



### Carol Stream Park District

#### **Simkus Recreation Center (SRC)**

849 Lies Road  
Carol Stream, IL 60188  
630/784-6100  
630/289-1972 -Fax

(M-F) 8:00 am - 10:00 pm  
(Sat) 8:00 am - 6:00 pm  
(Sun) 8:00 am - 5:00 pm

#### **Aldrin Community Center (ACC)**

391 Illini Drive  
Carol Stream, IL 60188  
630/784-6100  
630/665-9045 -Fax

[www.csparks.org](http://www.csparks.org)

### CCSD 93 District Office

230 Covington Drive  
Bloomingdale, IL 60108  
630/893-9393  
630/539-3450 -Fax

Carol Stream School  
Cloverdale School  
Elsie Johnson School  
Heritage Lakes School  
Roy De Shane School  
Western Trails School  
Jay Stream Middle School  
Stratford Middle School

[www.ccsd93.com](http://www.ccsd93.com)

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The Carol Stream Park District, in cooperation with  
Community Consolidated School District 93 offers  
the Kids Care Before & After School Program.

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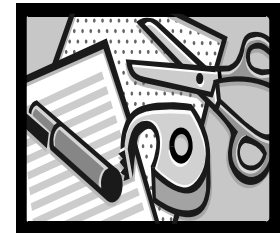
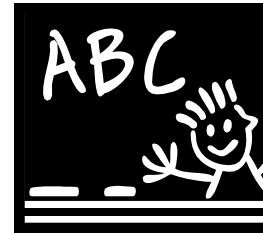
# Carol Stream Park District

## **KIDS CARE PROGRAMS** Parent Handbook

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**Before & After School  
Five Day Punch Pass**  
*(the above programs offered in cooperation with CCSD93)*  
**Days Off Club  
KC Summer Camp**

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**2009-2010**

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## Everything I Need to Know, I Learned in Kindergarten

Most of what I really need to know about how to live, and what to do, and how to be I learned in kindergarten. Wisdom was not at the top of the graduate school mountain, but there, in the sandbox at nursery school.

These are the things I learned: Share everything. Play fair. Don't hit people. Put things back where you found them. Clean up your own mess. Don't take things that aren't yours. Say you're sorry when you hurt somebody. Wash your hands before you eat. Flush. Warm cookies and cold milk are good for you. Live a balanced life. Learn some and think some and draw and paint and sing and dance and play and work every day some.

Take a nap every afternoon. When you go out into the world, watch for traffic, hold hands, and stick together. Be aware of wonder. Remember the little seed in the plastic cup. The roots go down and the plant goes up and nobody really knows how or why, but we are all like that.

Gold fish and hamsters and white mice and even the little seed in the plastic cup – they all die. So do we.

And then remember the book about Dick and Jane and the first word you learned, the biggest word of all: LOOK, everything you need to know is in there somewhere. The Golden Rule and love and basic sanitation, ecology and politics and sane living.

Think of what a better world it would be if we all – the whole world – had cookies and milk about 3 o'clock every afternoon and then lay down with our blankets for a nap. Or if we had a basic policy in our nation and other nations to always put things back where we found them and clean up our own messes. And it is still true, no matter how old you are, when you go out into the world, it is best to hold hands and stick together.

By Robert Fulghum

*Reprinted from Kansas City Times, September 17, 1986*



## Wonderful Ways to Love a Child

- Give your presence -
- Laugh, dance and sing together -
- Understand – Call them love names -
- Send them love letters – Really love yourself –
- Allow them to love themselves –
- Ask their opinions -
- Learn from them – Say yes as often as possible –
- Say no when necessary – Honor their no's -
- Stop yelling – Apologize – Give hugs -
- Build lots of blanket forts –
- Learn about parenting – Open up -
- Fly kites together – Change your routine –
- Lighten up – Believe in possibilities –
- Take time away – Read books out loud -
- Create a circle of quiet – Teach feelings –
- Remove guilt – Share your dreams –
- Play hooky together – Walk in the rain –
- Go barefoot –
- Celebrate mistakes – Admit yours –
- Frame their artwork – Hang it on the walls -
- Stay up late together – Eliminate comparison –
- Delight in silliness – Handle with care –
- Remember they have not been  
on earth very long -
- Protect them – Honor their differences –
- Cherish their innocence – Giggle–
- Speak kindly –
- Go swimming a lot – Splash -
- Let them help – Sing during dinner –
- Let them cry – Don't hide your tears -
- Brag about them – Answer their questions –
- Let go when it's time – Let them come back -
- Show compassion –
- Keep them in your hearts -

## General Safety Policies & Rules

- ◆ Only current CSPD staff, CCSD93 staff, current participants, parents/guardians, invited special guests, and individuals listed on the Release Forms are allowed on or around premises during program hours.
- ◆ All school policies and rules that are “specific” to each school will remain in effect and apply during program hours.
- ◆ No electronic handheld games or CD players unless supplied by the CSPD are allowed.
- ◆ No hats/visors may be worn indoors. No clothing that depicts violence or inappropriate scenes is allowed.
- ◆ Movies may be shown. All movies must be rated “G”; “PG” movies may be shown if parental permission has been received by all participants.
- ◆ Personal belongings and toys from home are strongly discouraged. Staff is not responsible for lost, damaged or stolen items and reserves the right to restrict, or confiscate inappropriate toys.
- ◆ Any toys that are brought from home must have prior approval from the Site Coordinator. A list of toys that are not allowed is available.

## Kids Care Programs – Administrative Staff

Pam Slaga <i>Superintendent of Recreation</i>	(630) 784-6125 pams@csparks.org
Melissa Adamson <i>Recreation Supervisor</i>	(630) 784-6113 melissaa@csparks.org
Renee Bachewicz <i>Recreation Supervisor</i>	(630) 784-6134 reeneb@csparks.org
Janet Zatto <i>Recreation Supervisor</i>	(630) 784-6136 janet@csparks.org
Suzanne Waghorne <i>Recreation Coordinator</i>	(630) 784-6112 suzanne@csparks.org
Chris Terenzio <i>Program Office Assistant</i>	(630) 784-6139 christ@csparks.org

## Carol Stream Park District **Kids Care Programs**

### Parent Handbook

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The Carol Stream Park District and District 93 are proud to support the “CHARACTER COUNTS!”<sup>sm</sup> Philosophy.

## Carol Stream Park District Kids Care Programs

### Welcome to our programs!

The education and care of all children is an important undertaking. The goal of the Kids Care Programs is to provide a safe and structured environment which encourages personal growth and development, while having fun. The benefits are endless when you exercise good character. The Carol Stream Park District (CSPD) is proud to support the "CHARACTER COUNTS!"<sup>sm</sup> philosophy. This Parent Handbook is intended to provide you with an overview of the policies that have been put in place to secure the safety and success of all the children who attend our programs.

The CSPD's Kids Care Programs, in cooperation with Community Consolidated School District 93 (CCSD 93) provide before and after school care for your elementary school children, and extended care for your AM Kindergartner on all regularly scheduled "full" days of school. There is a mutual consent for cooperative sharing of information between CSPD and CCSD 93 as it relates to the registered participants successful participation in the programs operated in cooperation with CCSD 93.

Our Kids Care Club, and Summer Camp programs offer fun and exciting activities for your child and accommodate other non-school days.

We offer many benefits with our wide range of programs.

#### Kids Care Programs can help parents:

- ◆ Feel comfortable knowing their child is secure and active.
- ◆ Relax about schedule restraints because our programs offer longer hours than average after care programs
- ◆ Create a less stressful schedule that allows for more quality time with your child

#### Kids Care Programs can help a child:

- ◆ Build self esteem
- ◆ Meet new friends
- ◆ Develop or improve skills
- ◆ Have fun!



## Kids Care Summer Camp - Special Notes

Campers will be assigned to a group. Individual group counselors will have a sign-in and sign-out sheet for all the campers in their group.

Campers should bring a back-pack and water bottle daily. All campers must bring a sack lunch everyday - be sure to label it with child's name. If you have signed up for the hot lunch program, you do not have to bring a lunch. Please pack a swimsuit, towel, and plastic bag for wet suit daily. Be sure to dress for the weather - layer clothing to allow for comfort as the day gets warmer/colder and always wear gym shoes. Packing an extra bottle of sunscreen is a great idea too. Campers should come to camp with sunscreen and be able to apply their own throughout the day. Camp Counselors can assist with spray sunscreen.

#### In addition . . .

- ◆ No one should ever leave the group on their own
- ◆ Campers will be accompanied to and from the bathroom with a "buddy" and will be in view of the camp counselor.

#### Bus/Van Safety Rules

- ◆ No yelling, screaming, littering, standing, or unsafe behavior
- ◆ No eating or drinking on the bus/van.
- ◆ Remain seated while on bus/van until told to disembark
- ◆ No more than three campers to a seat

#### Field Trip Rules

- ◆ All Summer Camp rules apply
- ◆ Campers may not bring money for candy, souvenirs, etc. on trips
- ◆ Campers must wear their camp T-Shirt for all field trips
- ◆ Campers must stay with their group

#### Pool Rules

- ◆ Parents can indicate the allowable swim areas on the Pool Permission Form
- ◆ All regular Pool Rules apply at Coral Cove or Field Trip Sites.
- ◆ Use the buddy system when swimming
- ◆ Please label swimsuits, towels, bags, shoes and all personal items with child's name using a permanent marker
- ◆ Campers should not linger unnecessarily in the locker room

#### 5 Day Extended Day Camp Punch Pass

- ◆ The 5-Day Extended Day Camp Punch Pass allows your child to attend Summer Camp on a drop-in basis. There is a limited number of Punch Pass Participants per camp. Punch Passes must be purchased **48 business hours in advance** prior to the day of care. It is the responsibility of the parent to renew passes.
- ◆ If your child is going to attend camp on a Punch Pass you must call your child's camp 24 hours in advance to check space availability and to reserve your child's punch pass place. Punch Pass participants will be accepted on a first come first serve basis, **based on the phone call 24 hours in advance**. Advance registration required. Participants will only receive a return phone call from the office staff in the event that we are unable to accommodate your childcare needs on that specific day.

## **Kids Care Days Off Club– Special Notes**

Kids Care Club is designed to offer your child a structured and active day during school holidays, institute days, and breaks. Activities and schedules may vary based on availability of space and staffing. Class sizes are limited and registrations are accepted on a first come, first serve basis.

**All participants must be registered 48 business hours prior to the program date with complete forms and payment.**

**In addition . . .**

- ◆ Participants must bring their own lunch and drink. An afternoon snack and drink will be offered. Additional snacks from home are welcome.
- ◆ Parents/Guardians are required to enter the building and sign each child in upon arrival, and sign each child out upon departure.
- ◆ Extended Care is available for Before Care and/or After Care. See Registration form for times.
- ◆ Locations may vary. Please refer to the registration form.
- ◆ Dress your child for both indoor & outdoor activities as weather permits.
- ◆ Program times can not be modified or prorated.
- ◆ It is required that you drop-off and pick-up your child within the time frame that you have registered and paid for.

## **CHARACTER COUNTS!<sup>sm</sup> SIX PILLARS of CHARACTER**

Trustworthiness-Respect-Responsibility-Fairness-Caring-Citizenship



## **Registration Policy**

Our goal is to accommodate as many families as possible. The Carol Stream Park District reserves the right to adjust minimums/maximms and locations based on the availability of space, staff, and enrollment in order to maintain the safety, structure and integrity of the program as a whole.

- ◆ All Registration must be accompanied by full and proper payment per the Kids Care Registration Forms.
- ◆ All Kids Care Programs offer priority registration to current participants and their siblings.
- ◆ All registrations accepted during Open Registration is on a first come, first serve basis and will be given equal consideration.
- ◆ No participant is permitted to temporarily withdraw from the program.
- ◆ Any participant withdrawing from the program:
  - ◆ will not be guaranteed a spot should they wish to return.
  - ◆ must resubmit complete registration and emergency forms.
  - ◆ must also resubmit all applicable registrations fees.
- ◆ Special needs accommodations can be made to assist your child. Please see page 4 for more information.

## **Registration Procedure**

All registrations are subject to acceptance based on program availability, proper completion of registration material, payment status and history, and the Park District's ability to meet any special needs the participant may have.

Program maximums/minimums and locations are subject to change.

**In order to register each participant must:**

- ◆ Complete and sign proper registration and emergency material for each program for each child.
- ◆ Include full proper payment prior to the program deadline.
- ◆ Pay all outstanding fees due to any and all CSPD Kids Care Programs, or any other CSPD programs and remain in Good Standing with the Carol Stream Park District.

## Payment Procedures

### You may remit your payments in one of five ways:

1.) You may **drop off** your payment at:

<b>Aldrin Community Center</b>	<b>Simkus Recreation Center</b>
<b>391 Illini Drive</b>	<b>849 Lies Road</b>
<b>Carol Stream, IL 60188</b>	<b>Carol Stream, IL 60188</b>
<b>Attn: Kids Care Programs</b>	<b>Attn: Kids Care Programs</b>

2.) You may **mail** your payments to the above locations.

3.) You may use the 24 hour **drop box** at the Simkus Recreation Center.

4.) You may **fax** a completed payment slip with a Credit Card # to the  
Attention of Kids Care at 630/289-1972.

5.) You may sign up for the **EZ Pay** plan for most programs to have your credit card or checking/savings account automatically debited on the dates due.

### Notes:

- ◆ All registration must be accompanied by payment per registration form.
- ◆ Make checks payable to the Carol Stream Park District
- ◆ No payments will be accepted at program sites.
- ◆ Payment slips must accompany all scheduled payments.
- ◆ No partial payment accepted. Full payment is required to participate.
- ◆ Prorated payments are available for some programs.

### Late Payments:

- ◆ If payment is not received by the due date (regardless of holiday or weekend), a late fee per family will be applied.
- ◆ Late Payments are not considered paid in full unless late fee is paid.
- ◆ Consistent late payments, and non-payment may result in suspension from one and/or all CSPD Programs.

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### **CHARACTER COUNTS!<sup>sm</sup>**

**“Every person who interacts with young people has the potential to help shape their values and character.”**

**Volunteers are welcome.**

*To inquire call the Kids Care Office at 630/784-6139.*

## Before/After Care Payments

- ◆ At registration last month and current month fees are due. If the program has not started there is no current month.
- ◆ Monthly installments are based on 181 days of school representing a total of nine equal payments. Amounts already include discounts for school holidays, breaks, emergency closings and other non-attendance days.
- ◆ All remaining payments are due on the **1st of every month**.
- ◆ A **Late Fee** must be paid after the 1st of every month.
- ◆ As of the 15th, all accounts past due will be assumed to be the participant's last month and the advanced payment made at registration will be applied and the child is **not eligible to participate**.
- ◆ Please see Payment Procedures for more info.

## Payment Schedule 2008-2009

	<u>MONTH</u>	<u>PAYMENT DUE DATE</u>
1)	Aug/September	Tuesday, September, 1 2009
2)	October	Thursday, October 1, 2009
3)	November	Sunday, November 1, 2009
4)	December	Tuesday, December 1, 2009
5)	January	Friday, January 1, 2010
6)	February	Monday, February 1, 2010
7)	March	Monday, March 1, 2010
8)	April	Thursday, April 1, 2010
9)	May	<b>* PAID AT REGISTRATION</b>
	June	No Payment Due unless days of attendance exceeds 181.

## Summer Payments

	<u>MONTH</u>	<u>PAYMENT DUE DATE</u>
10)	May	Friday, May 1, 2009
11)	June	Monday, June 1, 2009
12)	July	Wednesday, July 1, 2009

## Kids Care Before & After – Special Notes

**Basic Schedule below (may vary):** Please note - Before Care students are not permitted to be dropped off before 6:45 a.m. After School Care students must be picked up by 6:30 p.m.

### Kids Care Before School

6:45 a.m. Drop Off Begins  
7:00 a.m. Homework/Activity  
Art/Structured Play  
7:30 a.m. Gym/Clean-Up  
8:50 a.m. Dismissal to Classroom

### Kids Care After School

3:30 p.m. Attendance/Snack  
4:00 p.m. Homework/Activity  
Art/Structured Play  
5:30 p.m. Open Play/Gym  
6:30 p.m. Last call for pick up

### **In addition . . .**

- ◆ Location of program within each school is subject to change and will be posted as necessary.
- ◆ Designated quiet homework time will be offered each day.
- ◆ A snack and drink will be provided in After Care. Additional snacks are welcome from home.
- ◆ All students are encouraged to participate in group activities in order to reinforce social interaction and to maintain adequate ratios for staff to student supervision.
- ◆ To change enrollment, you must call the Kids Care Office prior to changing.
- ◆ Special Visitors or Demonstrations may be offered. Parents will be notified in advance.
- ◆ Parents/guardians whose children participate in other before/after school activities or clubs, must complete an Activity/Volunteer Permission Form. This will allow instructors to escort participants to the designated activity area. Participants **MUST** first check in with their After Care instructor. No participant will be permitted to leave the Before/After Care Program without a current/signed form on file.

## 5 Day Punch Pass – Special Notes

The 5-Day Punch Pass allows your child to attend Before and After Care on a drop-in basis. There is a limited number of Punch Pass Participants per school. Punch Passes must be purchased **48 business hours in advance** prior to the day of care. It is the responsibility of the parent to renew passes.

If your child is going to attend After Care on the Punch Pass you must call your child's site by 3:00 p.m. on the day that the child care is needed.

No call is necessary if your child is going to attend Before Care.

## Special Needs

If your child has any special medical, physical, psychological and/or emotional needs, or receives any special services from CCSD 93, please list them in detail on your registration material. Lack of information may adversely affect the Park District's ability to accommodate the needs of your child and may necessitate that participant's removal from the program. The CSPD is not responsible for any injuries, complications, damages, or losses due to withheld information. All participants must be toilet-trained and are responsible for all of their own toileting needs, (i.e., fastening own clothing).

## Childcare Expense Statements

Receipts can be issued upon request as well as a Statement of Account which includes all registrations and payments to CSPD for a given period of time. A Tax Id Letter is available. The Carol Stream Park District is not responsible or liable for determining childcare expenses.

## Insurance

As with all Carol Stream Park District Programs, the Kids Care Programs do not provide insurance coverage for participants. Parents should check their individual insurance policy for coverage.

## School Closing – Program Cancellation Procedure

- ◆ If CCSD93 announces an unscheduled late start, early dismissal, cancellation of all before/after school activities, or closes for any reason including weather, or emergency due to unforeseen circumstances, all Kids Care Programs will also be cancelled/closed. No credits are issued for these days.
- ◆ If you have not received notice from CCSD 93 that school has been cancelled by 6:45 a.m., you may assume that all Kids Care Programs will be in session. Should CCSD 93 cancel school after 6:45 a.m., or announce an unscheduled early dismissal, you will be required to return to school to pick up your child.
- ◆ If a facility housing a Kids Care Program is closed due to unforeseen circumstances, you will be required to return to the facility immediately to pick up your child.
- ◆ **On Half-Days of School**, the Before School Care Program (6:45 a.m. – 9:00 a.m.) is the **ONLY** Kids Care Program that is in session.

## **Drop-Off Policy**

Although instructors may arrive at a site prior to program starting times to prepare, they are NOT permitted to accept participants until their **registered program time**. Children must be escorted into the program site, and personally "signed-in" by a parent or authorized individual.

\*Kids Care Kindergarten students are an exception - instructors will pick them up from their classroom, or meet them at the bus, if transportation from their home school to an alternate site is required.

## **Pick-Up Policy**

Parents or authorized individuals enter a site to "sign out" their child by their **registered program time**. Only those persons listed on the approved "Release Form" will be able to sign your child out from the program. These individuals must be prepared to show picture identification at all times.

**In the event that you will not be able to pick up your child by the designated pick up time, please notify the site immediately.**

**Late Pick-Up Fee (per child):** A \$5.00 late fee for the first ten minutes (or any portion thereof) and \$1.00, per minute after the first ten minutes will be charged if you are late picking up your child. This late fee must be paid the same day or sent with your child the following day. If late pick-up becomes habitual, you will run the risk of your child being discharged from the program.

## **Emergency Contact & Release Form –Authorization**

- ◆ Only authorized individuals listed on each participants Emergency Contact and Release Form will be permitted to "sign" a child out. Parents/Guardians are responsible for providing site instructors with any changes to individuals who are authorized to pick up their child.
- ◆ All participants should have at least 1 emergency contact person that lives within a 5 mile radius of the program location.
- ◆ Authorization for release is accepted ONLY from parent/guardian(s) with primary custody, mother, father, both or guardian.
- ◆ Parents/Guardians are also responsible for informing instructors of any changes to primary custody, restraining orders, or any other situations or changes which may affect the participant.

**PLEASE NOTE:** Custodial information that has been provided to CCSD93 will not automatically be forwarded to the CSPD Kids Care Programs and the custodial information that has been provided to the CPSD Kids Care Programs will not automatically be forwarded to CCSD93.

## **Discipline Policy**

Discipline is carried out in a way that will help children develop self-control and assume responsibility for their own behavior. We encourage children to solve their own conflicts. When necessary, staff will assist children in understanding each other's actions. We will make every effort to assist the child in correcting any unacceptable behavior through re-direction, reminders of expected behavior, time-outs, and parent conferences. Our approach focuses on positive reinforcement; instructors will act in a manner that is kind and caring, yet firm.

### **If unacceptable behavior occurs, the following steps will be taken:**

- ◆ Time-Out with Time-Out Worksheet or Verbal Warning given to the child.
- ◆ If behavior continues after Time-Outs or Warnings, a written Conduct Report will be filed with the Program Manager and parents. The instructor will work with the child and parent to correct behavior. Parents will be required to sign reports which will remain in the child's file.
- ◆ A Conduct Report may be issued immediately, without Warnings or Time-Outs for any serious infractions.
- ◆ On the occurrence of a third Conduct Report, issued within a three-month period, a child may be suspended from one, or all Kids Care Programs for a minimum period of three program days, depending on the severity of the infraction.
- ◆ Contingent on the severity of the infraction, suspension may be effective immediately. On a case by case basis, the CSPD may authorize a delayed start to a suspension for up to 72 hours following the infraction.
- ◆ If upon return, inappropriate behavior continues, or three additional Conduct Reports are issued in another three-month period, the CSPD, may permanently suspend a child from one, or all Kids Care Programs. Future participation will be determined by the CSPD on a case by case basis.

**The Carol Stream Park District reserves the right to immediately and/or permanently suspended a participant from one and/or all Kids Care Programs for serious infractions.**



### **CHARACTER COUNTS!<sup>sm</sup>**

**We send a message as to what we value most by the choices we make and by our conduct.**

## **Code of Conduct**

The following policies have been established for the benefit of our programs as a whole. The safety, structure and integrity of the program will take priority over those of any one individual. Behavior guidelines are not limited to, but are based on the following overall rules and apply to all participants

**The term participant refers to children as well as their parents/guardians; accordingly parents/guardians are also required to follow these policies.**

### **Our Tolerance Policy**

No bullying, verbally or physically abusive, threatening, obscene, disrespectful or physical violence will be tolerated by either parent/guardian or participant. Parents and participants will be held accountable for their actions in compliance with the CSPD Behavior Policy. All threats or threatening behavior will be taken seriously and will be reported to the authorities. Participants using threats of death, violence, or suicide will be immediately suspended. Participants will be required to undergo a professional psychological evaluation at their own expense. The participant may be eligible to return to the program upon receipt of said evaluation stating that participant is not at risk to themselves or others and the approval of the CSPD.

- ◆ The CSPD reserves the right to ban any individual from program premises (including buildings, parking lots, playgrounds, and surrounding areas) who represent a risk, or danger to any parties.
- ◆ Participants may not instruct their children to disregard appropriate instructor's directions, or to respond or retaliate physically with violent/threatening behavior or language. The expectation is cooperation.
- ◆ Participants may not direct, discipline, or instruct children other than their own.
- ◆ Participants should not make any physical contact with other children.
- ◆ Participants must respect the instructors, other participants, and all property, equipment and facilities.
- ◆ Participants may not place themselves or others in dangerous situations through their actions or behavior.
- ◆ No weapons, or items which may be used as weapons may be brought to the program.
- ◆ Participants are responsible for their actions and belongings.
- ◆ Participants must respect and follow the staff's directions.
- ◆ No refunds will be issued for suspensions.

## **Before/After Care Absentee Reporting Policy**

For the safety of the children enrolled in our programs, we require a telephone call **any** time your child will not be attending the program on a day they are regularly scheduled to attend.

**Your child's school is not responsible for informing Kids Care staff of student absences from Before & After Care, or Kids Care Kindergarten.**

See contact numbers below.

## **Voicemail & Nextels**

### **Nextel Phones with Voicemail**

Cellular Numbers should be used during program operating hours for matters requiring immediate attention, or an immediate return call from the staff at the site. Each phone is equipped with voicemail and messages will be retrieved before each program start time.

### **24-Hour Voicemail Extensions**

The 24-hour voicemail system should be used for more detailed messages, or for matters that **do not** require an immediate return telephone call or an immediate response. Voicemail is checked once, daily at the beginning of each program start time.

### **Summer Camp Contact Numbers**

Summer camp contact numbers will be distributed during the program and published on the newsletters.

## **Site Phone Numbers**

<u>B/A School Site</u>	<u>Cellular #'s</u>	<u>Voice Mail Ext. #'s</u>
Carol Stream School	630/ 936-5477	630/ 784-6199 x214
Cloverdale School	630/ 936-5478	630/ 784-6199 x215
Elsie Johnson School	630/ 936-5479	630/ 784-6199 x211
Heritage Lakes School	630/ 936-5480	630/ 784-6199 x177
Roy De Shane School	630/ 936-5481	630/ 784-6199 x212
Western Trails School	630/ 936-5482	630/ 784-6199 x213

*Phone cards are available at your site as a convenient reference.*

## **Health & Medical Emergency Policy**

These policies have been put into place to coincide with the policies followed by CCSD 93 and meet ACA, American Camping Association guidelines.

### **Notification of Medical Attention:**

The Carol Stream Park District continually strives to create a safe as well as fun environment for your child to be in. However, at times the occasional accident may occur. Below is our policy and procedure regarding notifying parents/guardians of any such incidents:

#### **Minor Injury/ Illness:**

- ◆ We will only administer simple basic first aid and a band aide and/or ice pack as necessary according to staff training.
- ◆ You will be notified when you arrive to pick-up your child.

#### **Injury/ Illness Requiring More Attention:**

- ◆ *In addition to the steps above...*
- ◆ We will attempt to contact you or your emergency contacts in the event you are unreachable.
- ◆ An accident report may be completed.

#### **More Serious Injury/ Illness:**

- ◆ *In addition to the steps above...*
- ◆ Program Supervisors will also be immediately contacted.
- ◆ Your child may need to be picked up as immediately as possible.
- ◆ Emergency transportation may be arranged as deemed necessary.

**In addition, we will attempt to contact you immediately at any time upon your child's request.**

### **Healthy Kids Policy:**

- ◆ Participants in all Kids Care Programs during the school-year will utilize the services of the school nurse if available.
- ◆ If a child is running a fever (99.9 or above) or appears sick, we request that they be picked up as immediately as possible. The policy of both CCSD 93 and the CSPD is that a child be fever-free for 24 hours before returning to the program.
- ◆ We also ask that you be considerate of other children and staff and keep your child home if they show signs of illness.
- ◆ Paramedics (9-1-1) will be called to handle serious injuries. If your child needs emergency medical care, we will accompany them and a parent/guardian must meet us at the medical facility as immediately as possible.
- ◆ If your child contracts a contagious condition that restricts them from returning, you must inform your child's site coordinator. The staff will then distribute Health Alert Notices to affected participants.
- ◆ A child must receive appropriate treatment, depending on the condition, before returning to the program and may require a medical release from a school nurse, or physician before returning.

## **Dispensing Medication Policy**

Strict policies have been put in place regarding the dispensing of medication to participants. These policies have been established in cooperation with those policies followed by CCSD 93. These steps must be taken if a participant is required to receive medication while in the program. This includes restrictions for cough drops, vitamins, pain relievers, and over the counter or prescription drugs.

Please note, if your child uses medication that is stored in a school nurse's office, you may need to provide additional medication since we do not have access to that medication before 8:30 a.m. or after 4:00 p.m.

**Parents/Guardians are required to complete a "Permission to Dispense Medication Form" for any and all medication to be administered to participants by CSPD staff or the participant themselves.**

### **1. Prescription Drugs / Inhalers Controlled by Instructors**

- ◆ Parent/Guardian must sign and complete a Permission to Dispense Medication form.
- ◆ Parent/Guardian will provide the CSPD staff with the child's medication in the original container with prescription label that includes patients name, physicians name, pharmacy name, name of medication and complete dosage information. The proper dosage for the day should be sent in the original container each day. If the original container is not available, parent should try to obtain a one.
- ◆ Medication will be stored in a locked area and at a temperature consistent with the package instructions. If the program is held outside, staff will carry the medication with their emergency kit.

### **2. Inhaler—Controlled by child for self-administration**

- ◆ Parents must also sign and complete the Permission To Dispense Medication Form.
- ◆ Medication must be in the original container with prescription label that includes patients name, physicians name, pharmacy name, name of medication and complete dosage information.
- ◆ Parent/Guardian must have the "Self-Administration of Asthma Medication" portion of the Permission to Dispense Medication form completed and signed by a Physician, Physician Assistant, or Advanced Practice R.N.