s Connection Coordinator  
630.554.4458

Kelly Summers  
Registration Coordinator  
630.554.4064
Kid’s Connection is committed to providing a safe, nurturing environment where children can develop their natural joy and enthusiasm for learning, exploring, and creating.

Professional staff will plan a variety of activities that will provide opportunities for children to learn about themselves and the world around them. Kid’s Connection is:

- a place where a higher level of thinking is encouraged and being a child is nurtured
- a program in which teamwork and social interaction are the basics
- a community where the courage to try is celebrated and the desire to succeed is supported
- an opportunity for children to grow through accomplishment and respect

Our focus on relationships and providing children with opportunities to learn, grow, and discover themselves is at the heart of the Kid’s Connection philosophy. Our attitude and approach to everything we do focuses on creating a warm, welcoming environment in which kids can be themselves without fear of judgment and in which each child belongs. Our child centered philosophy creates a supportive atmosphere where participants develop skills and values to last a lifetime.

**IN PERSON** - Parents are welcome to visit the site at any time, however, during Kid’s Connection time the staff may not be able to talk at length with you. Please speak to the site supervisor to make an appointment if an extended conversation is desired.

**PHONE** - You can contact your child’s site supervisor by phone. See page 16 for site phone numbers.

**SITE COMMUNICATION LOG** - Kid’s Connection has a communication log for any information or messages a parent may have regarding their child’s attendance or other changes/concerns/needs. A written record ensures that all staff are informed. Please feel free to speak to a supervisor should you have information of a more personal or confidential nature.

**WEBSITE** - The Park District’s website, oswegolandparkdistrict.org is a good place to find menus, field trip details, and other site information.

**FACEBOOK** - Follow [facebook.com/oswegolandparkdistrict](http://facebook.com/oswegolandparkdistrict) to see photos of our activities.

**WHITE BOARD** - Each site has a white board on the sign-in table with information about the day, including menus and activity details.
Kid’s Connection staff creates engaging activities designed for fun, safety and to develop higher thinking. The children are given the time to discover, learn, and explore through enriching activities:

- Homework Time
- Large Motor & Outside Play Time
- Science Projects
- Exploration

The activities will be conducted in a setting in which:
- Activity areas, equipment, and materials will be arranged so the children 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

Students meet in the school cafeterias at most District 308 elementary schools. If your child's school does not meet a minimum daily attendance to open their school site, Kid’s Connection will make every effort to transport them to and from an alternate elementary school for care.

The Kid’s Connection program is available from 6:15am until the beginning of class and from the end of class until 6:15pm, Monday through Friday, including full days off school and some holidays.

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.
If your child has a dietary restriction, indicate that on your child’s ePact account. If the allergy is life-threatening you will also need to fill out an Allergy Packet and upload it to ePact. Menus will be posted for parents to review and are also available online at oswegolandparkdistrict.org. Breakfast and snack will be provided by Kid’s Connection. Lunches are available on days with no school. We ask that you bring a lunch on early release days.

Please do not send items from home. Oswegoland Park District is not responsible for lost, stolen, or broken items.

Oswegoland Park District is a member of the Fox Valley Special Recreation Association (FVSRA). FVSRA provides recreational opportunities for children with mental, physical, or emotional disabilities. In partnership with FVSRA our staff will make every effort to provide children with disabilities the accommodations they require to participate in our program. In many situations, FVSRA will provide a companion who will give one-on-one support to the person participating. It may take up to ten days to secure a companion. Please indicate any special needs under the medical portion of the registration form. For more information about FVSRA please visit FVSRA.org or contact Oswegoland Park District.
The use of cell phones is not permitted. Cell phones must remain in the children’s backpacks. Children may request access to the site phone should it be necessary to contact a parent or guardian. Parents/guardians may call the site phone number should they need to reach their children or need to talk to a staff member. The use of other electronic devices including, but not limited to, hand held gaming and music electronic devices are not permitted at Kid’s Connection.

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**Non-refundable $75 Registration Fee** - due at time of registration

*If you withdraw from the Kids Connection program, there will be a re-registration fee of $50 to return to the program.*

Visit our Online Registration Site to pay the $75 non-refundable registration fee. Your receipt will contain a link for you to complete a form with your requested location and days of attendance. You will receive confirmation of your child’s registration once it has been processed.

Please contact our Registration Coordinator via email (ksummers@oswegolandpd.org) or at 630.554.4064 with questions of for availability.

**2020-21 Kid’s Connection - Grades K-5**

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<th></th>
<th>Per Day</th>
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<tr>
<td>AM</td>
<td>$25</td>
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<td>PM</td>
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<table>
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<tr>
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<th>Per Day</th>
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<tbody>
<tr>
<td>AM/PM</td>
<td>$29</td>
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<tr>
<td>Day Off School</td>
<td>$56</td>
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**EPACT**

ePact is an online emergency network, where you can securely add, manage, and share your child’s key health and emergency contact information with us.

After completing the initial registration, you’ll receive an email invitation that will guide you through a few quick steps to set up your account and share your child’s information with us. This must be completed before your child can begin the program.
**full days off school**

Full days off are not included in your schedule and must be registered for on-line by the deadline below. The fee for a full day off school is $56.

<table>
<thead>
<tr>
<th>Day Off School</th>
<th>Register By</th>
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<tr>
<td>Sep 8</td>
<td>Aug 25</td>
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<td>Oct 12</td>
<td>Sep 28</td>
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<td>Nov 3</td>
<td>Oct 20</td>
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<td>Nov 25</td>
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<tr>
<th>Day Off School</th>
<th>Register By</th>
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<td>Jan 18</td>
<td>Jan 4</td>
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<tr>
<td>Feb 15</td>
<td>Feb 1</td>
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<td>Feb 26</td>
<td>Feb 12</td>
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<td>Apr 6</td>
<td>Mar 23</td>
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**winter & spring break camps**

Winter and Spring Break Camps are not included in the regular Kid’s Connection schedule and must be registered for online. Payment is due at the time of registration. Adjustments to your schedule can be made until the final day of registration. We will be unable to issue refunds or make attendance adjustments once registration for Winter/Spring Break Camps end.

**WINTER BREAK CAMP**

$56 per day

Dec 23, 28, 29, 30, 2020 and Jan 4-5, 2021

REGISTER: Nov 16-Dec 7, 2020

Adjustments can be made to registrations until Dec 7, 2020.

**SPRING BREAK CAMP**

$56 per day

Mar 29-April 5, 2021

REGISTER: Mar 1-15, 2021

Adjustments can be made to registrations until Mar 15, 2021.

**extra attendance fees**

While swapping days is not allowed, your child may attend up to 3 days each month that are not part of his/her regular enrollment. If more extra days are needed, a change in registration should be made.

- Extra AM $25
- Extra PM $25
- Extra AM/PM $29

Please complete the half-slip at the site. The extra attendance fee will be added to your account within two days. Accounts set up on auto charge may check the Auto Charge Authorization box on the half-slip for payment.
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. A charge of $25 will apply to children registered for the morning only program, and children in the afternoon program if the partial day is not one of their regularly scheduled days. The registration deadline for partial school days is two days prior to the program date.

<table>
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<tr>
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<th>Register By</th>
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<tr>
<td>Oct 9</td>
<td>Oct 7</td>
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<tr>
<td>Nov 2</td>
<td>Oct 29</td>
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<table>
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<tr>
<th>Partial Day</th>
<th>Register By</th>
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<tbody>
<tr>
<td>Feb 12</td>
<td>Feb 10</td>
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<tr>
<td>Apr 30</td>
<td>Apr 28</td>
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<tr>
<td>May 25</td>
<td>May 21</td>
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If your child will be absent and it is unplanned, please notify us by calling the Kid’s Connection site. Please notify the staff in advance of all planned absences. There are no credits issued for absences or vacations.

In order for Kid’s Connection to best serve your family, we ask for consistency in your child(ren)’s schedule. We understand that this may look different for each family, but a schedule that is the same each week or alternating weekly is desired. If you have any questions, contact the Registration Coordinator at 630.554.4064 or ksummers@oswegolandpd.org.

A minimum of two weeks notice is appreciated if your child is withdrawing from the program. If you must withdraw or make a program adjustment, visit our website at oswegolandparkdistrict.org and click on Request Schedule Change. Please know that once payment is due, all requested changes will be effective the following month.

We will accommodate your first participation adjustment request at no charge. Due to administrative costs, a $15 charge will be assessed for each participation adjustment for the remainder of the school year.
Kid’s Connection is a monthly billing program. You will be billed at the beginning of the month for the actual days your child is registered within that month.

The first Kid’s Connection payment is due on or before August 1, 2020. Subsequent payments are due on the first day of the month, September 2020 through May 2021. You may complete an Auto-Charge Authorization Form that allows the Park District to charge your payments on the due date to your credit card or you may complete an Electronic Funds Transfer (EFT) form that allows the Park District to withdraw payments from your checking account on the due date. These payment methods can protect you from the additional cost of late fees.

If you do not choose Auto-Charge or EFT, you are responsible for making your payment on the due date. Bills will not be mailed. If you have provided us with an email address, a reminder will be sent five days prior to the due date. We are unable to accept installment payments at your child’s site. Payments are accepted at Park District offices, by mail, or by phone at 630.554.1010.

**LATE PAYMENTS**

Payments received after the due date will incur a $25 late fee that 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 a scheduled payment has not been received by the date it is due, and you have not contacted the billing department to make an alternate payment plan, your child’s attendance at Kid’s Connection may be disrupted. The third time your account is paid late, auto charge payments will be required.

**DEPENDENT CARE RECEIPTS**

Receipts can be accessed online at [apm.activecommunities.com/oswegolandparks](http://apm.activecommunities.com/oswegolandparks).

If you have questions or concerns about your payments, contact the registration coordinator at ksummers@oswegolandpd.org or 630.554.4064.

**financial assistance**

There is a limited scholarship fund available through the Oswegoland Park District. If you wish to apply, we can supply you with the appropriate paperwork. Completed applications along with required documents can be emailed to ckeilson@oswegolandpd.org.
late pick up

It is recommended that you have alternate pick up arrangements in the event you are running later than 6:15pm. Late fees will be assessed beginning at 6:16pm.

- A $15 late fee may be charged if you are late picking up between 6:16-6:30pm.
- A $30 late fee may be charged if you are late picking up after 6:30pm.

The parent/guardian will be asked to sign a form acknowledging the late pick up. The late fee will be added to the family ActiveNet account and can be paid online. Consistent late pick up may result in dismissal from the program.

Kid’s Connection staff will remain responsible for the child and their well-being until the parent or outside authorities arrive. Late pick up will only be discussed with the parent/guardian/ emergency contact, never with the child.

If a child is not picked up by 7:00pm, and staff fails to reach parent or authorized person, we will seek the assistance of the local police department.

school closing/inclement weather

In inclement weather, Kid’s Connection closes with District 308. 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 year. The Oswegoland Park District will share announcements through ePact.
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 contact emergency person
4. If necessary, the injured child will be transported by ambulance to the local hospital. A Kid’s Connection staff member will stay with the child until a parent/guardian arrives.

The parent/guardian is responsible for all charges for emergency medical services rendered.

We depend on parents to assist us in maintaining a safe and healthy environment for all of our children. We reserve the right to send home any child who shows sign of illness. Anyone who becomes ill will be made comfortable until his/her parent can be notified and the student is picked up. Children may be sent home if they have any symptoms as listed below. In addition, a child must be free of all specified symptoms for at least 24 hours before he/she can return to Kid’s Connection.

These symptoms are as follows:

- A fever of 100 degrees or more with no medication
- Vomiting within the previous 24-hour period
- Diarrhea within the previous 24-hour period (including recurring episodes of diarrhea at Kid’s Connection)
- Heavy nasal discharge indicative of infection
- Constant cough or sore throat
- Skin rash
- Head lice
- Symptoms of a communicable disease
If your child must receive prescription medication while at Kid’s Connection, complete the Medical 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. All medications must be in the original packaging with the child’s name on it.

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. If your child has a life threatening allergy, we will need a completed allergy packet before your child can attend Kid’s Connection. The following forms, uploaded to ePact, and all medications must be on site before your child can attend Kid’s Connection:

- Authorization to Administer Medication
- Authorization for Treatment of Children with Life Threatening Allergies
- Release & Waiver of Liability for Administering Emergency Treatment to Children with Life Threatening Allergies

If training of staff is required, seven days from the time of enrollment to the first day of attendance is required to allow Park District staff time to make accommodations.

Signs or Symptoms of COVID-19
- Fever over 100.4
- Cough, not allergy related
- Difficulty breathing or shortness of breath
- Unusual fatigue

If participant does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours or has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart.

A doctor’s clearance may be requested before your child can return to Kid’s Connection.
It is the goal of Kid’s Connection 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. 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 oneself, 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
   - Hitting, spitting, 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.
We believe the role of our staff is to help lead children toward self-discipline and self-direction. We use breaks as a means of calming the child, allowing the child to gain control of him/herself in a dignified and thoughtful manner. Behaviors that endanger the safety and security of the child or others may result in skipped steps or 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. If unacceptable behavior continues, we will take the following actions in this order:

1st Offense
- Verbal warning
- Talk with the parent/guardian

2nd Offense
- The staff will complete a Kid’s Connection Behavior Log Form
- The staff will talk with the parent/guardian and have them sign the Behavior Log Form
- As appropriate, privileges related to the behavior will be removed

3rd Offense
- The staff will complete a Kid’s Connection Incident Report
- Meet with parent/guardian to discuss and sign the Incident Report
- Depending on the severity of the behavior, a behavior plan may be implemented
- As appropriate, privileges related to the behavior will be removed
- The child may be suspended for an amount of time reflecting the seriousness of the behavior

4th Offense
- If the same or similar behavior reoccurs, an Incident Report will be completed by staff and the child will be removed from the Kid’s Connection program for the remainder of the school year.

When a child has a pattern of unacceptable behavior, the staff will work with the parents, and if necessary, a professional clinician on a plan for helping the child to develop self-control. We may use the resources of Fox Valley Special Recreation Association (FVSRA) for assistance in observing and suggesting methods of behavior management for the child. Parents will be notified before someone from FVSRA is called in to observe their child.
Kid's Connection
Boulder Hill/Long Beach 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  630.636.2800
Lakewood Creek Elementary  630.801.0629
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

Junior Kid's Connection
South Point  630.551.0490

Oswegoland Park District  630.554.1010
South Point  810 Preston Lane, Oswego 60543
Civic Center  5 Ashlawn Avenue, Montgomery 60538
Prairie Point  313 E. Washington St., Oswego 60543
Boulder Point  0 Boulder Hill Pass, Montgomery 60538

Administrative Staff
Kim Lombardi, Kid's Connection Coordinator  630.554.4485
Joy Curbis, Kid's Connection Coordinator  630.554.4458
Kelly Summers, Registration Coordinator  630.554.4064
Cheryl Keilson, Supt. of Early Childhood  630.554.4484
Tom Betsinger, Director of Recreation  630.554.4460

oswegolandparkdistrict.org