



Kid's Connection Camp Connection

@ OSWEGOLAND PARK DISTRICT

PARENT HANDBOOK



OSWEGOLAND
PARK DISTRICT



welcome!

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!

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philosophy

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 play 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.

parent communication

IN PERSON - 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 12 for site phone numbers.

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

activities

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
- Life Skill Activities
- Educational & Recreational Activities
- Large & Small Group Play & Projects

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 and socially distant
- 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

We hope to keep the child to staff ratio at 15:1 or better.

sign in/sign out

When you pick up or drop off, you must come to the door and sign your child in or out. The staff cannot dismiss a child without a parent or guardian. Be prepared to show a photo ID at all times. If anyone other than the parent or guardian is picking up a child, that person must be authorized to do so and be listed in ePACT. Their photo ID will be checked.

meals & snacks

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. Breakfast and snack will be provided to Kid's Connection through Aramark.

Children will need to bring a sack lunch on days off school, Winter and Spring Break, and daily during Summer Camp unless otherwise noted.

lost/stolen items

While Kid's Connection staff will be happy to help you locate lost belongings, we ask that you not send items from home. The Oswegoland Park District is not responsible for lost, stolen, or broken items.

electronic devices

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 hand held gaming, laptops, and music devices are not permitted at Kid's Connection.

field trips/transportation

Transportation for field trips and short outings will be on either a Park District Activity Bus or an SD308 bus. Please review the following rules for travel.

- Passengers will remain seated at all times, facing the front of the vehicle
- No eating or drinking is permitted
- Excessively loud, noisy or distracting behavior is not permitted
- Children may not extend any part of their body through the vehicle windows

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. Refunds will be issued if SD308 has remote attendance that does not require a make up day.

weather precautions

Watching the weather is part of the Camp Connection staff's job. Weather changes require the staff to monitor the health and safety of the participants. Activities will be planned based on the weather conditions for the day as determined by the National Weather Service: Green Day: Heat index 80 degrees or below. Activities go on as planned. Yellow Day: Heat index 90 degrees. Time outdoors will be monitored closely. We will go swimming but time may be limited. Red Day: Heat index 100 degrees or above. Outdoor play and field trips may need to be limited and allow for an indoor break if needed. We will go swimming but time may be limited.

health

injuries

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 contact
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.

medication

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.

sunscreen

Sunburn is a concern during the summer. Since we spend so much of our day outdoors, we recommend that you apply sunscreen before you bring your child in the morning. We also ask that you send a bottle of sunscreen to Camp Connection so that your child can reapply as necessary throughout the day. We recommend a sunscreen stick as a great way to apply sunscreen to cheeks and noses. Our staff will be able to help with the application only if you provide a spray sunscreen.

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

COVID-19 Symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If participant does contract COVID-19, they should remain isolated at home for a minimum of 5 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 24 hours. Children must wear a mask for 5 days upon returning to Kid's Connection.

A doctor's clearance may be requested before your child can return to Kid's Connection.

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. 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.

insurance

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

eligibility requirements

Program participants must meet the following basic eligibility requirements in order to participate in Oswegoland Park District programs and events.

- The ability and willingness to participate in group activities
- The ability to understand and follow program rules and conduct themselves safely and appropriately within a group setting
- Participants will need to be able to refrain from outbursts and physically aggressive behavior such as biting, spitting, scratching, hitting, kicking, etc.
- Participants must be able to stay near the group and not run or wander away
- Participants must be able to independently provide personal self-care such as bath-rooming, hand-washing, eating, and personal hygiene

Failure to follow these requirements may result in removal from the program or event.

code of conduct

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, spitting, 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.

discipline procedures

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 Report
- 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 Behavior Report
- Meet with parent/guardian to discuss and sign the Behavior 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 Behavior Report will be completed by staff and the child will be removed from the Kid's Connection program.

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.

contact us

Kid's Connection

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	630.465.4899
Lakewood Creek Elementary	630.801.0629
Old Post Elementary	630.554.7247
Prairie Point Elementary	630.551.0674
Southbury Elementary	630.554.0312
South Point Summer Camp	630.465.4899
The Wheatlands Elementary	630.236.6204
Wolf's Crossing Elementary	630.357.7647

Junior Kid's Connection	630.551.0490
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Oswegoland Park District	630.554.1010
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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

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oswegolandparkdistrict.org

