



# Kid's Connection and Camp Connection @ OSWEGOLAND PARK DISTRICT

PARENT HANDBOOK



OSWEGOLAND  
PARK DISTRICT



# table of contents

Click on the section title to be taken to the page.

<b>Welcome!</b> .....	2
<b>Philosophy</b> .....	3
<b>Parent Communication</b> .....	3
<b>ePACT Information</b> .....	4
<b>Eligibility Requirements</b> .....	5
<b>Code of Conduct</b> .....	5-6
<b>Discipline Procedures</b> .....	7
<b>Activities</b> .....	8
<b>Extracurricular After-School Activities</b> .....	8
<b>Sign In/Sign Out</b> .....	9
<b>Late Pick Up</b> .....	10
<b>Meals &amp; Snacks</b> .....	11
<b>Lost/Stolen Items</b> .....	11
<b>Electronic Devices</b> .....	11
<b>Field Trips/Transportation</b> .....	11
<b>School Closing/Inclement Weather</b> .....	12
<b>Excessive Heat Precautions</b> .....	12
<b>Injuries</b> .....	13
<b>Medication</b> .....	13
<b>Sunscreen</b> .....	14
<b>Illness</b> .....	15
<b>Severe Allergies</b> .....	16
<b>Insurance</b> .....	16
<b>Contact Us</b> .....	17

# 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

While Kid's Connection is located in SD308 space, they are completely different entities. Student information, including student attendance/absences and medical information/IEPs, is not shared between the School District and the Park District. Parents must report absences separately to the Kid's Connection staff and keep them updated about pertinent medical information.

**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 17 for site phone numbers.

**WEBSITE** - The Park District's website, [oswegolandparkdistrict.org](http://oswegolandparkdistrict.org) is a good place to find menus and other site information.

**EPACT** - Kid's Connection utilizes ePACT as our designated communication tool. It's important to note that all official communications will be dispatched through ePACT. Ensuring that ePACT communications are not inadvertently directed to your spam filter is of utmost importance, as this platform serves as our primary channel for timely and critical information.

ePACT is a tool that allows the Kid's Connection program to collect important health and emergency information. It helps to make sure that the right data, is in the right hands at the right time. It is very important to keep your ePACT information current so staff is able to reach you when needed.

## **Receiving a Request for the first time**

- The Oswegoland Park District will send you a request for each child participating in their program for this year or season.
- Click on Complete Request to get started and create an account.
- Add your name, choose a password, and accept our Terms of Use and now you're ready to go!
- Read the instructions carefully and click on "Getting Started."
- Answer questions on each step. Those with an \* are required. Ensure all the steps have a check mark.
- We find when you're unable to complete your set up it is often because you have not uploaded a photo of your child.
- **Add Additional Documents**
- You can upload additional documents like custody orders or allergy information. Add your initials to each waiver (or agree by check box) and add your signature.
- Click on the "Share" button to complete the process.

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.

# 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.

Kid's Connection reserves the right to review each situation on an individual basis and apply the appropriate consequence depending on the severity of the incident and the circumstances surrounding the incident.

# code of conduct

To ensure the highest quality program for our participants; children, parents and staff are asked to treat each other with respect, tolerance, kindness, and consideration through their words and actions. Children are expected to respect the staff, the facilities, the equipment, and their peers. They are expected to treat others with care and use appropriate language at all times.

## **Participants are encouraged to:**

- Listen and follow the instructions of the staff
- Follow all safety rules and guidelines provided by Kid's Connection staff
- Treat other children, staff, facilities and materials with respect through their words and actions
- Demonstrate trustworthiness by being honest and doing the right thing
- Be responsible for their own actions and choices
- Report any unsafe conditions or incidents to staff immediately

# code of conduct

**The following behaviors such as, but not limited to, are considered unacceptable:**

- Fighting
- Throwing objects at or near others
- Hitting, spitting, biting, or kicking others
- Verbally abusing others i.e. name calling, teasing, and harassment
- Verbally or non-verbally showing disrespect to participants or staff
- The use of inappropriate language
- Uncontrolled/unmanageable tantrums or outbursts
- Leaving the program boundaries without permission
- Leaving the designated group without permission
- Misuse of equipment

Absolutely no weapons of any kind, or any objects brought with the intent to be used as a weapon, are allowed at Kid's Connection or Camp Connection.

Participants may not discuss, make threats about, or engage in any conversations related to bringing weapons to Kid's Connection or Camp Connection. All verbal and non-verbal threats and threatening behavior, including but not limited to, pretend motions, writing, or drawings, will be taken seriously.

**If a participant threatens to bring a weapon or has brought a weapon to the program, or threatens bodily harm toward an individual, it will result in:**

- Immediate suspension until an investigation can be done regarding the incident
- Parent/guardian notification and discussion about the incident
- Termination from the program, depending on the severity and frequency of the behavior
- Involvement of appropriate authorities, if necessary, depending on the severity and frequency of the behavior

**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-redirection. We use breaks as a means of calming the child, allowing the child to regain control of themselves in a dignified and thoughtful manner. We strive to create a safe, enjoyable, and inclusive environment for all participants. 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.

It is important to note that the discipline policy is not solely punitive; it also aims to provide opportunities for reflection, growth, and learning from mistakes. We encourage participants to take responsibility for their actions and make positive choices.

## **Disciplinary Action**

The procedure for handling disciplinary action will depend on the severity and/or the repetition of unacceptable behaviors.

**Verbal warnings:** Depending on the severity, several warnings may be given.

**Take a break or reflection time:** If the inappropriate behavior continues, the participant may be given a brief break or reflection time to help them regain control and reflect on their actions.

**Written warnings:** A Behavior Report will be filled out. The parents will be required to sign the report, which will remain in the participants file. The staff will work with the participant and parents to correct the behavior.

**Loss of privileges:** Temporary loss of participation in activities in the activity area in which the program is occurring.

If the inappropriate behavior persists despite the above steps, we will call the participant's parent/guardian. We will communicate the situation, discuss the steps taken, and work together to find a solution. If the same or similar behavior patterns reoccur, a Behavior Plan may be implemented.

**Suspension:** In extreme cases where the safety and well-being of others or staff are at risk, we reserve the right to suspend a participant from the program. This decision will be made based on the severity and frequency of the misconduct. If a suspension is warranted, a parent/guardian will be called to pick up their child immediately.

**NOTE: There is no refund of days missed due to a suspension.**

Depending on the situation and the degree of the offense or repetitive undesired behavior, Kid's Connection may terminate services for a child at any time, with or without prior warning. Kid's Connection reserves the right to suspend a child or terminate services if a child's behavior endangers the safety of themselves or others, and/or if undesired behavior is repetitive, and/or if the behavior negatively affects the experience of other participants on a continual basis.



# 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.
- 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.

# extracurricular after-school activities

Children are allowed to participate in extracurricular activities that are held on the school campus.

Parents must notify the Kid's Connection Site Supervisor and complete the Permission to be Released form that states the child will be participating in the extracurricular activity before the first day of the program, club, or class so that the child will not be expected at the program those days.

The staff in charge of the extracurricular activity is responsible for bringing the child back to Kid's Connection after the activity is over.

Kid's Connection staff are not able to leave the program to escort children to or from after-school activities.

# sign in/sign out

Please bring an ID at all times when you pick up to assist in signing your child out of the program smoothly. We will occasionally have new staff, or staff that will be at a location that is new to them, and they may not be familiar with you. Kindly remember this process is necessary to ensure your child is released to authorized adults. 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.

For safety and consistency, parents/guardians will not be allowed to drop off or pick up from an offsite location, including field trip destination. The only exception to this is the Oswegoland Park District pool.

Both parents will be allowed to pick up their child at any time unless legal documentation, such as court orders explaining your custody arrangement, has been provided. Please upload your most current documents to ePACT so they are accessible to the staff.

Once a child is signed out and leaves school grounds, they are unable to return to Kid's Connection unless they are signed back in by a parent or adult on the approved pick up list.

# late pick up

Kid's Connection staff is scheduled until 6:15pm. 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. Late fees will be determined by the clock at your child's site.

## **Late Pick Up Procedure:**

Parents must contact the Site Supervisor by calling the Kid's Connection site phone as soon as they know they may be arriving after 6:15pm

If your child has not been picked up and it's after 6:15pm, and you have not contacted the site, we will first attempt to call both parents. If you cannot be reached, we will then call your emergency contacts.

Late pick-ups will be charged accordingly:

- 6:16-6:30pm - \$25
- 6:31-6:45pm - \$50
- 6:46-7:00pm - \$75

## *Repeat Offenses:*

### *School Year Kid's Connection:*

If the household reaches five late pick-ups in one school year, the family will be notified and the child will be dropped from the program.

### *Summer Camp:*

If the household reaches three late pick-ups in one summer, the family will be notified and the child will be dropped from the program.

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. All fees must be paid when your next payment is due or attendance may be interrupted. 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.

## 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, smartwatches, and music devices are not permitted at Kid's Connection. Laptops are permitted for homework purposes only.

## 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

# school closing/inclement weather

In inclement weather, Kid's Connection closes with SD308. 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.

# excessive heat precautions

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 medication while at Kid's Connection, complete the Authorization to Administer Medication form. Your Medical Authorization form must be uploaded, or given to the staff to upload, to your child's ePACT account.

- If your child needs to have prescription medication administered during their time at Kid's Connection, this form must be completed and signed by the child's physician and a parent/guardian.
- If your child needs to have over the counter medication administered during their time at Kid's Connection, this form must be completed and signed by a parent/guardian.
- All medications must be in the original packaging and labeled with your child's name.

Kid's Connection does not have access to any medications, inhalers, or epinephrine injectors stored in the school nurse's office. Parents must bring a separate supply to be stored at Kid's Connection.

Parents need to transport their child's medications on Days Off and Break Holidays when they are located at a site your child does not normally attend. 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 Park District staff.

# 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 their 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.

# contact us

## **Kid's Connection**

Churchill Elementary	630.551.0770
Fox Chase Elementary	630.551.4366
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
Wolf's Crossing Elementary	630.357.7647

## **Junior Kid's Connection**

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**

Joy Curbis, Recreation Manager   Early Childhood	630.554.4458
Cheryl Gerstung, Recreation Supervisor   Kid's Connection	630.554.4487
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[oswegolandparkdistrict.org](http://oswegolandparkdistrict.org)

