

After School Recreation Program “ASR” & Kindergarten Enrichment Program “KEP”

Dear Parents/Guardians,

The York Center Park District would like to take this opportunity to welcome you and your child to the York Center Park District’s After School Recreation Program and Kindergarten Enrichment Program. ASR & KEP are designed to create a fun, imaginative, and safe environment for your child during the school year. In this handbook you will find an explanation of the program, our policies and procedures, and much more useful information for you and your child to use as we navigate through the year. If at any time you have questions or concerns about the ASR or KEP or their activities, please feel free to call the York Center Park District Office at (630) 629-0886.

Please read this booklet carefully and review the park district rules with your child(ren). The booklet provides you with important information and activities your children will be involved in throughout the year.

Thank you for your participation in our ASR and KEP programs. We are looking forward to seeing many returning faces and well as making new friends.

Covid Procedures

Due to the pandemic, our pickup procedures have changed. Our pickup location will be in the parking lot. You can pull up near the front entrance of our building. When you arrive to the park district, call our number at 630-629-0886. Tell our staff who you are picking up and we will send out your child with a counselor.

Before the first day of ASR and KEP, all parent/guardians are required to fill out our Epact (Emergency Contact information and waivers). On the Epact it states who can pick up and if they are not on the list, they are not permitted to pick up the child. If you have not received our email regarding Epact, please contact our office.

Everyone will be **required** to wear face masks while indoors as well as outdoors when 6ft of distance is not possible.

Do not send your child to KEP or ASR if they are exhibiting any symptoms of Covid or have had close contact to anyone that has tested positive for the virus.

PROGRAM OVERVIEW

Introduction:

The York Center Park District has developed these programs to serve the residents and non-residents in response to a need for after-school care. We recognize that this service is vital to working parents in our community and we take this responsibility very seriously and with great joy. We have the opportunity to provide a safe, educational, social and enjoyable environment for your children.

Eligibility:

The programs are open only to children who are in Kindergarten through fifth grade at the following schools: Stevenson, York Center, Westmore, & Ardmore.

Staff-Child Ratio:

There will be one staff member or more for every eight children. The staff provides a beneficial and enjoyable experience for each participant.

Program Schedule:

KEP runs from morning Kindergarten dismissal at 10:45am until 3pm. ASR runs from afternoon dismissal at 2:30pm until 6:00 PM on regular attendance days. The children that are signed up for both programs will be moved to the ASR program once KEP is concluded. For early dismissals, holidays and institute days follow the District 45 calendar. All Day Camp will be available those days provided the minimum number of participants is met.

Transportation:

After school, children will be picked up from their schools, seat belted into the Park District bus or transit and transported to York Center Park District.

REGISTRATION INFORMATION

Children may be enrolled in one to five days per week. There is a one-time non-refundable registration fee of \$25, for each family.

ePact Information: The York Center Park District requires that ePact Emergency Information and waivers be completed on each child. You will be asked to complete these forms upon registering your child for the program. If any pertinent information should change, please log into your ePact and change the information as well as let the office know.

ASR Fee

Regular Dismissal Day: \$17.00/day

Early Dismissal Day: \$24.00/day

KEP Fee

KEP only: \$24.00/day

KEP and ASR combination: \$36.00/day

****PAYMENT IS DUE by FRIDAY at 5PM for the following week!****

This policy is to ensure the quality of our program and most importantly the safety of your children. If you do not have your child signed up and payment in ON TIME, your child WILL NOT be picked up from school. We need to have an attendance sheet ready, so that we can notify all of the schools. The only exceptions will be made in the case of extreme emergency.

Registration:

We offer registration over the phone Monday through Friday during business hours 9:00am – 5:00pm. So please plan accordingly. We are online too. Register online at ycpdfun.com.

Refunds:

NO REFUNDS and NO CREDITS, unless we have over a week's notice of days not being attended.

Inclement Weather Days:

If the school is closed early without advance notice (due to bad weather), the program will not be held. We follow District 45. Parents should make arrangements in advance for such emergencies, and make sure their children know where they are to go.

Late Fee: If you pick up your child after 6:00 PM you will be charged \$5.00 for every five minutes you are late. Any parent picking up a child late will first receive a verbal warning if it is no later than 15 minutes. Thereafter, you will be charged every time you are late.

ABSENCE, ILLNESS, AND INJURY

Absence: Any time your child will not be able to attend the program, whether due to illness, vacation, etc., please notify the school and the York Center Park District office. Staff needs to know in advance who will be attending to make sure they are taken off the pick-up list. There are no refunds or credits given for any absences.

Illness and Injury: In cases of communicable diseases such as covid, measles, mumps, chicken pox, please notify the York Center Park District so the instructors can notify the other parents. Children with colds, sore throats, flu, etc., should stay at home for the protection of all involved. If a child develops symptoms of illness during the program, he/she will be separated from the group and their parents will be notified to pick up the child. A child should not return to the program until he/she is able to engage in a full program of indoor and outdoor activities or has a doctor's note to return.

Medicine Policy: If your child is required to take any medication, you must complete the medication section in your ePact. Under no circumstances will the child be able to carry or hold his/her own medication.

First Aid Policy: First Aid will be administered if necessary and an ambulance will be called if needed. An accident report will be completed for each incident and must be signed and reviewed by a parent/guardian.

Insurance Policy: York Center Park District does not provide medical insurance coverage for individuals who participate in our programs or use our facilities. To do so would make programs and user fees prohibitive.

OTHER IMPORTANT INFORMATION

Refreshments: The Park District will be providing snack during KEP and ASR and all day camps. If your child has severe allergies, you can provide the snack for your child. All children are encouraged to bring water bottles with their name on it.

Clothes Wetting Emergencies: If there is a clothes wetting emergency and you cannot be reached by phone, we will do our best to handle the situation. For this reason if your child is in KEP, or has a history of accidents, you should send a complete change of clothes (pants, shirt, underwear, and socks) in a clear plastic Ziploc bag marked with your child's name that we can keep at the park district. If your child is having a problem with wetting him/herself please let us know. If you aren't sure, please bring a change of clothes just to be safe. We do not have any clothes available for children to change into. We do not assist with the children's toilet activities.

Lost & Found: We have a lost and found for all the programs. If you have lost anything, please ask the front desk. For KEP, please label your child's clothes to prevent them from being lost. The York Center Park District is not responsible for lost or stolen items. All unclaimed items in the lost and found at the end of the year will be donated to goodwill.

What Not to Bring: Please do not send your child with any personal toys or belongings from home, especially valuable items such as video game systems, tablets, AirPods, etc. These items are not allowed in our KEP and ASR programs.

Questions: The instructors welcome and encourage any and all questions or comments about your child or the program. Questions and comments concerning the program can be directed to the Program Supervisor. If your child has any conditions that we need to be aware of, please let us know so we can set them up to succeed in our programs. If you have questions about registration, please contact the front desk at (630) 629-0886.