

August 19, 2020



Dear Junior Kid's Connection Parents,

The beginning of the school year is right around the corner. Our Junior Kid's Connection program begins on Wednesday, August 19. Junior Kid's Connection is held at South Point, located at 810 Preston Lane, Oswego.

We are looking forward to a wonderful year with you and your children. To ensure a smooth start to the school year we would like to make you aware of the following information:

- Our program will run from 6:15am-6:15pm.
- Participants will need to bring a mask and wear the mask when social distancing cannot be maintained.
- Please park in the front parking lot near Door #7. Walk your child to the door and ring the doorbell. A staff member will greet you and have you sign your child in on the iPad. It is necessary that you escort them to the door and sign them in on the iPad each morning and walk to the door to sign them out in the evening. We realize that this takes time, but it is for the safety of the children. This safety protocol helps minimize the number of people entering the Junior Kid's Connection site.
- We understand that emergencies can occur, and we recommend you have alternate pick up arrangements in the event you are running later than 6:15pm.
 - A \$10 late fee will be charged if you pick up between 6:16-6:30pm.
 - A \$30 late fee will be charged if you pick up after 6:30pm.
- If you have questions or concerns about pick up procedures, medications, emergency numbers, etc., please share them with the site supervisor. Your Health and Emergency information will be on ePACT for additions or corrections. Please be sure to visit ePACT monthly and update it if information changes.
- Please call us if your child will not be attending on a day that he/she would normally attend. You may call the site directly at 630.551.0490. Please leave a message if you call during non-program hours. Messages are checked promptly at the beginning of the morning and afternoon sessions.
- In accordance with DCFS guidelines, you must submit a copy of your child's birth certificate, their most recent physical, and vaccination records to ePact prior to your child's start date.
- A minimum of two-weeks' notice would be appreciated if a child is withdrawing from the program. Please visit our website at bit.ly/juniorkc and complete the change form to withdraw or make an attendance change. We understand that busy families have changing schedules. We will accommodate

your first participation change request at no charge. Due to administrative costs, for each additional participation change for the remainder of the year, a \$15 charge will be assessed. All changes must be made prior to the payment due date. If changes are made after the payment due date, the changes will take affect the following month.

- Breakfast, lunch, and snack will be provided. We ask that your child does not bring food into the Junior Kid's Connection program. We understand that some children are picky eaters, and we will do our best to serve kid-friendly foods. Unless you have a medical need accompanied with a doctor's note, all food options must be served by our program. Monthly menus are available on our website at bit.ly/juniorkc.
- Please do not allow your child to bring toys from home as we cannot guarantee their safe return. We will have toys, games, and equipment based on the children's interests.
- The first payment was due on August 1. Subsequent payments will be due the 1st of each month beginning in September with the final payment due on May 1. Please refer to your handbook for details on our pricing structure. To ensure continued enrollment for your child, it is important that the monthly fees are submitted by the due dates. If you are unable to participate in Auto-Charge or Electronic Funds Transfer, you can avoid a \$25 late payment charge by phoning in or dropping off your payment at any Park District office by the due date.
- Once we have your signed Auto-Charge or Electronic Funds Transfer Authorization Form, your account will be charged on the due dates. To avoid a late fee, please contact Kelly Summers at 630.554.4064 if your charge information changes or expires. A new Auto-Charge or Electronic Funds Transfer Form needs to be filled out for each season, if you were with us for the summer your information will not roll over.
- The Oswegoland Park District will make reasonable, feasible, and practical accommodations to allow children with severe and life threatening allergies to participate in our programs. We cannot guarantee an allergen free environment, but with your cooperation we can create a safer environment and be better prepared to handle emergencies. Allergy Packets are available at all Park District buildings and on the Park District website for families of children with severe or life threatening allergies. All Allergy Packet forms must be uploaded to ePACT and any necessary medications must be on site before your child can attend Junior Kid's Connection.

The handbook is a valuable source of information regarding the program. If you have questions or suggestions after reading the handbook, please feel free to contact one of us. We value your comments and we will do our best to reply promptly to your concerns. Thank you for entrusting us with your children. We look forward to a great school year!

Sincerely,

Krista Casanovas
Junior Kid's Connection Coordinator
630.554.4060

Kelly Summers
Registration Coordinator
630.554.4064