



# Parent Manual

**2011-2012  
School Year**



## Geneva Park District Kids' Zone Program

Welcome to the Kids' Zone and KinderZone, before and after school programs! The Geneva Park District, with the cooperation of your school district, has developed a program to provide a safe and structured environment that encourages personal growth and development, while having fun. We are excited to be able to serve the needs of you and your family. We are confident that this program will be a fun, recreational experience for your children.

The parent handbook has been designed to provide you with an overview of our policies and procedures. Please read all information carefully and thoroughly. All site coordinators are available during program hours on the site phone. If you wish to leave a message during off program hours, you may leave it on the site phone or call 630-262-2210.

Feel free to contact the office, Monday-Friday 8:30am-5:00pm at 630-232-4542.

Sincerely,

Stacey Fedyski  
Recreation Supervisor  
(630) 262-2210

### ***Please Note:***

***\* Only people on your child's emergency form will be able to sign your child out of the program and they must be 18 years of age or older.***

***\*The parent/guardian whose signature is on the emergency form will be the only person allowed to make changes regarding attendance, add or remove authorized person from the emergency form or receive any information regarding billing and payments.***

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## **PROGRAM PHILOSOPHY**

It is the mission of the Geneva Park District to provide all residents and age groups in the community with recreational programs, facilities and open space that will enhance the quality of life of its residents. Kids' Zone and KinderZone will provide opportunities for all participants to develop a positive self-image through experiences in a fun, friendly, structured and safe environment. Participants will also be able to develop their social skills through interaction and different activities that include problem solving, teamwork and following basic directions. This program will create a stimulating and creative environment, where children will be able to choose their own activities and projects that meet their interests and allow them to learn and grow at their own rate. Our goal is to provide a program that strongly supports the six pillars of character: trustworthiness, respect, responsibility, fairness, caring and citizenship. "Character Counts" and benefits of a healthy lifestyle will be incorporated in all aspects of Kids' Zone.

## **Registration Policy**

It is our goal to accommodate as many families as possible. The Geneva Park District reserves the right to adjust locations based on 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 registration forms.
- Kids' Zone/KinderZone offers priority registration to current participants and their siblings.
- No participant is permitted to temporarily withdraw from the program.
- Any participant withdrawing from the program:
  - Must provide notice in writing with at least a one week notice
  - Will not be guaranteed a spot if they wish to return
  - Must resubmit complete registration and emergency forms
- Special needs accommodations can be made to assist your child. Please notify us as soon as possible to be able to find the appropriate accommodations.

## **Registration Procedure**

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

In order to register, each participant must:

- Complete and sign proper registration and emergency forms for each child.
- Include full payment prior to program deadline.
- Pay all outstanding fees due to any and all Kids' Zone program or any other Park District programs and remain in good financial standing with the Geneva Park District.
- Must register and turn in forms at least 48 business hours before desired start date to process.

## Program Fees

**Registration Fee:** \$35 – Non-refundable

### **Monthly Fees:**

#### **Kindergarten: SPRC**

<b>AM Kindergarten</b>	<b><u>1<sup>st</sup> Child</u></b>	<b><u>2<sup>nd</sup> Child *</u></b>
<b>6:30am-8:00am – at child's school</b>		
Before School - 5 Day	\$149/Month	\$119/Month
Before School - 3 Day	\$96/Month	\$76/Month
<b>10:30am-2:15pm</b>		
Part Day After School - 5 Day	\$304/Month	\$243/Month
Part Day After School - 3 Day	\$184/Month	\$147/Month
<b>10:30am-6:00pm</b>		
Full Day After School - 5 Day	\$568/Month	\$454/Month
Full Day After School - 3 Day	\$343/Month	\$274/Month
<b>PM Kindergarten</b>		
<b><u>1<sup>st</sup> Child</u></b>		
<b><u>2<sup>nd</sup> Child *</u></b>		
<b>6:30am-11:45am</b>		
Before School - 5 Day	\$450/Month	\$360/Month
Before School - 3 Day	\$277/Month	\$221/Month
<b>8:00am-11:45am</b>		
Part Day Before School - 5 Day	\$304/Month	\$243/Month
Part Day Before School - 3 Day	\$184/Month	\$147/Month
<b>2:15pm-6:00pm- at child's school</b>		
After School - 5 Day	\$268/Month	\$214/Month
After School - 3 Day	\$173/Month	\$138/Month
<b>1<sup>st</sup>-5<sup>th</sup> Grades: At School</b>		
<b><u>1<sup>st</sup> Child</u></b>		
<b><u>2<sup>nd</sup> Child *</u></b>		
<b>6:30am-8:00am</b>		
Before Only - 5 Day	\$154/Month	\$123/Month
Before Only - 3 Day	\$99/Month	\$79/Month
<b>2:15pm-6:00pm</b>		
After Only – 5 Day	\$277/Month	\$221/Month
After Only – 3 Day	\$179/Month	\$143/Month
<b>6:30am-8:00am &amp; 2:15pm-6:00pm</b>		
Before & After – 5 Day	\$376/Month	\$301/Month
Before & After – 3 Day	\$241/Month	\$193/Month

**\*Multiple Child Discount-** 20% discount for additional children.

### **Additional Fees:**

Registration Fee - \$35 per child (Non-refundable)

Late Pick up Fee - \$5 after the first 10 minutes and \$1 every minute there after the ten minutes.

Late Payment - \$10 for payments received after the 3<sup>rd</sup> of the month

Declined Credit of NSF check - \$25 charge for each occurrence

## Payments

- At registration a **non-refundable** processing fee is due per program, per child.
- The yearly tuition has been divided into an installment plan that includes a registration fee and 9 equal monthly installments, which is based on actual school calendar days. (This includes all half days/Kindergarten does not attend half days, so they are not included for Kindergarten).
- **Institute days and selected school holidays and breaks are not included in the installment plan, but can be registered for separately.**
- You may pay the tuition in full at time of registration or sign up for EZ pay, for automatic monthly payments from a credit or debit card. (If you are unable to do either of these, please contact the Program Supervisor)
- Payments are due on the **1<sup>st</sup> of every month**, you will not receive a bill. (Once you have signed up for automatic charges, your account will be charged on the due date each month.)
- **Late fees** must be paid if paid after the 3<sup>rd</sup> of the month.
- After the 10<sup>th</sup> of the month, the child will be suspended from the program until the account is brought up to date. After 30 days the child will be withdrawn from the program.
- If difficulty meeting a payment deadline becomes an issue, contact the Recreation Supervisor at least one week prior to the payment due date.

### **Payments may be paid in the following ways:**

1. EZ Pay – automatic monthly withdrawal from a credit or debit card (Recommended to avoid late fees)
  2. Drop off payment or mail to: Attn: Kids' Zone  
Sunset Community Center  
710 Western Ave.  
Geneva, IL 60134
  3. Pay online on your Geneva Park District account.
- Checks should be made payable to the Geneva Park District
  - No payments are accepted at program sites
  - Partial payment is not accepted, full payment is required to participate.
  - Prorated payments may be available for late registration.

## Late Payments

- If the payment is not received by the 3<sup>rd</sup>, regardless of a 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-payments may result in suspension of the program.
- After 2 late payments, the family will be required to be on EZ pay to continue in program.

## Refunds

Refunds for the monthly tuition will be given if the participant moves out of the district, withdraws from the program or for an extended medical leave (5 days in a row or more) with a doctors note. If moving out of the district or withdrawing from the program a written notification must be given to the site director at least one week prior to the last day attended. The refund for moving or withdrawal will be pro-rated based on child's attendance and when written notification was given. Refunds or credits will not be given for snow days, vacation, illness, extracurricular activities, disciplinary reasons or other temporary childcare arrangements.

## Tax Information

The Geneva Park District tax identification number is 36-600-8378. This year each participant will receive a year end receipt for KinderZone/Kids' Zone. If additional receipts or billing information are required, please contact Dawn Flesvig at [dflesvig@genevaparks.com](mailto:dflesvig@genevaparks.com).

## Special Needs

The Geneva Park District believes in the right to an excellent recreational experience for all individuals from all backgrounds and ability levels.

If your child has any special medical, physical, psychological and/or emotional needs or receives special services from the school district, please list in detail on the registration material. Lack of information may adversely affect the park district's ability to accommodate the needs of your child. All participants must be toilet trained and are responsible for their own toileting needs. Please allow at least 2 weeks for all requests.

## Emergency School Closing and Program Cancellations

- If Geneva School District 304 announces a late start due to weather, all AM programs running 6:30-8:00am from Kids' Zone and KinderZone will be cancelled. KinderZone will run starting at 8:00am for PM kindergartners and continue throughout the day as regularly scheduled. AM kindergartners will not attend school but may attend KinderZone starting at 10:30am.
- If Geneva School District 304 announces any cancellations of after school activities or closes for any reason including weather, or emergency due to unforeseen circumstances, all PM Kids' Zone programs will be cancelled. **No credit will be given for these days, as they will be made up for at the end of the year.**
- **When school is closed for the day due to weather, ALL Geneva Park District Programs will be cancelled as well.**
- If you have not received notice that school has been cancelled by 6:30am, you may assume Kids' Zone will be in session. Should the school district 304 cancel school after 6:30am or announce an unscheduled early dismissal, you will be required to return to school to pick up your child.

## School Holidays and Winter/Spring Breaks

- Day off trips are available on select school holidays and Institute days. These trips must be registered for separately.
- During the breaks, we offer Winter and Spring Camps. Families will receive information for these camps at their sites. They must be registered for at the Park District. You may register by dropping off your registration, mailing it in, faxing the form in or register online.
- The Geneva Park District does not offer programs on Labor Day, Thanksgiving, Thanksgiving Friday, Christmas Eve, Christmas Day, New Years Eve, New Years Day or Memorial Day.
- **Participants must register at least 48 business hours in advance, with registration fee.**

## Bussing

- All of our bussing for the KinderZone program and Day off Trips is done through First Student bussing company, with the assistance of the park district buses or vans on occasion.
- When participants are bussed for a program, parents will **not** be able to drop off or pick up at the field trip location they are being bussed to.
- All drivers have completed background checks and have obtained all certifications and licenses necessary to operate the vehicles.

## Drop Off Policy

Although the staff may arrive at the site prior to the program start time, they are not permitted to accept participants before 6:30am. Children may be dropped off until the program ends in the morning. **Children must be accompanied by a parent or authorized adult and they must sign their child(ren) in on the Sign In/Out form each day.**

## Pick up Policy

**Participants must be signed out from Kids' Zone by a parent or an authorized adult.** No child will be released to an individual whose name does not appear on their Emergency and Release form and under no circumstances is a child allowed to leave the program unescorted. Staff may ask to see picture identification of anyone picking up the child, including parents. If someone is going to pick up the child that is not on the list and it is a one time occurrence, you must send in writing a letter authorizing the adult to pick up in advance. If a parent needs to add someone to the "Emergency and Release" form, a "Change of Information" form must be filled out. The only person who may make changes is the parent/guardian who filled out the original forms.

Please allow sufficient time when picking up your child. Your child is expected to clean up whatever activity they were engaged in prior to leaving. This is the child's responsibility and we appreciate your support.

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

## Late Pick up Fee

The pick up time of 2:15pm(KinderZone only) and 6:00pm will be **strictly enforced**. If the parent is unable to pick up their child by the end of the program, it is the parent's responsibility to make other arrangements. Any pick up after 2:15pm/6:00pm will result in a late fee of \$5.00 for the first ten minutes and then \$1.00 per minute after the first ten minutes will be charged if you are late picking up. After 30 minutes and all emergency listings have been called, staff will notify the local Police Department. The child will be transported by the Police to the Police Station. A late form will be filled out and turned into the office where you will be expected to pay your late payment, before your next monthly payment is due. If unpaid, it will automatically get withdrawn with the next automatic monthly payment. If late pick up becomes a habit, you run the risk of your child being dismissed from the program.

## Absences

Any time your child will not be attending the KinderZone/Kids' Zone after school program; it is the parent's responsibility to inform the site by leaving a message on the site phone by 10:00am for KinderZone and 2:00pm for Kids' Zone. It is not the school's responsibility to inform us of absences or if a child went home early. **Notification is imperative.** Frequent unreported absences may result in the child being dropped from the program.

## Hours of Operation

The program runs Monday – Friday. These times are for regularly scheduled school days.

	<u>Time</u>	<u>Locations</u>
<b>AM Hours*</b>	6:30am-8:00am	Harrison, Williamsburg, Mill Creek, Fabyan, Heartland, Western
	6:30-11:45am	KinderZone - SPRC
<b>PM Hours **</b>	10:30-6:00pm	KinderZone - SPRC
	2:15pm-6:00pm	Harrison, Williamsburg, Mill Creek Fabyan, Heartland, Western

## **Early Dismissal & Half Days**

On Half days and Early Dismissals the program will be held at the school. If a participant is registered for five days of the afternoon Kids' Zone program, then any early dismissal or half day is included in the program fee. If they are only registered for 3 days, then the half day would only be covered if that was a day they were scheduled to attend. **For all half days, children will need to bring a lunch and drink, no lunch will be provided.**

**\* For Kindergarteners, there is no school on half days or early dismissals and Day Off Trips will be offered on these days. This is not included in the price of the program and must register separately in order to attend.**

## **Homework Policy**

It is not Kids' Zone's responsibility to ensure that any child does their homework. However, there is quiet time scheduled every day after snack for those that need to get their homework done. The staff is happy to remind and encourage your child that it is time to do their homework, but will not force them to do so. The staff is not there to tutor or work one on one with your child on their homework. This program has been designed to be a fun, recreational program. We want to make sure to keep that energy and not let it become an extension of the school day. It is important for the kids to be able to participate in the activities because the benefits of recreation are endless.

## **Extracurricular After School Activities**

Children may take part in extracurricular activities held at their schools (scouts, clubs, etc.). To do this, a parent must notify the Site Coordinator in writing, by completing an "Extracurricular Activity Form" for each activity the child will be attending. These forms are available at each site. The person in charge of the extracurricular activity is responsible for bring the child back to Kids' Zone at the end of the program.

## **Newsletters, Activity Plans & Snack Calendars**

A monthly newsletter will be available at your child's site and online at [www.genevaparks.org](http://www.genevaparks.org) each month. These letters contain important dates and information, so please read them. Monthly activity plans and snack calendars will also be available each month at the site and online. The activity plans will show what themes and activities are being planned each month and the snack calendar will have the daily afternoon snack that will be offered. Children with food allergies or restrictions are always welcome to bring their own snack. We follow the District 304 allergy plan.

## Code of Conduct

The following policies have been established for the benefit of the program. These rules apply to all participants and their parents/guardians.

- No bullying, verbal or physical abuse, threatening, obscene, disrespectful or physical violence will be tolerated.
- All threats and threatening behavior will be taken seriously and reported to the authorities.
- Participants must show respect to all staff, participants, all property, equipment and facilities.
- There may be no physical contact with any other participants or verbal or physical harm.
- Participants may not place themselves or others in dangerous situations through actions or behavior.
- No weapons or items that may be used as weapons may be brought to the program.
- Participants may not leave the program area without permission.
- Participants are responsible for their actions and belongings (Bags, jackets, school supplies, items brought from home with permission, etc.) Please note: cell phones and other electronic devices will not be allowed at the program.
- No refunds will be issued for suspensions.

## Discipline Policy

It is our philosophy for discipline to teach participants to take responsibility for their own actions. We try to accomplish this through using specific directions, redirecting a child, positive reinforcements, motivation and through following by example. Since each participant has different ways of learning, several different methods may be used.

**1<sup>st</sup> Offense** – Verbal Warning (depending on the severity, several warnings may be given)

**2<sup>nd</sup> Offense** – A behavior report will be filled out and filed with the Recreation Supervisor and the parents/guardian. 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. (This may be issued immediately, without warnings for serious infractions.)

**3<sup>rd</sup> Offense** – Suspension- the participant will be suspended from the program for one to three days. The suspension will be in effect the first day following the offense. The first time will be for one day and the second time for three days. The parent will be notified by the Site Coordinator or the Recreation Supervisor. Upon return from a three day suspension, if behavior continues, the Recreation Supervisor may permanently suspend a participant from the Kids' Zone program, which also may affect any day off trips, holiday camps or summer camps.

Depending on the situation and the degree of the offense, the participant may be permanently dismissed from the program following the issuance of a behavior report. There will be **no refunds** for days missed due to disciplinary infractions.

At Kids' Zone, we hold a "**Zero Tolerance to Violence**" policy. A participant that is physically or verbally abusive to another participant, volunteer or Park District staff will be immediately suspended without any prior warning. No bullying, verbal abuse, threatening or physical violence towards Park District staff, FVSRA staff or any participant will be tolerated. All threats and threatening behavior will be taken very seriously and will result in an immediate suspension and possible dismissal from the program.

## Illness and Injury

### **Healthy Kids Policy :**

- If a child becomes ill during the program, a parent will be notified and asked to pick up the child as quickly as possible. The child must be fever free for 24 hours before returning to the program. If a child vomits, they must go home immediately, if a parent is unable to pick them up, the emergency contacts will be called.
- We ask that you be considerate of other children and staff and keep your child home if they show signs of illness.
- In case of a contagious disease, please notify Kids' Zone Staff immediately. All parents at that site will be notified as soon as possible.
- A child must receive appropriate treatment, depending on the condition, before returning to the program and may require a medical release from a physician.
- Paramedics (911) 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 immediately.

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

- Any minor injury/illness, we will only administer basic first aid such as band-aid or ice pack and you will be notified when you arrive.
- In the case an injury/illness requires more attention; we will administer first aid and contact the parent or the emergency contacts in the event you are unreachable. An accident report will be completed, as well.
- If necessary, we will contact emergency services and participant will be transported to the nearest hospital.

## Dispensing Medication

Strict policies have been put in place regarding the dispensing of medication to participants. These policies must be followed if a participant is required to receive medication while in the program. This includes restrictions for any over the counter medications (including cough drops and pain relievers) and any prescription medication. **Parents/Guardians are required to complete a "Request to Administer Medication Form" for any and all medication to be administered to participants by Kids' Zone staff or the participants themselves.**

- All medication in the original container whose prescription label must include patient's name, physician's name, pharmacy name, name of medication and complete dosage information. Each day the proper dosage should be sent in the original container. If original container is not available, parent should try to obtain a new one from physician or pharmacy.
- Parent/Guardian must sign and complete a Request to Administer Medication form.
- Medication will be stored in locked area at temperature consistent with package instructions. If program is outside, medicine will be in the first aid kit.
- Students must have a medical release form to keep medication such as inhalers and an epi-pen with them.

## **Emergency and Release Form**

Only authorized individuals (over 18 years of age) listed on each participants "Emergency and Release Form" will be permitted to sign a child out. Any adult (parents included) must be prepared to show a picture id when picking up a child.

### **Change of Information:**

If a parent has a change of any pertinent information, such as phone numbers, address, marital status or adding someone to the authorized pick up list, a "Change of Information Form" must be completed. Only the parent/guardian who completed the original forms can authorize these changes. These forms are available at the site. Parents/ guardians are responsible for informing instructors of any changes to primary custody, restraining orders or any other situations or changes that may affect the participant.

## **General Safety Rules and Policies**

- Children should wear gym shoes every day to allow full participation in the activities. Please send jackets, boots, hats, gloves, etc, so you child can play outside.
- Only Geneva Park District staff, school district 304 staff, current participants, parents/guardians, invited special guests and adults on the emergency release form will be allowed on the premises during program hours.
- All school policies and rules will remain in effect and apply during program hours.
- No electronics, iPods, cell phones or handheld games will be allowed.
- No hats may be worn indoors or clothing that depicts violence or inappropriate themes.
- Movies may be shown. All movies must be rated "G", "PG" movies are only to be shown with parent permission.
- Personal belongings and toys from home are strongly discouraged. Staff is not responsible for lost or stolen items and reserves the right to restrict or confiscate inappropriate toys.
- Any toy brought from home must have prior approval from the Site Coordinator.

## **Communication with Site and Administrative Staff**

For communication purposes, each site has a cell phone. The phones are for parents needing to contact staff to inform them of an absence, late pick up or family emergency. These phones are not for parents to call their children, as this is not fair to the other participants. Participants will be able to use these phones in an emergency. Also, participants may not use personal cell phones at the site. The telephone at the site will only operate during program hours (before and afterschool). At any other time you may leave a message on the voicemail.

<u>Site Numbers</u>		<u>Site Coordinator</u>
Harrison	(630)945-5043	Sara Mieling
Fabyan	(630)947-9540	Jessica Holbrook
Mill Creek	(630)945-5626	Laurie Lattanzio
Williamsburg	(630)945-7334	Stephanie Larson
Western	(630)947-4276	Kari Kraus
Heartland	(630)947-2560	Jacqui Salesky
SPRC/KinderZone	(630)232-7435	Jan Parcell

*Any other questions, do not hesitate to call Monday – Friday from 8:30am-5:00pm.*

### Recreation Supervisor/Kids' Zone Director

Stacey Fedyski (630)262-2210 [sfedyski@genevaparks.com](mailto:sfedyski@genevaparks.com)

### Kids' Zone Coordinator

Matt Netrefa (630)262-2201 [mnetrefa@genevaparks.com](mailto:mnetrefa@genevaparks.com)

### Registration & Billing

Dawn Flesvig (630)262-2220 [dflesvig@genevaparks.com](mailto:dflesvig@genevaparks.com)

*For assistance before/after hours, please call Monday-Friday 5:30am-9:30pm.*

Sunset (630)232-4542 Fax: (630)232-4569

SPRC (630)232-4501 Fax: (630)232-4502